

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

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Washington, DC 20415

November 1, 2015

## The Guide to Processing Personnel Actions

Update 70

### **\*\*\* NOTICE \*\*\***

This Guide and its Updates are available for viewing/printing on our web site (<https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/#url=Processing-Personnel-Actions>). In lieu of contacting OPM, agency Human Resources representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive Updates electronically. The effective date of guidance in this document is the date shown at the top of this page.

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

## The Guide to Processing Personnel Actions (2)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
1-5 thru 1-8	Update 59 July 10, 2012	1-5 thru 1-8	1) Update office title in Section 1-4b(4) 2) Update reference in Section 1-7b from Central Personnel Data File to EHRI. 3) Update office title in Section 1-8.
3-13 thru 3-18	Update 53 September 12, 2010	3-13 thru 3-18	Update office title in Sections 2-11, 3-1b, 3-1c and 3-4c.
4-7 thru 4-8	Update 53 September 12, 2010	4-7 thru 4-8	Update office title in Section 5.
9-1	Update 42 September 7, 2003	9-1	Update page numbers referenced for Tables 9-H and 9-I.
9-13	Update 50 June 7, 2009	9-13	Modifies the translation for legal authority BYO as reflected in Note 2.
10-5 thru 10-7	Various	10-5 thru 10-7	These pages are reissued for editorial purposes and there is no change in the guidance.
10-21 thru 10-22	Update 51 September 13, 2009	10-21 thru 10-22	Modifies the translation for legal authority BYO as reflected in Note 5.
10-31 thru 10-32	Update 63 July 28, 2013	10-31 thru 10-32	Modifies the translation for legal authority BYO as reflected in Note 4.
10-39 thru 10-40	Update 51 September 13, 2009	10-39 thru 10-40	Modifies the translation for legal authority BYO as reflected in Note 3.
10-45	Update 50 June 7, 2009	10-45	Modifies the translation for legal authority BYO as reflected in Note 3.

## The Guide to Processing Personnel Actions (3)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
11-9 thru 11-18	Various	11-9 thru 11-18	<p>1) Update the rule numbers under “Go to Rules” in the Table Summary: Table 11-A.</p> <p>2) Adds new rule 43 to Table 11-A instructing on appointment as a Recent Graduate when the individual is already employed as such in a different agency; establishes new legal authority YEP/Reg. 362.304; and, accordingly, renumbers rules 44 and 45.</p> <p>3) Adds new rule 46 to Table 11-A instructing on appointment as a Presidential Management Fellow when the individual is already employed as such in a different agency and establishes new legal authority YER/Reg. 362.406.</p> <p>4) Adds new rules 47 and 48 to Table 11-A instructing on appointment when a Presidential Management Fellow is readmitted to the PMF Program; establishes new legal authority YES/Reg. 362.407; and, accordingly, renumbers the remaining rules in Table 11-A.</p> <p>5) Update the rule number cited in the second column of rule 57, Table 11-A.</p>

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of natures of action (both the full and the abbreviated versions), the legal authorities, the remarks, and their associated codes is published in [The Guide to Personnel Data Standards](#).

**a. Nature of Action.** (1) The nature of action (NOA) is the phrase that explains the action that is occurring (such as “appointment” or “promotion”). Each nature of action has a unique numerical code that identifies, for statistical and data processing purposes, that particular nature of action. Each time a table directs you to enter a particular nature of action on a Standard Form 52 or Standard Form 50, you must also enter its code.

(2) The first digit of the nature of action code indicates the type of action:

- 100 series—appointments
- 200 series—returns to duty from nonpay status
- 300 series—separations
- 400 series—placements in nonpay and/or nonduty status
- 500 series—conversions to appointment
- 600 series—(reserved for Office of Personnel Management use)
- 700 series—position changes, extensions, and miscellaneous changes
- 800 series—pay changes and miscellaneous changes
- 900 series—(Reserved for use by agencies)

The second and third digits of the nature of action code indicate the particular kind of action, for example, “promotion,” “resignation,” etc.

(3) Nature of action codes 000-899 may be used only as authorized by the Office of Personnel Management. Within the 000-899 group of codes are ones used to record

actions involving particular groups of employees. If your agency is authorized to use any of these special codes, your personnel office will have a list of them and instructions on when and how they are to be used.

(4) Codes 900-999 may be used by agencies to document personnel matters that are of interest to the agency and for which the Office of Personnel Management does not require a Standard Form 50, for example, a change in the employee's position number when no other change occurs, or a change in the appropriation from which the employee is paid. In general, a Standard Form 50 documenting a 900 series action may not be filed on the right side of the Official Personnel Folder (OPF). The exception is when an agency uses the Standard Form 50 instead of an agency form to document something that is approved for long-term Official Personnel Folder retention. An example is completion of the supervisory or managerial probationary period. Actions in the 900 series are not reported in Enterprise Human Resources Integration dynamics submissions.

**b. Legal Authority.** (1) The legal authority is the law, Executive Order, regulation, agency directive, or the instruction under which the personnel action is taken. While the nature of action identifies the personnel action, the authority identifies the specific circumstances under which the action is taken. Agencies and the Office of Personnel Management use this kind of information to perform their personnel management functions.

(2) Each authority has a unique alphabetical or numerical code to identify it for statistical and data processing purposes. Each time a table tells you to use a particular authority, you must also use the code. When more than one authority and code is required, you must enter them on the Standard Form 52 and Standard Form 50 in the order in which they are listed in this **Guide**.

(3) Legal authority codes beginning with an alpha character (meaning a letter), and those beginning with the numbers “1” - “5,” are reserved for use by the Office of Personnel Management to identify authorities on actions that are reported to Enterprise Human Resources Integration (EHRI). An agency may create its own legal authority codes, using “6,” “7,” “8,” or “9” as the first character of the code, to identify an authority unique to the agency. Such an authority may be cited on an action *only* when the action is one that is *not* reported to EHRI *or* when the authority is to be cited as the *second* one on an action that is reported to EHRI.

(4) To obtain the legal authority code to be cited for a new law, regulation, Executive Order, or other authority on an action that will be reported to EHRI, contact the Manager, >Data< Management, Office of the Chief Information Officer by fax at 202-606-1719.

**c. Remarks.** (1) Remarks are put on the Standard Form 50 to explain the action to the employee, the payroll office, future employers, the Office of Personnel Management, and to other Federal agencies. For some actions, specific remarks are

always required; for others, the remarks will vary according to the employee's work history. Tables in the chapter that covers the action will tell you how to select the necessary remarks and list them. The remarks used on documentation of personnel actions are standardized and agencies **may not change** or alter a remark listed in this **Guide** without the prior approval of the Office of Personnel Management. Except as noted below, agencies may supplement the remarks to explain actions.

(a) When an employee whose appointment does *not* afford appeal rights submits a resignation or retirement, or is separated by the agency, no agency reasons for or explanation of the separation (“agency finding”) may be placed on the action.

(b) When an employee whose appointment does afford appeal rights submits a resignation or retirement *before* receiving *written* notice of a proposed disciplinary or adverse action, no remarks regarding the proposal may be placed on the action.

(2) Remarks are identified in this **Guide** by codes for ease of reference. The first characters of the remarks codes indicate the purpose for which the remark is used; the other characters of the code have no significance.

<i>First Character</i>	<i>Remarks Explains</i>
A	Appointment Limitations
B	Benefits and Leave Entitlements
C	Corrections and Cancellations
E	Employment Conditions
G	Service Credit

K	Position Change Actions
M	Miscellaneous Information
N	Pay In Addition To or Outside of Salary to Relocate or to Accept Reassignment
P	Rate of Pay
R	Employee's Reason for Resignation, Retirement, Failure to Relocate or accept Reassignment
S	Agency's Comments on Employee's Separation
T	Tenure
X	Retained Grade and Pay
Y-Z	(Reserved for internal use by agencies)

### 1-5. Other Standard Form 50 Data.

The Office of Personnel Management has developed standard codes to record other data on personnel action forms and to report data to Enterprise Human Resources Integration. These codes and their definitions are published in [The Guide to Personnel Data Standards](#). Only the codes published in [The Guide to Personnel Data Standards](#) and in this **Guide** may be used to document information in the following blocks of the Standard Form (SF) 52, SF 50, and SF 50-B:

<u>SF52</u>	<u>SF 50/SF 50-B</u>
B-5-6	5-6
B-8-13	8-13
B-16-21	16-21
B-23-24	23-24
B-26-30	26-30
B-32-35	32-35
B-37-38	37-38
B-45-51	47-48

### 1-6. Cancellations and Retroactive Personnel Actions.

When a personnel action is determined to be in error, follow the instructions in Chapter 32 of this **Guide** regarding proper action to take.

### 1-7. Need for Accuracy and Use of Personnel Action Data.

a. Personnel action data are used by both employing agencies and the Office of Personnel Management. They are used by agency personnelists and managers to make decisions about employees, for example, whether a current employee is qualified for promotion, is eligible for reinstatement, etc. Agencies and the Office of Personnel Management's Data Analysis office use employee data, including nature of action and authority, to generate statistics providing a wide variety of information on the Federal workforce to the President, Congress, Office of Personnel Management personnel program managers, agencies, and to the public. This information is used to make policy decisions on personnel programs which affect current and future Federal employees. The data reported to Enterprise Human Resources Integration (EHRI) are also used by the National Personnel Records Center to provide locator and general reference service concerning Federal employees.

b. To protect the interests of both the employee and the Government, it is critical that actions be documented correctly and

that data on each action discussed in this **Guide** be reported to the Office of Personnel Management's EHRI accurately and on a timely basis. The operating manual, [The Guide to Human Resources Reporting Requirements](#), explains how and when to submit data to >EHRI<. When personnel action data are received by the Office of Personnel Management, they are rigorously screened and edited. Lists of errors found in

the screening process are sent back to the submitting agencies.

#### **1-8. Questions Regarding Unusual Cases.**

An agency's Human Resources Office should direct questions to the Manager, >Data< Management, Office of the Chief Information Officer by fax at 202-606-1719.

**2-11. Questions Regarding Unusual Cases.**

An agency's Human Resources Office may refer questions regarding the manner in which personnel actions should be processed to implement decisions to the Manager,

>Data< Management, Office of the Chief Information Officer by fax at 202-606-1719. Refer questions regarding legal issues that must be resolved before actions to implement a decision can be processed to the Office of Personnel Management's General Counsel for resolution.

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## Subchapter 3. Electronic Forms and Signatures

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### 3-1. Approvals to Use Electronic Personnel Forms

**a. Definitions.** An “electronic form” is an officially prescribed set of data residing in an electronic medium that can be used to produce a mirror-like image or as near to a mirror-like image as the creation software will allow of the officially prescribed form or be purely prescribed fields for collecting the data that can be integrated, managed, processed, and/or transmitted through an organization’s information processing systems.

(1) “Form” and “electronic personnel form” mean only personnel-related forms.

(2) “Electronic form” includes both forms that are part of an automated transaction and forms where the image/data elements reside on a computer.

**b. Using automated technology to create an electronic personnel form.**

Pursuant to Title 41, Code of Federal Regulations, Part 102-194, the General Services Administration (GSA) authorizes agencies to create electronic personnel forms without obtaining prior approval from GSA or the Office of Personnel Management *provided* the electronic reproduction is complete (contains all instructions and questions); the wording and punctuation of all items, instructions, and identifying information match the current official form; and the sequence and format for each item on the form must be reproduced to the highest degree possible. Additions or deletions of data from the

current form require prior approval. Send requests for approval through your agency’s Standard and Optional Forms Liaison to:

**Manager, >Data< Management  
Office of the Chief Information  
Officer  
U.S. Office of Personnel Management  
1900 E Street, N.W.  
Washington, DC 20415-7900**

The Office of Personnel Management’s Manager, >Data< Management, Office of the Chief Information Officer is the program official responsible for:

- Standard Form 50, Notification of Personnel Action;
- Standard Form 52, Request for Personnel Action;
- Standard Form 61, Oath of Office;
- Standard Form 75, Request for Preliminary Employment Data; and
- Standard Form 144, Statement of Prior Federal Service.

Exception requests should include a sample copy of the form. Each request should also describe how the criteria and procedures in the remainder of this chapter will be met.

**c. Approval to use electronic forms** does not automatically include approval to destroy any paper records that are created. Destruction of source paper records that are converted to electronic media in advance of

the disposition schedules in National Archives and Records Administration General Records Schedule #1, Civilian Personnel Records, must be approved by the Office of Personnel Management and the National Archives and Records Administration prior to actual destruction. Destruction of electronic records covered by Office of Personnel Management authorities must be in accordance with General Records Schedule #1; or by specific agreement with the Office of Personnel Management. The National Archives and Records Administration is the final authority on records disposition schedules. Assistance in interpreting General Records Schedule #1, or in developing record disposition schedules for civilian personnel records not currently covered by a General Records Schedule, may be arranged by contacting:

**Manager, >Data< Management  
Office of the Chief Information Officer  
U.S. Office of Personnel Management  
1900 E Street, NW.  
Washington, DC 20415-6000.**

### **3-2. Criteria for Use of Electronic Forms.**

**a.** An agency that stores Official Personnel Folder, Employee Medical Folder, or Employee Performance File forms electronically must store them in such a way that, when a paper copy is needed, that copy looks essentially like the original approved Office of Personnel Management, standard, or agency form.

**(1)** The electronic reproduction must be complete, containing all instructions and questions that appear on the approved form. The wording and punctuation of all items and instructions must be exactly the same as the current version of the form, and the

sequence, format and spacing of each item on the form must be reproduced to the highest degree possible. For multi-page forms, each item must print on the same page in approximately the same location as on the original form, but each page may be printed on a separate sheet. The reproduced copy must be printed in black ink on letter size white paper.

**(2)** The agency must be able to produce a paper copy, regardless of the date on which it was originally prepared, when:

**(a)** an employee requests a copy of one or more records in his or her Official Personnel Folder, Employee Medical Folder, or Employee Performance Folder; or

**(b)** an employee separates from Federal service or moves to an agency that does not use electronic forms; or

**(c)** the Office of Personnel Management requests a copy for evaluation or other purposes.

**(3)** Electronic versions of Office of Personnel Management-controlled forms (for example, the Standard Form 50 and Standard Form 52) must use only the data element coding contained in [The Guide to Data Standards](#).

**b.** There must be strict controls on who may originate a document electronically, who may cancel or change it, and who has access to it.

**c.** The agency must certify that all National Archives and Records Administration disposition schedules are/will continue to be met by the electronic forms system.

**d.** Since automated media have vulnerabilities to inadvertent destruction not applicable to paper records, the agency must have a system (processable media or paper) to produce back-up records. The Office of

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

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

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

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

### 3-3. Authentication Procedures.

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

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

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

(1) signed/approved,

(2) cleared,

(3) input data to, and/or

(4) changed data on the form.

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

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

### 3-4. Electronic Signatures.

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

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

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

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

(3) If the electronic signature does not get transmitted when a paper document is

generated for the employee or the OPF, the approving official’s name and title (name only if Part C-2), preceded by “Electronically Signed by:” must be printed on the paper document (e.g., block 50 of the SF 50 reads: Electronically Signed by: Hattie Belle-Callis, Director, Human Resources Management). If the approving official’s first and last name will not fit in the space allotted for such, show the first initial followed by the last name (e.g., Electronically Signed by: H. Belle-Callis, Director, Human Resources Management).

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

**Manager, >Data< Management  
Office of the Chief Information Officer  
U.S. Office of Personnel Management  
1900 E Street, N.W.  
Washington, DC 20415-6000**

































**Table 10-H. Overseas Limited Appointment (Continued)**

<i>R U L E</i>	<i>If the appointee</i>	<i>And the appointment is</i>	<i>And the Person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>And Authority Is (See Note 1 of this table)</i>
18	Is hired based on exercise of reemployment rights not covered in Rules 11-17	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	ZRM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Cite the authority for the reemployment) and (Cite authority for appointment held prior to separation upon which reemployment is based)
19		To a position overseas for a term NTE five years when time limitation is part of general program for rotation of career and career-conditional employees between overseas areas and the U.S.		122	O/S Ltd Appt NTE (date)		
20	Is hired under a direct hire authority	To a position overseas for an indefinite period of time	Is not on your agency's rolls	120	O/S Ltd Appt	AYM, and see Note 3	Direct-Hire Authority (cite OPM authority and date)
21			Is already on your agency's rolls	520	Conv to O/S Ltd Appt		

## NOTES:

- ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.  
If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.
- When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this **Guide**.
- Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*. Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52-50 one of the following:

Occupation:

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

Authority Code to be cited:

BAB: GW001 (MED)  
BAC: GW002 (IT)  
BAD: GW003 (Iraqi)  
BAE: GW004 (Acquisition)  
BAG: GW006 (VMO)  
BYO: >(cite the single agency authority that was approved by OPM)<

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**Table Summary: Table 11-A. Excepted Service Appointments**

<i>If Appointment Is</i>	<i>Go to Rules</i>
On a provisional basis .....	5-6
Under VRA authority .....	7-11
Based on a move from the SES .....	12-15
By the President .....	16-23
Of an Expert or Consultant .....	24-27
Of a foreign national overseas.....	28-31
Under the IPA .....	32
Not listed above	
• Under Schedule A, B, C or D authority .....	1-4, >33-42, 44-45, 47-49<
• Under another authority .....	>43, 46, 50-53<
• Extension of an Exc Appt .....	>54-55<

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**Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights**

<i>Rule</i>	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
1	Is being employed under a Schedule A, B, or C authority that is not specifically covered by the rules below	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	(Cite code for Schedule A, B, or C authority that authorizes the appointment or conversion)	(Cite authority under Schedule A, B, or C that authorizes the appointment or conversion)
2			Is already on the rolls of your agency	570	Conv to Exc Appt		
3		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
4			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		
5	Is being appointed on a temporary basis to a continuing position when the agency intends later to convert the employee to a non-temporary position and has current authority for such conversion		Is not on your agency's rolls	190	Provisional Appt NTE (date)	(Cite code for the Sch A, B, or C, statutory, or regulatory authority for the appointment)	(Cite the Sch A, B, or C, statutory, or regulatory authority for the appointment)
6			Is already on the rolls of your agency	590	Conv to Provisional Appt NTE (date)		
7	Is already employed under the Veterans Recruitment Appointment (VRA) in a different agency	Is to a VRA position without a break in service		130	Transfer	J8M	Pub. L. 107-288

**Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)**

<i>Rule</i>	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
8	Is being employed under the Veterans Recruitment Appointment (VRA) on an appointment without time limitation (see Note 5 of this table)		Is not on your agency's rolls	170	Exc Appt	J8M	Pub. L. 107-288
9			Is already on the rolls of your agency	570	Conv to Exc Appt		
10			Is not on your agency's rolls	171	Exc Appt NTE (date)		
11			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		
12	Is converted from an SES career appointment under which the individual had guaranteed placement rights to an appointment in the excepted service	Is based on unacceptable performance during the SES probationary period	Is already on the rolls of your agency	570	Conv to Exc Appt	(Cite code for authority under which conversion is effected) and VDJ	(Cite the authority under which the conversion is effected) and 5 U.S.C. 3594(a)
13		Is based on less than fully successful performance following the SES probationary period				(Cite code for authority under which conversion is effected) and VCS	(Cite the authority under which the conversion is effected) and 5 U.S.C. 3594(b)(1)
14		Is based on a reduction in force in the SES				(Cite code for authority under which conversion is effected) and VCT	(Cite the authority under which the conversion is effected) and 5 U.S.C. 3594(b)(2)
15	Is converted from an SES career appointment under which the individual had guaranteed placement rights to an appointment in the excepted service	Is based on failure to be recertified in the SES				(Cite code for authority under which conversion is effected) and VCW	(Cite the authority under which the conversion is effected) and 5 U.S.C. 3594(b)(3)

**Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)**

<i>Rule</i>	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
16	Is appointed by the President with the advice and consent of the Senate (see Note 7 of this table)	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	ZNM	(Enter Law, E.O., or Reg. that authorizes the Presidential appointment with advice and consent of the Senate)
17			Is already on the rolls of your agency	570	Conv to Exc Appt		
18		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
19			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		
20	Is appointed by the President when advice and consent of the Senate is not required (see Note 7 of this table)	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	ZKM	(Enter Law, E.O., or Reg. that authorizes the Presidential appointment)
21			Is already on the rolls of your agency	570	Conv to Exc Appt		
22		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
23			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		
24	Is an expert or consultant appointed under the authority of 5 U.S.C. 3109 and agency's appropriation act or other statute	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	H2L	Reg. 304.103

**Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)**

<i>Rule</i>	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
25	Is an expert or consultant appointed under the authority of 5 U.S.C. 3109 and agency's appropriation act or other statute	Is without time limitation	Is already on the rolls of your agency	570	Conv to Exc Appt	H2L	Reg. 304.103
26		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
27			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		
28	Is a foreign national recruited overseas for an overseas position	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	BPM	CS Rule 8.3
29			Is already on the rolls of your agency	570	Conv to Exc Appt		
30		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
31			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		
32	Is selected under the Intergovernmental Personnel Act (IPA)	Is under the authority of 5 U.S.C. 3374	Is not on your agency's rolls	171	Exc Appt NTE (date)	VPE	5 U.S.C. 3374

**Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)**

<i>Rule</i>	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>			
33	Is employed under the authority of Sch A, 213.3102(i) in a position for which a critical hiring need exists	Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)	W9P	Sch A, 213.3102(i)(2)			
34			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)					
35		Is without time limitation on a less than full-time basis	Is not on your agency's rolls	170	Exc Appt					
36			Is already on the rolls of your agency	570	Conv to Exc Appt					
37		Is employed as an Intern	Is under the Internship Program of the Pathways Program	Is not on your agency's rolls	170			Exc Appt	YEA	Sch D, 213.3402(a)
38				Is already on the rolls of your agency	570			Conv to Exc Appt		
39				Is not on your agency's rolls	171			Exc Appt NTE (date)		
40				Is already on the rolls of your agency	571			Conv to Exc Appt NTE (date)		

**Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)**

<i>Rule</i>	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code Is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
41	Is employed as a Recent Graduate	Is under the Recent Graduates Program of the Pathways Programs	Is not on your agency's rolls	170	Exc Appt	YEB	Sch D, 213.3402(b)
42			Is already on the rolls of your agency	570	Conv to Exc Appt		
43			>Is already employed as a Recent Graduate in a different agency	Is not on your agency's rolls	170	Exc Appt	YEP
>44<	Is employed as a Presidential Management Fellow	Is under the Presidential Management Fellows Program of the Pathways Program	Is not on your agency's rolls	170	Exc Appt	YEC	Sch D, 213.3402(c)
>45<			Is already on the rolls of your agency	570	Conv to Exc Appt		
46	> Is already employed as a Presidential Management Fellow in a different agency	Is under the Presidential Management Fellows Program of the Pathways Program	Is not on your agency's rolls	170	Exc Appt	YER	Reg. 362.406<
47	>Is being readmitted as a Presidential Management Fellow		Is not on your agency's rolls	170	Exc Appt	YES	Reg. 362.407<
48	Fellow		Is already on the rolls of your agency	570	Conv to Exc Appt		
>49<	Is currently serving on a SCEP appt which is being converted to an appt under the Internship Program of the Pathways Programs under Sch D, 213.3402(a) (see Note 8 of this table <i>BEFORE</i> citing this rule)	Is without time limitation	Is already on the rolls of your agency	570	Conv to Exc Appt	YEF	Sch D, 213.3402(a) - SCEP

**Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)**

<i>Rule</i>	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
>50<	Is currently serving on a STEP appt which is being converted to an appt under the Internship Program of the Pathways Programs under Sch D, 213.3402(a) (see Note 8 of this table <i>BEFORE</i> citing this rule)	Is temporary	Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)	YEG	Sch D, 213.3402(a) - STEP
>51<	Is currently serving on a PMF appt (Reg. 213.3102(ii) and appt is being converted to an appt under the PMF Program of the Pathways Programs under Sch D, 213.3402(c) (see Note 8 of this table <i>BEFORE</i> citing this rule)	Is without time limitation		570	Conv to Exc Appt	YEH	Sch D, 213.3402(c) – PMF
>52<	Is employed under the authority of any other law, Executive Order or Reg. not covered in the preceding rules of this Table (including Experts and Consultants employed under agency authority similar to that of 5 U.S.C. 3109)	Is without time limitation	Is not on your agency’s rolls	170	Ext Appt	ZLM	(Enter Law, E.O., or Reg. that authorizes the appointment or conversion)
>53<			Is already on your agency’s rolls	570	Conv to Exc Appt		
>54<		Is temporary	Is not on your agency’s rolls	171	Exc Appt NTE (date)		
>55<		Is already on your agency’s rolls	571	Conv to Exc Appt NTE (date)			
>56<	Previously served on a STEP appt which was converted to an appt NTE under the Internship Program of the Pathways Programs	Is being extended	Is already on your agency’s rolls	760	Ext of Appt NTE (date)	YEA	Sch D, 213.3402(a)
>57<	Is serving on an Exc Appt NTE that is not described in rule >56< above					(Enter same auth code as for the Exc Appt NTE)	(Enter same authority as for the Exc Appt NTE)

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**Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)**

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## NOTES:

1. ZLM: Other Citation (Law, EO, or Reg) may be cited in addition to any other authority or authorities required by this Table. Cite ZLM immediately after the authority or authorities required by this table. If a Standard Form 59, Request for Approval of Non-Competitive Action, was obtained from the Office of Personnel Management for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority.
2. If appointment was made using special section priority under the agency's Career Transition Assistance Program (CTAP), cite ABR: Reg 330.608 following the authorities required by this Table and ZLM, if used.
3. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50, Notification of Personnel Action), ABL: Bicultural/Bilingual Selective Factors.
4. For information on [Schedule A, B, C, and D see part 213 of title 5, Code of Federal Regulation](#). For authority codes for Schedules A, B, C, and D see Figure 11-1, or [The Guide to Data Standards](#).
5. Individuals receiving Veterans Recruitment Appointments are placed in Tenure Group II of the Excepted Service.
6. These instructions apply only when the Veterans Recruitment Appointment is to a position in an excepted service agency or organization. When a Veterans Recruitment Appointment is made on a temporary basis to a position in the competitive service, follow the instructions in Chapter 10.
7. Employee is placed in tenure group 0.
8. Conversion under this authority may only occur with prior approval from OPM. Please contact the Student Programs Office at [pathways@opm.gov](mailto:pathways@opm.gov) for additional information.