

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

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Washington, DC 20415

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## **The Guide to Processing Personnel Actions**

Update 71

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

This Guide and its Updates are available for viewing/printing on our web site ([www.opm.gov/feddata/persdoc.htm](http://www.opm.gov/feddata/persdoc.htm)). In lieu of contacting OPM, agency 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                   |  |
| 3-15<br>thru<br>3-16   | Update 70<br>November 1,<br>2015 | 3-15<br>thru<br>3-16   | 1) Update OPM office title in Section 3-1b and Section 3-1c.   |
| 4-7<br>thru<br>4-8     | Update 70<br>November 1,<br>2015 | 4-7<br>thru<br>4-8     | Update office title in Section 5.  |
| 11-33<br>thru<br>11-34 | Update 69<br>January 11, 2015    | 11-33<br>thru<br>11-34 | Revises the text in the second column of rule 60, Table 11-C, and revises the translation for remark P83 as reflected in the last column of this rule. |
| 13-13<br>thru<br>13-14 | Update 69<br>January 11, 2015    | 13-13<br>thru<br>13-14 | Revises the text in the second column of rule 9, Table 13-C.   |
| 13-17                  | Update 69<br>January 11, 2015    | 13-17                  | Revises the translation for remark P83 in rule 22, Table 13-D.   |
| 14-49<br>thru<br>14-52 | Update 69<br>January 11, 2015    | 14-49<br>thru<br>14-52 | 1) Revises the text in the second column of rule 40, Table 14-K.<br>2) Revises the translation for remark P83 in rule 32, Table 14-L.                  |
| 30-15<br>thru<br>30-18 | Update 69<br>January 11, 2015    | 30-15<br>thru<br>30-18 | 1) Revises the text in the second column of rule 42, Table 30-B.<br>2) Revises the translation for remark P83 in rule 23, Table 30-C.                  |
| 31-35<br>thru<br>31-36 | Update 69<br>January 11, 2015    | 31-35<br>thru<br>31-36 | Revises the text in the second column of rule 78, Table 31-C.  |
| 31-39<br>thru<br>31-40 | Update 69<br>January 11, 2015    | 31-39<br>thru<br>31-40 | Revises the translation for remark P83 in rule 40, Table 31-D.   |

## 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, >Information< 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, >Information< 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

the codes published in [The Guide to Data Standards](#) and in this **Guide** may be used. If an action requires more than two authorities, continue in “Remarks” section. Always list authorities in the sequence in which they appear in the instructions in this **Guide**.

(3) When an action must be corrected, follow the instructions in Chapter 32. An agency *may not* “x” out or use pencil, pen and ink, “white-out,” or erasures to correct Standard Form 50 data that is required by or reported to the Office of Personnel Management. Pen and ink corrections may be made only to correct Standard Form 50 information that is *not* required by or reported to the Office of Personnel Management.

(4) Distribute completed copies of the forms according to your agency’s instructions.

## 5. Exceptions to the Standard Form 50 and the Standard Form 52.

Code of Federal Regulations, Part 102-194 “Standard and Optional Forms Management Program” requires agencies to obtain approval before using any forms other than the Standard Form 52 to request and approve actions and any forms other than the Standard Form 50 to document personnel actions. Requests must be prepared in accordance with the Office of Personnel Management instructions. Send requests for approval through your agency’s Standard and Optional Forms Liaison to the Office of Personnel Management for transmittal to the General Services Administration. Address them to:

MANAGER, >INFORMATION<  
MANAGEMENT  
OFFICE OF THE CHIEF INFORMATION  
OFFICER  
U.S. OFFICE OF PERSONNEL  
MANAGEMENT  
1900 E STREET, N.W.  
WASHINGTON, DC 20415-7900.

Requests for exception should not be sent directly to the General Services Administration. Additions to or deletions of data from the current Standard Form 52 or Standard Form 50, as well as changes in sequence or format of data *must be approved in advance*. Use of other than white letter-size paper for the Standard Form 50, and use of other than blue or white letter-size paper for the Standard Form 52, *must be approved in advance*.

## 6. List Form of Notice.

a. **Use of list form.** When a large number of employees are being affected by the same personnel actions, the agency may find it easier and more economical to record the actions on a list form of notice rather than preparing individual Notifications of Personnel Action. A listing may be used only when:

- (1) the personnel action for a group of employees occurs on the same effective date; *AND*
- (2) no change occurs in the type of the employee's appointment, or in the employee's position, grade, or pay; *AND*
- (3) the same authority is used for the action taken on each employee.

**b. Actions for which a listing may be used:**

- (1) Mass Transfer;
- (2) 352 Termination—Appt in (agency)—only when separation is due to mass transfer; and
- (3) **Changes.** The following actions may be documented by listings *only when the conditions in section 6a are present:*
  - 280 Placement in Pay Status—*only for seasonal employees* when the work season begins.,
  - 430 Placement in Nonpay Status—*only for seasonal employees* when the work season ends,
  - 471 Furlough,
  - 472 Furlough NTE,
  - 760 Ext of Appt NTE,
  - 765 Ext of Term Appt NTE,
  - 766 Ext of O/S Ltd Appt NTE,
  - 781 Chg in Work Schedule,
  - 790 Realignment,
  - 792 Chg in Duty Station,
  - 800 Chg in Data Element, and
  - 883 Chg in Vet Pref - RIF

**c. Format.** Prepare lists on white, letter-size paper, following the instructions in job aid, **Instructions for Preparing a List Form of Notice**. Job aid, **Sample List Form of Notice**, shows how a list form of notice might be prepared.

**d. Privacy Act Requirements. (1)** Distribution of lists with personal information (for example, dates of birth, social security numbers, and agency payroll or employee numbers) violates the Privacy Act of 1974. Therefore, the employee and Official Personnel Folder copies of lists must be “sanitized” to remove personal information about *other* employees.

(2) To delete personal information from the employee and Official Personnel Folder copies of a list, you may computer-generate copies without such data *or* you may block out the personal data from a copy of the complete list and reproduce all the employee and Official Personnel Folder copies from this “sanitized” copy. You may also make separate “sanitized” employee and Official Personnel Folder copies for each employee. To do so, temporarily block out the personal information about all but one individual and reproduce employee and Official Personnel Folder copies for that individual; then do the same for each employee on the list.

**e. Distribution.** Give a copy of the “sanitized” list to the employee and file a copy in his or her Official Personnel Folder. Follow your agency’s instructions to distribute any other copies.

## 7. Notifying Employees of Personnel Actions.

Agencies must notify employees of personnel actions taken on them. This applies to all personnel actions as defined in this **Guide**. The method used depends on the action.

**a. Standard Form 50.** The Standard Form 50 is the required form of employee notification for accessions, conversions, and separations (natures of action in the 100s, 500s, and 300s) and for corrections and cancellations of those actions. The only exception is the use of a list form of notice for mass transfers (see section 6).

**Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)**

| <i>Rule</i> | <i>If</i>   | <i>And</i>   | <i>Then Remark Code Is</i> | <i>And Remark Is</i>   |
|-------------|---|--|----------------------------|--|
| 51          | Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position   | Employee has accepted a change to a lower grade position for personal cause  | X36                        | Grade retention entitlement terminated. No further entitlement to grade or pay retention.                |
| 52          | Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position   | Employee has accepted a change to a lower grade position for personal cause  | X49                        | Change to lower grade, level, or band is for personal cause.   |
| 53          | Employee who is moved out of SES is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed |  | X40                        | Employee is entitled to pay retention.   |
| 54          | Employee is entitled to pay retention under 5 U.S.C. 5363   |  |                            |  |
| 55          |   | Employee's salary is 150% of the maximum rate of the grade to which assigned | X41                        | Salary is 150% of maximum rate of grade, level, or band to which assigned.                               |
| 56          | Employee was entitled to pay retention under 5 U.S.C. 5363 on previous position   | Employee has accepted a change to a lower grade position for personal cause  | X49                        | Change to lower grade, level, or band is for personal cause.   |
| 57          |   |  | X42                        | Pay retention entitlement is terminated.   |
| 58          | Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.                          | Is given a temporary appointment.  | N24                        | Severance pay suspended by (agency paying the full severance pay) until termination of this appointment. |
| 59          |   | Appointment is not described in Rule 58                                      | N25                        | Severance pay discontinued. Employee has received (total number) weeks of severance pay.                 |

**Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)**

| <i>Rule</i> | <i>If</i>  | <i>And</i>  | <i>Then Remark Code Is</i> | <i>And Remark Is</i>   |
|-------------|--|---|----------------------------|--|
| 60          | Employee is a senior political appointee whose position is subject to the >pay freeze for certain senior political officials<                                  |   | P83                        | The pay rate of an employee occupying a position subject to >the pay freeze for certain senior political officials< shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013. |
| 61          | Employee's total salary includes payment for AUO   |   | P81                        | Salary in block 20 includes AUO of \$_____.  |
| 62          | <b>Reserved</b>  |   |                            |  |
| 63          | Employee's total salary includes availability pay  |   | P99                        | Salary in block 20 includes availability pay of \$_____.   |
| 64          | Employee who is reemployed under FICA, CSRS, or CSRS-Offset, is eligible to elect FERS as provided in Chapter 11 of <a href="#">The CSRS and FERS Handbook</a> | Employee has been given SF 3109, FERS Election of Coverage, and receipt copy has been filed in employee's OPF | B60                        | Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. SF 3109 provided to employee.  |
| 65          | Employee's retirement code will be "C," "E," "K," "L," "M," or "N"   |   | M38                        | Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos")   |
| 66          | Employee's retirement code will be "K," "L," "M," or "N"   | Employee previously elected coverage under FERS   | M46                        | Employee is covered by FERS because of previous election.  |
| 67          | Employee's retirement code will be "K," "L," "M," "N," "KR," "LR," "MR," "NR," "KF," "LF," "MF," "NF," or "OF"   | Rule 66 does not apply  | M45                        | Employee is automatically covered under FERS, FERS-RAE or FERS-FRAE.   |
| 68          | Employee has elected to retain coverage under a retirement system for NAF employees  |   | B63                        | Elected to retain coverage under a retirement system for NAF employees.  |



**Table 13-C. Remarks Required in Special Situations (Use Table 13-D to translate codes into actual remarks) (See Note 1)**

| <i>R<br/>U<br/>L<br/>E</i> | <i>If</i>  | <i>And</i>   | <i>And the Employee</i>  | <i>Then Codes for<br/>Remarks are<br/>(See Note for<br/>this table)</i> |
|----------------------------|--|--|--|---|
| 1                          | Employee was required to complete appointment affidavit, Standard Form 61  |  |  | M01   |
| 2                          | Action is a Senior Executive Service (SES) Career Appointment (includes conversion, reinstatement, or transfer)                            | The employee has not satisfactorily completed the probationary period under a previous SES appointment | Was appointed without a break in service from a civil service position held under a career or career-conditional appointment or one of equivalent tenure     | E25 and E51   |
| 3                          |  |  | Was not appointed without a break in service from a civil service position held under a career or career-conditional appointment or one of equivalent tenure | E25   |
| 4                          | Action is an SES Noncareer Appointment   | Appointment has been designated as indefinite  |  | E01   |
| 5                          | Employee is a Senior Executive Service (SES) Career appointee who voluntarily requests a change to an SES Noncareer or Limited appointment |  |  | M20   |
| 6                          | Action is an appointment or a conversion to appointment  |  |  | M39 and M40   |
| 7                          | Employee is subject to post-employment restrictions under 18 USC 207(c)  |  |  | M97   |
| 8                          | Action is an appointment or a conversion to appointment under which employee's retirement code will be "C," "E," "K," "L," "M," or "N"     |  |  | M38   |

**Table 13-C. Remarks Required in Special Situations (Use Table 13-D to translate codes into actual remarks) (See Note 1) (Continued)**

| <i>R<br/>U<br/>L<br/>E</i> | <i>If</i>  | <i>And</i>   | <i>And the Employee</i> | <i>Then Codes for<br/>Remarks are<br/>(See Note for<br/>this table)</i> |
|----------------------------|--|--|-------------------------|---|
| 9                          | Employee is a senior political appointee whose position is subject to the >pay freeze for certain senior political officials<  |  |                         | P83   |
| 10                         | Action is an appointment or a conversion to appointment under which employee's retirement code will be "K," "L," "M," or "N"   | Employee previously elected coverage under the Federal Employees Retirement System (FERS)  |                         | M46   |
| 11                         | Action is an appointment or a conversion to appointment under which employee's retirement code will be "K," "L," "M," "N," "KR," "LR," "MR," "NR," "KF," "LF," "MF," "NF," or "OF"   | Rule 10 does not apply   |                         | M45   |
| 12                         | Employee is eligible to elect Federal Employees Retirement System (FERS) as provided in Chapter 11 of <a href="#">The CSRS and FERS Handbook for Personnel and Payroll Offices</a>   | Employee has been given Standard Form 3109, FERS Election of Coverage, and receipt copy has been filed in his or her Official Personnel Folder |                         | B60   |
| 13                         | Employee has elected to retain coverage under a retirement system for employees of a Nonappropriated Fund Instrumentality.   |  |                         | B63   |
| 14                         | Office that provides personnel service (including Official Personnel Folder maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and Official Personnel Folder is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B) |  |                         | M10   |
| 15                         | Will be reemployed annuitant   |  |                         | A17   |

**Table 13-D. Codes and Remarks for Senior Executive Service (SES) Actions**

| <i>R<br/>U<br/>L<br/>E</i> | <i>If<br/>Code<br/>is</i> | <i>Then Remark is</i>  |
|----------------------------|---------------------------|--|
| 14                         | M39                       | Creditable Military Service: (enter yrs and mos, e.g., “6 yrs, 7 mos”)<br>[This remark is not required for reemployed Civil Service annuitants. For other employees, when there is no prior military service, enter “none;” otherwise, follow the instructions in Chapter 6 to calculate years and months of service.] |
| 15                         | M40                       | Previous Retirement coverage: (enter “never covered” or “previously covered”)<br>[“Previously covered” indicates that employee was previously covered by the CSRS or the FERS.]  |
| 16                         | M45                       | Employee is automatically covered under FERS, FERS-RAE or FERS-FRAE.   |
| 17                         | M46                       | Employee is covered by FERS because of previous election.  |
| 18                         | M97                       | Employee subject to post-employment restrictions under 18 USC 207(c).  |
| 19                         | P08                       | Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.  |
| 20                         | P10                       | Annuity at present is \$ pa. (See Note 2 of this table)  |
| 21                         | P48                       | Salary may not be reduced below salary earned immediately prior to SES conversion with any future involuntary action while continuously employed.  |
| 22                         | P83                       | The pay rate of an employee occupying a position subject to >the pay freeze for certain senior political officials< shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013.   |
| 23                         | P90                       | You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. (see Note 3 of this table)   |
| 24                         | T55                       | Tenure as used for 5 U.S.C. 3502 is not applicable to the Senior Executive Service.  |

## NOTES:

1. Remark E23 is used only when employee is a preference eligible.
2. 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.
3. When the employee submits the notice of annuity adjustment, follow your agency’s procedures to forward it to the payroll office.

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

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

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the Employee</i>   | <i>And</i>   | <i>Then Code For<br/>Remark Is<br/>(See Note at the<br/>end of this table)</i> |
|----------------------------|--|--|--|
| 34                         | Is being reassigned or voluntarily changed to a lower grade  | Agency modified OPM qualification standards to qualify employee for the position | K01  |
| 35                         | Is being placed on a position for which qualifications have been waived as authorized under 5 CFR 351.703            |  | K02  |
| 36                         | Is being retained on the agency's rolls under a temporary exception to RIF release                                   | The retention has been documented with a 755/Exception to RIF Release action     | K60  |
| 37                         | Will receive payment for AUO as part of his or her total salary  |  | P81  |
| 38                         | Is detailed to a State or local government, or other eligible organization under the IPA                             |  | K46  |
| 39                         | Will receive availability pay as part of his or her total salary   |  | P99  |
| 40                         | Is a senior political appointee whose position is subject to the >pay freeze for certain senior political officials< |  | P83  |

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

**Table 14-L. Codes and Corresponding Remarks (Promotion; Change-to-Lower Grade, Level or Band; and Position Change)**

| <i>R<br/>U<br/>L<br/>E</i> | <i>If Code Is</i> | <i>Then The Remark Is</i>  |
|----------------------------|-------------------|--|
| 1                          | B01               | Cancelled health benefits.   |
| 2                          | B02               | Elected not to enroll for health benefits.   |
| 3                          | E37               | Satisfactorily completed training prescribed under training agreement. Meets basic qualifications for other positions in this series.                          |
| 4                          | E44               | Probationary period for supervisory (or managerial) position not required.   |
| 5                          | E45               | Probationary period for supervisory (or managerial) position completed.  |
| 6                          | E46               | Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).                           |
| 7                          | E56               | Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training. |
| 8                          | G30               | Intermittent employment totaled (number) hours in pay status from (date) to (date).  |
| 9                          | K01               | Qualification requirements modified because of general OPM amendment.  |
| 10                         | K02               | Qualifications waived per Reg. 351.703.  |
| 11                         | K12               | Selected from (cite the number of the agency's merit promotion certificate or list of eligibles) dated (date).   |
| 12                         | K13               | Removes temporary limitation placed on the last action.  |
| 13                         | K16               | From Promotion NTE (date).   |
| 14                         | K17               | Repromotion to grade, level or band not above that from which downgraded without personal cause and not at employee's request.                                 |
| 15                         | K18               | Position is at the full performance level.   |
| 16                         | K19               | Successor position—employee retained in competitive service.   |

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If Code Is</i> | <i>Then The Remark Is</i>  |
|----------------------------|-------------------|--|
| 17                         | K20               | Full performance level of employee's position is (enter pay plan and grade, level or band).  |
| 18                         | K23               | Result of change in classification standards.  |
| 19                         | K26               | Result of additional duties and responsibilities.  |
| 20                         | K27               | Result of position review.   |
| 21                         | K43               | Result of failure to satisfactorily complete probationary period for a supervisory (or managerial) position.   |
| 22                         | K46               | Detailed to (enter name of State or local government or educational institution) under the Intergovernmental Personnel Act (IPA)   |
| 23                         | K50               | From Position Change NTE (date).   |
| 24                         | K60               | Action is in lieu of RIF separation of employee retained under temporary exception.  |
| 25                         | M20               | Action at employee's request.  |
| 26                         | P01               | Previously employed at (pay plan; grade, level or band; rate).   |
| 27                         | P05               | Special rate under 5 U.S.C. 5305.  |
| 28                         | P17               | Entitled to retained (or saved) rate of pay until (date); otherwise pay would be (pay plan; grade, level or band; and step if applicable).   |
| 29                         | P19               | Salary includes WGI for which employee became eligible on (date).  |
| 30                         | P72               | Salary in block 20 includes supervisory differential of \$_____.   |
| 31                         | P81               | Salary in block 20 includes AUO of \$_____.  |
| 32                         | P83               | The pay rate of an employee occupying a position subject to >the pay freeze for certain senior political officials< shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013. |
| 33                         | P99               | Salary in block 20 includes availability pay of \$_____.   |



**Table 30-B. Remarks Required for Retirement Actions (Continued)**

| <i>R<br/>U<br/>L<br/>E</i> | <i>If</i>   | <i>And</i>                         | <i>And</i> | <i>Then Use Remark(s)<br/>(See Note 1 of this table)</i> |
|----------------------------|---|------------------------------------|------------|--|
| 36                         | Employee was entitled to Sole Survivorship veterans preference  | Block 23 of the SF-50 reflects "7" |            | E59  |
| 37                         | Employee's total salary includes payment for administratively uncontrollable overtime   |                                    |            | P82  |
| 38                         | Employee's total salary includes a supervisory differential   |                                    |            | P80  |
| 39                         | Reserved  |                                    |            |  |
| 40                         | Employee's total salary includes availability pay   |                                    |            | P98  |
| 41                         | Employee has elected to retain coverage under a retirement system for Non-appropriated Fund Instrumentality employees                           |                                    |            | B63  |
| 42                         | Employee is a senior political appointee whose position is subject to the provisions of >the pay freeze for certain senior political officials< |                                    |            | P83  |
| 43                         | Employee is entitled to a composite retirement annuity  |                                    |            | M18  |

## 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.

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**Table 30-C. Remarks and Codes**

| <i>R<br/>U<br/>L<br/>E</i> | <i>If<br/>Code<br/>is</i> | <i>The Remark is</i>  |
|----------------------------|---------------------------|---|
| 1                          | B46                       | SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).   |
| 2                          | B47                       | Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).  |
| 3                          | B53                       | 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. |
| 4                          | B63                       | Elected to retain coverage under a retirement system for NAF employees.   |
| 5                          | E59                       | When "7" is reflected in block 23 above, employee is entitled to No Points/Sole Survivorship Preference.  |
| 6                          | G29                       | Intermittent employment totaled (number) hours in work status from (date) to (date).  |
| 7                          | G30                       | Intermittent employment totaled (number) hours in pay status from (date) to (date).   |
| 8                          | G31                       | Nonpay time not previously recorded in calendar year (year) totaled (number) hours.   |
| 9                          | M18                       | Employee is entitled to a composite retirement annuity.   |
| 10                         | M26                       | Employee was advised of opportunity to file grievance and elected to do so.   |
| 11                         | M27                       | Employee was advised of opportunity to file grievance and elected not to do so.   |
| 12                         | M58                       | No SES reinstatement rights.  |
| 13                         | M61                       | Possible 5 U.S.C. chapter 83, subchapter II, case.  |
| 14                         | M67                       | Forwarding address:   |
| 15                         | N10                       | To (or expected to) be paid under 5 U.S.C. chapter 81.  |
| 16                         | N26                       | Lump-sum payment to cover (number) hours ending (date and hour).  |
| 17                         | N27                       | Lump-sum payment to be made for any unused annual leave.  |

**Table 30-C. Remarks and Codes (Continued)**

| <i>R<br/>U<br/>L<br/>E</i> | <i>If Code<br/>is</i> | <i>The Remark is</i>   |
|----------------------------|-----------------------|--|
| 18                         | P05                   | Special rate under 5 U.S.C. 5305.  |
| 19                         | P16                   | Met all requirements for WGI to (grade and step) on (date); due on (date).   |
| 20                         | P18                   | Retained rate period expires (date). Effective (date) pay will be (amount).  |
| 21                         | P80                   | Salary in block 12 includes supervisory differential of \$_____.   |
| 22                         | P82                   | Salary in block 12 includes AUO of \$_____.  |
| 23                         | P83                   | The pay rate of an employee occupying a position subject to >the pay freeze for certain senior political officials< shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013. |
| 24                         | P98                   | Salary in block 12 includes availability pay of \$_____.   |
| 25                         | R20                   | Reason for retirement: to obtain retirement benefits.  |
| 26                         | R21                   | Reason for Retirement:   |
| 27                         | R22                   | Elected to receive workers' compensation in lieu of a retirement annuity.  |
| 28                         | R55                   | Refused job offer because: (reasons given by the employee).  |
| 29                         | S23                   | Agency Finding: No other information available.  |
| 30                         | S25                   | Agency Finding: (State the specific, factual reason known to the agency as to why the employee retired).   |
| 31                         | S34                   | Agency Finding: Retired after receiving written notice on (date) of decision to separate for (reasons).  |
| 32                         | S35                   | Agency Finding: Retired after receiving written notice on (date) of decision to demote for (reasons).  |
| 33                         | S36                   | Agency Finding: Retired after receiving written notice on (date) of decision to suspend for (reasons).   |

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If</i>  | <i>And</i>  | <i>And</i>   | <i>Then Required<br/>Remarks Codes<br/>Are (See Note 1 of<br/>this table)</i> |
|----------------------------|--|---|--|---|
| 74                         | Employee will have reemployment rights   |   |  | M64   |
| 75                         | Employee is separating from an excepted service appointment, a Senior Executive Service appointment, or a temporary or term appointment in the competitive service | Is a nonveteran who previously held a career-conditional appointment  | Current employment occurred within 3 years after separation from that career-conditional appointment | M83   |
| 76                         | Action is a 357/Termination  | Reason for the action is not described in Rules 1-75 and employee was serving on an appointment that did provide appeal rights (see Note 2 of this table) |  | S48   |
| 77                         | Action is a 330/Removal  |   |  | S47   |
| 78                         | Employee is a senior political appointee whose position is subject to >the pay freeze for certain senior political officials<                                      |   |  | P83   |

## NOTES:

1. See Table 31-D to translate codes into actual remarks.
2. When employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or on an appointment which does not afford appeal rights, NO agency findings regarding employee's resignation or agency reasons for termination may be placed on the Standard Form 50.
3. When employee's reason for resigning is work-connected, the employee may file a grievance. Check with the personnel specialist who approved the action to determine if the employee was so advised; if so, ask which of these remarks applies.
4. Remarks on the separation Standard Form 50 for the previous separation and on the Standard Form 50 for the current appointment should show whether or not employee was entitled to and/or received severance pay based upon a previous separation.
5. See 5 CFR part 550, subpart G, to determine conditions under which employee is entitled to severance pay, severance pay will be recomputed or resumed, and conditions under which severance pay entitlement is lost.

## NOTES (Continued):

6. These instructions do not apply when action is 352/Termination-Appt in (agency).
7. 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 equaled 6 days of service credit.
8. See [The Employees Health Benefits Handbook](#) for information about determining whether an involuntary separation is due to gross misconduct.

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If Code<br/>is</i> | <i>Then remark is</i>  |
|----------------------------|-----------------------|--|
| 30                         | N23                   | Not entitled to severance pay.   |
| 31                         | N26                   | Lump-sum payment to cover (number) hours ending (date and hour).   |
| 32                         | N27                   | Lump sum payment to be made for any unused annual leave.   |
| 33                         | N59                   | OPF retained by (name & address of office).  |
| 34                         | P05                   | Special rate under 5 U.S.C. 5305.  |
| 35                         | P16                   | Met all requirements for WGI to (grade and step) on (date); due on (date).   |
| 36                         | P18                   | Retained rate period expires (date). Effective (date) pay will be (amount).  |
| 37                         |                       | Reserved   |
| 38                         | P80                   | Salary in block 12 includes supervisory differential of \$_____.   |
| 39                         | P82                   | Salary in block 12 includes AUO of \$_____.  |
| 40                         | P83                   | The pay rate of an employee occupying a position subject to >the pay freeze for certain senior political officials< shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013. |
| 41                         | P98                   | Salary in block 12 includes availability pay of \$_____.   |
| 42                         | R19                   | Reason for resignation: (Enter reason given by employee. When reason is too lengthy to fit into block 45 of the Standard Form 50, it should be summarized).  |
| 43                         | R52                   | Reason(s) for declination of assignment: (enter reason(s)).  |
| 44                         | R53                   | Reason(s) for declination of relocation: (enter reason(s)).  |
| 45                         | R55                   | Refused job offer because: (reasons given by employee).  |

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If Code<br/>is</i> | <i>Then remark is</i>  |
|----------------------------|-----------------------|--|
| 46                         | S20                   | (State the conditions under which the employee abandoned the position.)  |
| 47                         | S28                   | Agency Finding: Resigned after receiving written notice on (date) of decision to separate for (reasons).                 |
| 48                         | S29                   | Agency Finding: Resigned after receiving written notice on (date) of decision to demote for (reasons).                   |
| 49                         | S30                   | Agency Finding: Resigned after receiving written notice on (date) of decision to suspend for (reasons).                  |
| 50                         | S31                   | Agency Finding: Resigned after receiving written notice on (date) of proposal to separate for (reasons).                 |
| 51                         | S32                   | Agency Finding: Resigned after receiving written notice on (date) of proposal to demote for (reasons).                   |
| 52                         | S33                   | Agency Finding: Resigned after receiving written notice on (date) of proposal to suspend for (reasons).                  |
| 53                         | S40                   | Agency Finding: Terminated after receiving written notice on (date) of proposal to suspend for (reasons).                |
| 54                         | S41                   | Agency Finding: Terminated after receiving written notice on (date) of proposal to demote for (reasons).                 |
| 55                         | S42                   | Agency Finding: Terminated after receiving written notice on (date) of proposal to separate for (reasons).               |
| 56                         | S43                   | Agency Finding: Terminated after receiving written notice on (date) of decision to suspend for (reasons).                |
| 57                         | S44                   | Agency Finding: Terminated after receiving written notice on (date) of decision to demote for (reasons).                 |
| 58                         | S45                   | Agency Finding: Terminated after receiving written notice on (date) of decision to separate for (reasons).               |
| 59                         | S46                   | Separated by order of Office of Personnel Management dated (date) for violation of CS (enter proper rule or regulation). |
| 60                         | S47                   | Reason(s) for removal: (state reason(s)).  |
| 61                         | S48                   | Reason(s) for termination: (state reason(s)).  |
| 62                         | S51                   | RIF notice dated (date).   |