

OPERATING MANUAL UPDATE

The Guide to Processing Personnel Actions

Update 73

***** 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.

Distribution: Operating Manual, THE GUIDE TO PROCESSING
PERSONNEL ACTIONS

U.S. OFFICE OF PERSONNEL MANAGEMENT
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Summary of Changes, Chapter 9 (Update 73)

Remove		Insert	Explanation of Changes
Page	Identification	Page	
9-1 thru 9-56	N/A	1 thru 50	Chapter 9, in its' entirety has been updated, to include: (1) reformatting page numbers from 9-1, 9-2, 9-3, etc., to new format of 1,2,3, etc.; (2) adding a footnote to each page to reflect Chapter number and title of guide; and (3) reformatted text from column to paragraph to meet 508 compliance requirements.

Listing of Specific Changes to Chapter 9

Chapter	Page Number(s)	Explanation of Changes
9	Various	Added new note to various Chapter 9 tables regarding the use of new secondary legal Authority Code (LAC) ZBB when actions are in support of the Infrastructure Investment and Jobs Act .
9	6-8	Incorporated regulatory hyperlinks, notes, and jump to links to remarks in Table 9-A, rules 1 through 18.
9	9	Incorporated regulatory hyperlinks, notes, and jump to links to remarks in Table 9-B, rules 1 through 4.
9	9	Table 9-B, note 2, removed Direct Hire Authority for Acquisition positions.
9	9	Table 9-B, note 2, added Delegated Direct Hire Authority for IT (Severe Shortage (DA-001) and for IT Critical Hiring Need (DA-002).
9	9	Table 9-B, note 2, added Direct Hire Authority for STEM Positions (GW007).
9	9	Table 9-B, note 2, added Direct Hire Authority for Cybersecurity positions (GW008).
9	10-16	Incorporated regulatory hyperlinks, notes, and jump to links to remarks in Table 9-C, rules 1 through 44.

Chapter	Page Number(s)	Explanation of Changes
9	17-25	Incorporated regulatory hyperlinks, notes, and jump to links to remarks in Table 9-D, rules 1 through 46.
9	26-27	Incorporated regulatory hyperlinks, notes, and jump to links to remarks in Table 9-E, rules 1 through 14.
9	28-29	Incorporated regulatory hyperlinks, notes, and jump to links to remarks in Table 9-F, rules 1 through 17.
9	31	Removed reference to revoked Executive Orders 10880, 10080, and 10157 to Table 9-G, rules 11 through 14.
9	30-36	Incorporated regulatory hyperlinks, notes, and jump to links to remarks in Table 9-G, rules 1 through 78.
9	36	Created Rules 73 and 74 to Table 9-G to document Post-Secondary Student conversions under 5 USC 3116
9	36	Created Rules 75 through 78 to Table 9-G to document College Graduate hiring under 5 USC 3115
9	37-41	Incorporated regulatory hyperlinks, notes, and jump to links to remarks in Table 9-H, rules 1 through 26.
9	42-50	Added links throughout Table 9-I to return user to Tables 9-A through 9-H.

Summary of Changes, Chapter 10 (Update 73)

Remove		Insert	Explanation of Changes
Page	Identification	Page	
10-1 thru 10-56	N/A	1 thru 57	Chapter 10, in its' entirety has been updated, to include: (1) reformatting page numbers from 10-1, 10-2, 10-3, etc., to new format of 1,2,3, etc.; (2) adding a footnote to each page to reflect Chapter number and title of guide; and (3) reformatted text from column to paragraph to meet 508 compliance requirements.

Listing of Specific Changes to Chapter 10

Chapter	Page Number(s)	Explanation of Changes
10	Various	Added new note to various Chapter 10 charts regarding the use of new secondary legal Authority Code (LAC) ZBB when actions are in support of the Infrastructure Investment and Jobs Act .
10	7-19	Incorporated regulatory hyperlinks, notes, and jump to links to remarks in Table 10-B, rules 1 through 53.
10	8	Table 10-B, note 5, removed Direct Hire Authority for Acquisition positions.
10	8	Table 10-B, note 5, added Delegated Direct Hire Authority for IT (Severe Shortage (DA-001) and for IT Critical Hiring Need (DA-002).
10	8	Table 10-B, note 5, added Direct Hire Authority for STEM Positions (GW007).
10	8	Table 10-B, note 5, added Direct Hire Authority for Cybersecurity positions (GW008).
10	10	Table 10-B, Rules 11 and 12, added 5 CFR regulations 315.608, 315.612, and 315.703 to "If Appointment Is" column.
10	19	Created Rules 50 and 51 to Table 10-B to document authorized use of LAC: ZLM.

Chapter	Page Number(s)	Explanation of Changes
10	19	Created Rules 52 and 53 to Table 10-B to document Post-Secondary Student hiring under 5 USC 3116.
10	20	Incorporated notes and jump to links to remarks in Table 10-C, rules 1 through 2.
10	21-33	Incorporated regulatory hyperlinks, notes, and jump to links to remarks in Table 10-E, rules 1 through 50.
10	22	Table 10-E, note 4, removed Direct Hire Authority for Acquisition positions.
10	22	Table 10-E, note 4, added Delegated Direct Hire Authority for IT (Severe Shortage (DA-001) and for IT Critical Hiring Need (DA-002).
10	22	Table 10-E, note 4, added Direct Hire Authority for STEM Positions (GW007).
10	22	Table 10-E, note 4, added Direct Hire Authority for Cybersecurity positions (GW008).
10	32	Created Rules 47 and 48 to Table 10-E to document authorized use of LAC: ZLM.
10	33	Created rules 49 and 50 to document eligibility for Post-Secondary Student Appointments under 5 USC 3116.
10	34-37	Incorporated regulatory hyperlinks, notes, and jump to links to remarks in Table 10-F, rules 1 through 16.
10	38-42	Incorporated regulatory hyperlinks, notes, and jump to links to remarks in Table 10-G, rules 1 through 25.
10	38	Table 10-G, note 3, removed Direct Hire Authority for Acquisition positions.
10	38	Table 10-G, note 3, added Delegated Direct Hire Authority for IT (Severe Shortage (DA-001) and for IT Critical Hiring Need (DA-002).
10	38	Table 10-G, note 3, added Direct Hire Authority for STEM Positions (GW007).
10	38	Table 10-G, note 3, added Direct Hire Authority for Cybersecurity positions (GW008).

Chapter	Page Number(s)	Explanation of Changes
10	43-48	Incorporated regulatory hyperlinks, notes, and jump to links to remarks in Table 10-H, rules 1 through 21.
10	48	Table 10-H, note 3, removed Direct Hire Authority for Acquisition positions.
10	48	Table 10-H, note 3, added Delegated Direct Hire Authority for IT (Severe Shortage (DA-001) and for IT Critical Hiring Need (DA-002).
10	48	Table 10-H, note 3, added Direct Hire Authority for STEM Positions (GW007).
10	48	Table 10-H, note 3, added Direct Hire Authority for Cybersecurity positions (GW008).
10	49-57	Added return to links for tables 10-B, C, E, F, G and H to the top of each page of Table 10-I.

Chapter 9: Career and Career-Conditional Appointments (Natures of Action 100, 101, 130, 140, 141, 500, 501, 540, 541)

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1. Coverage

This chapter covers permanent appointments in the competitive service by:

- a. appointment from a civil service certificate or under a direct hire recruiting authority or special authority;
- b. conversion or change of appointment, under either the same or a different authority, in the same agency without a break in service;
- c. transfer or movement from a permanent competitive service appointment in another agency without a break in service;
- d. reinstatement or reappointment for which the person qualifies because of an earlier permanent competitive service appointment;
- e. exercise of restoration or re-employment rights.

2. Special Conditions

When making permanent appointments in the competitive service, certain special conditions may impact the documentation of the personnel actions and require additional instructions.

- a. **Person is retired.** When the person being appointed is retired from Federal civilian service, follow the guidance in Chapter 3 (Figure 3-4), in addition to instructions in this chapter.
- b. **Return-to-duty on the same date.** If an employee is being converted to a new appointment on the same date that he or she returns to duty from nonpay status, both the return to duty action and the conversion must be documented.

Follow the instructions in Chapter 16 to document the return to duty and the instructions in this chapter to document the conversion. If the actions are being documented on a single Standard Form 52, Request for Personnel Action (and Standard Form 50, Notification of Personnel Action), enter the nature of action and authority for the return to duty in blocks 5A-5F and those for the conversion in blocks 6A-6F.

- c. **Changes to the work schedule or the number of hours.** If the employee's work schedule or the number of hours he or she works on a part-time basis, will change as a result of a conversion action, the new schedule/hours must be documented.

Follow the instructions in Chapter 24 to select the nature of action, authority and remarks for the change in work schedule or hours. If the conversion and the change in work schedule or hours are being documented on a single Standard Form 52 (and Standard Form 50), enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F; for a Chg in Hours action, enter the new hours per pay period in block 33.

When a return to duty and a conversion are effective on the same date as a change in work schedule or hours, and the return to duty and conversion are being recorded on the same Standard Form 50, document the new work schedule in block 32 and the new hours in block 33; action documenting the nature of action, Chg in Work Schedule, or Chg in Hours action.

- d. **>Appointments funded by [Public Law 111-5 dated February 17, 2009 \(The American Recovery and Reinvestment Act of 2009 \("ARRA"\)\)](#).** In addition to citing the legal authority code(s) required per the Tables in this chapter, when documenting the SF-52/SF-50 for an ARRA funded appointment effective on or after February 17, 2009, cite "ZEA/Pub. L. 111- 5" as the final legal authority.<

Job Aid

Instructions for Processing Personnel Actions on Appointments in the Competitive Service

STEP	ACTION
1	<p>Use Tables 9-A through 9-H to select nature of action and authority for the appointment or conversion and enter them in blocks 5A-5F of the Standard Form 52, Request for Personnel Action.</p> <p>If a return to duty is documented on the same Standard Form 52, refer to section 2b of this chapter.</p>
2	<p>Use Table 9-I to select remarks codes/remarks required by the Office of Personnel Management for the action and enter them in Part F of the Standard Form 52.</p> <p>Also enter in Part F any additional remarks codes/remarks that are required by your agency's instructions or that are necessary to explain the action.</p>
3	<p>Check The Guide to Personnel Recordkeeping to decide if any of the documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder.</p> <p>Follow your agency's instructions to dispose of those not filed in the Folder.</p>
4	<p>Complete the Standard Form 52 as required by instructions in Chapter 4; follow your agency's procedures to get the approval signatures on the Standard Form 52.</p> <p>If the actions involve persons already employed by your agency, compare data on the Standard Form 52 submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.</p>
5	<p>Enter or update dates in any suspense file system your agency maintains (such as ending date for probation period).</p>

Instructions for Processing Personnel Actions on Appointments in the Competitive Service, Continued

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STEP	ACTION
6	Follow instructions in Chapter 4 to complete the Standard Form 50, Notification of Personnel Action; follow your agency's instructions to have the Standard Form 50 signed or authenticated.
7	<p>Prepare and distribute required notices:</p> <p>If employee is coming from another agency with no break in service (or with a break of 3 calendar days or less) then:</p> <p>Make another copy of the Standard Form 50, Notification of Personnel Action, (or list form of notice) and send it to the servicing personnel office in the "losing" agency, requesting that employee's Official Personnel Folder and Standard Form 1150, Leave Record, be forwarded to your office.</p> <p>If you cannot send a copy of the appointment Standard Form 50 (the "pick-up 50") to the losing agency within 5 days of the effective date of the appointment, send a copy of the appointment Standard Form 52, Request for Personnel Action, instead. The copy must be signed by the appointing official in Part C, block 2 of the Standard Form 52.</p> <p>Note: When the gaining agency is using an OPM- approved electronic SF 52 or SF 52 signature system, use a letter or other written document as required by the losing agency to request the OPF. The request letter or other written document as required by the losing agency must be signed by the appointing official, and contain the information in Part B, blocks 1-6 and 15-22 of the SF 52.</p> <p>The person is being converted to a new appointment and will be serviced by a new payroll office then:</p> <p>Give the employee, before the effective date of the conversion, a completed Standard Form 8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of the payroll office where the individual's records are maintained.</p>
8	Follow your agency's instructions for distributing the copies of the Standard Form 50.

Tables

Table 9-A. Appointment Based on the Person Being or Having Been Within Reach on a Civil Service Certificate of Eligibles

Rule	If the Appointment Is Based On (>See Note 3<)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	<Notes>	>Remarks<
1	Selection from a Civil Service certificate of eligibles established under the Administrative Careers with America (ACWA) examination	Is not on your agency's rolls	Career	100	Career Appt	ACA	CS Cert No____ ACWA	1. The following legal authorities may be cited in addition to any other authority or authorities required by this table. <ul style="list-style-type: none"> • ZLM: Other Citation (law, E.O., or Reg.) May be used when appropriate. • When an appointee or employee was selected on the basis of bicultural/bilingual selective factors, show <i>ABL: Bicultural/Bilingual Selective Factors</i>. When used, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50). 3. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
2			Career-Conditional	101	Career-Cond Appt				
3		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
4			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-A. Appointment Based on the Person Being or Having Been Within Reach on a Civil Service Certificate of Eligibles, Continued

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Rule	If the Appointment Is Based On (>See Note 3<)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	<Notes>	>Remarks<
5	Selection from a Civil Service certificate of eligibles for a worker-trainee developmental job (see Note 2)	Is not on your agency's rolls	Career	100	Career Appt	A2M	CS Cert No____ WTO	<ol style="list-style-type: none"> The following legal authorities may be cited in addition to any other authority or authorities required by this table. <ul style="list-style-type: none"> ZLM: Other Citation (law, E.O., or Reg.) May be used when appropriate. When an appointee or employee was selected on the basis of bicultural/bilingual selective factors, show ABL: Bicultural/Bilingual Selective Factors. When used, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50). A worker trainee (WT) developmental job is a position at GS 1 or WG 1 or 2 that requires specific types of training and development experiences that lead to target positions at higher grade levels. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	Jump to listing of Remarks (Use as many remarks as are applicable).
6			Career-Conditional	101	Career-Cond Appt				
7		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
8			Career-Conditional	501	Conv to Career-Cond Appt				
9	Selection from a Civil Service certificate of eligibles not described in Rules 1-8	Is not on your agency's rolls	Career	100	Career Appt	ACM	CS Cert No____	<ol style="list-style-type: none"> The following legal authorities may be cited in addition to any other authority or authorities required by this table. <ul style="list-style-type: none"> ZLM: Other Citation (law, E.O., or Reg.) May be used when appropriate. When an appointee or employee was selected on the basis of bicultural/bilingual selective factors, show ABL: Bicultural/Bilingual Selective Factors. When used, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50). >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	
10			Career-Conditional	101	Career-Cond Appt				
11		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
12			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-A. Appointment Based on the Person Being or Having Been Within Reach on a Civil Service Certificate of Eligibles, Continued

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Rule	If the Appointment Is Based On (>See Note 3<)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	<Notes>	>Remarks<		
13	The person previously was within reach on a Civil Service Certificate for career or career-conditional appointment to his or her position	Has been employed continuously since being reached	Career	500	Conv to Career Appt	LSM and ACM	Reg. 315.703 and CS Cert No_____	<div>1. The following legal authorities may be cited in addition to any other authority or authorities required by this table.<ul style="list-style-type: none">ZLM: Other Citation (law, E.O., or Reg.) May be used when appropriate.When an appointee or employee was selected on the basis of bicultural/bilingual selective factors, show ABL: Bicultural/Bilingual Selective Factors. When used, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50).</div> <div>3. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<.</div>	Jump to listing of Remarks (Use as many remarks as are applicable)		
14			Career-Conditional	501	Conv to Career-Cond Appt						
15	Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM	Is not on your agency's rolls	Career	100	Career Appt	BWA	>OPM DE Agr (enter #).<				
16	Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM	Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt	BWA	>OPM DE Agr (enter #).<				
17		Is already on the rolls of your agency	Career	500	Conv to Career Appt						
18			Career-Conditional	501	Conv to Career-Cond Appt						

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

Rule	If the Appointment is Based On >(See Note 4)<	And the Person	And the Appointment Is	Then NOAC is	NOA Is	Auth Code Is	Authority Is (See Notes)	<Notes>	>Remarks<
1	Direct Hire Recruiting Authority	Is not on your agency's rolls	Career	100	Career Appt	AYM, and (see Notes 1-2)	Direct-Hire Authority (cite OPM authority and date)	<p>1. <u>Selection under authority other than Reg. 337.201:</u> When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), <i>ABL: Bicultural/Bilingual Selective Factors</i>. When selection is made under the Administrative Careers With America Outstanding Scholar Program, show as the first authority (in blocks 5C-5D or 6C-6D) <i>AYM: Luevano Decree</i>; show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), <i>ABK: ACWA Outstanding Scholar Program</i>.</p> <p>2. <u>Selection under Reg. 337.201:</u> When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), <i>AYM: Reg. 337.201</i>. Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52/50 one of the following: Government-wide auth code AYM in SF-50 item 5-C and the specific legal auth in SF-50 item 5-E:</p> <p>If Occupation is/then Authority code to be cited is:</p> <ul style="list-style-type: none"> • Medical/BAB GW001 (MED) • Information Technology Mgmt/BAC GW002 (IT) • Iraqi Reconstruction Efforts/BAD GW003 • ***/** • Veterinarian Medical Officer/BAG GW006 (VMO) • >>Delegated DH for IT; DA-001 (severe-shortage); DA-002 (critical hiring need)/BYO DA-001/DA-002<< • >>STEM Positions/BAH GW007<< • >>Cybersecurity Positions/BAI GW008<< • OPM approved single agency authority/BYO >(cite the single agency authority that was approved by OPM)< <p>3. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authorities required by this table. Cite ZLM in the remarks block of the SF-52/50.</p> <p>4. >Use Secondary LAC "ZBB" for actions in support of the <u>Infrastructure Investment and Jobs Act (P.L. 117-58)</u><</p>	Jump to listing of Remarks (Use as many remarks as are applicable)
2			Career-Conditional	101	Career-Cond Appt				
3		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
4			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement

(Including reinstatement from agency's Re-employment Priority List)

(Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority)

Rule	If the Appointment Is >(See Note 4)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	<Notes>	>Remarks<
1	Transfer under 5 CFR 315.501		To the same grade or to a position in a different pay plan (see Note 2)	130	Transfer	KTM	Cite specific authority for action (i.e., Reg. 315.501, or an agency specific authority)	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 2. When employee is on grade retention, compare the grade he or she is retaining with the grade of the position to which he or she is moving in order to determine if move is to a position at a higher or lower grade. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
2			To a higher grade (see Note 2)			KVM	Cite specific authority for action (i.e., Reg. 315.501 Prom, or an agency specific authority)		
3			To a lower grade (see Note 2)			KXM	Cite specific authority for action (i.e., Reg. 315.501 CLG, or an agency specific authority)		
4	Transfer under 5 CFR 330.707 , the Interagency Career		To the same grade or to a position in a different pay plan			ABS	> Reg. 330.708 <		
5	Transition Assistance Plan		To a lower grade (see Note 2)			ABT	Reg. 330.707 CLG		
6	Transfer under 5 CFR 330.608 , the Agency Career Transition Assistance Plan					ABR	Reg. 330.608		

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement, Continued
(Including reinstatement from agency's Re-employment Priority List)
(Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority)

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Rule	If the Appointment Is >(See Note 4)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	<Notes>	>Remarks<		
7	Transfer of an Administrative Law Judge from one agency to another			130	Transfer	SZT	Reg. 930.204(h)	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)		
8	Reinstatement of a person who had competitive status or was serving probation (i.e., was on a career or career-conditional appointment) when separated	Is not on your agency's rolls	Career	140	Reins-Career	KQM	Cite specific authority for action (i.e., Reg. 315.401 , or an agency specific authority)				
9			Career-Conditional	141	ReinsCareer-Cond						
10			Career	540	Conv to Reins-Career					KQM	Cite specific authority for action (i.e., Reg. 315.401 , or an agency specific authority)
11			Career-Conditional	541	Conv to Reins-Career-Cond						

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement, Continued
(Including reinstatement from agency's Re-employment Priority List)
(Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority)

12

Rule	If the Appointment Is >(See Note 4)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	<Notes>	>Remarks<
12	Reinstatement from your agency's Re-employment Priority List	Is not on your agency's rolls	Career	140	Reins-Career	NUM	Reg. 330.207	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)< .	Jump to listing of Remarks (Use as many remarks as are applicable)
13			Career-Conditional	141	Reins-Career-Cond				
14		Is already on the rolls of your agency	Career	540	Conv to Reins-career				
15			Career-Conditional	541	Conv to Reins-Career-Cond				
16	Reinstatement following a Senior Executive Service (SES) career appointment when employee had guaranteed placement rights	Is moved out of the SES because of unacceptable performance during the SES probationary period	Career	540	Conv to Reins-Career	VDJ and KQM	5 U.S.C. 3594(a) , and Cite specific authority for action (i.e., Reg. 315.401 , or an agency specific authority)		
17			Career-Conditional	541	Conv to Reins-Career-Cond				
18		Is moved out of the SES because of less than fully successful performance following the SES probationary period	Career	540	Conv to Reins-Career	VCS and KQM	5 U.S.C. 3594(b)(1) , and Cite specific authority for action (i.e., Reg. 315.401 , or an agency specific authority)		
19	Career-Conditional		541	Conv to Reins-Career-Cond					

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement, Continued
(Including reinstatement from agency's Re-employment Priority List)
(Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority)

13

Rule	If the Appointment Is >(See Note 4)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	<Notes>	>Remarks<
20	Reinstatement following a Senior Executive Service (SES) career appointment when employee had guaranteed placement rights	Is moved out of the SES because of reduction in force	Career	540	Conv to Reins-Career	VCT an KQM	5 U.S.C. 3594(b)(2), and Cite specific authority for action (i.e., Reg. 315.401, or an agency specific authority)	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
21			Career-Conditional	541	Conv to Reins-Career-Cond				
22		***	***	***	***	***	***		
23			***	***	***				
24	Reinstatement of a former Administrative Law Judge who has served with >career< status under 5 U.S.C. 3105		Career	140	Reins-Career	SZW	>Reg. 930.204(g)<		
25	Reinstatement when a position in the excepted service is brought into the competitive service		Career	540	Conv to Reins-Career	KQM and ZLM	Cite specific authority for action (i.e., Reg. 315.401, or an agency specific authority), and (Cite specific authority that brought the position into the competitive service)		
26			Career-Conditional	541	Conv to Reins-Career Cond				

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement, Continued
(Including reinstatement from agency's Re-employment Priority List)
(Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority)

14

Rule	If the Appointment Is >(See Note 4)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	<Notes>	>Remarks<
27 28	Reinstatement when a position in public or private enterprise is taken over by the Federal Government	Is not on the rolls of your agency	Career Career-Conditional	140 141	Reins-Career Reins-Career-Cond	KQM and ZLM	Cite specific authority for action (i.e., Reg. 315.401 , or an agency specific authority) and (Cite specific authority that brought the position into the competitive service)	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
29 30 31 32	Reinstatement with priority selection from the Interagency Career Transition Assistance Plan	Is not already on the rolls of your agency Is already on the rolls of your agency	Career Career-Conditional Career Career-Conditional	140 141 540 541	Reins-Career Reins-Career-Cond Conv to Reins-Career Conv to Reins-Career-Cond	ABS	Reg. 330.708		
33 34 35 36	Reinstatement after priority selection from the Career Transition Assistance Plan (CTAP)	Is not already on the rolls of your agency Is on the rolls of your agency	Career Career-Conditional Career Career-Conditional	140 141 540 541	Reins-Career Reins-Career-Cond Conv to Reins-Career Conv to Reins-Career-Cond	ABR	Reg. 330.608		

*Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement, Continued
(Including reinstatement from agency's Re-employment Priority List)
(Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority)*

15

Rule	If the Appointment Is >(See Note 4)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	<Notes>	>Remarks<
37	Reinstatement from a Recent Graduates appointment (see Note 3)	Is already on the rolls of your agency	Career	540	Conv to Reins-Career	LAB	Reg. 362.306	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. >A Recent Graduate or Fellow who held a career conditional appointment immediately before entering the Program and fails to complete the Program for reasons not related to misconduct, performance, or suitability, may at the agency's discretion be placed in a permanent competitive service position, as appropriate, in the employing agency.< 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)< .	Jump to listing of Remarks (Use as many remarks as are applicable)
38			Career-Conditional	541	Conv to Reins-Career Cond				

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement, Continued
(Including reinstatement from agency's Re-employment Priority List)
(Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority)

16

Rule	If the Appointment Is >(See Note 4)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	<Notes>	>Remarks<
39	Reinstatement from a Presidential Management Fellows appointment (see Note 3)	Is already on the rolls of your agency	Career	540	Conv to Reins-Career	LAD	Reg. 362.407 <	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. >A Recent Graduate or Fellow who held a career conditional appointment immediately before entering the Program and fails to complete the Program for reasons not related to misconduct, performance, or suitability, may at the agency's discretion be placed in a permanent competitive service position, as appropriate, in the employing agency.< 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
40			Career-Conditional	541	Conv to Reins-Career Cond				
41	Reinstatement under an authority not covered under Rules 8 - >40<	In not already on the rolls of your agency	Career	140	Reins-Career	ZLM	(Cite Law, E.O., or Reg. that authorizes reinstatement)	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	
42			Career-Conditional	141	Reins-Career-Cond				
43		Is already on the rolls of your agency	Career	540	Conv to Reins-Career				
44			Career-Conditional	541	Conv to Reins-Career Cond				

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System

Rule	If Selection is Based on >(See Note 3)<	And the Person	And the Appointment is	Then Nature of Action Code is	Nature of Action is	Authority Code is	Authority is (See Note 1)	<Notes>	<Remarks>
1	Service with the Federal Aviation Administration	Is moving from the other merit system without a break in service after completing at least 1 year of continuous service.	Career	100	Career Appt	BNK	CS Rule 6.7— FAA Agr	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. >Use Secondary LAC “ZBB” for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)< .	Jump to listing of Remarks (Use as many remarks as are applicable)
2			Career-Conditional	101	Career-Cond Appt				
3	Service under the Canal Zone Merit System or the Panama Canal Employment System under a CZ or a CA career or career-conditional appointment	Is not employed by your agency	Career	100	Career Appt	K1M	Reg. 315.601		
4			Career-Conditional	101	Career-Cond Appt				
5		Is already employed by your agency	Career	500	Conv to Career Appt				
6			Career-Conditional	501	Conv to Career-Cond Appt				
7	Service with the Nuclear Regulatory Commission (NRC)	Is moving from the other merit system without a break in service or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BKM	CS Rule 6.7— NRC Agr		
8			Career-Conditional	101	Career-Cond Appt				

*Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System,
Continued*

18

Rule	If Selection is Based on >(See Note 3)<	And the Person	And the Appointment is	Then Nature of Action Code is	Nature of Action is	Authority Code is	Authority is (See Note 1)	<Notes>	<Remarks>
9	Service with the Tennessee Valley Authority (TVA)	Is moving from the other merit system without a break in service or is being reappointed within one year following involuntary separation without personal cause (including resignation after receiving advance notice of impending reduction in force)	Career	100	Career Appt	BBM	CS Rule 6.7-TVA Agr	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
10			Career-Conditional	101	Career-Cond Appt				
11			Career	500	Conv to Career Appt				
12			Career-Conditional	501	Conv to Career-Cond Appt				
13	Service in a position filled under 38 U.S.C. 7401(1) or 38 U.S.C. 7401(3) in the Division of Medicine and Surgery, Department of Veterans Affairs (DVA)	Is moving from the DVA without a break in service or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BLM	CS Rule 6.7-VA Agr		
14			Career-Conditional	101	Career-Cond Appt				

*Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System,
Continued*

19

Rule	If Selection is Based on >(See Note 3)<	And the Person	And the Appointment is	Then Nature of Action Code is	Nature of Action is	Authority Code is	Authority is (See Note 1)	<Notes>	<Remarks>
15	Service in a position filled under 38 U.S.C. 7401(1) or 38 U.S.C. 7401(3) in the Division of Medicine and Surgery, Department of Veterans Affairs (DVA)	Is being converted to another appointment in the DVA or being converted in another agency within one year following involuntary separation from the DVA without personal cause	Career	500	Conv to Career Appt	BLM	CS Rule 6.7—VA Agr	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. >Use Secondary LAC “ZBB” for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
16			Career-Conditional	501	Conv to Career-Cond Appt				
17	Service in a position in the Canteen Management Program of the Veterans Canteen Service, Department of Veterans Affairs (DVA)	Is moving from the DVA without a break in service or is being reappointed within one year following involuntary separation from the DVA without personal cause	Career	100	Career Appt				
18			Career-Conditional	101	Career-Cond Appt				
19	Service in a position in the Canteen Management Program of the Veterans Canteen Service, Department of Veterans Affairs (DVA)	Is being converted to another appointment in the DVA or being converted in another agency within one year following involuntary separation from the DVA without personal cause	Career	500	Conv to Career Appt	BLM	CS Rule 6.7—VA Agr		
20			Career-Conditional	501	Conv to Career-Cond Appt				

*Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System,
Continued*

20

Rule	If Selection is Based on >(See Note 3)<	And the Person	And the Appointment is	Then Nature of Action Code is	Nature of Action is	Authority Code is	Authority is (See Note 1)	<Notes>	<Remarks>
21	Service under the >Defense Civilian Intelligence Personnel System (DCIPS)<	Is moving from the >DCIPS< without a break in service to an appointment in a different agency or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BNM	CS Rule 6.7—>DCIPS< Agr	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. >Use Secondary LAC “ZBB” for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)< .	Jump to listing of Remarks (Use as many remarks as are applicable)
22			Career-Conditional	101	Career-Cond Appt				
23		Is being converted to another appointment in the same agency without a break in service or is being converted to another appointment in your agency within one year following involuntary separation from the >DCIPS< without personal cause (see Note 2)	Career	500	Conv to Career Appt			1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 2. Rules 23 and 24 will apply when a former Defense Civilian Intelligence Personnel System (DCIPS) employee is employed in your agency after an involuntary separation without personal cause from DCIPS and then is converted to career or career-conditional appointment within one year of the DCIPS separation. 3. >Use Secondary LAC “ZBB” for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)< .	
24			Career-Conditional	501	Conv to Career-Cond Appt				

*Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System,
Continued*

21

Rule	If Selection is Based on >(See Note 3)<	And the Person	And the Appointment is	Then Nature of Action Code is	Nature of Action is	Authority Code is	Authority is (See Note 1)	<Notes>	<Remarks>
25	Completion of one year of continuous service under a nontemporary appointment under the personnel system of the General Accounting Office	Is not employed by your agency	Career	100	Career Appt	ZQM	31 U.S.C. 732(g)	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
26			Career-Conditional	101	Career-Cond Appt				
27		Is already employed by your agency	Career	500	Conv to Career Appt				
28			Career-Conditional	501	Conv to Career-Cond Appt				
29	Completion of one year of continuous service under a nontemporary appointment under the personnel system of the Administrative Office of the U.S. Courts	Is not employed by your agency	Career	100	Career Appt	ZTU	28 U.S.C. 602		
30			Career-Conditional	101	Career-Cond Appt				
31		Is already employed by your agency	Career	500	Conv to Career Appt				
32			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System,
Continued

22

Rule	If Selection is Based on >(See Note 3)<	And the Person	And the Appointment is	Then Nature of Action Code is	Nature of Action is	Authority Code is	Authority is (See Note 1)	<Notes>	<Remarks>
33	Service in a non-appropriated fund instrumentality (NAFI) of the Department of Defense (DoD)	Is moving from a DoD NAFI without a break in service or is being reappointed within one year following involuntary separation from a DoD NAFI without personal cause	Career	100	Career Appt	BNN	CS Rule 6.7—DoD/ NAF Agr	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. >Use Secondary LAC “ZBB” for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
34			Career-Conditional	101	Career-Cond Appt				
35	Service in a non-appropriated fund instrumentality (NAFI) of the Department of Defense (DoD)	Is being converted to another appointment in the DoD or being converted in another agency within one year following involuntary separation from a DoD NAFI without personal cause	Career	500	Conv to Career Appt	BNN	CS Rule 6.7—DoD/NAF Agr		
36			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System,
Continued

23

Rule	If Selection is Based on >(See Note 3)<	And the Person	And the Appointment is	Then Nature of Action Code is	Nature of Action is	Authority Code is	Authority is (See Note 1)	<Notes>	<Remarks>
37	Service with >the Corporation for National and Community Service (CNCS)<	Is moving from >the other merit system without a break in service after completing at least 1 year of continuous nontemporary (i.e., general) service, or is being reappointed within one year following involuntary separation without personal cause.<	Career	100	Career Appt	>BNZ<	CS Rule 6.7 – >CNCS Agr<	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. >Use Secondary LAC “ZBB” for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
38			Career-Conditional	101	Career-Cond Appt				
>39<	Service with International Boundary Water Commission	Is moving from the IBWC personnel system without a break in service after completing at least 1 year of continuous service, or is being reappointed within one year following involuntary separation without personal cause after completing at least 1 year of continuous service	Career	100	Career Appt	BNR	CS Rule 6.7 – IBWC Agr		
>40<			Career-Conditional	101	Career-Cond Appt				

*Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System,
Continued*

24

Rule	If Selection is Based on >(See Note 3)<	And the Person	And the Appointment is	Then Nature of Action Code is	Nature of Action is	Authority Code is	Authority is (See Note 1)	<Notes>	<Remarks>
>41<	Service with International Boundary Water Commission	Is being converted to another appointment within your agency within one year following involuntary separation from IBWC without personal cause (including resignation after receiving advance notice of impending reduction in force)	Career	500	Conv to CareerAppt	BNR	CS Rule 6.7 – IBWC Agr	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. >Use Secondary LAC “ZBB” for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)< .	Jump to listing of Remarks (Use as many remarks as are applicable)
>42<			Career-Conditional	501	Conv to Career-Cond Appt				
43	Service with DHS, Transportation Security Administration (TSA)	Is moving from the TSA personnel system without a break in service after completing at least 1 year of continuous service under a permanent appointment, or is being reappointed within 1 year following involuntary separation from TSA without personal cause after completing at least 1 year of continuous service under a permanent appointment	Career	100	Career Appt	BNY	Rule 6.7 – DHS/TSA Agr<		
44			Career-Conditional	101	Career-Cond Appt	BNY	Rule 6.7 – DHS/TSA Agr<		

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System,
Continued

25

Rule	If Selection is Based on >(See Note 3)<	And the Person	And the Appointment is	Then Nature of Action Code is	Nature of Action is	Authority Code is	Authority is (See Note 1)	<Notes>	<Remarks>
45	Service with DHS, Transportation Security Administration (TSA)	Is being converted to a permanent appointment in DHS from the TSA personnel system after completing at least 1 year of continuous service under a permanent appointment, or is being converted to a permanent appointment in another agency within 1 year following involuntary separation from TSA without personal cause after completing at least 1 year of continuous service under a permanent appointment	Career	500	Conv to Career Appt	BNY	Rule 6.7 – DHS/TSA Agr<	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. >Use Secondary LAC “ZBB” for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<.	Jump to listing of Remarks (Use as many remarks as are applicable)
46			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-E. Appointment Based on Service in a Position Brought into the Competitive Service

Rule	If the Appointment Is Based On >(See Note 5)<	And The Person	And The Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	<Notes>	<Remarks>
1	Service in a position that was brought into the competitive service while the person was on active military duty	Is not on your agency's rolls	Career	100	Career Appt	K7M	Reg. 315.603(a)(1)	1. ZLM: Other Citation (Law, E.O., or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 2. If the action is being taken under delegation agreement between the agency and OPM, or under a general delegation of authority to agencies, cite BWM: OPM <i>Delegation Agr</i> following the authorities required by this table and ZLM, if used. 5. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
2			Career-Conditional	101	Career-Cond Appt				
3		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
4			Career-Conditional	501	Conv to Career-Cond Appt				
5	Service in a position that was brought into the competitive service before the employee left the position	Is not on your agency's rolls	Career	100	Career Appt	K9M	Reg. 315.603(a)(2)		
6					Career-Cond Appt				
7		Is already on the rolls of your agency	Career-Conditional	101	Conv to Career Appt				
8					Conv to Career-Cond Appt				
9	Service in a position that was brought into the competitive service before the employee's separation for compensable injury or during the period of statutory restoration rights following such an injury	Is not on your agency's rolls	Career	100	Career Appt	K8M	Reg. 315.603(a)(3)		
10			Career-Conditional	101	Career-Cond Appt				
11		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
12			Career-Conditional	501	Conv to Career- Cond Appt				

Table 9-E. Appointment Based on Service in a Position Brought into the Competitive Service, Continued

27

Rule	If the Appointment Is Based On >(See Note 5)<	And The Person	And The Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	<Notes>	<Remarks>
13	The employee's position having been brought into the competitive service under conditions not covered in Rules 1-12 (see Note 4)	Is already on the rolls of your agency and does not meet requirements for reinstatement (see Note 3)	Career	500	Conv to Career Appt	LLM	Reg. 315.701	<ol style="list-style-type: none"> 1. ZLM: Other Citation (Law, E.O., or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 2. If the action is being taken under delegation agreement between the agency and OPM, or under a general delegation of authority to agencies, cite BWM: OPM <i>Delegation Agr</i> following the authorities required by this table and ZLM, if used. 3. When the reinstatement authority is cited, go to Table 9-C instead. 4. When a position in public or private enterprise is initially taken over by the Federal government, see instructions for Appointment—Status Quo in Chapter 10. 5. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	Jump to listing of Remarks (Use as many remarks as are applicable)
14			Career-Conditional	501	Conv to Career- Cond Appt				

Table 9-F. Appointment Based on Service in a Nonstatus Appointment in the Competitive Service

Rule	If the Selection is Based On >(See Note 3)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	<Notes>	<Remarks>	
1	Service under noncompetitive special tenure appointment effected under 5 CFR 316.601 ("rare bird" type)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LPM	Reg. 315.702	1. <i>ZLM: Other Citation (Law, E.O., or Reg)</i> may be cited in addition to any other authority or authorities required by this Table. Cite <i>ZLM</i> immediately after the authority or authorities required by this table. 3. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<.	Jump to listing of Remarks (Use as many remarks as are applicable)	
2			Career-Conditional	501	Conv to Career-Cond Appt					
3			Completion, by a disabled veteran, of a training course under chapter 31 of title 38, U.S.C.	Career	500	Conv to Career Appt	LBM			Reg. 315.604
4				Career-Conditional	501	Conv to Career-Cond Appt				
5			Employee completing at least three years of >total creditable< service under an indefinite appointment, or as a status quo employee	Career	500	Conv to Career Appt	LWM			Reg. 315.704
6	Conversion of the temporary appointment of a disabled veteran who has a compensable service-connected disability of 30 percent or more		Career-Conditional	501	Conv to Career-Cond Appt	LZM	Reg. 315.707			
7										

Table 9-F. Appointment Based on Service in a Nonstatus Appointment in the Competitive Service, Continued

29

Rule	If the Selection is Based On >(See Note 3)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	<Notes>	<Remarks>
8	Conversion of an Intern serving on a term appointment under Reg. 362.107(a) (See Note 2)	Is not on agency rolls	Career-Conditional	101	Career-Cond Appt	LAE	Reg. 362.107(b) - Intern	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this Table. Cite ZLM immediately after the authority or authorities required by this table. 2. A Pathways Participant who is noncompetitively converted to a competitive service term appointment may be subsequently converted noncompetitively to a permanent competitive service position before the term appointment expires. 3. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
9			Career	100	Career Appt				
10		Is already on the rolls of your agency	Career-Conditional	501	Conv to Career-Cond				
11			Career	500	Conv to Career Appt				
12	Conversion of a Recent Graduate serving on a term appointment under Reg. 362.107(a) (See Note 2)		Career-Conditional	501	Career-Cond Appt	LAG	Reg. 362.107(b) - RG		
13			Career	500	Career Appt				
14	Conversion of Fellow serving on a term appointment under Reg.362.107(a) (See Note 2)		Career-Conditional	501	Career-Cond Appt	LAH	Reg.362.107(b) -PMF		
15			Career	500	Career Appt				
16	Reserved								
17	Reserved								

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F

Rule	If the Appointment is Based On >(See Note 6)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	<Notes>	<Remarks>
1	Service in a position in the immediate Office of the President or Vice President or on the White House Staff	Is appointed without a break in service from that position or appointment	Career	100	Career Appt	K4M	Reg. 315.602	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 6. >Use Secondary LAC “ZBB” for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
2			Career-Conditional	101	Career-Cond Appt				
3	Service in certain appointments in the Postal Service or Postal Rate Commission		Career	100	Career Appt	V8L	39 U.S.C. 1006		
4			Career-Conditional	101	Career-Cond Appt				
5	Possession of special qualifications in a professional or scientific field for a position authorized under 5 U.S.C. 3104	Is not on your agency's rolls	Career	100	Career Appt	VJM	5 U.S.C. 3325		
6		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
7	Possession of special qualifications in a professional or scientific field for a position authorized under an authority other than 5 U.S.C. 3104	Is not on your agency's rolls	Career	100	Career Appt	ZLM	(Cite the law, E.O., or Reg. that authorizes the appointment)		
8			Career-Conditional	101	Career-Cond Appt				
9		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
10			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F, Continued

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Rule	If the Appointment is Based On >(See Note 6)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	<Notes>	<Remarks>	
11	Correction of an administrative error or oversight in not recommending an employee for benefits under Executive Order ***, ***, ***, 10577	Is not on your agency's rolls	Career	100	Career Appt	ZGM	E.O. 10826	1. <i>ZLM: Other Citation (Law, E.O., or Reg)</i> may be cited in addition to any other authority or authorities required by this table. Cite <i>ZLM</i> immediately after the authority or authorities required by this table. 6. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) < .	Jump to listing of Remarks (Use as many remarks as are applicable)	
12			Career-Conditional	101	Career-Cond Appt					
13		Is already on the rolls of your agency	Career	500	Conv to Career Appt					
14			Career-Conditional	501	Conv to Career-Cond Appt					
15	Service under an excepted appointment as a Secret Service agent when the provisions of Executive Order 11203 are met		Career	500	Conv to Career Appt	ZGY	E.O. 11203			
>16<	Service on a Veterans Recruitment Appointment	Has completed two years under the VRA program and, if the individual has less than 15 years of education, has completed a program of education or training prescribed by the agency	Career	500	Conv to Career Appt	LYM	Reg. 315.705			
>17<			Career-Conditional	501	Conv to Career-Cond Appt					
>18<	The authority to noncompetitively appoint certain military spouses	Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt	LAM	Reg. 315.612			
>19<		Is already on the rolls of your agency		501	Conv to Career-Cond Appt					

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F, Continued

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Rule	If the Appointment is Based On >(See Note 6)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	<Notes>	<Remarks>
>20<	The authority to noncompetitively appoint certain military spouses	Is not on your agency's rolls	Career	100	Career Appt	LAM	Reg. 315.612 <	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 6. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
21		Is already on the rolls of your agency		500	Conv to Career Appt				
>22<	Conversion of an appointment which was made under Schedule A, Sec. 213.3102(u)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	L1M	Reg. 315.709		
>23<			Career-Conditional	501	Conv to Career-Cond Appt				
>24<	Service as a Foreign Service career officer or employee under the Foreign Service Act of 1946 or of 1980	Is not on your agency's rolls	Career	100	Career Appt	LHM	Reg. 315.606		
>25<			Career-Conditional	101	Career-Cond Appt				
>26<		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
>27<			Career-Conditional	501	Conv to Career-Cond Appt				
>28<	Satisfactory completion of 36 months of substantially continuous service under Section 7(a) of the Peace Corps Act	Is not on your agency's rolls	Career	100	Career Appt	LJM	Reg. 315.607		
>29<			Career-Conditional	101	Career-Cond Appt				
>30<		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
>31<			Career-Conditional	501	Conv to Career-Cond Appt				
>32<	Service as a Peace Corps, VISTA, or ACTION Community Volunteer	Is not on your agency's rolls	Career	100	Career Appt	LEM	Reg. 315.605		
>33<			Career-Conditional	101	Career-Cond Appt				
>34<		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
>35<			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F, Continued

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Rule	If the Appointment is Based On >(See Note 6)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	<Notes>	<Remarks>
>36<	Three years of satisfactory service on a Schedule A or B appointment as a Criminal Investigator (Special Agent) with the Drug Enforcement Administration		Career	500	Conv to Career Appt	ZMM	E.O. 12230	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 6. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
>37<	Service overseas while a family member of a civilian employee, a nonappropriated fund employee, or uniformed service member who is serving overseas	Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt	ZJK	E.O. 12721		
>38<		Is already on the rolls of your agency		501	Conv to Career-Cond Appt				
>39<	Service in U.S. positions of the Panama Canal Commission	Is not on your agency's rolls	Career	100	Career Appt	LKM	Reg. 315.609		
>40<			Career-Conditional	101	Career-Cond Appt				
>41<		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
>42<			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F, Continued

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Rule	If the Appointment is Based On >(See Note 6)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	<Notes>	<Remarks>
>43<	Involuntary separation (other than removal for cause on charges of misconduct or delinquency) of a National Guard Technician after at least three years of service with the Guard	Is being appointed within one year of separation	Career	100	Career Appt	LKP	Reg. 315.610	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 6. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
>44<			Career-Conditional	101	Career-Cond Appt				
>45<		Is being converted to another appointment in your agency within one year following involuntary separation from the Guard without personal cause	Career	500	Conv to Career Appt				
>46<			Career-Conditional	501	Conv to Career-Cond Appt				
>47<	Service as a reader, interpreter, or personal assistant under Sch A, 213.3102(II)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	L2K	Reg. 315.711		
>48<			Career-Conditional	501	Conv to Career-Cond Appt				
>49<	Veterans Employment Opportunity Act of 1998 as amended by P.L. 106-117	Is not on your agency's rolls	Career	100	Career Appt	ZBA	P.L. 106-117 , Sec. 511		
>50<			Career-Conditional	101	Career-Cond Appt				
>51<		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
>52<			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F, Continued

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Rule	If the Appointment is Based On >(See Note 6)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	<Notes>	<Remarks>		
>53	Service under the Internship Program	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAK	Reg. 315.713(a)(1) <	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 6. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)		
54			Career-Conditional	501	Conv to Career-Cond Appt						
55	Service under the Internship Program	Is not on your agency's rolls	Career	100	Career Appt	LAK	Reg. 315.713(a)(1)				
56			Career-Conditional	101	Career-Cond Appt						
57	Service under the Recent Graduates Program	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAL	Reg. 315.713(a)(2)				
58			Career-Conditional	501	Conv to Career-Cond Appt						
59	Service under the Presidential Management Fellows Program	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAP	Reg. 315.713(a)(3)				
60			Career-Conditional	501	Conv to Career-Cond Appt						
61	***										
62	***										
63	***										
64	***										

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F, Continued

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Rule	If the Appointment is Based On >(See Note 6)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	<Notes>	<Remarks>
65	Eligibility for a status appointment under an Executive Order and the circumstance is not covered by any of the preceding rules of this table	Is not on your agency's rolls	Career	100	Career Appt	ZLM	(Cite Law, E.O., or Reg. that authorizes the appointment or conversion) (see Note 2)	<ol style="list-style-type: none"> 1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 2. For appointees to senior level (pay plan SL) positions, cite as the authority "5 U.S.C. 5376 and (agency certificate #)." 6. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	Jump to listing of Remarks (Use as many remarks as are applicable)
66			Career-Conditional	101	Career-Cond Appt				
67		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
68			Career-Conditional	501	Conv to Career-Cond Appt				
69	Circumstances or an authority not described in Rules 1-68	Is not on your agency's rolls	Career	100	Career Appt	LAQ	Reg. 316.910	<ol style="list-style-type: none"> 1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 6. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	
70			Career-Conditional	101	Career-Cond Appt				
71		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
72			Career-Conditional	501	Conv to Career-Cond Appt				
<73>	Service under the Post-Secondary Student Program under 5 USC 3116 that meets eligibility requirements for conversion to a competitive service position	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAQ	Reg. 316.910	<ol style="list-style-type: none"> 1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 6. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	
<74>			Career-Conditional	501	Conv to Career-Cond Appt				
<75>	Based on a person's eligibility for a College Graduate Appointment (5 USC 3115)	Is not on your agency's rolls	Career	100	Career App	LAU	Reg. 315.614(a)	<ol style="list-style-type: none"> 6. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	
<76>			Career-Conditional	101	Career-Cond Appt				
<77>		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
<78>			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-H. Appointment Based on Exercise of Restoration or Re-employment Rights

Rule	If the Restoration or Re-employment is Based On >(See Note 4)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	<Notes>	<Remarks>
1	Return from uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.	Career	100	Career Appt	QAK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)	<ol style="list-style-type: none"> 1. Legal authority, <i>ZLM: Other Citation (law, E.O., or Reg.)</i>, may be cited in addition to any other authority or authorities required by this table. 2. On a restoration or re-employment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use The Guide to Data Standards to identify the code for that legal authority. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <. 	Jump to listing of Remarks (Use as many remarks as are applicable)
2			Career-Conditional	101	Career-Cond Appt				

Table 9-H. Appointment Based on Exercise of Restoration or Re-employment Rights, Continued

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Rule	If the Restoration or Re-employment is Based On >(See Note 4)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	<Notes>	<Remarks>
3	Merit Systems Protection Board (MSPB) directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 3)		Career	100	Career Appt	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)	1. Legal authority, <i>ZLM: Other Citation (law, E.O., or Reg.)</i> , may be cited in addition to any other authority or authorities required by this table. 2. On a restoration or re-employment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use The Guide to Data Standards to identify the code for that legal authority. 3. If the Merit Systems Protection Board determines restoration was improper, cancel it following instructions in Chapter 32 of this Guide . 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
4			Career-Conditional	101	Career-Cond Appt				
5	Statutory rights after employee fully recovers from a compensable injury		Career	100	Career Appt	QBK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)	1. Legal authority, <i>ZLM: Other Citation (law, E.O., or Reg.)</i> , may be cited in addition to any other authority or authorities required by this table. 2. On a restoration or re-employment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use The Guide to Data Standards to identify the code for that legal authority. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	
6			Career-Conditional	101	Career-Cond Appt				

Table 9-H. Appointment Based on Exercise of Restoration or Re-employment Rights, Continued

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Rule	If the Restoration or Re-employment is Based On >(See Note 4)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	<Notes>	<Remarks>
7	Merit Systems Protection Board (MSPB) directive when employee appeals agency's failure to restore or improper restoration after employee recovers from a compensable injury (see Note 3)		Career	100	Career Appt	AQM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)	<ol style="list-style-type: none"> 1. Legal authority, <i>ZLM: Other Citation (law, E.O., or Reg.)</i>, may be cited in addition to any other authority or authorities required by this table. 2. On a restoration or re-employment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use The Guide to Data Standards to identify the code for that legal authority. 3. If the Merit Systems Protection Board determines restoration was improper, cancel it following instructions in Chapter 32 of this Guide. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	Jump to listing of Remarks (Use as many remarks as are applicable)
8			Career-Conditional	101	Career-Cond Appt				
9	Employee's partial recovery from a compensable injury		Career	100	Career Appt	QCK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)	<ol style="list-style-type: none"> 1. Legal authority, <i>ZLM: Other Citation (law, E.O., or Reg.)</i>, may be cited in addition to any other authority or authorities required by this table. 2. On a restoration or re-employment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use The Guide to Data Standards to identify the code for that legal authority. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	
10			Career-Conditional	101	Career-Cond Appt				

Table 9-H. Appointment Based on Exercise of Restoration or Re-employment Rights, Continued

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Rule	If the Restoration or Re-employment is Based On >(See Note 4)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	<Notes>	<Remarks>
11	Employee having moved between executive agencies during an emergency		Career	100	Career Appt	PWM and (Cite auth code for appt held prior to separation upon which re-employment is based)	Reg. 352.204 and (Cite authority for appointment held prior to separation upon which re-employment is based)	<div>1. Legal authority, ZLM: Other Citation (law, E.O., or Reg.), may be cited in addition to any other authority or authorities required by this table.</div> <div>2. On a restoration or re-employment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use The Guide to Data Standards to identify the code for that legal authority.</div> <div>4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<.</div>	Jump to listing of Remarks (Use as many remarks as are applicable)
12			Career-Conditional	101	Career-Cond Appt				
13	Employee having transferred to an international organization		Career	100	Career Appt	P3M and (Cite auth code for appt held prior to separation upon which re-employment is based)	Reg. 352.311 and (Cite authority for appointment held prior to separation upon which re-employment is based)		
14			Career-Conditional	101	Career-Cond Appt				
15	Service under Sec. 233(d) and 625(b) of the Foreign Assistance Act of 1961	Is not on your agency's rolls	Career	100	Career Appt	P5M and (Cite auth code for appt held prior to separation upon which re-employment is based)	Reg. 352.507 and (Cite authority for appointment held prior to separation upon which re-employment is based)		
16			Career-Conditional	101	Career-Cond Appt				
17		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
18			Career-Conditional	501	Conv to Career-Cond Appt				
19	Service under Sec. 625(d) of the Foreign Assistance Act of 1961	Is not on your agency's rolls	Career	100	Career Appt	ZRM and (Cite auth code for appt held prior to separation upon which re-employment is based)	(Cite 22 U.S.C. 2385(d)) and (Cite authority for appointment held prior to separation upon which re-employment is based)		
20			Career-Conditional	101	Career-Cond Appt				
21		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
22			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-H. Appointment Based on Exercise of Restoration or Re-employment Rights, Continued

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Rule	If the Restoration or Re-employment is Based On >(See Note 4)<	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	<Notes>	<Remarks>
23	Employee's service with the American Institute in Taiwan	Is not on your agency's rolls	Career	100	Career Appt	P7M	Reg. 352.803	1. Legal authority, ZLM: Other Citation (law, E.O., or Reg.), may be cited in addition to any other authority or authorities required by this table. 2. On a restoration or re-employment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use The Guide to Data Standards to identify the code for that legal authority. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
24			Career-Conditional	101	Career-Cond Appt				
25	Circumstances not described in Rules 1-24		Career	100	Career Appt	ZRM and (Cite auth code for appt held prior to separation upon which re-employment is based)	(Cite authority for the re-employment) and (Cite authority for appointment held prior to separation upon which re-employment is based)		
26			Career-Conditional	101	Career-Cond Appt				

Table 9-I. Remarks to be shown on Standard Form 50 (Use as many remarks as are applicable)Return to Table [9A](#), [9B](#), [9C](#), [9D](#), [9E](#), [9F](#), [9G](#), [9H](#)

Rule	If	And	Then Remark Code Is	And Remark Is	>Notes<
1	Employee was required to complete an appointment affidavit, Standard Form 61, Appointment Affidavit		M01	Appointment affidavit executed (date).	
2	Action is an appointment or a conversion to appointment		M39	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.]	
3			M40	Previous Retirement Coverage: (enter "never covered" or "previously covered") ["Previously covered" indicates that employee was previously covered by the CSRS or the FERS.]	
4	Position has promotion potential		K20	Full performance level of employee's position is (enter pay plan and grade, level, or band).	
5	Appointment or conversion requires completion of an initial probationary period	Employee has already completed initial probationary period	E04	Initial probationary period completed.	
6		Employee has not completed initial probationary period	E18	Appointment is subject to completion of one-year initial probationary period beginning (date).	
7	Appointment is career-conditional	Employee has not previously completed the service requirement for career tenure	T10	Service counting toward career tenure from (date).	
8	>Employee is receiving a career appointment to a position other than an Administrative Law Judge<	Employee has completed the service requirement for career tenure	T07	Completed service requirement for career tenure from (date) to (date).	
9		Employee must complete an initial appointment probationary period (after selection from a civil service certificate, for example)	E07	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.	

Table 9-I. Remarks to be shown on Standard Form 50 (Use as many remarks as are applicable), Continued

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Return to Table [9A](#), [9B](#), [9C](#), [9D](#), [9E](#), [9F](#), [9G](#), [9H](#)

Rule	If	And	Then Remark Code Is	And Remark Is	>Notes<
10	>Employee is receiving an appointment as an Administrative Law Judge	Employee is automatically exempt from the probationary period requirements per Reg. 930.204(e)	E08	Administrative Law Judges receive a career appointment and are exempt from the probationary period requirements. <	
>11<	Employee is being assigned to a supervisory (or managerial) position	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	E44	Probationary period for supervisory (or managerial) position not required.	
>12<		Prior service satisfies a required probationary period for occupying a supervisory (or managerial) position	E45	Probationary period for supervisory (or managerial) position completed.	
>13<	Employee is being assigned to a supervisory (or managerial) position	Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position	E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).	
14	Employee qualified for position under a training agreement under which he or she is placed directly into target occupation without first meeting qualification standards		E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.	
15	Employee is assigned to a worker-trainee developmental position		E39	Employee is assigned to a worker-trainee development position.	

Table 9-I. Remarks to be shown on Standard Form 50 (Use as many remarks as are applicable), Continued

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Return to Table [9A](#), [9B](#), [9C](#), [9D](#), [9E](#), [9F](#), [9G](#), [9H](#)

Rule	If	And	Then Remark Code Is	And Remark Is	>Notes<
16	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		A01	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)	3. Be sure to attach to the employee copy of the Standard Form 50, Notification of Personnel Action, and a copy of the employment or working agreement.
17	Employee was selected from a list of candidates or eligibles established under agency merit promotion or merit staffing procedures		K12	Selected from (cite the number of the agency's merit promotion certificate or list of eligibles) dated (date).	
18	Employee is already on the rolls of your agency	Will serve on two (or more) appointments at the same time	M36	Concurrent employment: (identify position or agency unit where concurrently employed).	
19	Action is a transfer or reinstatement	Agency modified OPM qualification standards to qualify employee for the position	K01	Qualification requirements modified because of general OPM amendment.	
20	A career appointee in the Senior Executive Service voluntarily requests a change to a position in the competitive service		M20	Action at employee's request.	
21	Action is conversion to appointment of an employee who is being retained on the agency's rolls under a temporary exception to reduction in force release	Their retention has been documented with a 755/Exception to RIF Release action	K60	Action is in lieu of RIF separation of employee retained under temporary exception.	
22	Employee is on the rolls of another agency on a part-time or intermittent appointment (see Note 6)	Will continue in that status after appointment in your agency	M34	On part-time or (intermittent) appointment in (agency).	6. Send copy of appointment Standard Form 50 to employee's servicing personnel office in the other agency (reference 5 U.S.C. 5533).
23	Employee is on the rolls of another agency in a nonpay status	Will continue in that status after appointment in your agency	M33	On nonpay status in (agency).	

Table 9-I. Remarks to be shown on Standard Form 50 (Use as many remarks as are applicable), Continued

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Return to Table [9A](#), [9B](#), [9C](#), [9D](#), [9E](#), [9F](#), [9G](#), [9H](#)

Rule	If	And	Then Remark Code Is	And Remark Is	>Notes<
	(see Note 6)				
24	Employee is moving between executive agencies	Has re-employment rights in former agency or office	M02	You have re-employment rights for two years in (former agency) granted under Reg. 352.204 and OPM letter of (date).	
25	Employee is a Special Government Employee as defined in sec. 202 of title 18, U.S. Code		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.	
26	Employee is converted from a Senior Executive Service (SES) appointment	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	M58	No SES reinstatement rights.	
27	Employee declined conversion to a Senior Executive Service (SES) appointment	Position to which employee is being assigned is an SES position	M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.	
28	Appointment is at salary rate above minimum rate of the grade		P04	>Pay set using the superior qualifications and special needs pay-setting authority under 5 CFR 531.212.<	
29	Employee is appointed to or converted to a position for which special higher-than-usual pay rate has been established under 5 U.S.C. 5305 to recruit and retain qualified employees		P05	Special rate under 5 U.S.C. 5305.	
30	Employee is appointed to or converted to a supervisory General Schedule (GS) position in which he or she supervises higher paid employees under another pay system	Employee receives a supervisory differential	P72	Salary in block 20 includes supervisory differential of \$__.	

Table 9-I. Remarks to be shown on Standard Form 50 (Use as many remarks as are applicable), Continued

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Return to Table [9A](#), [9B](#), [9C](#), [9D](#), [9E](#), [9F](#), [9G](#), [9H](#)

Rule	If	And	Then Remark Code Is	And Remark Is	>Notes<
31	Employee's salary will be based on his or her highest previous rate of pay	Salary for current action is based on that higher rate	P01	Previously employed at (pay plan; grade, level, or band; rate).	
32		Agency cannot verify salary before action is effected	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.	
33	Rate increase (other than a within-grade increase) is due on effective date of action	A separate Standard Form 50, Notification of Personnel Action, is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.	
34	Employee is returning after service with the American Institute in Taiwan or an international organization, military service, or absence due to compensable injury	Rate of pay includes increases he or she earned while absent	P06	Pay rate includes WGI's or other rate changes to which employee would have been entitled had he or she remained continuously in Federal service.	
35		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade), effective (date).	
36	Employee is entitled to grade retention under 5 U.S.C. 5362		X37	Employee is entitled to retain grade of (pay plan and grade) through (date).	
37			X61	Retained grade will not be used for purposes of reduction-in-force.	
38			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.	
39		Retained grade is equivalent to grade actually held by the employee prior to the reduction which entitled employee to grade retention	X35 (see Note 4)	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.	4. Use this remark in addition to those required by Rules 36-38.
40		Employee will be entitled another period of grade retention when the current period has ended	X38 (see Note 4)	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.	
41	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.	
42			X49	Change to lower grade, level, or band is for personal cause.	

Table 9-I. Remarks to be shown on Standard Form 50 (Use as many remarks as are applicable), Continued

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Return to Table [9A](#), [9B](#), [9C](#), [9D](#), [9E](#), [9F](#), [9G](#), [9H](#)

Rule	If	And	Then Remark Code Is	And Remark Is	>Notes<
43	Employee who is moved out of Senior Executive Service (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.	
44	Employee is entitled to pay retention under 5 U.S.C. 5363				
45		Employee's salary is 150% of the maximum rate of the grade to which assigned	X41	Salary is 150% of maximum rate of grade to which assigned.	
46	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.	
47			X42	Pay retention entitlement is terminated.	
48	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.		N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.	
49	Employee is subject to the SL or ST pay system	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)	M97	Employee subject to post-employment restrictions under 18 U.S.C. 207(c)	
50	Employee's total salary includes payment for administratively uncontrollable overtime		P81	Salary in block 20 includes AUO of \$_____.	
51	Reserved				
52	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$_____.	
53	Employee who is re-employed under FICA, CSRS, or CSRS-	Employee has been given Standard Form 3109,	B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6	

Table 9-I. Remarks to be shown on Standard Form 50 (Use as many remarks as are applicable), Continued

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Return to Table [9A](#), [9B](#), [9C](#), [9D](#), [9E](#), [9F](#), [9G](#), [9H](#)

Rule	If	And	Then Remark Code Is	And Remark Is	>Notes<
	Offset, is eligible to elect FERS as provided in Chapter 11 of the CSRS and FERS Handbook	FERS Election of Coverage, and receipt copy has been filed in employee's Official Personnel Folder		months of the effective date of this personnel action. Standard Form 3109 provided to employee.	
54	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")	
55	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.	
56	Employee's retirement code will be "K," "L," "M," "N", "KF", "KR", "LR", "MR", "NR", ">"KF", "LF", "MF", "NF", or "OF"<	Rule 55 does not apply	M45	Employee is automatically covered under FERS, FERS-RAE >or FERS-FRAE.<	
57	Employee has elected to retain coverage under a retirement system for non- appropriated fund instrumentality (NAFI) employees		B63	Elected to retain coverage under a retirement system for NAF employees.	
58	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).	
59	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).	
60	>Employee is eligible for Sole Survivorship veterans preference	Block 23 of the SF-50 reflects "7"	E59	When "7" is reflected in block 23 above, employee is entitled to: No Points/Sole Survivorship Preference.<	
61	Employee is eligible for health benefits coverage	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	B43	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.	
62	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.	

Table 9-I. Remarks to be shown on Standard Form 50 (Use as many remarks as are applicable), Continued

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Return to Table [9A](#), [9B](#), [9C](#), [9D](#), [9E](#), [9F](#), [9G](#), [9H](#)

Rule	If	And	Then Remark Code Is	And Remark Is	>Notes<
63	Employee is eligible for life insurance coverage	Is working on a part-time schedule	B51	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.	
64	Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)	Elected not to enroll health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits.	
65		Cancelled enrollment while in previous agency or office	B01	Cancelled health benefits.	
66	Employee is not eligible to enroll in a health benefits plan		B03	Ineligible for health benefits.	
67	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.	
68	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)		M10	OPF maintained by (name and address of office).	
69	Will be re-employed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.	
70		Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 533	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.	
71			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 7)	7. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.

Table 9-I. Remarks to be shown on Standard Form 50 (Use as many remarks as are applicable), Continued
50

Return to Table [9A](#), [9B](#), [9C](#), [9D](#), [9E](#), [9F](#), [9G](#), [9H](#)

Rule	If	And	Then Remark Code Is	And Remark Is	>Notes<
72	Will be re-employed annuitant	Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 553	P10	Annuity at present is \$ pa. (See Note 8)	8. 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.
73	Employee receiving credit for non-Federal service under Section 6303(e) of title 5, United States Code, that otherwise would not be creditable		B73	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in Block 31 for the following period(s) of non-Federal service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.	
74	Employee receiving credit for active-duty uniformed service under Section 6303(e) of title 5, United States Code, that otherwise would not be creditable		B74	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in Block 31 for the following period(s) of active-duty military service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.	
75	>Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM		K15	Selected from Cert (enter #) under Delegated Examining; (enter name of installation issuing certificate). <	
76	Reserved				

NOTES:

1. Reserved.
2. Reserved.
5. Reserved.

Chapter 10: Nonstatus Appointments in the Competitive Service

(Natures of Action 107, 108, * 115, 120, 122, 124, 190, 507, 508, *** 515, 520, 522, 524, 590, 760, and 765)**

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1. Coverage

This chapter covers all competitive service appointments that are time-limited or nonpermanent and from which employees do not acquire competitive status.

2. Definitions

- a. **Appointment Not To Exceed** includes temporary or limited appointments made for periods up to one year or less.
- b. **Provisional Appointment** is a temporary appointment to a continuing position when the agency intends later to convert the employee to a nontemporary appointment *and* has current authority for such conversion.
- c. **Reserved.**
- d. **Term Appointment** is an appointment made to a position that will last longer than 1 year but not more than 4 years and that is of a project nature where the job will terminate upon completion of the project.
- e. **Appointment-Status Quo** is an appointment that is used to keep an employee in a position when the position is moved into the competitive civil service and when the employee is not eligible for or selected for conversion to competitive service.
- f. **Emergency Appointment** is an indefinite appointment made in a national emergency, as defined in [5 CFR part 230, subpart D](#).
- g. **Overseas Limited Appointments** are appointments of United States citizens who are recruited either overseas or in the United States for overseas employment. The appointments can be made (1) on an indefinite basis, (2) for a term or period not-to-exceed 5 years under programs for rotating career and career-conditional employees between overseas areas and the United States or (3) on a temporary limited basis for a period not-to-exceed one year.

3. Special Conditions

When making nonstatus appointments in the competitive service, certain special conditions may impact the documentation of the personnel actions and require additional instructions.

- a. **Retired persons.** When the person being appointed is retired from Federal civilian service, you must follow the instructions in Chapter 3 as well as those in this chapter.
- b. **Return to duty on the same date.** If an employee is being converted to a new appointment on the same date that he or she returns to duty from nonpay status, both the return to duty action and the conversion must be documented. Follow the instructions in Chapter 16 to document the return to duty and the instructions in this chapter to document the conversion. If the actions are being documented on a single Standard Form 50, Notification of Personnel Action, enter the nature of action and authority for the return to duty in blocks 5A-5F and those for the conversion in blocks 6A-6F.
- c. **Changes to the work schedule or the number of hours.** If the employee's work schedule or the number of hours he or she works on a part-time basis, will change as a result of a conversion action, the new schedule/hours must be documented. Follow the instructions in Chapter 24 to select the nature of action, authority and remarks for the change in work schedule or hours. If the conversion and the change in work schedule or hours are being documented on a single Standard Form 50, enter the nature of action and authority for the return to duty in blocks 5A-5F and those for the conversion in blocks 6A-6F.

If the conversion and the change in work schedule or hours are being documented on a single Standard Form 50, enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F; for a 782/Chg in Hours action, enter the new hours per pay period in block 33. When a return to duty and a conversion are effective on the same date as a change in work schedule or hours, and the return to duty and conversion are being recorded on the same Standard Form 50, document the new work schedule in block 32 and the new hours in block 33;

there is no need for a separate change in work schedule or change in hours action.

- d. **Employee was separated by reduction in force.** If an employee who is to be separated by reduction in force procedures accepts a nonpermanent *appointment* in the same agency, each action must be documented separately regardless of when the new appointment begins: the losing office processes a 356/Separation-RIF action and the gaining office processes the new appointment.
- e. > **Appointments funded by Public Law 111-5 dated February 17, 2009 (The American Recovery and Reinvestment Act of 2009 ("ARRA"))**. In addition to citing the legal authority code(s) required per the Tables in this chapter, when documenting the SF-52/SF-50 for an ARRA funded appointment effective on or after February 17, 2009, cite "ZEA/[Pub. L. 111- 5](#)" as the final legal authority.<

Job Aid

Instructions for Processing Personnel Actions on Nonstatus Appointments in the Competitive Service

STEP	ACTION
1	<p>Use instructions in Chapter 4, to complete the Standard Form 52, Request for Personnel Action.</p> <p>For actions involving persons already on the rolls of your agency, compare data on Standard Form 52 submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.</p>
2	<p>Select the nature of action and authority from the tables listed below. For:</p> <ul style="list-style-type: none"> • Temporary Appointments, use Table 10-B • Provisional Appointments, use Table 10-C • Reserved, use Table 10-D • Term Appointments, use Table 10-E • Status Quo Appointments, use Table 10-F • Emergency Appointments, use Table 10-G • Overseas Limited Appointments, use Table 10-H
3	<p>Use Table 10-I to select remarks codes/remarks required by the Office of Personnel Management for the action and enter them in Part F of the Standard Form 52. Also enter in Part F any additional remarks codes/remarks that are required by your agency's instructions or that are necessary to explain the action.</p>
4	Reserved.
5	Follow your agency's instructions to obtain an approval signature in Part C, block 2, of the Standard Form 52.
6	<p>Record the action and enter or update suspense/reminder dates in your service record system and in any other tickler system your agency maintains. Examples of such dates include:</p> <ul style="list-style-type: none"> • not-to-exceed date for appointment • ending date for trial period
7	<p>Check The Guide to Personnel Recordkeeping to decide if any of the documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.</p>

*Instructions for Processing Personnel Actions on Nonstatus Appointments in the
Competitive Service, Continued*

6

STEP	ACTION
8	<p>Prepare and distribute required notices If:</p> <ul style="list-style-type: none">the person is being converted to a new appointment and will be serviced by a new payroll office, THEN give the employee, before the effective date of the conversion, a completed Standard Form 8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of the payroll office where the individual's records are maintained.the employee is coming from another agency with no break in service (or with a break of three calendar days or less), THEN make another copy of the Standard Form 50, Notification of Personnel Action, (or list form of notice) and send it to the servicing personnel office in the "losing" agency, requesting that employee's Official Personnel Folder and leave record (Standard Form 1150) be forwarded to your office.the employee is coming from another agency with no break in service (or with a break of three calendar days or less), THEN if you cannot send a copy of the appointment Standard Form 50 (the "pick-up 50") to the losing agency within 5 days of the effective date of the appointment, send a copy of the appointment Standard Form 52 instead. The copy must be signed by the appointing official in Part C, block 2 of the Standard Form 52.the employee is coming from another agency with no break in service (or with a break of three calendar days or less), and the gaining agency is using an OPM-approved electronic SF 52 or SF 52 signature system, THEN use a letter or other written document as required by the losing agency to request the OPF. The request letter or other written document as required by the losing agency must be signed by the appointing official, and contain the information in Part B, blocks 1-6 and 15-22 of the SF 52.
9	Follow your agency instructions to distribute the Standard Form 50 copies.

Tables

Table 10-A. Reserved

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

Rule	If Appointment is >(See note 6)<	And the Person	And	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 2 & 4)	<Notes>	<Remarks>
1	Based on the authority to noncompetitively appoint certain military spouses (5 CFR 315.612)	Is not employed by your agency		115	Appt NTE (date)	LCM	Reg. 316.402(b)(3) ; MS	1. See 5 CFR part 316 for information about temporary limited appointments. 2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table. 4. Selection under authority other than Reg. 337.201 : When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50), <i>ABL: Bicultural/Bilingual Selective Factor</i> . 6. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)< .	Jump to listing of Remarks (Use as many remarks as are applicable)
2		Is already employed by your agency		515	Conv to Appt NTE (date)				
3	Based on selection from a certificate issued from a civil service register maintained under delegation of competitive examining authority from the Office of Personnel Management or a special examining unit authorized by OPM	Is not employed by your agency		115	Appt NTE (date)	BWA	>OPM DE Agr (enter #).<		
4		Is already employed by your agency		515	Conv to Appt NTE (date)				

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

8

Rule	If Appointment is >(See note 6)<	And the Person	And	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 2 & 4)	<Notes>	<Remarks>
5	Under a direct hire authority	Is not an employee of your agency		115	Appt NTE (date)	AYM, and see Notes 4 & 5	Direct Hire Authority (cite OPM authority and date)	<ol style="list-style-type: none"> 1. See 5 CFR part 316 for information about temporary limited appointments. 2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table. 4. <u>Selection under authority other than Reg. 337.201</u>: 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), <i>ABL: Bicultural/Bilingual Selective Factor</i>. 5. <u>Selection under Reg. 337.201</u>: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), <i>AYM: Reg. 337.201</i>. Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52/50: If Occupation is/then Authority code to be cited is: <ul style="list-style-type: none"> • Medical/BAB GW001 (MED) • Information Technology Mgmt/BAC GW002 (IT) • Iraqi Reconstruction Efforts/BAD GW003 • ***/** • Veterinarian Medical Officer/BAG GW006 (VMO) • >>Delegated DH for IT; DA-001 (severe-shortage); DA-002 (critical hiring need)/BYO DA-001/DA-002<< • >>STEM Positions/ BAH GW007<< • >>Cybersecurity Positions: BAI GW008<< • OPM approved single agency authority/ BYO >(cite the single agency authority that was approved by OPM)< 6. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	Jump to listing of Remarks (Use as many remarks as are applicable)
6		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				

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

9

Rule	If Appointment is >(See note 6)<	And the Person	And	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 2 & 4)	<Notes>	<Remarks>
7	Based on agency's authority to make temporary appointments by selection from a register	Is not an employee of your agency		115	Appt NTE (date)	MXM	Reg. 316.402(a)	<div>1. See 5 CFR part 316 for information about temporary limited appointments.</div> <div>2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table.</div> <div>4. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50), ABL: Bicultural/Bilingual Selective Factor.</div> <div>6. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<.</div>	Jump to listing of Remarks (Use as many remarks as are applicable)
8		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				
9	Based on reinstatement eligibility	Is not an employee of your agency		115	Appt NTE (date)	M6M	Cite specific authority for action (i.e., Reg. 316.402(b)(1) , or an agency specific authority.		
10	Is already employed in your agency in a different position or under a different appointing authority	515		Conv to Appt NTE (date)					

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

10

Rule	If Appointment is >(See note 6)<	And the Person	And	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 2 & 4)	<Notes>	<Remarks>
11	Based on person's eligibility for career or career-conditional appointment under 5 CFR 315.601 , > 315.604 , < 315.605 , 315.606 , 315.607 , < 315.608 >, 315.609 , < 315.612 >, < 315.703 >, or < 315.711 <	Is not an employee of your agency		115	Appt NTE (date)	M8M	Reg. 316.402(b)(3)	<ol style="list-style-type: none"> See 5 CFR part 316 for information about temporary limited appointments. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50), ABL: Bicultural/Bilingual Selective Factor. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	Jump to listing of Remarks (Use as many remarks as are applicable)
12		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				

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

11

Rule	If Appointment is >(See note 6)<	And the Person	And	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 2 & 4)	<Notes>	<Remarks>
13	Based on service overseas while a family member of a civilian employee, a nonappropriated fund employee, or a uniformed service member who is serving overseas (5 CFR 315.608)	Is not an employee of your agency		115	Appt NTE (date)	ZJK	E.O. 12721	<div>1. See 5 CFR part 316 for information about temporary limited appointments.</div> <div>2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table.</div> <div>4. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50), ABL: <i>Bicultural/Bilingual Selective Factor</i>.</div> <div>6. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<.</div>	Jump to listing of Remarks (Use as many remarks as are applicable)
14		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				
15	Of a former temporary employee of the agency who was originally appointed from a register or under the provisions of 5 CFR part 333	Meets the time limits for reappointment set out in 5 CFR 316.401	Is not an employee of your agency	115	Appt NTE (date)	NAM	Reg. 316.402(b)(7)		
16			Is already employed in your agency in a different position or under a different appointing authority	515	Conv to Appt NTE (date)				

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

12

Rule	If Appointment is >(See note 6)<	And the Person	And	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 2 & 4)	<Notes>	<Remarks>
17	Based on eligibility for a Veterans Recruitment Appointment (VRA)	Is not an employee of your agency		115	Appt NTE (date)	NCM	Reg. 316.402(b)(2)	<div>1. See 5 CFR part 316 for information about temporary limited appointments.</div> <div>2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table.</div> <div>4. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50), ABL: <i>Bicultural/Bilingual Selective Factor</i>.</div> <div>6. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<.</div>	Jump to listing of Remarks (Use as many remarks as are applicable)
18		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				
19	Of a disabled veteran who has a service-connected disability of 30% or more	Is not an employee of your agency		115	Appt NTE (date)	NEM	Reg. 316.402(b)(4)		
20		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				
21	***	***	***	***	***	***	***		
22									
23									
24									
25									
26									

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

13

Rule	If Appointment is >(See note 6)<	And the Person	And	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 2 & 4)	<Notes>	<Remarks>
27	Based on Postal Career service or Postal Rate Commission service	Is not an employee of your agency		115	Appt NTE (date)	V8L	39 U.S.C. 1006	<div>1. See 5 CFR part 316 for information about temporary limited appointments.</div> <div>2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table.</div> <div>4. <u>Selection under authority other than Reg. 337.201</u>: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50), ABL: Bicultural/Bilingual Selective Factor.</div> <div>6. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<.</div>	Jump to listing of Remarks (Use as many remarks as are applicable)
28		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				
29	Based on service with the General Accounting Office	Is not an employee of your agency		115	Appt NTE (date)	ZQM	31 U.S.C. 732(g)		
30		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				

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

14

Rule	If Appointment is >(See note 6)<	And the Person	And	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 2 & 4)	<Notes>	<Remarks>
31	Based on service with the Administrative Office of the U.S. Courts	Is not an employee of your agency		115	Appt NTE (date)	ZTU	28 U.S.C. 602	<ol style="list-style-type: none"> See 5 CFR part 316 for information about temporary limited appointments. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table. <u>Selection under authority other than Reg. 337.201:</u> When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50), ABL: <i>Bicultural/Bilingual Selective Factor</i>. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	Jump to listing of Remarks (Use as many remarks as are applicable)
32		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				

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

15

Rule	If Appointment is >(See note 6)<	And the Person	And	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 2 & 4)	<Notes>	<Remarks>
33	Under delegated authority to fill a position based on special needs that cannot be met through some existing authority	Is an agency employee's relative who is being hired for a period not to exceed one month to meet urgent needs resulting from an emergency posing immediate threat to life or property or from a national emergency	Is not an employee of your agency	115	Appt NTE (date)	KLM	Reg. <310.102>	<ol style="list-style-type: none"> See 5 CFR part 316 for information about temporary limited appointments. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table. <u>Selection under authority other than Reg. 337.201</u>: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50), ABL: Bicultural/Bilingual Selective Factor. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	Jump to listing of Remarks (Use as many remarks as are applicable)

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

16

Rule	If Appointment is >(See note 6)<	And the Person	And	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 2 & 4)	<Notes>	<Remarks>
34	To a scientific or professional position established under 5 U.S.C. 3104	Is not an employee of your agency		115	Appt NTE (date)	VJM	5 U.S.C. 3325	1. See 5 CFR part 316 for information about temporary limited appointments. 2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table. 4. Selection under authority other than Reg. 337.201 : When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50), ABL: Bicultural/Bilingual Selective Factor. 6. _>Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<.	Jump to listing of Remarks (Use as many remarks as are applicable)
35		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				
36	To retain an individual in a noncontinuing position taken over by Federal government from public or private enterprise	Is not an employee of your agency		115	Appt NTE (date)	NJM	Reg. 316.701		
37	Based on person's eligibility for career appointment after involuntary separation from National Guard Technician Service					ZTM	P.L. 99-586		

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

17

Rule	If Appointment is >(See note 6)<	And the Person	And	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 2 & 4)	<Notes>	<Remarks>
38	Based on service as an Administrative Law Judge	Is receiving an annuity under the Civil Service Retirement System	Is not already an employee of your agency	115	Appt NTE (date)	SZX	> Reg. 930.209 <	<ol style="list-style-type: none"> See 5 CFR part 316 for information about temporary limited appointments. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table. <u>Selection under authority other than Reg. 337.201</u>: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50), ABL: Bicultural/Bilingual Selective Factor. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)< 	Jump to listing of Remarks (Use as many remarks as are applicable)
39			Is already employed in your agency	515	Conv to Appt NTE (date)				
40	Retention of an employee who is serving in an excepted service position on an appointment limited to one year or less when that position is brought into the competitive service	Is already employed in your agency		515	Conv to Appt NTE (date)	NMM	Reg. 316.702		
41	Based on restoration rights after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.		115	Appt NTE (date)	QAK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)		

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

18

Rule	If Appointment is >(See note 6)<	And the Person	And	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 2 & 4)	<Notes>	<Remarks>
42	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 3)			115	Appt NTE (date)	ALM and (Cite authority code for appointment held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)	<ol style="list-style-type: none"> See 5 CFR part 316 for information about temporary limited appointments. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table. If the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it. <u>Selection under authority other than Reg. 337.201</u>: 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), <i>ABL: Bicultural/Bilingual Selective Factor</i>. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	Jump to listing of Remarks (Use as many remarks as are applicable)
43	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency		115	Appt NTE (date)	ABR	Reg. 330.608		
44		Is already employed in your agency		515	Conv to Appt NTE (date)				
45	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency		115	Appt NTE (date)	NUM	Reg. 330.207		
46		Is already employed in your agency		515	Conv to Appt NTE (date)				
47	Of a person selected from the Interagency Career Transition Assistance Plan	Is not an employee of your agency		115	Appt NTE (date)	ABS	Reg. 330.708		
48		Is already employed in your agency		515	Conv to Appt NTE (date)				

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

19

Rule	If Appointment is >(See note 6)<	And the Person	And	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 2 & 4)	<Notes>	<Remarks>
49	Being extended to allow the employee to remain employed in your agency in the same or in a successor position for a period not to exceed one year or less			760	Ext of Temp Appt NTE (date)	(Cite legal authority code used to effect the temporary appointment)	(Cite legal authority used to effect the temporary appointment)	<div>1. See 5 CFR part 316 for information about temporary limited appointments.</div> <div>2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment “PNR: Reg. 351.603 (A-76).” “ZLM: Other Citation (Law, E.O., or Reg.)” may be cited in addition to any other authority or authorities required by this table.</div> <div>4. <u>Selection under authority other than Reg. 337.201</u>: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50), ABL: <i>Bicultural/Bilingual Selective Factor</i>.</div> <div>6. >Use Secondary LAC “ZBB” for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<.</div>	Jump to listing of Remarks (Use as many remarks as are applicable)
>50<	>Circumstances or an authority not described in Rules 1 – 49>	Is not an employee of your agency		115	Appt NTE (date)	ZLM	Cite Law, E.O. or Reg that authorizes appointment or conversion		
>51<		Is already employed in your agency		515	Conv to Appt NTE (date)				
>52<	>Based on a person’s eligibility for a Post-Secondary Student appointment (5 USC 3116)<	Is not an employee of your agency		115	Appt NTE (date)	MAD	Reg. 316.901 – Post Secondary Student Temp Appt.)		
>53<		Is already employed in your agency		515	Conv to Appt NTE (date)				

Table 10-C. Provisional Appointment NTE (date)

Rule	If the Appointment is >(See note 2)<	And the Person	Then the Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is >(See Note 1)<	<Notes>	<Remarks>
1	Temporary to a continuing position when the agency intends to later convert the employee to a non-temporary appointment and has current authority for such conversion	Is not an employee of your agency	190	Provisional Appt NTE (date)	(Cite code that identifies the authority)	(Cite appropriate authority)	1. NOTE: Authorities that may be used to make provisional appointments in the competitive service are shown in Table 10-B. 2. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
2		Is already employed in your agency	590	Conv to Provisional Appt NTE (date)				

Table 10-D. Deleted

Table 10-E. Term Appointment

Rule	If the Appointment is >(See note 7)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 1& 3)	<Notes>	<Remarks>
1	Based on the authority to noncompetitively appoint certain military spouses (5 CFR 315.612)	Is not an employee of your agency	108	Term Appt NTE (date)	LDM	Reg. 316.302 (b)(3); MS	<div>1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table.</div> <div>3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), <i>ABL: Bilingual Selective Factors</i>. When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite <i>ABK/AWCA Outstanding Scholar Program</i> as the second authority.</div> <div>7. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<.</div>	Jump to listing of Remarks (Use as many remarks as are applicable)
2		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
3	Based on selection from a certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from the Office of Personnel Management	Is not an employee of your agency	108	Term Appt NTE (date)	BWA	>OPM DE Agr (enter #)<		
4		Is already employed in your agency	508	Conv to Term Appt NTE (date)				

Table 10-E. Term Appointment, Continued

22

Rule	If the Appointment is >(See note 7)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 1 & 3)	<Notes>	<Remarks>
5	Under a direct hire authority	Is not an employee of your agency	108	Term Appt NTE (date)	AYM, and see Notes 3 & 4	Direct-Hire Authority (cite OPM authority and date)	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), <i>ABL: Bilingual Selective Factors</i> . When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite <i>ABK/AWCA Outstanding Scholar Program</i> as the second. 4. <u>Selection under Reg. 337.201</u> : When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), <i>AYM: Reg. 337.201. Show as the second LAC in Blocks 5E-5F or 6E-6F</i> : If Occupation is/then Authority code to be cited is: <ul style="list-style-type: none"> •Medical/BAB GW001 (MED) •Information Technology Mgmt/BAC GW002 (IT) •Iraqi Reconstruction Efforts/BAD GW003 •***/** •Veterinarian Medical Officer/BAG GW006 (VMO) •>>Delegated DH for IT; DA-001 (severe-shortage); DA-002 (critical hiring need)/BYO DA-001/DA-002<< •>>STEM Positions/BAH GW007<< •>>Cybersecurity Positions/BAI GW008<< •OPM approved single agency authority/BYO >(cite the single agency authority that was approved by OPM)< 7. >Use Secondary LAC "ZBB" for actions in support of the <u>Infrastructure Investment and Jobs Act (P.L. 117-58)<</u> .	Jump to listing of Remarks (Use as many remarks as are applicable)
6		Is already employed in your agency	508	Conv to Term Appt NTE (date)				

Table 10-E. Term Appointment, Continued

23

Rule	If the Appointment is >(See note 7)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 1& 3)	<Notes>	<Remarks>
7	Based on employee's eligibility for reinstatement	Is not an employee of your agency	108	Term Appt NTE (date)	MEM	Cite specific authority for action (i.e., Reg. 316.302(b)(1) , or an agency specific authority.	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), <i>ABL: Bilingual Selective Factors</i> . When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite <i>ABK/AWCA Outstanding Scholar Program</i> as the second. 7. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
8		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
9	Based on person's eligibility for a Veterans Recruitment Appointment (VRA)	Is not an employee of your agency	108	Term Appt NTE (date)	MGM	Reg. 316.302(b)(2)		
10		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
11	Based on eligibility for career or career conditional employment under 5 CFR 315.601 , > 315.604 , < 315.605 , 315.606 , 315.607 , < 315.608 >, 315.609 , < 315.612 >, or < 315.711 <	Is not an employee of your agency	108	Term Appt NTE (date)	MJM	Reg. 316.302(b)(3)		
12		Is already employed in your agency	508	Conv to Term Appt NTE (date)				

Table 10-E. Term Appointment, Continued

24

Rule	If the Appointment is >(See note 7)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 1& 3)	<Notes>	<Remarks>
13	Based on noncompetitive reappointment of a former term employee who left prior to the expiration of his or her appointment	Is not an employee of your agency	108	Term Appt NTE (date)	MLM	Reg. 316.302(b)(7)	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), <i>ABL: Bilingual Selective Factors</i> . When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite <i>ABK/AWCA Outstanding Scholar Program</i> as the second. 7. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
14		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
15	Of a disabled veteran who has been retired from active military service with a disability rating of 30 percent or more, or who has >a rating dated 1991 or later from the Department of Veterans Affairs<	Is not an employee of your agency	108	Term Appt NTE (date)	MMM	Reg. 316.302(b)(4)		
16		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
17	Based on eligibility for noncompetitive career or career-conditional appointment after employment with the Postal Service or Postal Rate Commission	Is not an employee of your agency	108	Term Appt NTE (date)	V8L	<39> U.S.C. 1006		

Table 10-E. Term Appointment, Continued

25

Rule	If the Appointment is >(See note 7)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 1& 3)	<Notes>	<Remarks>
18	Based on the person's reemployment rights	Is not an employee of your agency	108	Term Appt NTE (date)	ZRM and (Cite authority code for appointment held prior to separation upon which reemployment is based)	(Cite authority for the reemployment.) and (Cite authority for appointment held prior to separation upon which reemployment is based)	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), <i>ABL: Bilingual Selective Factors</i> . When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite <i>ABK/AWCA Outstanding Scholar Program</i> as the second. 7. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
19		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
>20<	Based on service overseas while a family member of a civilian employee, a nonappropriated funds employee, or uniformed service member who is serving overseas (5 CFR 315.608)	Is not an employee of your agency	108	Term Appt NTE (date)	ZJK	E.O. 12721		
>21<		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
>22<	Based on person's eligibility for a career appointment after involuntary separation from National Guard Technician service	Is not an employee of your agency	108	Term Appt NTE (date)	ZTM	P.L. 99-586		

Table 10-E. Term Appointment, Continued

26

Rule	If the Appointment is >(See note 7)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 1& 3)	<Notes>	<Remarks>
>23<	Based on possession of special qualifications in a professional or scientific field for a position authorized under 5 U.S.C. 3104	Is not an employee of your agency	108	Term Appt NTE (date)	VJM	5 U.S.C. 3325	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), <i>ABL: Bilingual Selective Factors</i> . When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite <i>ABK/AWCA Outstanding Scholar Program</i> as the second. 7. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
>24<		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
>25<	Of a temporary employee who was within reach previously for a term appointment, as described in 5 CFR 316.302(b)(8)	Is not an employee of your agency	108	Term Appt NTE (date)	MLK	Reg. 316.302(b)(8)		
>26<		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
>27<	Based on service with the General Accounting Office	Is not an employee of your agency	108	Term Appt NTE (date)	ZQM	31 U.S.C. 732(q)		
>28<		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
>29<	Based on exercise of restoration rights after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.	108	Term Appt NTE (date)	QAK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)		

Table 10-E. Term Appointment, Continued

27

Rule	If the Appointment is >(See note 7)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 1& 3)	<Notes>	<Remarks>
>30<	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2)		108	Term Appt NTE (date)	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)	<ol style="list-style-type: none"> 1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 2. When the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it. 3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), <i>ABL: Bilingual Selective Factors</i>. When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite <i>ABK/AWCA Outstanding Scholar Program</i> as the second. 7. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	Jump to listing of Remarks (Use as many remarks as are applicable)

Table 10-E. Term Appointment, Continued

28

Rule	If the Appointment is >(See note 7)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 1& 3)	<Notes>	<Remarks>
>31<	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency	108	Term Appt NTE (date)	ABR	Reg. 330.608	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), <i>ABL: Bilingual Selective Factors</i> . When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite <i>ABK/AWCA Outstanding Scholar Program</i> as the second. 7. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
>32<		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
>33<	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency	108	Term Appt NTE (date)	NUM	Reg. 330.207		
>34<		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
>35<	Of a person selected from the Interagency Career Transition Assistance Plan	Is not an employee of your agency	108	Term Appt NTE (date)	ABS	Reg. 330.708		
>36<		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
>37<	Retention of an employee who was serving under an excepted appointment with a definite time limit longer than 1 year	Is already employed in your agency	508	Conv to Term Appt NTE (date)	NMM	Reg. 316.702		
38	Based on current or former employment with the	Is not an employee of your agency	108	Term Appt NTE (date)	ZTU	28 U.S.C. 602		
39	Administrative Office of the U.S. Courts	Is already employed in your agency	508	Conv to Term Appt NTE (date)				

Table 10-E. Term Appointment, Continued

29

Rule	If the Appointment is >(See note 7)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 1& 3)	<Notes>	<Remarks>
40	Based on eligibility for employment in the competitive service under Reg. 362.107(a) after successful completion of the Internship Program (see note 6)	Is not an employee of your agency	108	Term Appt NTE (date)	MAB	Reg. 362.107(a) – Intern	<ol style="list-style-type: none"> 1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), <i>ABL: Bilingual Selective Factors</i>. When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite <i>ABK/AWCA Outstanding Scholar Program</i> as the second. 6. A Pathways Participant who is noncompetitively converted to a competitive service term appointment may be subsequently converted noncompetitively to a permanent competitive service position before the term appointment expires. 7. >Use Secondary LAC “ZBB” for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	Jump to listing of Remarks (Use as many remarks as are applicable)
41		Is already employed in your agency	508	Conv to Term Appt NTE (date)				

Table 10-E. Term Appointment, Continued

30

Rule	If the Appointment is >(See note 7)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 1& 3)	<Notes>	<Remarks>
42	Based on eligibility for employment in the competitive service under Reg 362.107(a) after successful completion of the Recent Graduates Program (see notes 5 and 6)	Is already employed in your agency	508	Conv to Term Appt NTE (date)	MAC	Reg. 362.107(a) –RG	<ol style="list-style-type: none"> 1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), <i>ABL: Bilingual Selective Factors</i>. When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite <i>ABK/AWCA Outstanding Scholar Program</i> as the second. 5. Recent Graduates or Presidential Management Fellows may be converted only within the employing agency. Agencies may not convert Recent Graduates or Presidential Management Fellows from other agencies. 6. A Pathways Participant who is noncompetitively converted to a competitive service term appointment may be subsequently converted noncompetitively to a permanent competitive service position before the term appointment expires. 7. >Use Secondary LAC “ZBB” for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	Jump to listing of Remarks (Use as many remarks as are applicable)

Table 10-E. Term Appointment, Continued

31

Rule	If the Appointment is >(See note 7)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 1& 3)	<Notes>	<Remarks>
43	Based on eligibility for employment in the competitive service Reg. 362.107(a) after successful completion of the Presidential Management Fellows Program (see notes 5 and 6)	Is already employed in your agency	508	Conv to Term Appt NTE (date)	MAF	Reg. 362.107(a) - PMF	<ol style="list-style-type: none"> 1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), <i>ABL: Bilingual Selective Factors</i>. When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite <i>ABK/AWCA Outstanding Scholar Program</i> as the second. 5. Recent Graduates or Presidential Management Fellows may be converted only within the employing agency. Agencies may not convert Recent Graduates or Presidential Management Fellows from other agencies. 6. A Pathways Participant who is noncompetitively converted to a competitive service term appointment may be subsequently converted noncompetitively to a permanent competitive service position before the term appointment expires. 7. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	Jump to listing of Remarks (Use as many remarks as are applicable)
44	Reserved							

Table 10-E. Term Appointment, Continued

32

Rule	If the Appointment is >(See note 7)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 1& 3)	<Notes>	<Remarks>
45	Being extended	Previously served on a SCEP appointment which was converted to a term appointment	765	Ext of Term Appt NTE (date)	MAH	Reg. 362.107(a)	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), <i>ABL: Bilingual Selective Factors</i> . When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite <i>ABK/AWCA Outstanding Scholar Program</i> as the second. 7. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
46					(Enter same auth code as for the initial appointment)	(Enter same authority as for the initial appointment)		
>47<	>Based on circumstances or an authority not described in Rules 1 – 46>	Is not an employee of your agency	108	Term Appt NTE (date)	ZLM	Cite Law, E.O. or Reg that authorizes appointment or conversion	3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), <i>ABL: Bilingual Selective Factors</i> . When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite <i>ABK/AWCA Outstanding Scholar Program</i> as the second. 7. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	
>48<		Is already employed in your agency	508	Conv to Term Appt NTE (date)				

Table 10-E. Term Appointment, Continued

33

Rule	If the Appointment is >(See note 7)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Notes 1& 3)	<Notes>	<Remarks>
>49<	Based on a person's eligibility for a Post-Secondary Student appointment (5 USC 3116)	Is not an employee of your agency	108	Term Appt NTE (date)	MAE	Reg. 316.901 (Post-Secondary Term Appt.)	<ol style="list-style-type: none"> 1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), <i>ABL: Bilingual Selective Factors</i>. When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite <i>ABK/AWCA Outstanding Scholar Program</i> as the second. 7. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)<. 	Jump to listing of Remarks (Use as many remarks as are applicable)
>50<		Is already employed in your agency	508	Conv to Term Appt NTE (date)				

Table 10-F. Status Quo Employment

Rule	If the Appointment is Based on (> See Note 3)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Note 1)	<Notes>	<Remarks>
1	Completion of a course of training by a disabled veteran	Is not on your agency's rolls	124	Appt-Status Quo	LBM	Reg. 315.604	1. ZLM: Other Citation (Law, E.O., or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority 3. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <	Jump to listing of Remarks (Use as many remarks as are applicable)
2		Is already on the rolls of your agency	524	Conv to Appt-Status Quo				
3	Retention of person whose position in public or private enterprise is taken over by the Federal Government		124	Appt-Status Quo	NJM	Reg. 316.701		
4	Retention of an employee who is serving in an excepted service position when that position is brought into the competitive service	Is not on your agency's rolls			NMM	Reg. 316.702		
5		Is already on the rolls of your agency	524	Conv to Appt-Status Quo				
6	A statute or Executive order waiving the civil service requirements when competitive status is not conferred by the authority	Is not on your agency's rolls	124	Appt-Status Quo	ZLM	(Enter Law, E.O., or Reg. that authorizes the appointment)		
7		Is already on the rolls of your agency	524	Conv to Appt-Status Quo				

Table 10-F. Status Quo Employment, Continued

35

Rule	If the Appointment is Based on (> See Note 3)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Note 1)	<Notes>	<Remarks>
8	The person possessing rare skills	Is not on your agency's rolls	124	Appt-Status Quo	NFM	Reg. 316.601	1. ZLM: Other Citation (Law, E.O., or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority	Jump to listing of Remarks (Use as many remarks as are applicable)
9		Is already on the rolls of your agency	524	Conv to Appt-Status Quo				
10	Exercise of statutory restoration rights by employee upon full recovery from compensable injury		124	Appt-Status Quo	QBK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)	3. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <	

Table 10-F. Status Quo Employment, Continued

36

Rule	If the Appointment is Based on (> See Note 3)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Note 1)	<Notes>	<Remarks>
11	An order from MSPB issued after former employee appeals agency's failure to restore or improper restoration after recovery from compensable injury (see Note 2)		124	Appt-Status Quo	AQM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)	<ol style="list-style-type: none"> 1. ZLM: Other Citation (Law, E.O., or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. 2. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide. 3. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)< 	Jump to listing of Remarks (Use as many remarks as are applicable)
12	Employee's partial recovery from compensable injury				QCK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)	<ol style="list-style-type: none"> 1. ZLM: Other Citation (Law, E.O., or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. 3. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)< 	
13	Exercise of restoration rights, after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.			QAK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)		

Table 10-F. Status Quo Employment, Continued

37

Rule	If the Appointment is Based on (> See Note 3)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Note 1)	<Notes>	<Remarks>
14	MSPB directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2)		124	Appt-Status Quo	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)	<ol style="list-style-type: none"> 1. ZLM: Other Citation (Law, E.O., or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. 2. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide. 3. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)< 	Jump to listing of Remarks (Use as many remarks as are applicable)
15	Exercise of re-employment rights not covered under Rules 10-14	Is not on the rolls of your agency	524	Conv to Appt-Status Quo	ZRM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Cite authority for the re-employment) and (Cite authority for appointment held prior to separation upon which reemployment is based)	<ol style="list-style-type: none"> 1. ZLM: Other Citation (Law, E.O., or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. 3. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)< 	
16		Is already on the rolls of your agency						

Table 10-G. Emergency Appointment

Rule	If the Appointment is >(See Note 4)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Note 1)	<Notes>	<Remarks>
1	Under a direct hire authority	Is not an employee of your agency	107	Emergency Appt	AYM, and (see Note 3)	Direct-Hire Authority (cite OPM authority and date)	1. ZLM: Other Citation (Law, E.O., or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. Selection under Reg. 337.201 : When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), AYM. Show as the second authority one of the below If Occupation is/then Authority code to be cited is: <ul style="list-style-type: none"> • Medical/ BAB GW001 (MED) • Information Technology Mgmt./BAC GW002 (IT) • Iraqi Reconstruction Efforts/BAD GW003 • ***/** • Veterinarian Medical Officer/BAG GW006 (VMO) • >>Delegated DH for IT; DA-001 (severe-shortage); DA-002 (critical hiring need)/BYO DA-001/DA-002<< • >>STEM Positions/BAH GW007<< • >>Cybersecurity Positions: BAI GW008<< • OPM approved single agency authority/BYO >(cite the single agency authority that was approved by OPM)< 	Jump to listing of Remarks (Use as many remarks as are applicable)
2		Is already employed in your agency	507	Conv to Emergency Appt				

Table 10-G. Emergency Appointment, Continued

39

Rule	If the Appointment is >(See Note 4)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Note 1)	<Notes>	<Remarks>
3	Based on selection from a certificate issued from a civil service register maintained under delegation of competitive examining authority from the Office of Personnel Management	Is not an employee of your agency	107	Emergency Appt	BWA	>OPM DE Agr (enter #)<	1. ZLM: Other Citation (Law, E.O., or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <	Jump to listing of Remarks (Use as many remarks as are applicable)
4		Is already employed in your agency	507	Conv to Emergency Appt				
5	From outside a civil service register in the absence of eligibles	Is not an employee of your agency	107	Emergency Appt	HDM	Reg. 230.402(c)		
6		Is already employed in your agency	507	Conv to Emergency Appt				
7	Of a person recruited on a standby basis before a national emergency	Is not an employee of your agency	107	Emergency Appt	HGM	Reg. 230.402(d)(1)		
8		Is already employed in your agency	507	Conv to Emergency Appt				
9	Of a member of the National Defense Executive Reserve	Is not an employee of your agency	107	Emergency Appt	HJM	Reg. 230.402(d)(2)		
10		Is already employed in your agency	507	Conv to Emergency Appt				

Table 10-G. Emergency Appointment, Continued

40

Rule	If the Appointment is >(See Note 4)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Note 1)	<Notes>	<Remarks>
11	Based on reinstatement eligibility	Is not an employee of your agency	107	Emergency Appt	HLM	Reg. 230.402(d)(3)	1. ZLM: Other Citation (Law, E.O., or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <	Jump to listing of Remarks (Use as many remarks as are applicable)
12		Is already employed in your agency	507	Conv to Emergency Appt				
13	Based on exercise of statutory restoration rights by employee after full recovery from compensable injury		107	Emergency Appt	QBK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)	1. ZLM: Other Citation (Law, E.O., or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 2. When the Merit Systems Protection Board determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide . 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <	
14	Based on Merit Systems Protection Board directive when former employee appeals agency's failure to restore or improper restoration after recovery from compensable injury (See Note 2)				AQM and (Cite authority code for appointment held prior to separation upon which restoration is based)	MSBP Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)		

Table 10-G. Emergency Appointment, Continued

41

Rule	If the Appointment is >(See Note 4)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Note 1)	<Notes>	<Remarks>
15	Based on employee's partial recovery from compensable injury		107	Emergency Appt	QCK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <	Jump to listing of Remarks (Use as many remarks as are applicable)
16	Based on exercise of restoration rights after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.			QAK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation under which restoration is based)		
17	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2)		107	Emergency Appt	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 2. When the Merit Systems Protection Board determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide . 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <	

Table 10-G. Emergency Appointment, Continued

42

Rule	If the Appointment is >(See Note 4)<	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is (See Note 1)	<Notes>	<Remarks>
18	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency	107	Emergency Appt	ABR	Reg. 330.608	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <	Jump to listing of Remarks (Use as many remarks as are applicable)
19		Is already employed in your agency	507	Conv to Emergency Appt				
20	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency	107	Emergency Appt	NUM	Reg. 330.207		
21		Is already employed in your agency	507	Conv to Emergency Appt				
22	Of a person selected through the Interagency Career Transition Assistance Plan	Is not an employee of your agency	107	Emergency Appt	ABS	Reg. 330.708		
23		Is already employed in your agency	507	Conv to Emergency Appt				
24	Based on restoration under circumstances not described in Rules 11-15	Is not an employee of your agency	107	Emergency Appt	ZRM and (Cite authority code for appointment held prior to separation upon which restoration is based)	(Cite the authority for the restoration) and (Cite authority for appointment held prior to separation upon which restoration is based)		
25		Is already employed in your agency	507	Conv to Emergency Appt				

Table 10-H. Overseas Limited Appointment

Rule	If the appointee >(See Note 4<	And the appointment is	And the Person	Then NOAC is	NOA is	Auth Code is	And Authority Is (See Note 1)	<Notes>	<Remarks>
1	Is a U.S. citizen recruited overseas	To a position overseas for an indefinite period of time	Is not on your agency's rolls	120	O/S Ltd Appt	HNM	Reg. 301.201	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <	Jump to listing of Remarks (Use as many remarks as are applicable)
2			Is already on the rolls of your agency	520	Conv to O/S Ltd Appt				
3		To a position overseas for a limited term NTE five years when time limitation is part of a general program for rotating career and career-conditional employees between overseas areas and the U.S. after specified periods of service	Is not on your agency's rolls	122	O/S Ltd Appt NTE (date)				
4			Is already on the rolls of your agency	522	Conv to O/S Ltd Appt NTE (date)				

Table 10-H. Overseas Limited Appointment, Continued

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Rule	If the appointee >(See Note 4<	And the appointment is	And the Person	Then NOAC is	NOA is	Auth Code is	And Authority Is (See Note 1)	<Notes>	<Remarks>
5	Is a U.S. citizen recruited (because of unusual or emergency conditions which make it infeasible to appoint from a register) in an area where overseas limited appointment is not authorized	To an overseas position for an indefinite period of time	Is not on your agency's rolls	120	O/S Ltd Appt	HRM	Reg. 301.202	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <	Jump to listing of Remarks (Use as many remarks as are applicable)
6			Is already on the rolls of your agency	520	Conv to O/S Ltd Appt				
7	Is a U.S. citizen recruited (because of unusual or emergency conditions which make it infeasible to appoint from a register) in an area where overseas limited appointment is not authorized	To a position overseas for a term NTE five years when time limitation is part of a general program for rotating career and career-conditional employees between overseas areas and the U.S.	Is not on your agency's rolls	122	O/S Ltd Appt NTE (date)	HRM	Reg. 301.202		
8			Is already on the rolls of your agency	522	Conv to O/S Ltd Appt NTE (date)				
9	Is hired for overseas temporary employment to meet administrative needs	For one year or less	Is not on your agency's rolls	122	O/S Ltd Appt NTE (date)	H3M	Reg. 301.203(c)		
10			Is already on the rolls of your agency	522	Conv to O/S Ltd Appt NTE (date)				

Table 10-H. Overseas Limited Appointment, Continued

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Rule	If the appointee >(See Note 4<	And the appointment is	And the Person	Then NOAC is	NOA is	Auth Code is	And Authority Is (See Note 1)	<Notes>	<Remarks>
11	Is exercising restoration rights under 38 U.S.C. 4301 et. seq. after return from uniformed service	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	QAK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority.	Jump to listing of Remarks (Use as many remarks as are applicable)
12		To a position overseas for a period NTE 5 years or less		122	O/S Ltd Appt NTE (date)			4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <	
13	Is hired based on MSPB directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2)	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority.	
14		To a position overseas for a period NTE 5 years or less		122	O/S Ltd Appt NTE (date)			2. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <	

Table 10-H. Overseas Limited Appointment, Continued

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Rule	If the appointee >(See Note 4<	And the appointment is	And the Person	Then NOAC is	NOA is	Auth Code is	And Authority Is (See Note 1)	<Notes>	<Remarks>
15	Is hired based on exercise of statutory restoration rights after full recovery from compensable injury			120	O/S Ltd Appt	QBK and (Cite auth for appt held prior to separation upon which restoration is based)	Reg. 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority.	Jump to listing of Remarks (Use as many remarks as are applicable)
16	Hired based on partial recovery from compensable injury	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	QCK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)	4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	
17	Is hired based on an MSPB directive when a former employee appeals agency's failure to restore or improper restoration upon recovery from compensable injury (see Note 2)	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	AQM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. 2. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	

Table 10-H. Overseas Limited Appointment, Continued

47

Rule	If the appointee >(See Note 4<	And the appointment is	And the Person	Then NOAC is	NOA is	Auth Code is	And Authority Is (See Note 1)	<Notes>	<Remarks>
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)	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) <.	Jump to listing of Remarks (Use as many remarks as are applicable)
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)				

Table 10-H. Overseas Limited Appointment, Continued

48

Rule	If the appointee >(See Note 4<	And the appointment is	And the Person	Then NOAC is	NOA is	Auth Code is	And Authority Is (See Note 1)	<Notes>	<Remarks>
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)	<ol style="list-style-type: none"> 1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. 3. Selection under Reg.337.201:When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), AYM. Show as the second authority one of the below: If Occupation is/then Authority code to be cited is: <ul style="list-style-type: none"> • Medical/BAB GW001 (MED) • Information Technology Mgmt/ BAC GW002 (IT) • Iraqi Reconstruction Efforts/BAD GW003 • ***/ *** • Veterinarian Medical Officer/ BAG GW006 (VMO) • >>Delegated DH for IT; DA-001 (severe-shortage); DA-002 (critical hiring need)/BYO DA-001/DA-002<< • >>STEM Positions/BAH GW007<< • >>Cybersecurity Positions/BAI GW008<< • OPM approved single agency authority/BYO >(cite the single agency authority that was approved by OPM)< 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)< 	Jump to listing of Remarks (Use as many remarks as are applicable)
21			Is already on your agency's rolls	520	Conv to O/S Ltd Appt				

Chapter 10: Nonstatus Appointments in the Competitive Service

49

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

Return to Table [10-B](#), [10-C](#), [10-E](#), [10-F](#), [10-G](#), [10-H](#)

Rule	If	And	Then Remark Code Is	And Remark Is
1	Employee was required to complete a Standard Form 61, Appointment Affidavit		M01	Appointment affidavit executed (date).
2	Action is an appointment or a conversion to appointment		M39	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.]
3			M40	Previous Retirement Coverage: (enter "never covered" or "previously covered") ["Previously covered" indicates that employee was previously covered by the CSRS or the FERS.]
4	Position has promotion potential		K20	Full performance level of employee's position is (enter pay plan and grade, level or band).
5	Appointment requires employee to complete a trial period subject to either Reg. 316.304 or Reg. 301.204	Employee has already completed that trial period	E03	Trial period completed.
6		Employee has not completed trial period	E19	Appointment is subject to completion of 1-year trial period beginning (date).
7	Action is a 190/Provisional Appt NTE or a 590/Conv to Provisional Appt NTE		E58	Appointment is on a provisional basis. You are eligible for retirement coverage and for health benefits and life insurance. If your performance is satisfactory, and you meet all legal, qualifications, and other applicable requirements, you may be converted to a nontemporary appointment before this appointment expires.
8	Action is a 115/Appt NTE or 515/Conv to Appt NTE		M06 and A21	Reason for temporary appointment: (state reason). Temporary employees serve under appointments limited to 1 year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to career-conditional appointment.
9	Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM		K15	Selected from Cert (enter #) under Delegated Examining; (enter name of installation issuing certificate).

Table 10-I. Remarks to be Shown on the Standard Form 50, Continued

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Return to Table [10-B](#), [10-C](#), [10-E](#), [10-F](#), [10-G](#), [10-H](#)

Rule	If	And	Then Remark Code Is	And Remark Is
10	> Appointment is for a temporary, seasonal, or intermittent employee	Employee is expected to work a schedule of less than 130 hours in a calendar month or is expected to work at least 130 hours in a calendar month for less than 90 days	B07	Ineligible for health benefits if you are a temporary, seasonal, or intermittent employee who is expected to work a schedule of less than 130 hours in a calendar month or you are expected to work at least 130 hours in a calendar month but for less than 90 days.<
11	Reserved			
12	Employee qualified for a position under a training agreement under which he or she is placed directly into target occupation without first meeting qualification standards		E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.
13	Person is already employed in your agency	Will serve on two (or more) appointments at the same time	M36	Concurrent employment: (identify position or agency unit where concurrently employed)
14	Action is based on employee's eligibility for reinstatement	Agency modified the Office of Personnel Management's qualification standards to qualify employee for the position	K01	Qualification requirements modified because of general OPM amendment.
15	A career appointee in the Senior Executive Service voluntarily requests a change to a position in the competitive service		M20	Action at employee's request.
16	Employee is being retained by the agency under a temporary exception to reduction in force release	The retention has been documented with a 755/Exception to RIF Release action	K60	Action in lieu of RIF separation of employee retained under temporary exception.
17	Person is employed by another agency on a part-time or intermittent appointment		M34	On part-time or (intermittent) appointment in (agency).

Table 10-I. Remarks to be Shown on the Standard Form 50, Continued

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Return to Table [10-B](#), [10-C](#), [10-E](#), [10-F](#), [10-G](#), [10-H](#)

Rule	If	And	Then Remark Code Is	And Remark Is
18	Person is employed by another agency in a nonpay status	Will continue in that status after appointment in your agency	M33	On nonpay status in (agency).
19	Employee is a Special Government Employee as defined in sec. 202 of title 18, U.S. Code		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.
20	Employee is converted from a Senior Executive Service appointment	Action is because of employee's less than fully successful performance in the Senior Executive Service position or because of employee's failure to be recertified in the Senior Executive Service	M58	No SES reinstatement rights.
21	Employee declined conversion to a Senior Executive Service appointment		M52	Employee declined conversion to the Senior Executive Service and continues under (enter type of appointment) with all associated rights and benefits.
22	Appointment is at salary rate above minimum rate of the grade		P04	>Pay set using the superior qualifications and special needs pay-setting authority under 5 CFR 531.212.<
23	Employee is appointed to or converted to a position for which special higher-than-usual pay rate has been established under 5 U.S.C. 5305 to recruit and retain qualified employees		P05	Special rate under 5 U.S.C. 5305.
24	Employee is appointed to or converted to a supervisory General Schedule position in which he or she supervises higher paid employees under another pay system	Employee receives a supervisory differential	P72	Salary in block 20 includes supervisory differential of \$____.

Table 10-I. Remarks to be Shown on the Standard Form 50, Continued

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Return to Table [10-B](#), [10-C](#), [10-E](#), [10-F](#), [10-G](#), [10-H](#)

Rule	If	And	Then Remark Code Is	And Remark Is
25	Employee's salary will be based on his or her highest previous rate of pay	Salary for current action is based on that higher rate	P01	Previously employed at (pay plan; grade, level, or band; rate.)
26		Agency cannot verify salary before action is effected	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.
27	Rate increase (other than a within-grade increase) is due on effective date of action	A separate Standard Form 50 is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.
28	Employee is returning after service with the American Institute in Taiwan or an international organization, military service, or absence due to compensable injury	Rate of pay includes increases he or she earned while absent	P06	Pay rate includes WGI's or other rate changes to which employee would have been entitled had he or she remained continuously in Federal service.
29		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade), effective (date).
30	Employee is entitled to grade retention under 5 U.S.C. 5362		X37	Employee is entitled to retain grade of (pay plan and grade) through (date).
31			X61	Retained grade will not be used for purposes of reduction-in-force.
32			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
33		Retained grade is equivalent to grade actually held by the employee prior to reduction which entitled employee to grade retention	X35 (see Note 3)	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
34		Employee will be entitled another period of grade retention when the current period has ended	X38 (see Note 3)	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding pay period of grade retention is not terminated earlier.

Table 10-I. Remarks to be Shown on the Standard Form 50, Continued

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Return to Table [10-B](#), [10-C](#), [10-E](#), [10-F](#), [10-G](#), [10-H](#)

Rule	If	And	Then Remark Code Is	And Remark Is
35	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to lower grade position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
36			X49	Change to lower grade is for personal cause.
37	Employee who is moved out of the Senior Executive Service 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.
38	Employee is entitled to pay retention under 5 U.S.C. 5363		Employee's salary is 150% of the maximum rate of the grade to which assigned	X41
39				
40	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 is for personal cause.
41			X42	Pay retention entitlement is terminated.
42	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.	Nature of Action Code for this appointment is 120 or 124	N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.
43		Nature of Action Code for this appointment is 107, 108, 112, 115, 117, or 122	N24	Severance pay suspended by (agency paying the severance pay) until termination of this appointment.
44	Employee's total salary includes payment for administratively uncontrollable overtime pay		P81	Salary in block 20 includes AUO of \$_____.

Table 10-I. Remarks to be Shown on the Standard Form 50, Continued

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Return to Table [10-B](#), [10-C](#), [10-E](#), [10-F](#), [10-G](#), [10-H](#)

Rule	If	And	Then Remark Code Is	And Remark Is
45	Employee is subject to the SL or ST pay system	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)	M97	Employee subject to post-employment restrictions under 18 U.S.C. 207(c)
46	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$____.
47	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 the CSRS and FERS Handbook for Personnel and Payroll Offices	Employee has been given Standard Form 3109, FERS Election of Coverage, and receipt copy has been filed in employee's Official Personnel Folder	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.
48	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")
49	Employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under Federal Employees Retirement System	M46	Employee is covered by FERS because of previous election.
50	Employee's retirement code will be "K," "L," "M," "N", "KR", "LR", "MR", "NR", ">"KF", "LF", "MF", "NF", or "OF"<	Rule 49 does not apply	M45	Employee is automatically covered under FERS, FERS-RAE >or FERS-FRAE.<

Table 10-I. Remarks to be Shown on the Standard Form 50, Continued

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Return to Table [10-B](#), [10-C](#), [10-E](#), [10-F](#), [10-G](#), [10-H](#)

Rule	If	And	Then Remark Code Is	And Remark Is
51	Employee has elected to retain coverage under a retirement system for Non-appropriated Fund Instrumentality employees		B63	Elected to retain coverage under a retirement system for NAF employees.
52	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
53	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
54	Employee is eligible for Sole Survivorship veterans preference	Block 23 of the SF-50 reflects "7"	E59	When "7" is reflected in block 23 above, employee is entitled to: No Points/Sole Survivorship Preference.
55	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.
56	Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)	Elected not to enroll health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits.
57		Cancelled enrollment while in previous agency or office	B01	Cancelled health benefits.
58	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		B03	Ineligible for health benefits.
59	Action is a 115/Appt NTE or 515/Conv to Appt NTE	Action is not described in Rule 58 above	B52	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.
60	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.

Table 10-I. Remarks to be Shown on the Standard Form 50, Continued

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Return to Table [10-B](#), [10-C](#), [10-E](#), [10-F](#), [10-G](#), [10-H](#)

Rule	If	And	Then Remark Code Is	And Remark Is
61	Office that provides personnel service (including Official Personnel Folder maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (for example, employee is located in Europe and Official Personnel Folder is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B)		M10	OPF maintained by (name and address of office).
62	Will be re-employed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.
63		Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 533	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
64			P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. (See Note 5 of this table)
65	Will be re-employed annuitant	Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 553	P10	Annuity at present is \$ pa. (See Note 6 of this table)

Table 10-I. Remarks to be Shown on the Standard Form 50, Continued

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Return to Table [10-B](#), [10-C](#), [10-E](#), [10-F](#), [10-G](#), [10-H](#)

Rule	If	And	Then Remark Code Is	And Remark Is
66	Employee receiving credit for non-Federal service under Section 6303(e) of title 5, United States Code, that otherwise would not be creditable		B73	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in Block 31 for the following period(s) of non-Federal service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.
67	Employee receiving credit for active-duty uniformed service under Section 6303(e) of Title 5, United States Code, that otherwise would not be creditable		B74	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in Block 31 for the following period(s) of active-duty military service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.

NOTES:

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