The Guide to Processing Personnel Actions

Update 64

***NOTICE***

This Guide and its Updates are available for viewing/printing on our web site (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. Unless an effective date is specified for a particular change within the table of the Summary of Changes that begins on the next page, the effective date of guidance in this document is the date shown at the top of this page.
### Summary of Changes

<table>
<thead>
<tr>
<th>Remove</th>
<th>Insert</th>
<th>Explanation of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page</td>
<td>Identification</td>
<td>Page</td>
</tr>
<tr>
<td>4-19 thru 4-22</td>
<td>various</td>
<td>4-19 thru 4-22</td>
</tr>
<tr>
<td>4-29 thru 4-30</td>
<td>Update 45 August 6, 2006</td>
<td>4-29 thru 4-30</td>
</tr>
<tr>
<td>7-5 thru 7-7</td>
<td>Update 34 July 30, 2000</td>
<td>7-5 thru 7-7</td>
</tr>
<tr>
<td>9-53 thru 9-54</td>
<td>Update 43 July 25, 2004</td>
<td>9-53 thru 9-54</td>
</tr>
</tbody>
</table>

1) Effective October 1, 2013, adds reference to “354/Death in the Line of Duty” to the instructions in the Job Aid for when to complete Blocks 5-C, 5-D, 6-C and 6-D.
2) Modifies the instructions for how to complete Block 10 of the Job Aid by deleting the example for documenting the grade or level of the position as a single digit.
3) Updates reference throughout Chapter 4 from “The Guide to Personnel Data Standards” to “The Guide to Data Standards” as this manual has been retitled.

Effective October 1, 2013, adds reference to new remark code E59 in the instructions for how to complete block 23 of the Job Aid.

1) Effective October 1, 2013, adds reference to new veterans’ preference code 7/Sole Survivorship Preference (SSP) to the Job Aid which requires use of remark E59.
2) Effective October 1, 2013, updates Section 2-3c to add reference that new Remark Code E59 is required when new Veterans Preference code 7 is cited in Block 23.

1) Modifies the text in column two of rules 8 and 9 of Table 9-I to instruct that these rules are applicable to positions other than Administrative Law Judge.
2) Adds new rule 10 to Table 9-I establishing new remark code E08 relating to appointment of an Administrative Law Judge and, accordingly, renumber the three rules which follow rule 10.
3) Updates reference throughout Chapter 9 from “The Guide to Personnel Data Standards” to “The Guide to Data Standards” as this manual has been retitled.

Effective October 1, 2013, adds new rule 60 to Table 9-I instructing on the use of new remark code E59 for Sole Survivorship veterans preference.
### Summary of Changes

<table>
<thead>
<tr>
<th>Remove</th>
<th>Insert</th>
<th>Explanation of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-53 thru 10-54</td>
<td>Update 61 January 27, 2013</td>
<td>Effective October 1, 2013, adds new rule 54 to Table 10-I instructing on the use of new remark code E59 for Sole Survivorship veterans preference.</td>
</tr>
<tr>
<td>11-25 thru 11-26</td>
<td>Update 59 July 10, 2012</td>
<td>1) Deletes reference to Intern in the third column of rule 4 of Table 11-C. 2) Modifies the second column of rules 5 and 6 of Table 11-C to instruct that these rules are used when rule 4 is not applicable. 3) Deletes reference to remark code E19 and its translation in the fourth and fifth columns, respectively, of rule 5 of Table 11-C and newly instruct that the remark code and translation is to be determined by the employing agency.</td>
</tr>
<tr>
<td>11-29 thru 11-30</td>
<td>Update 60 October 18, 2012</td>
<td>1) Effective October 1, 2013, adds new rule 26 to Table 11-C instructing on the use of new remark code E59 for Sole Survivorship veterans preference. 2) Updates reference throughout Chapter 11 from “The Guide to Personnel Data Standards” to “The Guide to Data Standards” as this manual has been retitled.</td>
</tr>
<tr>
<td>11-39 thru 11-40</td>
<td>Update 63 July 28, 2013</td>
<td>Adds new Note 9 at the end of Table 11-C referencing agency determined remark codes.</td>
</tr>
</tbody>
</table>
## Summary of Changes

<table>
<thead>
<tr>
<th>Remove</th>
<th>Insert</th>
<th>Explanation of Changes</th>
</tr>
</thead>
</table>
| 17-15           | 17-15           | 1) Modifies the text in the second column of rules 1, 2, and 4 of Table 17-B from “i.e.” to “e.g.”  
| Update 47       | Update 47       | 2) Deletes reference to 5 CFR 534.404(e)(2) from Note 2 of Table 17-B.               |
| December 23,    | December 23,    | 3) Adds new note 5 to Table 17-B instructing that 5 CFR 534.404(e)(2) may no longer be used as an authority. |
| 2007            | 2007            |                                                                                        |
| 30-15 thru      | 30-15 thru      | 1) Effective October 1, 2013, adds new rule 36 to Table 30-B instructing on the use of new |
| 30-18           | 30-18           |   remark E59 for Sole Survivorship veterans preference.                               |
| Update 45       | Update 45       | 2) Effective October 1, 2013, adds new rule 5 to Table 31-D referencing new remark code |
| August 6, 2006  | August 6, 2006  |   E59 for Sole Survivorship veterans preference and renumber rules 6-19 accordingly.  |
| 31-15 thru      | 31-15 thru      | 1) Effective October 1, 2013, adds reference to “Death in the Line of Duty” to the Table |
| 31-18           | 31-18           |   Summary.                                                                             |
| Update 47       | Update 47       | 2) Effective October 1, 2013, adds reference to note 5 in column two of Rule 1 of Table |
| December 23,    | December 23,    |   31-B.                                                                                |
| 2007            | 2007            |                                                                                        |
| 31-25 thru      | 31-25 thru      | 1) Effective October 1, 2013, adds new rule 64 establishing new NOAC 354/Death in the |
| 31-26           | 31-26           |   Line of Duty and renumbers the remaining rules in Table 31-B accordingly.           |
| Update 47       | Update 47       | 2) Effective October 1, 2013, adds new Note 5 to Table 31-B instructing on when to    |
| December 23,    | December 23,    |   document a “Death” or “Death in the Line of Duty” action.                          |
| 2007            | 2007            |                                                                                        |
| 31-29 thru      | 31-29 thru      | Effective October 1, 2013, adds new rule 37 to Table 31-C instructing on the use of new |
| 31-30           | 31-30           |   remark E59 for Sole Survivorship veterans preference.                               |
| Update 47       | Update 47       | 31-37 thru 31-38                                                                      |
| December 23,    | December 23,    |                                                                                       |
| 2007            | 2007            |                                                                                       |
| 31-37 thru      | 31-37 thru      | Effective October 1, 2013, adds new rule 9 to Table 31-D referencing new remark code  |
| 31-38           | 31-38           |   E59 for Sole Survivorship veterans preference and renumber rules 10-19 accordingly. |
| Update 47       | Update 47       |                                                                                        |
| December 23,    | December 23,    |                                                                                       |
| 2007            | 2007            |                                                                                        |
**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**

<table>
<thead>
<tr>
<th>Block Number and Title</th>
<th>When to Complete</th>
<th>How to Complete</th>
</tr>
</thead>
</table>
| 2 Social Security Number, continued | Complete on all actions. | Personnel Management; then assign the four sequential digits, the following controls must be maintained: (1) **Uniqueness.** Pseudo numbers may be used for persons for whom no social security numbers will be recorded, or for persons temporarily having no social security number. In either case, the number that is assigned must be unique. It may not be used after the person has left the agency or has received a valid social security number. The employee's Official Personnel Folder must always carry the valid social security number and correspondence with the National Personnel Records Center must always identify the employee by the valid number.

(2) **Correction.** When a valid social security number is obtained to replace a pseudo number that has been assigned and submitted in a record to the Office of Personnel Management (to Enterprise Human Resources Integration (EHRI)), a correction is required. Follow the instructions in **The Guide to Human Resources Reporting Requirements** for preparing corrections for EHRI. Note that for EHRI, a complete correction action is required for each action processed with the pseudo number.

d. **Multiple Appointments.** If the employee holds two or more appointments in the same agency at the same time, use the valid social security number for each appointment. On each action processed during a period of concurrent employment, use Remark M36—“Concurrent employment (identify position or agency unit where concurrently employed).”

e. **To obtain a valid Social Security Number,** the employee must contact the nearest Social Security Administration office to complete the necessary application forms. He/she must present evidence of identity, birth, and if foreign born, of United States citizenship or current alien status.

f. **Corrections.** See Chapter 32 for instructions.
**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**

<table>
<thead>
<tr>
<th>Block Number and Title</th>
<th>When to Complete</th>
<th>How to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3</strong> Date of Birth</td>
<td>Complete on all actions.</td>
<td>When the requesting office has entered employee's date of birth, check it against the Official Personnel Folder, application/resume, or Standard Form 75, Request for Preliminary Employment Data, to be sure it has been entered correctly. When the requesting office has not entered employee's date of birth, enter it in month-day-year order, for example, &quot;01-03-40&quot; or &quot;01-03-1940.&quot;</td>
</tr>
<tr>
<td><strong>4</strong> Effective Date</td>
<td>Complete on all actions.</td>
<td>Enter date in month-day-year order, for example, &quot;10-01-98&quot; or &quot;10-01-1998&quot; (As a general rule, the effective date may not be earlier than the date on which the appointing officer approved the action. See Table 3-A for guidance on setting effective dates and for information on situations when the effective date may be earlier than the date on which the officer approved the action.)</td>
</tr>
<tr>
<td><strong>5-A</strong> Code</td>
<td>Complete on all actions.</td>
<td>Enter code required by the chapter that explains how to process the action. When nature of action is a correction, enter &quot;002;&quot; when it is a cancellation, enter &quot;001.&quot;</td>
</tr>
<tr>
<td><strong>5-B</strong> Nature of Action</td>
<td>Enter the nature of action for the code shown in block 5-A.</td>
<td>Enter primary authority code—the first one listed for the action in the chapter that explains how to process the action. (Authority codes must always be entered in the order in which they are listed in the chapter that covers the action.)</td>
</tr>
<tr>
<td><strong>5-C</strong> Code</td>
<td>Complete on all actions except 350/Death, &gt;354/Death in the Line of Duty,&lt; 355/Termination-Exp of Appt, and 002/Correction.</td>
<td>Enter primary authority code—the first one listed for the action in the chapter that explains how to process the action. (Authority codes must always be entered in the order in which they are listed in the chapter that covers the action.)</td>
</tr>
<tr>
<td><strong>5-D</strong> Legal Authority</td>
<td>Enter code for the second authority.</td>
<td>Enter second authority.</td>
</tr>
<tr>
<td><strong>5-E</strong> Code</td>
<td>Complete only when a second authority is required for the nature of action shown in blocks 5-A and 5-B.</td>
<td></td>
</tr>
<tr>
<td><strong>5-F</strong> Legal Authority</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Block Number and Title</th>
<th>When to Complete</th>
<th>How to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-A Code</td>
<td>Complete when a second action, with the same effective date, is processed on the same Standard Form 50.</td>
<td>Enter the code required by the chapter that explains how to process the action. When the Standard Form 50 is processed to correct or cancel an earlier action, enter the code and nature of action for the action being corrected or canceled. When two actions were processed on the same Standard Form 50 and both are being corrected or canceled, process a separate Standard Form 50 to cancel or correct each one.</td>
</tr>
<tr>
<td>6-B Nature of Action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-C Code</td>
<td>a. Leave blank when code &amp; nature of action shown in blocks 6-A and 6-B are: (1) 350/Death, (2) 355/Termination-Exp of Appt. &gt;or (3) 354/Death in the Line of Duty.&lt; b. Leave blank when code and nature of action shown in blocks 5-A and 5-B are 001/Cancellation. c. Complete on all other actions when blocks 6-A and 6-B are completed.</td>
<td>Enter primary authority code for nature of action shown in blocks 6-A and 6-B.</td>
</tr>
<tr>
<td>6-D Legal Authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-E Code</td>
<td>Complete only when a second authority code and authority is required for the nature of action shown in blocks 6-A and 6-B.</td>
<td>If a second authority code is required for the nature of action shown in blocks 6-A and 6-B, enter it here.</td>
</tr>
<tr>
<td>6-F Legal Authority</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


**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**

<table>
<thead>
<tr>
<th>Block Number and Title</th>
<th>When to Complete</th>
<th>How to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 FROM: Position Title and Number</td>
<td><strong>a.</strong> Leave blank on actions that grant presidential rank awards (Nature of Action 878). <strong>b.</strong> Complete on: (1) separations, (2) actions that place employee in nonpay status, and (3) any other action that moves the employee to another position. <strong>c.</strong> Completion is optional on other actions; follow your agency's instructions.</td>
<td>Enter position title and number shown in “To” portion of employee’s last Notification of Personnel Action.</td>
</tr>
<tr>
<td>8 Pay Plan</td>
<td></td>
<td>Enter the pay plan and occupational code shown in “To” portion of employee's last Notification of Personnel Action. (If zeros are used to complete the code, they must precede the prescribed occupational code. For example, the code for Guard, which is “085” would be entered as “0085.”) Note: the occupational code must be entered for all pay plans, including “AD,” “ES,” and “EX.” When the employee is serving in a position that is not classified under a formal position classification system, enter the occupational code that most precisely identifies the employee's duties and responsibilities.</td>
</tr>
<tr>
<td>9 Occupational code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Grade or Level</td>
<td></td>
<td>Enter grade or level shown in the “To” portion of employee’s last Notification of Personnel Action: <strong>a.</strong> Enter “00” if employee is in the Senior Executive Service (SES). <strong>b.</strong> If employee is in the Competitive or Excepted Service, enter the grade or level of the position, for example &gt;“09” or “12”. If the position has no grade or level, enter two zeros (“00”). <strong>c.</strong> Enter the target grade for employees under the pay plan WT (Federal Apprentices and Shop Trainees). <strong>d.</strong> For employees who are already entitled to grade retention under 5 U.S.C. 5362, enter grade of the position they actually occupy, <em>not</em> the grade they are retaining for pay and benefit purposes.</td>
</tr>
</tbody>
</table>
## 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

<table>
<thead>
<tr>
<th>Block Number and Title</th>
<th>When to Complete</th>
<th>How to Complete</th>
</tr>
</thead>
</table>
| **20A** Basic Pay      | **a.** Leave blank on:  
(1) actions that document | Enter the employee's rate of basic pay. For example, under the General Schedule pay system, enter a General Schedule base rate, a law enforcement officer special base rate, or a retained rate. Exclude allowances, adjustments, and differentials. |
| **20B** Locality Adjustment | administratively uncontrollable overtime pay, availability pay, separation incentives, and presidential rank awards. (Natures of Action 818, 819, 825, and 878). | Enter the difference between the adjusted basic pay (block 20C) and basic pay (block 20A). This difference represents the value of an employee’s locality payment, special rate supplement, or equivalent payment. If an employee is not entitled to any such payment leave blank. For example, an employee receiving a retained rate under the General Schedule pay system is not entitled to either a special rate supplement or a locality payment. |
| **20C** Adjusted Basic Pay | (2) separations; and | Enter the maximum adjusted rate of basic pay, including any locality payment, special rate supplement, or equivalent payment, after taking into account all pay caps that may be applicable. |
| **20D** Other Pay       | (3) actions that place employee in nonpay status;  
**b.** Complete on any action that changes employee's salary.  
**c.** Completion is optional for other actions; follow your agency's instructions. | **a.** Enter the difference between total salary (block 20) and adjusted basic pay (block 20C).  
**b.** Leave blank if employee is not entitled to administratively uncontrollable overtime pay, availability pay, or supervisory differential.  
**c.** Explain any other allowances/differentials to which employee is entitled (for example, uniform allowance or shift differential) in remarks.  
**d.** All other allowances/differentials are **excluded** from the amounts shown in blocks 20 or 20D. |
| **21** Pay Basis        | **a.** Leave blank on actions that document, administratively uncontrollable overtime pay, presidential rank awards, and separation incentives (Natures of Action, 818, 825, and 878).  
**b.** Complete on all other actions for which block 20 is completed. | Enter code for basis on which employee is to be paid. Use [The Guide to Data Standards](#) to select appropriate code.  
Pay basis must agree with the way in which the total salary is shown in block 20; for example, if annual amount is shown in block 20, then “pa” must be entered in block 21. Note: pay basis “sy” is to be used only for teachers/educators. |
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

<table>
<thead>
<tr>
<th>Block Number and Title</th>
<th>When to Complete</th>
<th>How to Complete</th>
</tr>
</thead>
</table>
| 22                                      | **Name and Location of Position’s Organization**                                                                                                                                                                                                                                                                                                   | **Enter name of lowest subdivision of an organization to which an employee is assigned. For example: Bureau of Management, Personnel Division, Staffing and Employee Relations Branch.**  
   | **a.** Leave blank on:  
   |  (1) actions that place employee in nonpay status, and  
   |  (2) separations that are not immediately followed by appointment in another agency or in a public international organization, and  
   |  (3) separation incentives.  
   | **b.** Complete on all other actions.                                                                                                                                                                                                                                                                                                        | **Enter organization name as it is shown on the position description.**  
   |                                                                 | **In separation actions for movement to a different agency, enter the agency code for the gaining agency.**  
   |                                                                 | **For separations to accept employment with a public international organization from which employee will have reemployment rights, enter “PI00.”**                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                      |
| 23                                      | **Veterans’ Preference**                                                                                                                                                                                                                                                                                                                         | **Enter the appropriate code based on preference for appointment, adverse action, reduction in force, or performance-based action purposes. Use [The Guide to Data Standards](https://example.com) to select the appropriate code.  
   |  **a.** Complete on appointments, conversions to appointments, actions that change veterans’ preference (883) and separations.  
   |  **b.** Completion is optional on other actions; follow your agency’s instructions.                                                                                                                                                                                                                                                              |  
   |                                                                 |  **When code 7 is cited, remark E59 is required.**                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                      |
| 24                                      | **Tenure**                                                                                                                                                                                                                                                                                                                                     | **Enter appropriate tenure group. (Do not show subgroup.) If employee is not in one of the tenure groups defined in [The Guide to Data Standards](https://example.com), enter a zero (“0”). Also enter zero for employees in the Senior Executive Service and for employees appointed by the President subject to Senate confirmation.**   |                                                                                                                                                                                                                                                                                      |

*Continued on next page*
Job Aid

Instructions for Documenting Veterans’ Preference on the Standard Form 52/50

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Review the application, certificate of eligibles, or other examination documents to determine entitlement to preference for appointment, adverse action, performance-based action, or reduction-in-force purposes.</td>
</tr>
<tr>
<td>2</td>
<td>Document the correct code.</td>
</tr>
</tbody>
</table>

Enter the appropriate code in Block 23 of the Standard Form 52 and the Standard Form 50.

1 = None
2 = 5-point (TP)
3 = 10-point/disability (XP)
4 = 10-point/compensable (CP)
5 = 10-point/other (XP), or
6 = 10-point compensable/30% (CPS)
>7 No points/Sole Survivorship Preference (SSP)

[When code 7 is cited in Block 23 remark E59 is required.]

3    | Determine whether employee is eligible for veterans’ preference during reduction-in-force procedures. Enter an “X” in the appropriate section of block 26. |

4    | Use Chapters 9-13 to select the correct nature of action, legal authority, and remarks for the action to be processed. Follow instructions in Chapter 4 to complete the Standard Form 52/50. Follow your agency’s instructions to have it signed or authenticated. |

5    | Record determination on any other agency records that use veterans’ preference. |

6    | File evidence used to determine preference eligibility on the right side of the employee’s Official Personnel Folder. Follow agency instructions for disposition of any documents not filed. |

7    | Distribute the Standard Form 50 copies as appropriate. |

Page 7-6 is blank.
Subchapter 2. Change in Veterans’ Preference for Reduction in Force

2-1. Coverage.

This subchapter covers documentation of changes in veterans' preference that occur after the employee has entered on duty. These changes usually affect eligibility for veterans’ preference for reduction-in-force. If the veterans’ preference on the appointment was incorrect, process a correction to the appointment/conversion. (See Chapter 32 for instructions on how to process corrections.)

2-2. Use of SF 52.

Although a Standard Form 52, Request for Personnel Action, is needed to process many actions, its use for Change in Veterans’ Preference for Reduction-in-Force actions is optional. The Standard Form 50, Notification of Personnel Action, for these actions can be prepared directly from the information in the employee's Official Personnel Folder (or in your agency's automated system) and the documents submitted by the employee in support of the change. When a Standard Form 52 is used, it is prepared in the personnel office and is used only as a working document to prepare the Standard Form 50. No requesting official signatures are needed.

2-3. Instructions.

a. Use the Restructuring Information Handbook, Module 3, Reduction-in-Force, to see if a change is warranted based on the evidence furnished by the employee.

b. Enter the following in blocks 5A-D of the Standard Form 52/50:

<table>
<thead>
<tr>
<th>Nature of Action</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>883 Chg in Vet Pref for RIF</td>
<td>CCM 5 U.S.C. 2108</td>
</tr>
</tbody>
</table>

c. Enter the appropriate values in blocks 23 and 26. >If code 7 is cited in Block 23 remark E59 is required.<

d. Enter in Part F of the Standard Form 52 or block 45 of the Standard Form 50 any additional remarks/remark codes required by your agency or that are necessary to explain the action(s).

e. When a Standard Form 52 is used, follow the instructions in Chapter 4 to complete the form; follow your agency's instructions to obtain the approval signature in Part C, block 2, of the Standard Form 52.

f. Follow instructions in Chapter 4 to complete the Standard Form 50. Follow your agency's instructions to have it signed or authenticated.

g. Record change in any other agency records that use veterans’ preference.

h. Check The Guide to Personnel Recordkeeping to decide if any of the documents submitted with or created in connection with the change should be filed on the right side of the employee's Official Personnel Folder. Return all unused documents to the employee.
Page Intentionally Left Blank
**Table 9-I. Remarks to be shown on Standard Form 50** (Use as many remarks as are applicable)

<table>
<thead>
<tr>
<th>RULE</th>
<th>If</th>
<th>And</th>
<th>Then Remark Code Is</th>
<th>And Remark Is</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employee was required to complete an appointment affidavit,</td>
<td></td>
<td>M01</td>
<td>Appointment affidavit executed (date).</td>
</tr>
<tr>
<td></td>
<td>Standard Form 61, Appointment Affidavit.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Action is an appointment or a conversion to appointment</td>
<td></td>
<td>M39</td>
<td>Creditable Military Service: (enter yrs and mos, e.g., “6 yrs, 7 mos”)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>[This remark is not required for reemployed Civil Service annuitants. For</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>other employees, where there is no prior military service, enter “none;”</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>otherwise, follow the instructions in Chapter 6 to calculate years and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>months of service.]</td>
</tr>
<tr>
<td>3</td>
<td>Position has promotion potential</td>
<td></td>
<td>M40</td>
<td>Previous Retirement Coverage: (enter “never covered” or “previously</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>covered”)                     [“Previously covered” indicates that employee</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>was previously covered by the CSRS or the FERS.]</td>
</tr>
<tr>
<td>5</td>
<td>Appointment or conversion requires completion of an initial</td>
<td></td>
<td>E04</td>
<td>Initial probationary period completed.</td>
</tr>
<tr>
<td></td>
<td>probationary period</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Employee has not completed initial probationary period</td>
<td></td>
<td>E18</td>
<td>Appointment is subject to completion of one-year initial probationary</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>period beginning (date).</td>
</tr>
<tr>
<td>7</td>
<td>Appointment is career-conditional</td>
<td></td>
<td>T10</td>
<td>Service counting toward career tenure from (date).</td>
</tr>
</tbody>
</table>
### Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (Continued)

<table>
<thead>
<tr>
<th>Rule</th>
<th>If</th>
<th>And</th>
<th>Then Remark Code Is</th>
<th>And Remark Is</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>&gt;Employee is receiving a career appointment to a position other than an Administrative Law Judge&lt;</td>
<td>Employee has completed the service requirement for career tenure</td>
<td>T07</td>
<td>Completed service requirement for career tenure from (date) to (date).</td>
</tr>
<tr>
<td>9</td>
<td>Employee must complete an initial appointment probationary period (after selection from a civil service certificate, for example)</td>
<td>E07</td>
<td>You will be in tenure group II until you complete the 1-year probationary period that began (date); then you will be changed back to tenure group I.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>&gt;Employee is receiving a career appointment as an Administrative Law Judge&lt;</td>
<td>Employee is automatically exempt from the probationary period requirements per Reg. 930.204(e)</td>
<td>E08</td>
<td>Administrative Law Judges receive a career appointment and are exempt from the probationary period requirements.&lt;</td>
</tr>
<tr>
<td>&gt;11&lt;</td>
<td>Employee is being assigned to a supervisory (or managerial) position</td>
<td>Is not subject to a supervisory (or managerial) probationary period because of having served in a supervisory (or managerial) position before the effective date of this requirement</td>
<td>E44</td>
<td>Probationary period for supervisory (or managerial) position not required.</td>
</tr>
<tr>
<td>&gt;12&lt;</td>
<td>Prior service satisfies a required probationary period for occupying a supervisory (or managerial) position</td>
<td>E45</td>
<td>Probationary period for supervisory (or managerial) position completed.</td>
<td></td>
</tr>
<tr>
<td>&gt;13&lt;</td>
<td>Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position</td>
<td>E46</td>
<td>Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).</td>
<td></td>
</tr>
</tbody>
</table>
### Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (Continued)

<table>
<thead>
<tr>
<th>R/U/L/E</th>
<th>If</th>
<th>And</th>
<th>Then Remark Code Is</th>
<th>And Remark Is</th>
</tr>
</thead>
<tbody>
<tr>
<td>59</td>
<td>Conversion is from intermittent employment with pay</td>
<td></td>
<td>G30</td>
<td>Intermittent employment totaled (number) hours in pay status from (date) to (date).</td>
</tr>
<tr>
<td>60</td>
<td>Employee is eligible for Sole Survivorship veterans preference</td>
<td>Block 23 of the SF-50 reflects “7”</td>
<td>E59</td>
<td>When “7” is reflected in block 23 above, employee is entitled to: No Points/Sole Survivorship Preference.</td>
</tr>
<tr>
<td>61</td>
<td>Employee is eligible for health benefits coverage</td>
<td>Is working on a part-time schedule of 16-32 hours per week covered by the Federal Employees Part-Time Career Employment Act of 1978</td>
<td>B43</td>
<td>Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.</td>
</tr>
<tr>
<td>62</td>
<td>Employee elected health benefits coverage on last appointment</td>
<td>That coverage will continue</td>
<td>B44</td>
<td>Health benefits coverage continues.</td>
</tr>
<tr>
<td>63</td>
<td>Employee is eligible for life insurance coverage</td>
<td>Is working on a part-time schedule</td>
<td>B51</td>
<td>Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this Standard Form 50. However, Basic Life insurance coverage is always at least $10,000.</td>
</tr>
</tbody>
</table>
Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (Continued)

<table>
<thead>
<tr>
<th>Rule</th>
<th>If</th>
<th>Then Remark Code Is</th>
<th>And Remark Is</th>
</tr>
</thead>
<tbody>
<tr>
<td>64</td>
<td>Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)</td>
<td>Elected not to enroll health benefits plan while in previous agency or office</td>
<td>B02</td>
</tr>
<tr>
<td>65</td>
<td>Employee is not eligible to enroll in a health benefits plan</td>
<td>Cancelled enrollment while in previous agency or office</td>
<td>B01</td>
</tr>
<tr>
<td>66</td>
<td>Employee is not eligible to earn annual or sick leave</td>
<td></td>
<td>B03</td>
</tr>
<tr>
<td>67</td>
<td>Office that provides personnel service (including Official Personnel Folder (OPF) maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B)</td>
<td></td>
<td>M10</td>
</tr>
<tr>
<td>69</td>
<td>Will be reemployed annuitant</td>
<td></td>
<td>A17</td>
</tr>
<tr>
<td>70</td>
<td>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</td>
<td></td>
<td>P08</td>
</tr>
<tr>
<td>71</td>
<td></td>
<td></td>
<td>P90</td>
</tr>
<tr>
<td>Rule</td>
<td>If</td>
<td>And</td>
<td>Then Remark Code Is</td>
</tr>
<tr>
<td>------</td>
<td>----</td>
<td>-----</td>
<td>---------------------</td>
</tr>
<tr>
<td>45</td>
<td>Employee is subject to the SL or ST pay system</td>
<td>The rate of basic pay is equal to or above the specified limit that subjects an employee to coverage by the post-employment restrictions under 18 U.S.C. 207(c) – (i.e., 86.5% of the rate for level II of the Executive Schedule)</td>
<td>M97</td>
</tr>
<tr>
<td>46</td>
<td>Employee's total salary includes availability pay</td>
<td></td>
<td>P99</td>
</tr>
<tr>
<td>47</td>
<td>Employee who is reemployed under Old Age, Survivor, and Disability Insurance (FICA) coverage, Civil Service Retirement System (CSRS) coverage or CSRS-Offset coverage, is eligible to elect Federal Employees Retirement System coverage as provided in <a href="#">The CSRS and FERS Handbook for Personnel and Payroll Offices</a></td>
<td>Employee has been given Standard Form 3109, FERS Election of Coverage, and receipt copy has been filed in employee's Official Personnel Folder</td>
<td>B60</td>
</tr>
<tr>
<td>48</td>
<td>Employee's retirement code will be “C,” “E,” “K,” “L,” “M,” or “N”</td>
<td></td>
<td>M38</td>
</tr>
<tr>
<td>49</td>
<td>Employee's retirement code will be “K,” “L,” “M,” or “N”</td>
<td>Employee previously elected coverage under Federal Employees Retirement System</td>
<td>M46</td>
</tr>
<tr>
<td>50</td>
<td>Employee's retirement code will be “K,” “L,” “M,” “N,” “KR,” “LR,” “MR,” or “NR”</td>
<td>Rule 49 does not apply</td>
<td>M45</td>
</tr>
<tr>
<td>51</td>
<td>Employee has elected to retain coverage under a retirement system for Non-appropriated Fund Instrumentality employees</td>
<td></td>
<td>B63</td>
</tr>
</tbody>
</table>
Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)

<table>
<thead>
<tr>
<th>R</th>
<th>U</th>
<th>L</th>
<th>E</th>
<th>If</th>
<th>And</th>
<th>Then Remark Code Is</th>
<th>And Remark Is</th>
</tr>
</thead>
<tbody>
<tr>
<td>52</td>
<td>Conversion is from intermittent employment without compensation (WC)</td>
<td></td>
<td>G29</td>
<td>Intermittent employment totaled (number) hours in work status from (date) to (date).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>Conversion is from intermittent employment with pay</td>
<td></td>
<td>G30</td>
<td>Intermittent employment totaled (number) hours in pay status from (date) to (date).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54</td>
<td>Employee is eligible for Sole Survivorship veterans preference</td>
<td>Block 23 of the SF-50 reflects “7”</td>
<td>E59</td>
<td>When “7” is reflected in block 23 above, employee is entitled to: No Points/Sole Survivorship Preference.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>55</td>
<td>Employee elected health benefits coverage on last appointment</td>
<td>That coverage will continue</td>
<td>B44</td>
<td>Health benefits coverage continues.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)</td>
<td>Elected not to enroll health benefits plan while in previous agency or office</td>
<td>B02</td>
<td>Elected not to enroll for health benefits.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>57</td>
<td>Cancelled enrollment while in previous agency or office</td>
<td></td>
<td>B01</td>
<td>Cancelled health benefits.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>Employment is on a short-term basis (meaning that employee is expected to work less than six months in each year) or is on an intermittent basis</td>
<td></td>
<td>B03</td>
<td>Ineligible for health benefits.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>Action is a 115/Appt NTE or 515/Conv to Appt NTE</td>
<td>Action is not described in Rule 58 above</td>
<td>B52</td>
<td>Ineligible for health benefits until you complete one year of current continuous employment. Then you may elect health benefits for which you will be charged the full premium.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Employee is not eligible to earn annual or sick leave</td>
<td></td>
<td>B04</td>
<td>Ineligible for leave.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Table 11-C. Remarks to be Shown on SF 50  (See Note 1 of this table)

<table>
<thead>
<tr>
<th>Rule</th>
<th>If</th>
<th>Then Remark Code Is</th>
<th>And Remark Is</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employee was required to complete an appointment affidavit, SF 61.</td>
<td>M01</td>
<td>Appointment affidavit executed (date).</td>
</tr>
<tr>
<td>2</td>
<td>Action is an appointment or a conversion to appointment</td>
<td>M39</td>
<td>Creditable Military Service: (enter yrs and mos, e.g., “6 yrs, 7 mos”) [This remark is not required for reemployed Civil Service annuitants. For other employees, where there is no prior military service, enter “none;” otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]</td>
</tr>
<tr>
<td>3</td>
<td>Employee is *** a Recent Graduate or Fellow under the Pathways Programs</td>
<td>M40</td>
<td>Previous Retirement Coverage: (enter “never covered” or “previously covered”) [“Previously covered” indicates that employee was previously covered by the CSRS or the FERS.]</td>
</tr>
<tr>
<td>4</td>
<td>Appointment or conversion to appointment action requires employee to complete a trial period and rule 4 is not applicable</td>
<td>A36</td>
<td>The duration of a Pathways appointment under Sch D is a trial period.</td>
</tr>
<tr>
<td>5</td>
<td>Employee has not completed that trial period</td>
<td>E03</td>
<td>Determined by employing agency (see Note 9 of this table).&lt;</td>
</tr>
<tr>
<td>6</td>
<td>Employee has already completed that trial period</td>
<td>T09</td>
<td>Service counting towards permanent tenure from (date).</td>
</tr>
<tr>
<td>7</td>
<td>Employee is given excepted appointment in an agency which uses an appointment system equivalent to the career-conditional appointment system in the competitive service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Employee has completed the service requirement for Tenure Group I</td>
<td>T08</td>
<td>Service counting towards permanent tenure from (date) to (date).</td>
</tr>
<tr>
<td>Rule</td>
<td>If</td>
<td>Then Remark Code Is</td>
<td>And Remark Is</td>
</tr>
<tr>
<td>------</td>
<td>----</td>
<td>---------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>9</td>
<td>Employee qualified for position under a training agreement under which he or she is placed directly into target occupation without first meeting qualification standards</td>
<td>E56</td>
<td>Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.</td>
</tr>
<tr>
<td>10</td>
<td>Employee is a seasonal employee, i.e., one who is employed under conditions requiring a recurring period of employment of less than 2080 hours per year in which he or she is placed in nonpay status in accordance with pre-established conditions of employment</td>
<td>A01</td>
<td>Appointment is on a seasonal basis; the employee is subject to release to nonpay status and recall to duty to meet workload requirements as a condition of employment in accordance with the attached agreement. (see Note 3 of this table)</td>
</tr>
<tr>
<td>11</td>
<td>Appointment is indefinite, i.e., nonpermanent without a definite time limitation, and there is no plan (or employee is not eligible under any existing plan) for movement into the agency's permanent workforce without new examination of qualifications</td>
<td>E01</td>
<td>Appointment is indefinite.</td>
</tr>
<tr>
<td>12</td>
<td>Employee is currently serving in tenure group “0”</td>
<td>T11</td>
<td>Completed 1 year of current continuous service. (See Note 4 of this table)</td>
</tr>
<tr>
<td></td>
<td>Has completed one year of current continuous employment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)

<table>
<thead>
<tr>
<th>RUL</th>
<th>If</th>
<th>And</th>
<th>Then Remark Code Is</th>
<th>And Remark Is</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>Appointment is made under the Internship Program on a NTE basis  (Sch D, 213.3402(a) and Reg. 362.203(d)(ii)) (see Note 12)</td>
<td>Appointment does not confer eligibility to be noncompetitively converted to a term, career or career-conditional appointment</td>
<td>A32</td>
<td>This appointment does not confer eligibility to be noncompetitively converted to a term, career or career-conditional appointment in the competitive service.</td>
</tr>
<tr>
<td>25</td>
<td>Employee is eligible for Sole Survivorship veterans preference</td>
<td>Appointment may confer eligibility to be noncompetitively converted to a term, career or career-conditional appointment</td>
<td>A35</td>
<td>This appointment may confer eligibility to be noncompetitively converted to a term, career or career-conditional appointment in the competitive service.</td>
</tr>
<tr>
<td>26</td>
<td>Appointment is made under the Veterans Recruitment Appointment (VRA)-5 CFR, part 307 (see Note 6 of this table)</td>
<td>Block 23 of the SF-50 reflects “7”</td>
<td>E59</td>
<td>When “7” is reflected in block 23 above, employee is entitled to: No Points/Sole Survivorship Preference&lt;</td>
</tr>
<tr>
<td>27</td>
<td>Employee is already on the rolls of your agency</td>
<td>Appointment is to a competitive service agency and not to an excepted service agency or organization</td>
<td>A03</td>
<td>This appointment is intended to continue for 2 years. Upon satisfactory completion of 2-year trial period, you will be noncompetitively converted to career-conditional or career appointment. If performance is not satisfactory or you fail to satisfactorily complete program, employment will be terminated.</td>
</tr>
<tr>
<td></td>
<td>Will serve on two (or more) appointments at the same time</td>
<td></td>
<td>M36</td>
<td>Concurrent employment: (identify position or agency unit where concurrently employed)</td>
</tr>
</tbody>
</table>
### Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)

<table>
<thead>
<tr>
<th>Rule Code</th>
<th>If</th>
<th>And</th>
<th>Then Remark Code Is</th>
<th>And Remark Is</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>Action is a conversion to another appointment of an employee who is being retained on the agency's rolls under a temporary exception to RIF release</td>
<td>The retention has been documented with a 755/Exception to RIF Release action</td>
<td>K60</td>
<td>Action is in lieu of RIF separation of employee retained under temporary exception.</td>
</tr>
<tr>
<td>30</td>
<td>Employee is on the rolls of another agency on a part-time or intermittent appointment (see Note 7 of this table)</td>
<td>Will continue in that status after appointment in your agency</td>
<td>M34</td>
<td>On part-time or (intermittent) appointment in (agency).</td>
</tr>
<tr>
<td>31</td>
<td>Employee is on the rolls of another agency in a nonpay status (see Note 7 of this table)</td>
<td></td>
<td>M33</td>
<td>On nonpay status in (agency).</td>
</tr>
<tr>
<td>32</td>
<td>Employee is moving between executive agencies</td>
<td>Has reemployment rights in former agency or office</td>
<td>M02</td>
<td>You have reemployment rights for two years in (former agency) granted under Reg. 352.204 and OPM letter of (date).</td>
</tr>
<tr>
<td>33</td>
<td>Employee is a Special Government Employee as defined in sec. 202 of title 18, U.S. Code</td>
<td></td>
<td>E21</td>
<td>You are subject to regulations governing conduct and responsibilities of Special Government Employees.</td>
</tr>
<tr>
<td>34</td>
<td>Employee is converted from an SES appointment</td>
<td>Action is because of employee's less than fully successful performance in the SES position or because of employee's failure to be recertified in the SES</td>
<td>M58</td>
<td>No SES reinstatement rights.</td>
</tr>
<tr>
<td>35</td>
<td>Employee declined conversion to an SES appointment</td>
<td>Position to which employee is being assigned is an SES position</td>
<td>M52</td>
<td>Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.</td>
</tr>
</tbody>
</table>
6. Employees are placed in Tenure Group II.
7. Send copy of appointment Standard Form 50 to employee’s servicing personnel office in the other agency (reference 5 U.S.C. 5533).
8. Use this remark in addition to those required under Rules 45-48.
9. The first character of the code must be either Y or Z and the agency’s remark should address the duration of the trial period. Further guidance on establishing remarks internal to an agency is in Chapter 1, Section 1-4c(2) of this Guide.
10. When the employee submits the notice of annuity adjustment, follow your agency’s procedures to forward it to the payroll office.
11. To determine the annual (pa) rate, multiply by 12 the gross monthly annuity shown on the notice of annuity adjustment from the Office of Personnel Management.
12. Employees are placed in Tenure Group 0.
Figure 11-1. Legal Authority Codes Used For Schedule A, B, C, and D Appointments

For appointments under: 

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>213.3102(a)</td>
<td>Sch A, 213.3102(a) ..........WAM</td>
</tr>
<tr>
<td>213.3102(c)</td>
<td>.....................................WCM</td>
</tr>
<tr>
<td>213.3102(d)</td>
<td>.....................................WDM</td>
</tr>
<tr>
<td>213.3102(e)</td>
<td>.....................................WEM</td>
</tr>
<tr>
<td>213.3102(i)(1)</td>
<td>.................................W9N</td>
</tr>
<tr>
<td>213.3102(i)(2)</td>
<td>.................................W9P</td>
</tr>
<tr>
<td>213.3102(i)(3)</td>
<td>.................................W9R</td>
</tr>
<tr>
<td>213.3102(j)</td>
<td>.....................................WJM</td>
</tr>
<tr>
<td>213.3102(k)</td>
<td>.....................................WKM</td>
</tr>
<tr>
<td>213.3102(l)</td>
<td>.....................................WLM</td>
</tr>
<tr>
<td>213.3102(n)</td>
<td>.....................................WNM</td>
</tr>
<tr>
<td>213.3102(o)</td>
<td>.....................................W6M</td>
</tr>
<tr>
<td>213.3102(r)</td>
<td>.....................................W9S</td>
</tr>
<tr>
<td>213.3102(s)</td>
<td>.....................................W9T</td>
</tr>
<tr>
<td>213.3102(u)</td>
<td>.............................Severe Physical Disabilities WUM</td>
</tr>
<tr>
<td></td>
<td>.................................Intellectual Disability WTA</td>
</tr>
<tr>
<td></td>
<td>.................................Psychiatric Disability WTB</td>
</tr>
<tr>
<td>213.3102(x)</td>
<td>.....................................WXM</td>
</tr>
<tr>
<td>Rule</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>1</td>
<td>Furlough on one or more consecutive or continuous days, &gt; (see note 7 of this table), &lt; Is during a reduction in force notice period</td>
</tr>
<tr>
<td>2</td>
<td>The furlough is more than 30 calendar days, is not covered under Rule 1, and is effected under 5 CFR part 351</td>
</tr>
<tr>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>4</td>
<td>Employee is a Senior Executive Service appointee</td>
</tr>
<tr>
<td>5</td>
<td>The furlough is for 30 calendar days or less and is not effected under 5 U.S.C. chapter 75</td>
</tr>
<tr>
<td>Rule</td>
<td>If Action is</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6</td>
<td>Furlough that occurs during parts of one or more pay periods which is</td>
</tr>
<tr>
<td></td>
<td>interrupted by days in pay and duty status (i.e., furlough on</td>
</tr>
<tr>
<td></td>
<td>nonconsecutive days)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Employee is a Senior Executive Service appointee</td>
</tr>
</tbody>
</table>
Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<table>
<thead>
<tr>
<th>Rule</th>
<th>Action</th>
<th>Nature of Action</th>
<th>Authority Code is</th>
<th>Authority is</th>
<th>Required Remark Code is</th>
<th>And Remark is</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>Leave without pay (LWOP)</td>
<td>LWOP is for temporary assignment to a State or local government, or an institution of higher learning</td>
<td>LWOP NTE (date)</td>
<td>NYM</td>
<td>Reg 334.101</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>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)</td>
<td></td>
<td>Q3K</td>
<td>5 CFR part 353</td>
<td>N10</td>
<td>To (or expected to) be paid under 5 U.S.C. chapter 81</td>
</tr>
<tr>
<td>27</td>
<td>LWOP is for more than 30 calendar days during a reduction in force notice period</td>
<td></td>
<td>L9K</td>
<td>Reg. 351.806</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>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</td>
<td></td>
<td>DAK</td>
<td>Reg. 630.101-Decl</td>
<td>M76</td>
<td>Requested, in lieu of annual leave, after declining offer of (position title, series, grade, and location)</td>
</tr>
</tbody>
</table>
### Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<table>
<thead>
<tr>
<th>Rule</th>
<th>If Action is</th>
<th>And</th>
<th>Then NOAC is</th>
<th>Nature of Action is</th>
<th>Authority Code is</th>
<th>Authority is</th>
<th>Required Remark Code is</th>
<th>And Remark is</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>Leave without pay (LWOP)</td>
<td>Documents the beginning of LWOP to perform duty with the uniformed services when the employee does not 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</td>
<td>460</td>
<td>LWOP NTE (date)</td>
<td>DAM</td>
<td>Reg. 630.101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>LWOP, that is not covered by Rules 25-29, is scheduled to exceed 30 calendar days</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Extension of Leave without Pay</td>
<td>Employee is on an assignment with a State or local government or an institution of higher learning</td>
<td>773</td>
<td>Ext of LWOP NTE (date)</td>
<td>N1M</td>
<td>Reg. 334.104</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td></td>
<td></td>
<td></td>
<td>(enter same code as for the LWOP NTE)</td>
<td>(enter the same authority as for the LWOP NTE)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<table>
<thead>
<tr>
<th>Rule</th>
<th>If Action is</th>
<th>And</th>
<th>Then NOAC is</th>
<th>Nature of Action is</th>
<th>Authority Code is</th>
<th>Authority is</th>
<th>Required Remark Code is</th>
<th>And Remark is</th>
</tr>
</thead>
<tbody>
<tr>
<td>33</td>
<td>Extension of Furlough NTE</td>
<td></td>
<td>772</td>
<td>Ext of Furlough NTE (date)</td>
<td>(enter same code as for the Furlough NTE)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Sabbatical (see Note 4 of this table)</td>
<td></td>
<td>480</td>
<td>Sabbatical NTE (date)</td>
<td>V3M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Release of seasonal employee to nonpay and nonduty status to meet workload requirements</td>
<td></td>
<td>430</td>
<td>Placement in Nonpay Status</td>
<td>CUL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>To document the beginning of unpaid leave of absence (LWOP) to perform duty with the uniformed services when the employee has restoration rights under 38 U.S.C. 4301 et. seq.</td>
<td>Service is not qualifying for reservist differential provision in 5 U.S.C. 5538</td>
<td>473</td>
<td>Absent – Uniformed Service (See notes 5 and 6 below)</td>
<td>Q3K</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Employee is to suffer no loss of, or reduction in: pay, leave, credit for time or service, or performance or efficiency rating.
### Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<table>
<thead>
<tr>
<th>RULE</th>
<th>If Action is</th>
<th>Nature of Action is</th>
<th>Authority Code is</th>
<th>Authority is</th>
<th>Required Remark Code is</th>
<th>And Remark is</th>
</tr>
</thead>
<tbody>
<tr>
<td>37</td>
<td>To document the beginning of an employee’s absence (whether in pay or nonpay status) to perform duty with the uniformed services when the employee has restoration rights under 38 U.S.C. 4301 et. seq.</td>
<td>Absent – Uniformed Service (See notes 5 and 6 below)</td>
<td>Q3K and QRD</td>
<td>5 CFR part 353 and 5 U.S.C. 5538</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 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.
7. Unlike an administrative furlough, agencies should not prepare an SF-50, “Notification of Personnel Action” (or a List Form of Notice for a group of employees who are to be furloughed on the same day or days each pay period) at the outset of a shutdown furlough. Instead, employees will receive a shutdown furlough notice citing the reasons for the furlough because the ultimate duration of a shutdown furlough is not known by agencies at the outset of the furlough. Once an appropriation has been signed by the President, agencies will be instructed on the appropriateness of preparing SF-50 documentation. <
Table 17-B. Pay Changes Under the Senior Executive Service Pay System (SES)

<table>
<thead>
<tr>
<th>Rule</th>
<th>Basis for Action</th>
<th>NOAC is</th>
<th>NOA is</th>
<th>Authority is</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Performance-based pay increase provided on an annual cycle (&gt;e.g., &lt;, under 5 CFR 534.404(d) or (e)(1))</td>
<td>891</td>
<td>Reg Perf Pay</td>
<td>Q3A (Cite appropriate law, E.O., or regulation that authorizes the action)</td>
</tr>
<tr>
<td>2</td>
<td>Performance-based pay increase provided on an irregular basis (&gt;e.g., &lt; under 5 CFR 534.404(c)(4)(i)</td>
<td>892</td>
<td>Irreg Perf Pay</td>
<td>Q3B (Cite appropriate law, E.O., or regulation that authorizes the action)</td>
</tr>
<tr>
<td>3</td>
<td>A pay increase for a member of the SES not to exceed the amount necessary to maintain the SES member’s relative position in the SES rate range (i.e., under 5 CFR 534.404(b)(4))</td>
<td>890</td>
<td>Misc Pay Adj</td>
<td>Q3C Reg. 534.404(b)(4)</td>
</tr>
<tr>
<td>4</td>
<td>Other pay increase which does not begin a new 12-month period for the purpose of applying the 12-month rule (&gt;e.g., &lt; under 5 CFR 534.404(c)(3)(vii) or 534.406(c))</td>
<td></td>
<td></td>
<td>Q3D (Cite appropriate law, E.O., or regulation that authorizes the action)</td>
</tr>
<tr>
<td>5</td>
<td>Other pay increase which begins a new 12-month period for the purpose of applying the 12-month rule (i.e., under 5 CFR 534.404(c)(4)(ii) or (iii)</td>
<td></td>
<td></td>
<td>Q3E (Cite appropriate law, E.O., or regulation that authorizes the action)</td>
</tr>
<tr>
<td>6</td>
<td>Rate reduction for performance or disciplinary reasons (i.e., under 5 CFR 534.404(b)(6))</td>
<td>897</td>
<td>Pay Reduct</td>
<td>Q3F Reg. 534.404(b)(6)</td>
</tr>
</tbody>
</table>

Notes:

1. If an SES member is granted a retroactive pay increase under 5 CFR 534.404(f)(1), the increase may be a combination of increases under rules 1 and 3. The increases must be separately documented, just as they would have been if the increases had been put into effect at earlier time.
2. If an SES member is granted a pay increase under 534.404(f)(2) and the previous determination is performance-based, then rule 2 applies. If the previous determination is not performance-based, then rule 4 applies.
3. If an SES member is granted a pay increase under 5 CFR 534.404(c)(4)(iv) and the increase is performance-based, then rule 2 applies. If the increase is not performance-based, then rule 5 applies.
4. If an SES member receives a pay adjustment under 5 CFR 534.404(h) upon transfer, document the action using Rule 15 or 16, as appropriate, in Chapter 13, Table 13-A.
5. Due to statutory changes under Public Law 110-372, October 8, 2008, 5 CFR 534.404(e)(2) may no longer be used as an authority.<

Pages 17-16 thru 17-20 are blank.
### Table 30-B. Remarks Required for Retirement Actions (Continued)

<table>
<thead>
<tr>
<th>R</th>
<th>U</th>
<th>L</th>
<th>E</th>
<th>If</th>
<th>Block 23 of the SF-50 reflects “7”</th>
<th>Then Use Remark(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td></td>
<td></td>
<td></td>
<td>Employee was entitled to Sole Survivorship veterans preference</td>
<td></td>
<td>E59&lt;</td>
</tr>
<tr>
<td>37</td>
<td></td>
<td></td>
<td></td>
<td>Employee's total salary includes payment for administratively</td>
<td></td>
<td>P82</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>uncontrollable overtime</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td></td>
<td></td>
<td></td>
<td>Employee's total salary includes a supervisory differential</td>
<td></td>
<td>P80</td>
</tr>
<tr>
<td>39</td>
<td></td>
<td></td>
<td></td>
<td>Reserved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td>Employee's total salary includes availability pay</td>
<td></td>
<td>P98</td>
</tr>
<tr>
<td>41</td>
<td></td>
<td></td>
<td></td>
<td>Employee has elected to retain coverage under a retirement system</td>
<td></td>
<td>B63</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>for Non-appropriated Fund Instrumentality employees</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**
1. Use as many remarks as are applicable; see Table 30-C to translate remarks codes into the actual remarks to be shown on the Standard Form 50.
2. Do not enter on Standard Form 50 information unfavorable to the employee unless the employee was notified in writing of agency proposal or decision to take adverse action based on that information.
3. See list of offenses barring annuity payments in 5 U.S.C. chapter 83, subchapter II.
4. Place this remark only on payroll copy of Standard Form 50.
5. See *The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices* for information about determining whether an involuntary separation is due to gross misconduct.
6. Follow instructions in Figure 6-4 to convert hours worked to months and days of service credit. Standard Form 50 remarks are used as the basis for future service computation date calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the credit to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the “35 hours equals 6 days of service credit.” When information is not immediately available, prepare the Standard Form 50 without it. Add it later by correcting the Standard Form 50.

*Page 30-16 is blank.*
### Table 30-C. Remarks and Codes

<table>
<thead>
<tr>
<th>Rule</th>
<th>Code</th>
<th>The Remark is</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B46</td>
<td>SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).</td>
</tr>
<tr>
<td>2</td>
<td>B47</td>
<td>Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).</td>
</tr>
<tr>
<td>3</td>
<td>B53</td>
<td>Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.</td>
</tr>
<tr>
<td>4</td>
<td>B63</td>
<td>Elected to retain coverage under a retirement system for NAF employees.</td>
</tr>
<tr>
<td>5</td>
<td>&gt;E59</td>
<td>When &quot;7&quot; is reflected in block 23 above, employee is entitled to No Points/Sole Survivorship Preference.</td>
</tr>
<tr>
<td>6</td>
<td>G29</td>
<td>Intermittent employment totaled (number) hours in work status from (date) to (date).</td>
</tr>
<tr>
<td>7</td>
<td>G30</td>
<td>Intermittent employment totaled (number) hours in pay status from (date) to (date).</td>
</tr>
<tr>
<td>8</td>
<td>G31</td>
<td>Nonpay time not previously recorded in calendar year (year) totaled (number) hours.</td>
</tr>
<tr>
<td>9</td>
<td>M26</td>
<td>Employee was advised of opportunity to file grievance and elected to do so.</td>
</tr>
<tr>
<td>10</td>
<td>M27</td>
<td>Employee was advised of opportunity to file grievance and elected not to do so.</td>
</tr>
<tr>
<td>11</td>
<td>M58</td>
<td>No SES reinstatement rights.</td>
</tr>
<tr>
<td>13</td>
<td>M67</td>
<td>Forwarding address:</td>
</tr>
<tr>
<td>14</td>
<td>N10</td>
<td>To (or expected to) be paid under 5 U.S.C. chapter 81.</td>
</tr>
<tr>
<td>15</td>
<td>N26</td>
<td>Lump-sum payment to cover (number) hours ending (date and hour).</td>
</tr>
<tr>
<td>16</td>
<td>N27</td>
<td>Lump-sum payment to be made for any unused annual leave.</td>
</tr>
</tbody>
</table>
Table 30-C. Remarks and Codes (Continued)

<table>
<thead>
<tr>
<th>Code</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>P05</td>
<td>Special rate under 5 U.S.C. 5305.</td>
</tr>
<tr>
<td>P16</td>
<td>Met all requirements for WGI to (grade and step) on (date); due on (date).</td>
</tr>
<tr>
<td>P18</td>
<td>Retained rate period expires (date). Effective (date) pay will be (amount).</td>
</tr>
<tr>
<td>P80</td>
<td>Salary in block 12 includes supervisory differential of $_______.</td>
</tr>
<tr>
<td>P82</td>
<td>Salary in block 12 includes AUO of $_______.</td>
</tr>
<tr>
<td>P98</td>
<td>Salary in block 12 includes availability pay of $_______.</td>
</tr>
<tr>
<td>R20</td>
<td>Reason for retirement: to obtain retirement benefits.</td>
</tr>
<tr>
<td>R21</td>
<td>Reason for Retirement:</td>
</tr>
<tr>
<td>R22</td>
<td>Elected to receive workers’ compensation in lieu of a retirement annuity.</td>
</tr>
<tr>
<td>R55</td>
<td>Refused job offer because: (reasons given by the employee).</td>
</tr>
<tr>
<td>S23</td>
<td>Agency Finding: No other information available.</td>
</tr>
<tr>
<td>S25</td>
<td>Agency Finding: (State the specific, factual reason known to the agency as to why the employee retired).</td>
</tr>
<tr>
<td>S34</td>
<td>Agency Finding: Retired after receiving written notice on (date) of decision to separate for (reasons).</td>
</tr>
<tr>
<td>S35</td>
<td>Agency Finding: Retired after receiving written notice on (date) of decision to demote for (reasons).</td>
</tr>
<tr>
<td>S36</td>
<td>Agency Finding: Retired after receiving written notice on (date) of decision to suspend for (reasons).</td>
</tr>
</tbody>
</table>
### Table Summary: Table 31-B. Documenting Separations other than Resignations and Retirements

<table>
<thead>
<tr>
<th>If Action is based on</th>
<th>Go to Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abandonment of position</td>
<td>61</td>
</tr>
<tr>
<td>Appointment in another agency</td>
<td>2-12</td>
</tr>
<tr>
<td>Conduct</td>
<td>35-40</td>
</tr>
<tr>
<td>Conduct and Performance</td>
<td>41-46</td>
</tr>
<tr>
<td>Contracting out of Employee’s Position</td>
<td>17</td>
</tr>
<tr>
<td>Death</td>
<td>1</td>
</tr>
<tr>
<td>Death in the Line of Duty</td>
<td>64&lt;</td>
</tr>
<tr>
<td>Directed Reassignment, failure to accept</td>
<td>21-23</td>
</tr>
<tr>
<td>Expiration of Appointment</td>
<td>14</td>
</tr>
<tr>
<td>Failure to qualify for conversion</td>
<td>57-60</td>
</tr>
<tr>
<td>Function or activity moves, employee declines to accompany</td>
<td>24-26</td>
</tr>
<tr>
<td>Lack of work/funds when employee is on a temporary appointment</td>
<td>18-19</td>
</tr>
<tr>
<td>Merit Systems Protection Board instruction</td>
<td>53</td>
</tr>
<tr>
<td>National security, directed by head of agency</td>
<td>56</td>
</tr>
<tr>
<td>Office of Personnel Management instruction</td>
<td>54-55</td>
</tr>
<tr>
<td>Performance</td>
<td>27-34</td>
</tr>
<tr>
<td>Pre-appointment conditions</td>
<td>47-52</td>
</tr>
<tr>
<td>Reemployed annuitant, employee being a</td>
<td>62</td>
</tr>
<tr>
<td>Reduction in Force (RIF)</td>
<td>15-16</td>
</tr>
<tr>
<td>Relocation of a Department of Defense Sponsor</td>
<td>20</td>
</tr>
<tr>
<td>Uniformed Services, duty with</td>
<td>13</td>
</tr>
<tr>
<td>Circumstances not listed above</td>
<td>63-65</td>
</tr>
</tbody>
</table>

Page 31-16 is blank.
## Table 31-B. Documenting Separations Other than Resignations and Retirements

<table>
<thead>
<tr>
<th>Rule</th>
<th>If Separation Is</th>
<th>Then NOAC Is</th>
<th>NOA Is</th>
<th>Auth Code Is</th>
<th>Authority Is</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Because of death of employee (see note 5 of this table)</td>
<td>350</td>
<td>Death</td>
<td>(No entry required)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Because employee moves without break in service from one Senior Executive Service position to another in a different agency (see Note 1 of this table)</td>
<td>352</td>
<td>Termination-Appt In (Agency)</td>
<td>VCR</td>
<td>5 U.S.C. 3395</td>
</tr>
<tr>
<td>3</td>
<td>When an Senior Executive Service (SES) appointee who has guaranteed placement rights is being appointed to a non-SES position in another agency as a result of action initiated by the appointing officer</td>
<td>Action is based on unacceptable performance during the Senior Executive Service probationary period</td>
<td>VDJ</td>
<td>5 U.S.C. 3594(a)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Action is based on less than fully successful performance following the Senior Executive Service probationary period</td>
<td>VCS</td>
<td>5 U.S.C. 3594(b)(1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Action is based on reduction in force</td>
<td>VCT</td>
<td>5 U.S.C. 3594(b)(2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Action is based on failure to be recertified</td>
<td>VCW</td>
<td>5 U.S.C. 3594(b)(3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Because employee has accepted a position in another Federal agency without a break in service under circumstances not covered in Rules 2 through 6 (see Notes 1 and 2 of this table)</td>
<td>Separation is because function moves from one agency to another</td>
<td>PDM</td>
<td>Reg. 351.302</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Employee accepts job at a higher grade</td>
<td>DFM</td>
<td>Cite specific authority for action (i.e., 5 CFR part 715 Prom, or an agency specific authority)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RULE</td>
<td>If Separation Is</td>
<td>And</td>
<td>Then NOAC Is</td>
<td>NOA Is</td>
<td>Auth Code Is</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------------</td>
<td>-------------------------------------------------</td>
<td>--------------</td>
<td>-----------</td>
<td>-------------</td>
</tr>
<tr>
<td>9</td>
<td>Because employee has accepted a position in another Federal agency without a break in service under circumstances not covered in Rules 2 through 8 (see Notes 1 and 2 of this table)</td>
<td>Employee accepts a job at a lower grade job</td>
<td>352</td>
<td>Termination-Appt In (agency)</td>
<td>DKM</td>
</tr>
<tr>
<td>10</td>
<td>To transfer to an international organization</td>
<td>Employee accepts a job at the same grade or in a different pay system</td>
<td></td>
<td></td>
<td>DBM</td>
</tr>
<tr>
<td>11</td>
<td>To accept appointment with the American Institute in Taiwan</td>
<td></td>
<td></td>
<td></td>
<td>PZM</td>
</tr>
<tr>
<td>12</td>
<td>Because employee is entering on duty with the uniformed services</td>
<td>Employee has provided written notice of intent not to return to a position of employment with the agency or elects to be separated in lieu of Leave Without Pay</td>
<td>353</td>
<td>Separation-US</td>
<td>Q3K</td>
</tr>
<tr>
<td>13</td>
<td>Effected on the Not-to-Exceed date of a temporary appointment or when employee has worked the number of days or hours to which the appointment was limited</td>
<td></td>
<td>355</td>
<td>Termination-Exp of Appt</td>
<td>(No Entry Required)</td>
</tr>
</tbody>
</table>
Table 31-B. Documenting Separations Other than Resignations and Retirements (Continued)

<table>
<thead>
<tr>
<th>Rule</th>
<th>If Separation Is</th>
<th>And</th>
<th>Then NOAC Is</th>
<th>NOA Is</th>
<th>Auth Code Is</th>
<th>Authority Is</th>
</tr>
</thead>
<tbody>
<tr>
<td>55</td>
<td>Instructed by the Office of Personnel Management</td>
<td>Is based on reasons other than suitability</td>
<td>357</td>
<td>Termination</td>
<td>A3M</td>
<td>CS Rule V</td>
</tr>
<tr>
<td>56</td>
<td>Effected by agency head in the interest of national security</td>
<td>330</td>
<td>Removal</td>
<td>V4J and ZEM</td>
<td>5 U.S.C. 7532 and E.O. 10450</td>
<td></td>
</tr>
<tr>
<td>57</td>
<td>Required because employee failed, because of misconduct or delinquency, to qualify for conversion under Regulation 315.704</td>
<td>Action is effected under procedures of 5 U.S.C., chapter 75</td>
<td>LTM and VAJ</td>
<td>Reg. 315.704(c)-conduct and 5 U.S.C. 75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>Required because employee failed, because of misconduct or delinquency, to qualify for conversion under Regulation 315.704 for reasons other than conduct or delinquency, such as for failure to pass an examination</td>
<td>Action is not effected under procedures of 5 U.S.C., chapter 75</td>
<td>357</td>
<td>Termination</td>
<td>LTM</td>
<td>Reg. 315.704(c)-conduct</td>
</tr>
<tr>
<td>59</td>
<td>Required because employee failed, because of misconduct or delinquency, to qualify for conversion under Regulation 315.704 for reasons other than conduct or delinquency, such as for failure to pass an examination</td>
<td>Action is affected under 5 U.S.C., chapter 75</td>
<td>330</td>
<td>Removal</td>
<td>LUM and VAJ</td>
<td>Reg. 315.704(c) and 5 U.S.C. 75</td>
</tr>
<tr>
<td>60</td>
<td>Because employee abandoned his or her position (see Note 4 of this table)</td>
<td>Action is not affected under 5 U.S.C., chapter 75</td>
<td>357</td>
<td>Termination</td>
<td>LUM</td>
<td>Reg. 315.704(c)</td>
</tr>
<tr>
<td>61</td>
<td>Because employee abandoned his or her position (see Note 4 of this table)</td>
<td>Adverse action removal procedures are not followed</td>
<td>357</td>
<td>Removal</td>
<td>LUM and VAJ</td>
<td>Reg. 715.202-Abandonment</td>
</tr>
<tr>
<td>62</td>
<td>Of a reemployed annuitant serving at the will of the appointing authority</td>
<td>The basis and procedure for the termination are not covered in Rules 14-61</td>
<td>357</td>
<td>Termination</td>
<td>LUM</td>
<td>Reg. 715.202-Abandonment</td>
</tr>
</tbody>
</table>

5 U.S.C. 3323
Table 31-B. Documenting Separations Other than Resignations and Retirements (Continued)

<table>
<thead>
<tr>
<th>Rule</th>
<th>If Separation Is</th>
<th>And</th>
<th>Then NOAC Is</th>
<th>NOA Is</th>
<th>Auth Code Is</th>
<th>Authority Is</th>
</tr>
</thead>
<tbody>
<tr>
<td>63</td>
<td>For employee to accept employment with a non-Federal Government entity that</td>
<td>The employee will continue to</td>
<td>390</td>
<td>Separation-Appt</td>
<td>ZLM</td>
<td>(Cite specific statute that authorizes the transfer of function)</td>
</tr>
<tr>
<td></td>
<td>takes over his or her Federal functions</td>
<td>receive Federal benefits</td>
<td></td>
<td>In (name of</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>entity)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt;64</td>
<td>Because of death of employee in the line of duty (see note 5 of this table)</td>
<td></td>
<td>354</td>
<td>Death in the Line of Duty&lt;</td>
<td>ZLM</td>
<td>(Enter Law, Executive Order or Regulation that authorizes the action)</td>
</tr>
<tr>
<td>&gt;65&lt;</td>
<td>Under circumstances not described elsewhere in this table</td>
<td>Employee is entitled to appeal the</td>
<td>330</td>
<td>Removal</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>separation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt;66&lt;</td>
<td>Employee is not entitled to appeal the separation</td>
<td></td>
<td>357</td>
<td>Termination</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES:
1. Although an employee may submit a resignation in such cases, resignation is not required. Do not document the action as a resignation. When employee is moving to the other agency because of a reduction-in-force separation, document the action as a 356/Separation-RIF following the instructions in Rules 16 and 17.
2. When employee is on grade retention, compare the grade being retained with the grade of the position to which he or she is moving in order to determine if the move is to a position at a higher or lower grade.
3. The agency should review a copy of the orders assigning the employee’s sponsor to a new duty station before using this code.
4. If employee is later found, in fact, to have resigned before the termination was processed, the termination can be corrected (following the procedures in Chapter 32) to show a resignation.
5. Unless the cause of death occurred while in the line of duty, use rule 1 to document the death of an employee. Death in the line of duty results when the deceased employee was a victim of a criminal act, an act of terrorism, a natural disaster, or other circumstances as determined by the President and is documented using rule 64. If at the time of processing the action a determination of death in the line of duty is pending confirmation, document the action using rule 1 and should the finding later confirm that the cause of death occurred while in the line of duty, process a 002/Correction action to reflect the guidance in rule 64.<
Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

<table>
<thead>
<tr>
<th>R U L E</th>
<th>If</th>
<th>And</th>
<th>And</th>
<th>Then Required Remarks Codes Are (See Note 1 of this table)</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Employee is serving a probationary period for a supervisory (or managerial) position</td>
<td>Resigns after being notified of proposed position change for failure to satisfactorily complete that probationary period</td>
<td></td>
<td>S74</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>Resigns after being notified of decision on position change as a result of failure to satisfactorily complete that probationary period</td>
<td></td>
<td>S75</td>
</tr>
<tr>
<td>21</td>
<td>Employee received a reduction-in-force notice</td>
<td>Was offered another job</td>
<td>Declined the offer without giving a reason</td>
<td>S51, S54, and S56</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td>Gave reasons for declining the offer</td>
<td>S51, S54, and R55</td>
</tr>
<tr>
<td>23</td>
<td></td>
<td>Was not offered another job</td>
<td></td>
<td>S51 and S58</td>
</tr>
<tr>
<td>24</td>
<td>Separation is based on employee’s declination of relocation</td>
<td></td>
<td></td>
<td>R53</td>
</tr>
<tr>
<td>25</td>
<td>Separation is based on employee’s declination of assignment</td>
<td></td>
<td></td>
<td>R52</td>
</tr>
<tr>
<td>26</td>
<td>Employee is terminated after receiving a written notice of adverse action proposed by the Office of Personnel Management or agency (see Note 6 of this table)</td>
<td>The termination was for reasons other than the proposed adverse action (see Note 2 of this table)</td>
<td>The action proposed was a separation</td>
<td>S42</td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td>The action proposed was a demotion</td>
<td>S41</td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td>The action proposed was a suspension</td>
<td>S40</td>
</tr>
<tr>
<td>29</td>
<td>Employee is terminated after receiving a written notice of decision on an adverse action proposed by the Office of Personnel Management or agency (see Note 6 of this table)</td>
<td>The termination was for reasons other than the pending adverse action (see Note 2 of this table)</td>
<td>The decision was a separation</td>
<td>S45</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td>The decision was a demotion</td>
<td>S44</td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td>The decision was a suspension</td>
<td>S43</td>
</tr>
</tbody>
</table>
### Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

<table>
<thead>
<tr>
<th>RULE</th>
<th>If</th>
<th>And</th>
<th>Then Required Remarks Codes Are (See Note 1 of this table)</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>Separation is ordered by the Merit Systems Protection Board</td>
<td></td>
<td>S73</td>
</tr>
<tr>
<td>33</td>
<td>Separation is ordered by the Office of Personnel Management</td>
<td></td>
<td>S46</td>
</tr>
<tr>
<td>34</td>
<td>Separation is NOT ordered by the Office of Personnel Management or the Merit Systems Protection Board</td>
<td></td>
<td>S47</td>
</tr>
<tr>
<td>35</td>
<td>Nature of Action is <em>355/Termination—Exp of Appt</em></td>
<td>Employee refused extension of appointment</td>
<td>S57</td>
</tr>
<tr>
<td>36</td>
<td>Employee separates to accompany a U.S. Government military or civilian sponsor overseas (outside the United States)</td>
<td></td>
<td>S78</td>
</tr>
<tr>
<td>37</td>
<td>&gt;Employee was entitled to Sole Survivorship veterans preference</td>
<td>Block 23 of the SF-50 reflects “7”</td>
<td>E59&lt;</td>
</tr>
<tr>
<td>38</td>
<td>Employee's total salary includes payment for administratively uncontrollable overtime (AUO)</td>
<td></td>
<td>P82</td>
</tr>
<tr>
<td>39</td>
<td>Employee's total salary includes a supervisory differential</td>
<td></td>
<td>P80</td>
</tr>
<tr>
<td>40</td>
<td>Reserved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Table 31-D. Codes and Corresponding Remarks

<table>
<thead>
<tr>
<th>RULE</th>
<th>Code</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B46</td>
<td>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).</td>
</tr>
<tr>
<td>2</td>
<td>B47</td>
<td>Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract).</td>
</tr>
<tr>
<td>3</td>
<td>B53</td>
<td>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.</td>
</tr>
<tr>
<td>4</td>
<td>B61</td>
<td>You appear to be eligible for early deferred retirement benefits at age (enter eligibility age). If you have questions, contact your agency retirement counselor.</td>
</tr>
<tr>
<td>5</td>
<td>B62</td>
<td>You appear to be eligible for immediate MRA + 10 retirement annuity. If you have questions, contact your agency retirement counselor.</td>
</tr>
<tr>
<td>6</td>
<td>B63</td>
<td>Elected to retain coverage under a retirement system for NAF employees.</td>
</tr>
<tr>
<td>7</td>
<td>B69</td>
<td>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.</td>
</tr>
<tr>
<td>8</td>
<td>B76</td>
<td>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.</td>
</tr>
<tr>
<td>9</td>
<td>E59</td>
<td>When “7” is reflected in block 23 above, employee is entitled to No Points/Sole Survivorship Preference.</td>
</tr>
<tr>
<td>10</td>
<td>G29</td>
<td>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.]</td>
</tr>
<tr>
<td>11</td>
<td>G30</td>
<td>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.]</td>
</tr>
<tr>
<td>12</td>
<td>G31</td>
<td>Nonpay time not previously recorded in calendar year (year) totaled (number) hours.</td>
</tr>
</tbody>
</table>
### Table 31-D. Codes and Corresponding Remarks (Continued)

<table>
<thead>
<tr>
<th>Rule</th>
<th>Code</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;13&lt;</td>
<td>M04</td>
<td>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.</td>
</tr>
<tr>
<td>&gt;14&lt;</td>
<td>M26</td>
<td>Employee was advised of opportunity to file grievance and elected to do so.</td>
</tr>
<tr>
<td>&gt;15&lt;</td>
<td>M27</td>
<td>Employee was advised of opportunity to file grievance and elected not to do so.</td>
</tr>
<tr>
<td>&gt;16&lt;</td>
<td>M58</td>
<td>No SES reinstatement rights.</td>
</tr>
<tr>
<td>&gt;17&lt;</td>
<td>M60</td>
<td>Information on possible 5 U.S.C. chapter 83, subch. II, case may be obtained from (enter name &amp; address). [Note: Enter this remark on payroll copy only of Standard Form 50.]</td>
</tr>
<tr>
<td>&gt;18&lt;</td>
<td>M61</td>
<td>Possible 5 U.S.C. chapter 83, subch. II, case. [Note: Enter this on payroll copy only of Standard Form 50.]</td>
</tr>
<tr>
<td>&gt;19&lt;</td>
<td>M62</td>
<td>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.</td>
</tr>
<tr>
<td>20</td>
<td>M64</td>
<td>You have employment rights in (agency) for (how long) under (authority).</td>
</tr>
<tr>
<td>21</td>
<td>M67</td>
<td>Forwarding address:</td>
</tr>
<tr>
<td>22</td>
<td>M83</td>
<td>The 3-year limitation eligibility for reinstatement is extended by the period you serve on excepted, SES, term, or temporary appointment.</td>
</tr>
<tr>
<td>23</td>
<td>N10</td>
<td>To (or expected to) be paid under 5 U.S.C. chapter 81.</td>
</tr>
<tr>
<td>24</td>
<td>N11</td>
<td>Employee is entitled to 45 calendar days of continuation of regular pay under 5 U.S.C., chapter 81, section 8118.</td>
</tr>
<tr>
<td>25</td>
<td>N12</td>
<td>Expected to be paid under 5 U.S.C. chapter 81 following 45 calendar days COP period.</td>
</tr>
<tr>
<td>26</td>
<td>N20</td>
<td>Severance pay to be resumed by (agency responsible for severance pay fund).</td>
</tr>
<tr>
<td>27</td>
<td>N21</td>
<td>Severance pay to be recomputed by (agency responsible for severance pay fund).</td>
</tr>
<tr>
<td>28</td>
<td>N22</td>
<td>Entitled to ($  ) severance pay fund to be paid at the rate of ($  ) per week over (number) weeks beginning (date).</td>
</tr>
</tbody>
</table>