

U.S. Office of Personnel Management
Operating Manual Update

The Guide to Processing Personnel Actions

Update 95 – Chapter 14

Notice

This Guide and its Updates are available for viewing/printing on the [OPM.gov website](https://www.opm.gov). 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

Summary of Changes, Chapter 14 (Update 95)

Removed Pages	Insert Page	Explanation of Changes
Entire chapter	Entire chapter	<p>Chapter 14 has been updated in its entirety to include:</p> <ol style="list-style-type: none"> 1. Reformatting page numbers from 14-1, 14-2, 14-3, etc., to new format of 1, 2, 3, etc. 2. Placing footers on each page to reflect chapter number and title of guide 3. Reformatting the chapter in its entirety to ensure it meets web accessibility standards 4. Distinguishing new text changes and/or additions in >dark red font surrounded by angled brackets< and deletion/removal of text with *** in green font 5. Removing all symbols annotating historical changes throughout the chapter 6. Replacing most instances of "Standard Form with SF 7. Replacing all instances of "he or she with gender-neutral language ("they/their" or "the employee") 8. Creating "Notes" and "Remarks" columns for all decision logic tables in the chapter; transferring applicable notes into new column within the same page

Listing of Specific Changes to Chapter 14

Chapter	Page Number(s)	Explanation of Changes
14	2	<p>Table of Contents</p> <p>Added language: "New text changes and/or additions are distinguished in >dark red font surrounded by angled brackets<. Deletion/removal of text is distinguished with *** in green font."</p>

Chapter	Page Number(s)	Explanation of Changes
14	5	<p>Section 2.f</p> <p>Editorial changes to the definition of “detail” to improve readability.</p>
14	7	<p>Section 3.b.iii</p> <p>Subparagraph renumbered per new format of chapter.</p>
14	7-8	<p>Section 5.b</p> <p>Made minor edits to ensure the instructions mirror the language contained in updates that have already made to other GPPA chapters (e.g., Chapters 9, 11).</p>
14	8	<p>Section 5.c</p> <p>Added “permanent (right)” and “temporary (left)” to distinguish sides of the Official Personnel Folder.</p>
14	12	<p>Job Aid, Step 6</p> <p>Added “permanent (right)” and “temporary (left)” to distinguish sides of the Official Personnel Folder.</p>
14	19-21	<p>Table 14-B, Note 1</p> <p>Note 1 updated to include: “In addition to any other authorities required by this table, you may cite ‘ZLM: Other Citation (law, E.O., or Reg.)’ as a second authority when appropriate.”</p>
14	19-21	<p>Table 14-B, Note 4</p> <p>Note 4 added to read: “Use Secondary LAC “ZBB” for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).”</p>
14	22-23	<p>Table 14-C, Note 1</p> <p>Note 1 updated to include: “In addition to any other authorities required by this table, you may cite ‘ZLM: Other Citation (law, E.O., or Reg.)’ as a second authority when appropriate.”</p>

Chapter	Page Number(s)	Explanation of Changes
14	22-23	<p>Table 14-C, Note 5</p> <p>Note 5 added to read: "Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)."</p>
14	24-25	<p>Table 14-D, Note 2</p> <p>Note 2 updated to include: "In addition to any other authorities required by this table, you may cite 'ZLM: Other Citation (law, E.O., or Reg.)' as a second authority when appropriate."</p>
14	24-25	<p>Table 14-D, Note 4</p> <p>Note 4 added to read: "Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)."</p>
14	26	<p>Table 14-E, Note 4</p> <p>Note 4 added to read: "Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)."</p>
14	27	<p>Table 14-F, Note 1</p> <p>Note 1 updated to include: "In addition to any other authorities required by this table, you may cite 'ZLM: Other Citation (law, E.O., or Reg.)' as a second authority when appropriate."</p>
14	27	<p>Table 14-F, Note 2</p> <p>Note 2 added to read: "Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)."</p>
14	28-32	<p>Table 14-G, Note 2</p> <p>Note 2 updated to include: "In addition to any other authorities required by this table, you may cite 'ZLM: Other Citation (law, E.O., or Reg.)' as a second authority when appropriate."</p>
14	28-32	<p>Table 14-G, Note 5</p> <p>Note 5 added to read: "Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)."</p>

Chapter	Page Number(s)	Explanation of Changes
14	33-38	Table 14-H, Note 4 Note 4 added to read: "Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).
14	39-43	Table 14-I, Note 5 Note 5 added to read: "Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).
14	44-47	Table 14-J, Note 6 Note 6 added to read: "Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).

Chapter 14: Promotions; Changes to Lower Grade, Level, or Band; Reassignments; Position Changes; and Details

Natures of Action 702, 703, 713, 721, 730, 731, 732, 740, 741, 769, and 770

Contents

1. Coverage	3
2. Definitions	4
3. Selection of Legal Authority	6
4. Use of SF-52	7
5. Special Conditions	7
Job Aid	10
Instructions for Processing Personnel Actions in Promotions; Changes to Lower Grade, Level or Band; Reassignments; Position Changes; and Details	10
When to Process a Promotion; Change to Lower Grade, Level, or Band; Reassignment; Position Change; or Detail	13
Tables.....	16
Table 14-A. Documentation of Details.....	16
Table 14-B. Promotions in the Competitive Service.....	19
Table 14-C. Promotions in the Excepted Service.....	22
Table 14-D. Reassignments in the Competitive Service	24
Table 14-E. Reassignments in the Excepted Service.....	27
Table 14-F. Reassignments in the Senior Executive Service	28
Table 14-G. Changes to Lower Grade, Level, or Band in the Competitive Service	29
Table 14-H. Changes to Lower Grade, Level, or Band in the Excepted Service	34
Table 14-I. Position Change Actions in the Competitive Service	40
Table 14-J. Position Change Actions in the Excepted Service	45

Table 14-K. Remarks Required in Special Situations (Use as many remarks as are applicable) 49

Table 14-L. Codes and Corresponding Remarks (Promotion; Change-to-Lower Grade, Level or Band; and Position Change)..... 53

New text changes and/or additions are distinguished in **>dark red font surrounded by angled brackets.<** Deletion/removal of text is distinguished with ***** in green font.**

1. Coverage

a. This chapter covers:

- i. Promotions; reassignments; changes to lower grade, level or band; and position change actions (meaning personnel actions that move an employee from one competitive service position to another competitive service position, from one excepted service position to another excepted service position, and from one senior executive service position to another senior executive service position, in the same agency and with no break in service).
- ii. Extension of temporary promotions and temporary position change actions.
- iii. Details.

b. This chapter does not cover:

- i. Movement of an employee, with ***>their< position, to a different organization when no change occurs in ***>the< position title, occupational series, grade, duties, and responsibilities. When such a move is to a different agency as a result of a transfer of function, the action is a Mass Transfer; when such a move is within the agency as a result of a reorganization, the action is a Realignment. (See Chapter 21 for instructions on documenting Mass Transfer and Realignments.)
- ii. Movement between the competitive, excepted, and senior executive services. Document such a move as a conversion to an appointment. (See instructions in Chapters 9-13.)
- iii. Promotion; reassignment; and change to lower grade, level, or band for temporary employees. If the employee is serving on a temporary appointment, document a change to another position or grade with a conversion to another appointment. (See Chapters 10 and 11.)
- iv. Promotion and change to lower grade, level, or band of an employee who is serving on a temporary appointment pending establishment of a register in other than a Worker Trainee position. Such an employee may move to a position at a higher

or lower grade only by conversion to another appointment. (See Chapters 9-13.)

- v. Actions based on selection from a Civil Service Certificate or under a Direct Hire Authority. Document these actions as conversions to another appointment. (See Chapters 9 and 10.)

2. Definitions

a. Position Change. This is a move by an employee to another position during the employee's continuous service under the same appointment within the same agency. When the move establishes the employee's eligibility for grade retention under [5 U.S.C. 5362](#), the nature of action is Position Change. It is also called a Position Change when the employee is already entitled to grade retention and moves to another position at or below the retained grade. A move when the employee is not entitled to, and does not become entitled to, grade retention is a promotion; reassignment; or change to lower grade, level, or band. A move to another agency or to a new appointment in the same agency when the employee is entitled to grade retention is an appointment or conversion to appointment.

b. Promotion.

- i. For positions under the same job classification system and pay schedule, a promotion changes the employee to a higher grade level or makes permanent a temporary promotion.
- ii. When the old and the new positions are under different job classification systems and pay schedules, a promotion changes the employee to a position with a higher rate of basic pay or makes permanent a temporary promotion.

c. Promotion Not to Exceed is a promotion made on a temporary basis. Promotion NTE is also used when an employee who is entitled to a grade retention under [5 U.S.C. 5362](#) is temporarily assigned to a position at a grade above the retained grade.

d. Change to Lower Grade.

- i. For positions under the General Schedule or under the same wage grade schedule, a change to lower grade changes the employee to a lower grade.

- ii. When both the old and the new positions are under the same type of ungraded wage schedule or in different pay method categories, a change to lower grade changes the employee to a position with a lower rate of basic pay.
- e. **Reassignment** is the change of an employee from one position to another without promotion or change to lower grade, level, or band. Reassignment includes: (1) movement to a position in a new occupational series, or to another position in the same series; (2) assignment to a position that has been redescribed due to the introduction of a new or revised classification or job grading standard; (3) assignment to a position that has been redescribed as a result of position review; and (4) movement to a different position at the same grade but with a change in salary that is the result of different local prevailing wage rates or a different locality payment.
- f. **Detail.** A detail is a temporary assignment to a different position for a specified period when the employee is expected to return to ***>their< regular duties at the end of the assignment. (An employee who is on detail is considered for pay and strength-count purposes to be permanently occupying ***>their< regular position.) Unless the agency chooses to use an [SF-50](#), a detail is documented with an [SF-52](#), >unless the detail falls under rule 1 of [Table 14-A](#).<
- g. **Position Change Not to Exceed (NTE)** is the temporary assignment of an employee who is entitled to grade retention to another position at a grade no higher than that of the retained grade. For example, when a GS-07 employee whose retained grade is GS-09 is temporarily assigned to a position at GS-06 or GS-09, the nature of action is Position Change NTE.
- h. **Agency**, as used in this Guide, is any department or independent establishment of the Federal Government, including a government-owned or -controlled corporation, which has the authority to hire employees in the competitive, excepted, and senior executive services. Examples: Department of Transportation, Small Business Administration, Federal Trade Commission. Note: the Departments of Army, Navy, and Air Force are considered to be individual agencies for the purposes of this Guide; all other organizations within the Department of Defense that have agency codes that begin with "DD" (for example, DD04) are considered as one agency.

3. Selection of Legal Authority

a. Meaning of “equivalent to CS Regs.” For some actions covered by this chapter, the legal authority you place on the action will depend upon whether the action is being taken under civil service laws or regulations, under agency procedures that are similar or equivalent to those required under civil service laws or regulations, or under other procedures. The rule you follow to select the legal authority will depend upon your knowing what procedures are being used. For example, you may have to know if the action is being taken under [5 U.S.C. 75](#) (chapter 75 of title of 5 of the U.S. Code, “Adverse Actions”), under agency procedures that are equivalent to [5 U.S.C. chapter 75](#) (“5 U.S.C. 75 Eq”), or under other procedures. There are some agencies that are not covered by the civil service laws and regulations, and there are some employees who are not covered because of the appointments on which they serve. If your agency is not covered by civil service procedures, or the employee who is the subject of the action is not covered, your agency may have its own procedures to follow, including ones that are similar to or equivalent to civil service procedures or *** other procedures that are different from those required by the civil service laws or regulations. If you are not sure if the employee who is the subject of the action is covered by the civil service procedures applicable to that particular action, *** ask the personnel specialist who approved the action. *You cannot determine the correct authority without knowing the procedures being used to effectuate the action.*

b. Actions for Which the Agency Must Select the Authority. For some actions covered by this chapter, you will be given a legal authority code and be told to cite the appropriate authority. To document one of these actions, you will have to learn from the personnel specialist who approved the action how that action was handled.

- i.** If a specific law, Executive Order, or regulation was the basis for the action, cite that law, Executive Order, or regulation in the authority block on the [SF-50](#) along with the legal authority code shown in the table.
- ii.** If the agency has internal regulations, an agency manual, or an employee code of conduct or ethics that provides penalties for

violations or misdeeds, cite the agency regulation or the agency manual or code of conduct reference in the authority block on the [SF-50](#) along with the legal authority code shown in the table.

- iii. For actions **>in which<** a specific legal authority is not cited in the table and not covered by paragraphs (***** >i<**) and (***** >ii<**) above, show "[5 U.S.C. 302](#)" in the authority block on the [SF-50](#) along with the legal authority code shown in the table. [5 U.S.C. 302](#) is the general authority for an agency head to delegate authority to take actions necessary to carry out personnel actions. Cite it only when no other authority is appropriate for the action being processed; its use should be very rare.

4. Use of SF-52

For change to lower grade, level, or band actions that end temporary promotions on their not to exceed dates, use of the [SF-52](#) is optional; the [SF-50](#) may be prepared directly from the data in the agency's personnel data system. For details, a [SF-52](#) is used to document the request and approvals when required by [Table 14-A](#). For all other actions described in this chapter, an [SF-52](#) is required to document the requested action and its approvals, and to prepare the [SF-50](#).

5. Special Conditions

When effectuating promotions; reassignments; changes to lower grade, level or band; or position change actions, certain special conditions may impact the documentation of the personnel actions and require additional instructions.

- a. **Employee is eligible for a within-grade increase on the same date.** When the employee is eligible for a within-grade increase (WGI) on the same date as another action (for example, a promotion), both actions may be documented on the same [SF-50](#). Note that each one is reported separately via [Enterprise Human Resources Integration \(EHRI\)](#). In these cases, document the within-grade increase action first; in blocks 5A-5F and then document the promotion action in blocks 6A-6F of the [SF-50](#).
- b. **Employee's work schedule or the number of hours worked will also change.** If the employee's work schedule or the number of hours *****>they<** work on a part-time basis will change as a result of the

action being processed, >you may document the Change in Work Schedule or Change in Work Hours action on the same [SF-52/SF-50](#) on the same form used to document the other action processed under the rules of this chapter.< *** Follow the instructions in Chapter 24 to select the nature of action, authority, and remarks for the change in work schedule or hours.

- i. When the action and the change in work schedule or hours are being documented on a single [SF-52/SF-50](#), enter the nature of action and authority for the >action processed under this chapter in blocks 5A-5F< and *** enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F. >If the action includes a change in the number of hours a part-time employee works per biweekly pay period, < *** enter the new hours per pay period in block 33.
 - ii. When a return to duty and an action under this chapter are effective on the same date as a change in work schedule or hours, and the return to duty and action under this chapter are being recorded on the same [SF-52/SF-50](#), document the >return to duty in blocks 5A-5F, the conversion in blocks 6A-6F, < the new work schedule in block 32 and the new hours in block 33. *** >You do not need an additional [SF-52/SF-50](#) to document the change in work schedule or hours.<
- c. Employee is absent in military service or because of compensable injury.** Employees with restoration rights who are absent for military duty may be promoted or reassigned, but may not be changed to lower grade, level or band, or be subject to position change actions. Employees who are absent because of compensable injury are subject to the same terms and conditions of employment as though they had not been injured.
- File the [SF-52](#) on >the permanent (right)< side of the Official Personnel Folder. Prepare and distribute the [SF-50](#) after employee returns, moving the [SF-52](#) from >the permanent (right)< side to the >temporary (left)< side of Official Personnel Folder at that time. If the employee does not exercise restoration rights, remove the [SF-52](#) from the employee's folder and destroy it.
- d. An employee on a temporary promotion receives a permanent promotion.** Unless agency instructions require that an employee who

is on a temporary promotion be returned to the former position prior to making a permanent promotion, there is no requirement to do so.

Job Aid

Instructions for Processing Personnel Actions in Promotions; Changes to Lower Grade, Level or Band; Reassignments; Position Changes; and Details

Step	Action
1	Compare data on the SF-52 submitted by requesting office with the last action in the employee's Official Personnel Folder to be sure they are correct.
2	<p>Use Job Aid. When to Process a Promotion; Change to Lower Grade, Level, or Band; Reassignment; Position Change; or Detail to decide whether the action is a promotion; change to lower grade, level, or band; reassignment; position change; or detail.</p> <p>When an employee moves to an agency activity that is serviced by another personnel office, the office that services the gaining activity processes the promotion, reassignment, etc. If the losing personnel office needs an action to "drop" the employee from its data system, that office uses an agency nature of action in the 900-series to do so.</p>

Instructions for Processing Personnel Actions in Promotions; Changes to Lower Grade, Level or Band; Reassignments; Position Changes; and Details, Continued

Step	Action
3	<p>Use the tables in this chapter to determine appropriate documentation of the action.</p> <p>When the action is a detail:</p> <p style="padding-left: 40px;">Then: Use Table 14-A</p> <p>When the action is a promotion; reassignment; change to lower grade, level, or band; or position change:</p> <p style="padding-left: 40px;">Then: Use the tables listed below to select nature of action and authority for the action. Enter them in blocks 5A-5F of the SF-50.</p> <p>Competitive Service:</p> <ul style="list-style-type: none"> • Promotion 14-B • Reassignment 14-D • Change to Lower Grade, Level, or Band 14-G • Position Change 14-I <p>Excepted Service:</p> <ul style="list-style-type: none"> • Promotion 14-C • Reassignment 14-E • Change to Lower Grade, Level, or Band 14-H • Position Change 14-J <p>Senior Executive Service:</p> <p style="padding-left: 40px;">Reassignment 14-F</p> <p>If the action is being taken under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by the Office of Personnel Management) instead of the authority and code shown in this chapter.</p>
4	<p>In addition to the tables listed above for the specific types of actions, use Tables 14-K and 14-L to select remarks required by the Office of Personnel Management for the action. Also select any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.</p>

*Instructions for Processing Personnel Actions in Promotions; Changes to Lower Grade, Level or Band; Reassignments; Position Changes; and Details,
Continued*

12

Step	Action
5	<p>An SF-52 will be used for processing most of the actions in this chapter.</p> <p>If an SF-52 is required for the action:</p> <p style="padding-left: 40px;">Then: Fill in the blocks on the SF-52 as required by instructions in Chapter 4 of this Guide and this job aid. Follow your agency's instructions to obtain approval signature in Part C, block 2 of SF-52.</p> <p style="padding-left: 40px;">Use the information on the SF-52 to prepare the SF-50. Refer to Chapter 4 of this Guide to see how the SF-50 should be completed. Follow your agency's instructions to have it signed or authenticated</p> <p>If an SF-52 is not required for the action:</p> <p style="padding-left: 40px;">Then: Use the information in the employee's Official Personnel Folder or in your agency's personnel data system to prepare the SF-50. Refer to Chapter 4 of this Guide to see how the SF-50 should be completed. Follow your agency's instructions to have it signed or authenticated.</p>
6	<p>When the SF-52 is used to document a detail, file it on the >p (right)< side of the employee's Official Personnel Folder (OPF); file the SF-52 for other actions on >the temporary (left)< side of the employee's Official Personnel Folder. Check The Guide to Personnel Recordkeeping to decide if any of the other documents submitted with or created in connection with the action should be filed on the ***>per (right)< side of employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.</p>
7	<p>If the person will be serviced by a new payroll office as a result of the action, give the employee, before the effective date of the action, a completed SF-8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of the payroll office where the individual's records were maintained.</p>
8	<p>Distribute completed copies of the forms according to your agency's instructions.</p>

Job Aid

When to Process a Promotion; Change to Lower Grade, Level, or Band; Reassignment; Position Change; or Detail

Rule	If	And	Then the Action Is a
1	Employee moves to another position in the same agency.	Is entitled to begin or continue a period of grade retention as a result of the action	Position Change
2		Move is to a position at the retained grade while employee is on grade retention	
3	Employee, who has been serving on a 703/Promotion NTE, receives another temporary promotion		Promotion NTE (There is no need to process a Change to Lower Grade to end the first temporary promotion. The new Promotion NTE automatically ends first one.)
4	Employee moves from a General Schedule position at grade 15 or below, or an equivalent position, to a senior-level (SL) or scientific or professional (ST) position	Does not begin or continue a period of grade retention as a result of the action	Promotion
5	Employee moves to a position at a higher grade level within the same job classification system and pay schedule		
6	Employee moves to a position with a higher rate of basic pay in a different job classification system and pay schedule		
7	Employee moves from a senior-level (SL) or scientific or professional (ST) position to a General Schedule position at grade 15 or below, or an equivalent position		

*When to Process a Promotion; Change to Lower Grade, Level or Band;
Reassignment; Position Change; or Detail, Continued*

14

Rule	If	And	Then the Action Is a
8	Employee moves from one position under the General Schedule to another position at a lower grade under the General Schedule	Does not begin or continue a period of grade retention as a result of the action	Change to lower grade, level, or band
9	Employee moves to a lower graded position under the same wage grade schedule		
10	Employee moves to a lower rate of basic pay under the same type of ungraded wage schedule		
11	Employee moves to a position at a lower rate of basic pay in a different pay-method category	Does not begin or continue a period of grade retention as a result of the action	Change to lower grade, level, or band
12	Employee is temporarily assigned to a different position for a specified period and will return to regular duties at the end of the assignment		Detail
13	Employee moves into your agency when employee's function is transferred from another agency to your agency	Employee's position title, series and grade do not change	Mass Transfer (See instructions in Chapter 21 of this Guide.)
14	Employee moves within your agency when the function employee performs moves from one organization or activity in your agency to another		Realignment (See instructions in Chapter 21 of this Guide.)
15	A new occupational series or a new series and position title are assigned to employee's position	No other change occurs in employee's position (that is, no change occurs in employee's grade and in employee's duties and responsibilities).	Change in Data Element (See Chapter 28 of this Guide for instructions.)

*When to Process a Promotion; Change to Lower Grade, Level or Band;
Reassignment; Position Change; or Detail, Continued*

15

Rule	If	And	Then the Action Is a
16	Employee moves to another position in the same agency or is assigned to a new position description when ***>the< job is redescribed	The move is not described in Rules 1-15.	Reassignment
17	A new position number or new administrative title is assigned to employee's position	No other change occurs in employee's position (that is, no change occurs in the occupational series, the grade, or in the duties and responsibilities).	(No action is required by the Office of Personnel Management to document the change. If your agency requires that the change be documented, your agency may develop a nature of action code/nature of action in the 900-series to do so.)

Tables

Table 14-A. Documentation of Details

>Notes and Remarks columns have been added.<

Rule	If Detail is	And	Then	Notes	Remarks
1	To State or local government, or other eligible organizations under the authority of the Intergovernmental Personnel Act (IPA) (See Note 3)		Document with an SF 50 : Legal Auth NYM/ Reg. 334.101 a) Nature of Action 730/Detail NTE(Date); or b) Nature of Action 731/Ext Detail NTE (Date); or c) Nature of Action 732/Term of Detail NTE (Date)	3. File the SF-50 on the right side of the OPF. Submit this information in your agency’s Enterprise Human Resources Integration (EHRI) submission. 4. Assign the appropriate 9xx code as reflected in column 4 of the rule. File the action on the right side of the OPF. Do not submit this information in your agency’s EHRI submission.	>Reserved for future use<
2	To an international organization (See Note 4)		Document with an SF 52 showing the organization and position to which detailed, the effective date of the detail, and the not-to-exceed date. a) Nature of Action 930/Detail NTE(Date); or b) Nature of Action 931/Ext Detail NTE (Date); or c) Nature of Action 932/Term of Detail NTE (Date)		

Table 14-A: Documentation of Details, Continued

Rule	If Detail is	And	Then	Notes	Remarks
3	To a position that is identical to the employee's current position or is of the same grade, series, and basic duties as the employee's current position		No documentation is required.	<ol style="list-style-type: none"> 1. If a detail that was originally made for 30 days or less (and thus was not documented with an SF-52) extends beyond 30 days, prepare an SF-52 showing as the effective date the date on which the detail began. 4. Assign the appropriate 9xx code as reflected in column 4 of the rule. File the action on the right side of the OPF. Do not submit this information in your agency's EHRI submission. 	>Reserved for future use<
4	For more than 30 but less than 120 days to a different position (i.e., to one that is not described in rule 2 of this table)	Is to a higher-grade position (See Note 4)	Document with an SF-52 showing the organization and position to which detailed, the effective date of the detail, and its not-to-exceed date. (See Note 1)		
5		Is to a position with promotion potential (See Note 4)	a) Nature of Action 930/Detail NTE(Date); or b) Nature of Action 931/Ext Detail NTE (Date); or c) Nature of Action 932/Term of Detail NTE (Date)		
6	For more than 30 but less than 120 days to a different position (i.e., to one that is not described in rule 2 of this table)	Is to a position at the same or a lower grade which does not have promotion potential	No documentation is required.		

Table 14-A: Documentation of Details, Continued

Rule	If Detail is	And	Then	Notes	Remarks
7	For 120 days or more (See Note 4)		<p>Document with an SF-52 showing the organization and position to which detailed, the effective date of the detail, and its not-to-exceed date. (See Note 2)</p> <p>a) Nature of Action 930/Detail NTE(Date); or</p> <p>b) Nature of Action 931/Ext Detail NTE (Date); or</p> <p>c) Nature of Action 932/Term of Detail NTE (Date)</p>	<p>2. If a detail that was originally made for less than 120 days (and thus was not documented with an SF-52) extends to 120 days or more, prepare an SF-52 showing as the effective date the date on which the detail actually began</p> <p>4. Assign the appropriate 9xx code as reflected in column 4 of the rule. File the action on the right side of the OPF. Do not submit this information in your agency's EHRI submission.</p>	>Reserved for future use<

Table 14-B. Promotions in the Competitive Service

>Notes and Remarks columns have been added.<

Rule	If the Basis of Promotion Is	And the Promotion	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 1 and 4)	Required Remarks (See Note 3)	Notes	Remarks
1	Promotion of an Administrative Law Judge under conditions described in Reg. 930.204	Is on a temporary basis	703	Promotion- NTE (date)	SZR	Reg. 930.204(e)			
2		Is not on a temporary basis	702	Promotion					
3	Competitive selection under agency Merit Promotion or Merit Staffing Procedures	Is on a temporary basis	703	Promotion- NTE (date)	N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency-specific authority)	K12		
4			702	Promotion					
5	To remove time limitation placed on a Promotion NTE by making it permanent without further competition (see Note 2)	Is not on a temporary basis	702	Promotion	N2M	Cite specific authority for action (i.e., Reg. 335.102 , or an agency-specific authority)	K13		
6	Competitive selection that removes the time limitation on a Promotion NTE by making it permanent	Is not on a temporary basis	702	Promotion	N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency-specific authority)	K12		

1. >In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate.< If [SF-59](#) was obtained from OPM for the action, also include authority "ABM: [SF-59](#) approved (date)." Cite ABM as the last authority.

2. This could be because competitive procedures are not required or because competitive procedures were followed to make the initial temporary promotion.

3. See [Table 14-L](#) to translate codes into actual remarks.

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 required in special situations \(Use as many remarks as are applicable\)](#)

[Jump to listing of Codes and corresponding remarks](#)

Table 14-B. Promotions in Competitive Service, Continued

Rule	If the Basis of Promotion Is	And the Promotion	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 1 and 4)	Required Remarks (See Note 3)	Notes	Remarks
7	Reclassification of a position at a higher grade because of additional duties and responsibilities		702	Promotion	N7M	Reg. 335.102 Reclass	K26	<p>1. >In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate.< If SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority.</p> <p>3. See Table 14-L to translate codes into actual remarks.</p> <p>4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).<</p>	<p>Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)</p> <p>Jump to listing of Codes and corresponding remarks</p>
8	The upgrading of a position due to the implementation of a new or revised OPM classification or job grading standard or classification guide				VGP	5 U.S.C. 5107	K23		
9	The upgrading of a position due to the correction of an initial classification error				N5M	Reg. 335.102 Upgrading	K27		
10	Noncompetitive advancement to a higher grade of employee selected at an earlier stage under competitive procedures (e.g., from a civil service register, under direct hire, or under an agency merit promotion program)				N6M	Cite specific authority for action (i.e., Reg. 335.102 Career Prom, or an agency-specific authority)			
11	Reserved		***	***	***	***	***		
12	An exception to competitive promotion	Is on a temporary basis	703	Promotion- NTE (date)	N8M	Cite specific authority for action (i.e., Reg. 335.102 Except to Comp, or an agency-specific authority)			
13	procedures not described in Rules 7-11 (e.g., repromote to grade previously held)	Is not on a temporary basis	702	Promotion					

Table 14-B. Promotions in Competitive Service, Continued

Rule	If the Basis of Promotion Is	And the Promotion	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 1 and 4)	Required Remarks (See Note 3)	Notes	Remarks
14	Selection from the Reemployment Priority List	Is to a grade previously held on a non-temporary basis in the competitive service from which the employee was demoted under 5 CFR 351	702	Promotion	NUM	Reg. 330.207		1. >In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. < If SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority.	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
15	Extension of a Promotion NTE (or of a Position Change NTE that occurred before grade retention terminated)	Was made competitively or this extension is being made under competitive procedures	769	Ext of Promotion NTE (date)	N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency-specific authority)	K12	3. See Table 14-L to translate codes into actual remarks. 4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) . <	
16		May be extended without competition			N8M	Cite specific authority for action (i.e., Reg. 335.102 Except to Comp, or an agency-specific authority)			

Table 14-C. Promotions in the Excepted Service

>Notes and Remarks columns have been added.<

Rule	If the Basis of Promotion Is	And the Promotion	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 5)	Required Remarks (See Note 2)	Notes	Remarks
1	Promotion of a VRA appointee	Is not on a temporary basis	702	Promotion	J8M	Pub. L. 107-288		<p>1. >In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate.< If SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority.</p> <p>2. See Table 14-L to translate codes into actual remarks.</p> <p>4. A Pathways Intern NTE cannot be promoted. Document change to the new position with a conversion to new appointment ***</p> <p>5. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).<</p>	<p>Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)</p> <p>Jump to listing of Codes and corresponding remarks</p>
2		Is on a temporary basis	703	Promotion- NTE (date)					
3	Promotion of a non-U.S. citizen serving overseas under CS Rule 8.3	Is not on a temporary basis	702	Promotion	BPM	CS Rule 8.3			
4									
5	Removal of time limitation placed on last promotion by making it permanent				(Same auth code as was used for Prom—NTE action)	(Same authority as was used for the Prom—NTE action)	K13		
6	Pathways Intern (see Note 4)	Is not on a temporary basis			YEK	Reg. 362.203(e)			
7	Pathways Recent Graduate				YEL	Reg. 362.303(e)			

Table 14-C: Promotions in the Excepted Service, Continued

Rule	If the Basis of Promotion Is	And the Promotion	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 5)	Required Remarks (See Note 2)	Notes	Remarks
8	Pathways Fellow	Is not on a temporary basis	702	Promotion	YEM	Reg. 362.405(c)		<p>1. >In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. < If SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority.</p> <p>2. See Table 14-L to translate codes into actual remarks.</p> <p>3. For information on Schedule A, B, C, and D see part 213 of title 5, Code of Federal Regulations. For authority codes for Schedules A, B, C, and D, see Chapter 11, Figure 11-1, or The Guide to Data Standards.</p> <p>5. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58). <</p>	<p>Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)</p> <p>Jump to listing of Codes and corresponding remarks</p>
9	Assignment (under circumstances not covered in Rules 1-8) to a position which Can be filled	Is on a temporary basis	703	Promotion-NTE (date)	(Same auth code as was used for the appt)	(Same auth as was used for the appt) (See Note 3)			
10	under the authority that was used for employee's appointment	Is not on a temporary basis	702	Promotion	(Same auth code as was used for the appt)	(Same auth as was used for the appt) (See Note 3)			
11	Extension of a Promotion NTE		769	Ext of Promotion NTE (date)	(Enter same auth code as was used for the Promotion NTE)	(Enter same authority as was used for the Promotion NTE)			

Table 14-D. Reassignments in the Competitive Service

>Notes and Remarks columns have been added.<

Rule	If the Basis of Reassignment Is	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 1, 2 and 4)	Required Remarks Are (See Note 3)	Notes	Remarks
1	Reassignment of an Administrative Law Judge under conditions described in Reg. 930.204	721	Reassignment	SZS	Reg. 930.204(f)		<p>1. When a special salary rate is being used as an employee's "highest previous rate" to set salary in the reassignment, cite as the second authority (in blocks 5-E and 5-F or 6-E and 6-F) "QTM/Reg. 531.222(c)."</p> <p>2. >In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate.< 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 Delegation Agr" following the authorities required by this table and ZLM, if used. If an SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority.</p> <p>3. See Table 14-L to translate codes into actual remarks.</p> <p>4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).<</p>	<p>Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)</p> <p>Jump to listing of Codes and corresponding remarks</p>
2	Competitive selection under agency merit promotion or merit staffing procedures			N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency-specific authority)	K12		
3	Reduction in force			PNM	Reg. 351.603			
4	Placement in lieu of separation when employee has no RIF assignment right			C1M	Cite specific authority for action (i.e., Reg. 351.201(b) , or an agency-specific authority)			
5	Contracting out of functions under OMB Circular A-76			PNR	Reg. 351.603 (A-76)			

Table 14-D: Reassignments in the Competitive Service, Continued

Rule	If the Basis of Reassignment Is	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 1, 2 and 4)	Required Remarks Are (See Note 3)	Notes	Remarks
6	Employee's failure to satisfactorily complete probationary period for supervisory (or managerial) position	721	Reassignment	L9M	Cite specific authority for action (i.e., Reg. 315.907 , or an agency-specific authority)	K43	<p>1. When a special salary rate is being used as an employee's "highest previous rate" to set salary in the reassignment, cite as the second authority (in blocks 5-E and 5-F or 6-E and 6-F) "QTM/Reg. 531.222(c)."</p> <p>2. >In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate.< 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 Delegation Agr" following the authorities required by this table and ZLM, if used. If an SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority.</p> <p>3. See Table 14-L to translate codes into actual remarks</p> <p>4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).<</p>	<p>Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)</p> <p>Jump to listing of Codes and corresponding remarks</p>
7	Reclassification (or redescription) of employee's position due to implementation of a new or revised OPM classification or job grading standard or classification guide			VGP	5 U.S.C. 5107	K23		
8	Reclassification (or redescription) of employee's position (i.e., change in title, series, and/or duties) when Rule 7 does not apply			N7M	Reg. 335.102 Reclass	K27		
9	Employee moves to a position with greater growth potential or offering opportunity for promotion when competition is waived because employee is entitled to priority referral or placement without competition			N8M	Cite specific authority for action (i.e., Reg. 335.102 Except to Comp, or an agency-specific authority)			
10	Selection from the agency's Reemployment Priority List			NUM	Reg. 330.207			
11	Selection from the agency's Career Transition Assistance Plan			ABR	Reg. 330.608			

Table 14-D: Reassignments in the Competitive Service, Continued

26

Rule	If the Basis of Reassignment Is	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 1, 2 and 4)	Required Remarks Are (See Note 3)	Notes	Remarks
12	Reassignment when Rules 1-11 do not apply	721	Reassignment	N2M	Cite specific authority for action (i.e., Reg. 335.102 , or an agency-specific authority		<p>1. When a special salary rate is being used as an employee's "highest previous rate" to set salary in the reassignment, cite as the second authority (in blocks 5-E and 5-F or 6-E and 6-F) "QTM/Reg. 531.222(c)."</p> <p>2. >In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate.< 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 Delegation Agr" following the authorities required by this table and ZLM, if used. If an SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority.</p> <p>3. See Table 14-L to translate codes into actual remarks</p> <p>4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).<</p>	<p>Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)</p> <p>Jump to listing of Codes and corresponding remarks</p>

Table 14-E. Reassignments in the Excepted Service

>Notes and Remarks columns have been added.<

Rule	If Reassignment Is	Then NOAC Is	Nature of Action Is	Auth Code Is (See Notes)	Auth Is	Notes	Remarks
1	Of a VRA appointee	721	Reassignment	J8M	Pub. L. 107-288	<p>1. When a special salary rate is being used as an employee's "highest previous rate" to set salary in the reassignment, cite as the second authority (in blocks 5-E and 5-F or 6-E and 6-F) "QTM/Reg. 531.222(c)."</p> <p>2. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" following the authorities required by this table and ZLM, if used. "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 authority "ABM: SF-59 approved (date)." Cite ABM as the last authority.</p> <p>3. For information on Schedule A, B, and C authorities, see 5 CFR part 213. For authority codes for Schedules A, B, and C, see Chapter 11, Figure 11-1, or The Guide to Data Standards.</p> <p>4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).<</p>	<p>Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)</p> <p>Jump to listing of Codes and corresponding remarks</p>
2	Of a non-U.S. citizen serving overseas under CS Rule 8.3			BPM	CS Rule 8.3		
3	Effectuated under reduction-in-force procedures			PNM	Reg. 351.603		
4	Because of contracting out of functions under OMB Circular A-76			PNR	Reg. 351.603 (A-76)		
5	To a position that can be filled under the authority that was used for employee's appointment			(Same auth. code as was used for the appointment)	(Same authority as was used for the appointment)		

Table 14-F. Reassignments in the Senior Executive Service

>Notes and Remarks columns have been added.<

Rule	If Employee Is	And	Then NOAC Is	Nature of Action Is	Auth Code Is (See Notes 1 and 2)	Auth Is	Notes	Remarks
1	Serving on an SES Career Appt	Action results from an unsatisfactory performance rating	721	Reassignment	VFJ	5 U.S.C. 4314(b)(3)	1 . >In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate.< 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 required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
2		Action results from reduction in force			VDM	5 U.S.C. 3595(b)(3)(A)		
3		Action is not described in Rules 1 or 2 above			V5M	5 U.S.C. 3395(a)(1)(A)		
4	Serving on an SES Noncareer Appt	V9M and AWM			5 U.S.C. 3395(d)(1) and OPM Form 1652			
5	Serving on an SES Limited Emergency Appt	V7M and AWM			5 U.S.C. 3395(b)(1) and OPM Form 1652			
6	Serving on an SES Limited Term Appt	V8M and AWM			5 U.S.C. 3395(b)(2) and OPM Form 1652			

Table 14-G. Changes to Lower Grade, Level, or Band in the Competitive Service

> Notes and Remarks columns have been added.<

Rule	If the Basis of Action Is (See Note 1)	And	And	NOAC Is	NOA Is	Auth Code Is (See Notes 2 and 5)	Auth Is	Required Remarks (See Note 3)	Notes	Remarks
1	Competitive selection under agency merit promotion or merit staffing procedures			713	Change to Lower Grade, Level, or Band	N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency-specific authority)	K12	<p>1. When change to lower grade entitles the employee to pay retention under 5 U.S.C. 5363, follow the instructions in this table. When a change to lower grade results in the employee becoming entitled to grade retention under 5 U.S.C. 5362, follow the instructions in Table 14-I.</p> <p>2. >In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate.<</p> <p>3. See Table 14-L to translate codes into actual remarks.</p> <p>5. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).<</p>	<p>Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)</p> <p>Jump to listing of Codes and corresponding remarks</p>
2	To return employee to the prior position, or a position of an equivalent grade and pay, after temporary promotion	Employee is entitled to grade retention under 5 U.S.C. 5362	Temporary promotion was to a grade higher than the retained grade	N2M		Cite specific authority for action (i.e., Reg. 335.102 , or an agency-specific authority)	K16, X37, X45			
3		Employee is not entitled to grade retention under 5 U.S.C. 5362					K16			
4	Reduction-in-force procedures when employee is not entitled to grade retention under 5 U.S.C. 5362					PNM	Reg. 351.603			

Table 14-G. Changes to Lower Grade, Level, or Band in the Competitive Service, Continued

Rule	If the Basis of Action Is (See Note 1)	And	And	NOAC Is	NOA Is	Auth Code Is (See Notes 2 and 5)	Auth Is	Required Remarks (See Note 3)	Notes	Remarks
5	Placement in lieu of separation when employee has no reduction-in-force assignment right	Employee is not entitled to grade retention		713	Change to Lower Grade, Level, or Band	N2M and C1M	Cite specific authority for action (i.e., Reg. 335.102 , or agency specific) and specific authority for action (i.e., Reg. 351.201(b) , or agency specific)		1. When change to lower grade entitles the employee to pay retention under 5 U.S.C. 5363 , follow the instructions in this table. When a change to lower grade results in the employee becoming entitled to grade retention under 5 U.S.C. 5362 , follow the instructions in Table 14-I .	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)
6	Placement resulting from contracting out of functions under OMB Circular A-76 when employee is not entitled to grade retention					PNR	Reg. 351.603 (A-76)		2. >In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. <	Jump to listing of Codes and corresponding remarks
7	Reclassification to lower grade due to the implementation of a new or revised OPM classification or job grading standard or classification guide when employee is not entitled to grade retention	Action is under 5 U.S.C. ch. 75				VGP and VAJ	5 U.S.C. 5107 and 5 U.S.C. ch. 75	K23	5. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) . <	
8	Reclassification to lower grade due to the implementation of a new or revised OPM classification or job grading standard or classification guide when employee is not entitled to grade retention	Action is under agency procedures that are equivalent to those required under 5 U.S.C. ch. 75				VGP and VHJ	5 U.S.C. 5107 and 5 U.S.C. 75 Eq			
9	Reclassification to lower grade due to the implementation of a new or revised OPM classification or job grading standard or classification guide when employee is not entitled to grade retention	Action is not covered by Rules 7 and 8				VGP and USM	5 U.S.C. 5107 and (Cite authority for action)			

Table 14-G. Changes to Lower Grade, Level, or Band in the Competitive Service, Continued

Rule	If the Basis of Action Is (See Note 1)	And	And	NOAC Is	NOA Is	Auth Code Is (See Notes 2 and 5)	Auth Is	Required Remarks (See Note 3)	Notes	Remarks
10	Reclassification of a position to lower grade when employee is not entitled to grade retention under 5 U.S.C. 5362	Action is under 5 U.S.C. ch. 75		713	Change to Lower Grade, Level, or Band	VAJ and N7M	5 U.S.C. 75 and Reg. 335.102 Reclass	K27	1. When change to lower grade entitles the employee to pay retention under 5 U.S.C. 5363 , follow the instructions in this table. When a change to lower grade results in the employee becoming entitled to grade retention under 5 U.S.C. 5362 , follow the instructions in Table 14-I . 2. >In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate.< 3. See Table 14-L to translate codes into actual remarks. 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 required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
11		Action is under agency procedures that are equivalent to those required under 5 U.S.C. ch. 75				VHJ and N7M	5 U.S.C. 75 Eq and Reg. 335.102 Reclass			
12		Action is not covered by Rules 10 and 11				USM and N7M	(Cite authority for the action) and Reg. 335.102 Reclass			
13		An exception to competitive staffing procedures not covered under Rules 7-12					N8M			
14	Employee's request to be moved to a lower grade, level, or band position				N2M	Cite specific authority for action (i.e., Reg. 335.102 , or an agency-specific authority)	M20			

Table 14-G. Changes to Lower Grade, Level, or Band in the Competitive Service, Continued

Rule	If the Basis of Action Is (See Note 1)	And	And	NOAC Is	NOA Is	Auth Code Is (See Notes 2 and 5)	Auth Is	Required Remarks (See Note 3)	Notes	Remarks
15	Employee's failure to satisfactorily complete probationary period for supervisory (or managerial) position (see Note 4)			713	Change to Lower Grade, Level, or Band	L9M	Cite specific authority for action (i.e., Reg. 315.907 , or an agency-specific authority)	K43	<p>1. When change to lower grade entitles employee to pay retention under 5 U.S.C. 5363, follow instructions in this table. When a change to lower grade results in the employee being entitled to grade retention under 5 U.S.C. 5362, see Table 14-I.</p> <p>2. >In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate.<</p> <p>3. See Table 14-I to translate codes into actual remarks.</p> <p>4. An employee whose entitlement to grade retention ends when promoted to a supervisory or managerial position may resume the remainder of the period of eligibility if probation is not completed and the employee is returned to the position (or equivalent) in which entitled to grade retention. When this occurs, the move from the supervisory/managerial position is a "740/Psn Chg;" see Table 14-I.</p> <p>5. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).<</p>	<p>Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)</p> <p>Jump to listing of Codes and corresponding remarks</p>
16	An order of the Merit Systems Protection Board				VAA	5 U.S.C. 1204				
17	Employee's unacceptable performance (when conduct is not a factor)	Action is under 5 CFR part 432				QGM	Reg. 432.101			
18		Action is under agency procedures equivalent to those required under 5 CFR part 432				QHM	Reg. 432.101 Eq			
19		Action is under 5 CFR part 752, subpart D				VWP	5 U.S.C. 7513			
20		Action is under agency procedures equivalent to those required under 5 CFR part 752, subpart D				VWR	5 U.S.C. 7513 Eq			

Table 14-G. Changes to Lower Grade, Level, or Band in the Competitive Service, Continued

Rule	If the Basis of Action Is (See Note 1)	And	And	NOAC Is	NOA Is	Auth Code Is (See Notes 2 and 5)	Auth Is	Required Remarks (See Note 3)	Notes	Remarks
21	Selection from the agency's Reemployment Priority List			713	Change to Lower Grade, Level, or Band	NUM	Reg. 330.207		<p>1. When change to lower grade entitles the employee to pay retention under 5 U.S.C. 5363, follow the instructions in this table. When a change to lower grade results in the employee becoming entitled to grade retention under 5 U.S.C. 5362, follow the instructions in Table 14-I.</p> <p>2. >In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. <</p> <p>3. See Table 14-L to translate codes into actual remarks.</p> <p>5. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58). <</p>	<p>Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)</p> <p>Jump to listing of Codes and corresponding remarks</p>
22	Selection from the agency's Career Transition Assistance Plan					ABR	Reg. 330.608			
23	Is not covered by Rules 1-22 and does not entitle employee to grade retention under 5 U.S.C. 5362	Action is under 5 U.S.C. ch 75				VAJ and N2M	5 U.S.C. 75 and cite specific authority for action (i.e., Reg. 335.102 or agency specific)			
24		Action is under agency adverse action procedures equivalent to those required under 5 U.S.C. ch 75				VHJ and N2M	5 U.S.C. 75 Eq and cite specific authority for action (i.e., Reg. 335.102 or agency specific)			
25		Action is not covered by Rules 23 and 24				USM and N2M	(Cite agency auth for Chg to Lower Grade), and cite specific authority for action (i.e., Reg. 335.102 or agency specific)			

Table 14-H. Changes to Lower Grade, Level, or Band in the Excepted Service

>Notes and Remarks columns have been added.<

Rule	If the Basis of Action Is (See Note 1)	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 2 and 4)	Required Remarks (See Note 3)	Notes	Remarks
1	Change to lower grade, level, or band of VRA appointee			713	Change to Lower Grade, Level or Band	J8M	Pub. L. 107-288		1. When the action results in the employee becoming entitled to pay retention under 5 U.S.C. 5363 , follow the instructions in this table; when the action results in the employee becoming entitled to grade retention under 5 U.S.C. 5362 , use Table 14-J . 2. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608 " following the authorities required by this table and ZLM, if used. "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 as the second authority. For information on Schedule A, B, or C authorities, see 5 CFR part 213 . For authority codes for Schedules A, B, and C, see Chapter 11 , Figure 11-1 or The Guide to Data Standards . If an SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. See Table 14-L to translate codes into actual remarks. 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 required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
2	Change to lower grade, level, or band of non-U.S. citizen serving overseas under CS Rule 8.3			BPM		CS Rule 8.3				
3	Reduction in force when employee is not entitled to grade retention under 5 U.S.C. 5362					PNM and (same auth code used for appt)	Reg. 351.603 and (same authority used for appt)			

Table 14-H: Changes to Lower Grade, Level, or Band in the Expected Service, Continued

Rule	If the Basis of Action Is (See Note 1)	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 2 and 4)	Required Remarks (See Note 3)	Notes	Remarks
4	Placement resulting from contracting out of functions under OMB Circular A-76	Employee is not entitled to grade retention under 5 U.S.C. 5362		713	Change to Lower Grade, Level or Band	PNR and (same auth code as was used for appt)	Reg. 351.603 A-76) and (same auth used for appt)		<p>1. When the action results in the employee becoming entitled to pay retention under 5 U.S.C. 5363, follow the instructions in this table; when the action results in the employee becoming entitled to grade retention under 5 U.S.C. 5362, use Table 14-J.</p> <p>2. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" following the authorities required by this table and ZLM, if used. "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 as the second authority. For information on Schedule A, B, or C authorities, see 5 CFR part 213. For authority codes for Schedules A, B, and C, see Chapter 11, Figure 11-1 or The Guide to Data Standards. If an SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority.</p> <p>3. See Table 14-L to translate codes into actual remarks</p> <p>4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).<</p>	<p>Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)</p> <p>Jump to listing of Codes and corresponding remarks</p>
5	To return employee to prior grade upon expiration of temporary promotion or in accordance with other conditions agreed to at time employee accepted the temporary promotion	Employee is entitled to grade retention under 5 U.S.C. 5362	Temporary promotion was to a grade higher than the retained grade		(same auth code as was for Promo NTE)	(same auth used for Promo NTE)	K16, X37 and X45			
6		Employee is not entitled to grade retention					K16			
7	Reclassification of position to a lower grade	Employee is not entitled to grade retention under 5 U.S.C. 5362	Action is effected under adverse action procedures of 5 U.S.C. ch. 75	713	Change to Lower Grade, Level or Band	VUJ and (same auth code used for the appt)	5 U.S.C. 75 Reclass and (same auth used for the appt)	K27		

Table 14-H: Changes to Lower Grade, Level, or Band in the Expected Service, Continued

Rule	If the Basis of Action Is (See Note 1)	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 2 and 4)	Required Remarks (See Note 3)	Notes	Remarks
8	Reclassification of position to a lower grade	Employee is not entitled to grade retention under 5 U.S.C. 5362	Action is effected under agency procedures that are equivalent to those required under 5 U.S.C. ch. 75	713	Change to Lower Grade, Level, or Band	VVJ and (same auth code as was used for appt)	5 U.S.C. 75 Reclass Eq and (same auth used for appt)	K27	<p>1. When the action results in the employee becoming entitled to pay retention under 5 U.S.C. 5363, follow the instructions in this table; when the action results in the employee becoming entitled to grade retention under 5 U.S.C. 5362, use Table 14-J.</p> <p>2. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" following the authorities required by this table and ZLM, if used. "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 as the second authority. For information on Schedule A, B, or C authorities, see 5 CFR part 213. For authority codes for Schedules A, B, and C, see Chapter 11, Figure 11-1 or The Guide to Data Standards. If an SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority.</p> <p>3. See Table 14-L to translate codes into actual remarks</p> <p>4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).<</p>	<p>Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)</p> <p>Jump to listing of Codes and corresponding remarks</p>

Table 14-H: Changes to Lower Grade, Level, or Band in the Expected Service, Continued

Rule	If the Basis of Action Is (See Note 1)	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 2 and 4)	Required Remarks (See Note 3)	Notes	Remarks
9	Reclassification of position to a lower grade	Employee is not entitled to grade retention under 5 U.S.C. 5362	Action not covered by Rules 7 or 8	713	Change to Lower Grade, Level, or Band	U3M and (same auth code used for appt)	(Cite agency auth for CLG due to reclass) and (same auth used for appt)	K27	1. When the action results in the employee becoming entitled to pay retention under 5 U.S.C. 5363 , follow the instructions in this table; when the action results in the employee becoming entitled to grade retention under 5 U.S.C. 5362 , use Table 14-J .	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)
10	Employee-initiated action to move to lower grade, level, or band position that can be filled under the authority used for employee's appointment					(same auth code used for appt)	(same auth used for appt)	M20		
11	Employee's unacceptable performance (when conduct is not a factor)	Action under 5 CFR 432	QGM	Reg. 432.101						
12		Action under agency procedures equivalent to those required under 5 CFR 432	QHM	Reg. 432.101 Eq						
13	Action under 5 CFR 752, subpart D	VWP	5 U.S.C. 7513							
14	Action under agency procedures equivalent to those required under 5 CFR 752, subpart D	VWR	5 U.S.C. 7513 Eq							

Table 14-H: Changes to Lower Grade, Level, or Band in the Expected Service, Continued

Rule	If the Basis of Action Is (See Note 1)	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 2 and 4)	Required Remarks (See Note 3)	Notes	Remarks
15	Reserved								<p>1. When the action results in the employee becoming entitled to pay retention under 5 U.S.C. 5363, follow the instructions in this table; when the action results in the employee becoming entitled to grade retention under 5 U.S.C. 5362, use Table 14-J.</p> <p>2. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" following the authorities required by this table and ZLM, if used. "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 as the second authority. For information on Schedule A, B, or C authorities, see 5 CFR part 213. For authority codes for Schedules A, B, and C, see Chapter 11, Figure 11-1 or The Guide to Data Standards. If an SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority.</p> <p>3. See Table 14-L to translate codes into actual remarks</p> <p>4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).<</p>	<p>Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)</p> <p>Jump to listing of Codes and corresponding remarks</p>
16	An order of the Merit Systems Protection Board				VAA	5 U.S.C. 1204				
17	Assignment of employee, under conditions not covered in Rules 1-16, to a lower grade position that can be filled under the authority that was used for employee's appointment	Action does not entitle employee to grade retention under 5 U.S.C. 5362	Is effected under adverse action procedures of 5 U.S.C. chapter 75			VAJ and (same auth code used for appt)	5 U.S.C. 75 and (same auth used for appt)			
18	Assignment of employee, under conditions not covered in Rules 1-16, to a lower grade position that can be filled under the authority that was used for employee's appointment	Action does not entitle employee to grade retention under 5 U.S.C. 5362	Is under agency procedures that are equivalent to those required under 5 U.S.C. chapter 75	713	Change to Lower Grade, Level or Band	VHJ and (Same auth code as was used for the appt)	5 U.S.C. 75 Eq and (same authority that was used for the appt)			

Table 14-H: Changes to Lower Grade, Level, or Band in the Expected Service, Continued

Rule	If the Basis of Action Is (See Note 1)	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 2 and 4)	Required Remarks (See Note 3)	Notes	Remarks
19	Assignment of employee, under conditions not covered in Rules 1-16, to a lower grade position that can be filled under the authority that was used for employee's appointment	Action does not entitle employee to grade retention under 5 U.S.C. 5362	Is under conditions not covered in Rules 17 and 18	713	Change to Lower Grade, Level or Band	USM and (same auth code as was used for the appt)	(Cite agency authority for the action) and (same authority as was used for the appt)		<p>1. When the action results in the employee becoming entitled to pay retention under 5 U.S.C. 5363, follow the instructions in this table; when the action results in the employee becoming entitled to grade retention under 5 U.S.C. 5362, use Table 14-J.</p> <p>2. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" following the authorities required by this table and ZLM, if used. "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 as the second authority. For information on Schedule A, B, or C authorities, see 5 CFR part 213. For authority codes for Schedules A, B, and C, see Chapter 11, Figure 11-1 or The Guide to Data Standards. If an SF-59 was obtained from OPM for the action, also include authority "ABM: SF 59 approved (date)." Cite ABM as the last authority.</p> <p>3. See Table 14-L to translate codes into actual remarks</p> <p>4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).<</p>	<p>Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)</p> <p>Jump to listing of Codes and corresponding remarks</p>

Table 14-I. Position Change Actions in the Competitive Service

>Notes and Remarks columns have been added.<

Rule	If Basis of Action Is	And	And Selection Was From	Then NOAC Is	NOA Is	Auth Code Is (See Note 5)	Auth Is	Required Remarks (See Note 1)	Notes	Remarks
1	Reorganization or reclassification decision that management has announced in writing	Action is the initial demotion		740	Psn Chg	N2M and RJM	Cite specific authority for action (i.e., Reg. 335.102 , or an agency-specific authority), and Reg. 536.202(a)	X37, X61, and X45	1. See Table 14-L to translate codes into actual remarks. 2. Use Nature of Action 740/Position change whether employee remains in the position that was reclassified or moves to position other than the one that was reclassified. 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 required in special situations (Use as many remarks as are applicable)
2		Action is a subsequent demotion during grade retention period	X37, X38, X61, and X45							
3	Reclassification to lower grade due to implementation of a new or revised OPM classification or job grading standard or classification guide	Action is the initial demotion	VGP			5 U.S.C. 5107	K23, X37, X61, and X45			
4		Action is a subsequent demotion during grade retention period					K23, X37, X38, X61, and X45			
5	Reclassification to a lower grade when employee is entitled to grade retention under 5 U.S.C. 5362(b) (see Note 2)	Action is the initial demotion				N2M and VQJ	Cite specific auth for action (i.e., Reg. 335.102 , or agency-specific auth), and 5 U.S.C. 5362(b)	X37, X61, and X45		
6		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45		

Table 14-I: Position Change Actions in the Competitive Service, Continued

Rule	If Basis of Action Is	And	And Selection Was From	Then NOAC Is	NOA Is	Auth Code Is (See Note 5)	Auth Is	Required Remarks (See Note 1)	Notes	Remarks
7	Reduction in force when employee is entitled to grade retention under 5 U.S.C. 5362(a)	Action is the initial demotion		740	Psn Chg	PNM and VMJ	Reg. 351.603 and 5 U.S.C. 5362(a)	X37, X61, and X45	1. See Table 14-L to translate codes into actual remarks. 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 required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
8		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45		
9	Placement in lieu of separation when employee has no reduction in force assignment right	Action is the initial demotion				N2M and C1M	Cite specific authority for action (i.e., Reg. 335.102 , or agency-specific authority), and cite specific authority for action (i.e., Reg. 351.201(b) , or agency-specific authority)	X37, X45, and X61		
10	Action is a subsequent demotion during grade retention period	X37, X38, X45, and X61								
11	Contracting out of functions under OMB Circular A-76 when employee is entitled to grade retention under 5 U.S.C. 5362	Action is the initial demotion					PNR and VMJ	Reg. 351.603 (A-76) and 5 U.S.C. 5362(a)	X37, X61, and X45	
12		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45		

Table 14-I: Position Change Actions in the Competitive Service, Continued

Rule	If Basis of Action Is	And	And Selection Was From	Then NOAC Is	NOA Is	Auth Code Is (See Note 5)	Auth Is	Required Remarks (See Note 1)	Notes	Remarks
13	Movement of employee as a result of failure to satisfactorily complete supervisory or managerial probationary period, back to the position from which promoted (or an equivalent one)	Employee was entitled to grade retention in that former position and is entitled to complete the remainder of the original period of grade retention		740	Psn Chg	L9M	Cite specific authority for action (i.e., Reg. 315.907 , or an agency specific-authority)	X37, X61, and X45	1. See Table 14-L to translate codes into actual remarks. 3. Document as a detail a temporary or time-limited assignment to a position at the same grade as that of the position the employee occupies. 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 required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
14	Movement of employee to a position at a grade below the retained grade when the grade retention continues	Change is on a time-limited basis (see Note 3 of this table)	Agency's Reemploy-ment Priority List	741	Psn Chg NTE (date)	NUM	Reg. 330.207	X37, X45, and X61		
15	Agency's Career Transition Assistance Plan		ABR			Reg. 330.608				
16	Movement of employee to a position at a grade below the retained grade when the grade retention continues		Sources <i>other than</i> the agency's Reemployment Priority List or Career Transition Assistance Plan			N2M	Cite specific authority for action (i.e., Reg. 335.102 , or an agency-specific authority)			
17	Action is without time limitation		Agency's Career Transition Assistance Plan			ABR	Reg. 330.608			
18			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608			
19			Agency's Reemploy-ment Priority List			NUM	Reg. 330.207			

Table 14-I: Position Change Actions in the Competitive Service, Continued

Rule	If Basis of Action Is	And	And Selection Was From	Then NOAC Is	NOA Is	Auth Code Is (See Note 5)	Auth Is	Required Remarks (See Note 1)	Notes	Remarks
20	Movement of employee who is on grade retention back to a position at the retained grade (see Note 4)	Action is without time limitation	Agency's Reemployment Priority List	740	Psn Change	NUM	Reg. 330.207	X65	1. See Table 14-L to translate codes into actual remarks.	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)
21			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608			
22			Sources <i>other than</i> the agency's Reemployment Priority List or Career Transition Assistance Plan			N2M	Cite specific authority for action (i.e., Reg. 335.102 , or an agency-specific authority)			
23	Movement of employee who is on grade retention back to a position at the retained grade (see Note 4)	Action is on a time-limited basis	Agency's Reemployment Priority List or Career Transition Assistance Plan	741	Psn Chg NTE (date)				70 70 (date).	Jump to listing of Codes and corresponding remarks
24			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608			
25			Agency's Reemployment Priority List			NUM	Reg. 330.207			
26	Extension of Position Change NTE	Competitive procedures were used for this extension or for the initial Position Change Not to Exceed	Agency's Reemployment Priority List	770	Ext of Psn Change NTE (date)	NUM	Reg. 330.207	K12		
27			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608			
28			Sources <i>other than</i> the agency's Reemployment Priority List or Career Transition Assistance Plan			N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency specific authority)			

Table 14-I: Position Change Actions in the Competitive Service, Continued

44

Rule	If Basis of Action Is	And	And Selection Was From	Then NOAC Is	NOA Is	Auth Code Is (See Note 5)	Auth Is	Required Remarks (See Note 1)	Notes	Remarks
29	Extension of Position Change NTE	Competitive procedures were not used for this extension or for the initial Position Change Not to Exceed		770	Ext of Psn Chg NTE (date)	N8M	Cite specific authority for action (i.e., Reg. 335.102 Except to Comp, or an agency-specific authority)		1. See Table 14-L to translate codes into actual remarks. 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 required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks

Table 14-J. Position Change Actions in the Excepted Service

>Notes and Remarks columns have been added.<

Rule	If Basis for Action Is	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1 and 6)	Required Remarks (See Note 2)	Notes	Remarks
1	Reorganization or reclassification decision that management has announced in writing	Assignment can be made under the authority that was used for employee's appointment	Action is the initial demotion	740	Psn Chg	(Same auth code as was used for the appt) and RJM	(Same authority as was used for the appt) and Reg. 536.202(a)	X37, X61 and X45	1. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608 " following the authorities required by this table and ZLM, if used. 2. See Table 14-L to translate codes into actual remarks. 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 required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
2			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45		
3		Employee is serving under the VRA authority	Action is the initial demotion			J8M and RJM	Pub. L. 107-288 and Reg. 536.202(a)	X37, X61 and X45		
4			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45		

Table 14-J: Position Change Actions in the Expected Service, Continued

Rule	If Basis for Action Is	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1 and 6)	Required Remarks (See Note 2)	Notes	Remarks
5	Change in employee's grade due to position reclassification when employee is entitled to grade retention under 5 U.S.C. 5362(b) (see Note 3)	Assignment can be made under authority that was used for employee's appointment	Action is the initial demotion	740	Psn Change	(Same auth code as was used for the appt) and VQJ	(Same authority as was used for the appt) and 5 U.S.C. 5362(b)	X37, X61 and X45	<p>1. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "A Reg 330.608" following the authorities required by this table and ZLM, if used.</p> <p>2. See Table 14-L to translate codes into actual remarks.</p> <p>3. Use NOA 740/Position change whether employee remains in the position that was reclassified or moves to another position.</p> <p>6. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).<</p>	<p>Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)</p> <p>Jump to listing of Codes and corresponding remarks</p>
6	Change in employee's grade due to position reclassification when employee is entitled to grade retention under 5 U.S.C. 5362(b) (see Note 3)	Employee is serving under the VRA authority	Action is a subsequent demotion during grade retention period		(Same auth code as was used for the appt) and VQJ	(Same authority as was used for the appt) and 5 U.S.C. 5362(b)	X37, X38, X61 and X45			
7	Change in employee's grade due to position reclassification when employee is entitled to grade retention under 5 U.S.C. 5362(b) (see Note 3)	Employee is serving under the VRA authority	Action is the initial demotion		J8M and VQJ	Pub. L. 107-288 and 5 U.S.C. 5362(b)	X37, X61, and X45			
8	Change in employee's grade as a result of position reclassification when employee is entitled to grade retention under 5 U.S.C. 5362(b) (see Note 3)	Employee is serving under the VRA authority	Action is a subsequent demotion during grade retention period		J8M and VQJ	Pub. L. 107-288 and 5 U.S.C. 5362(b)	X37, X38, X61, and X45			

Table 14-J: Position Change Actions in the Expected Service, Continued

Rule	If Basis for Action Is	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1 and 6)	Required Remarks (See Note 2)	Notes	Remarks
9	Reduction in force	Employee is entitled to grade retention under 5 U.S.C. 5362(a)	Action is the initial demotion	740	Psn Change	PNM and VMJ	Reg. 351.603 and 5 U.S.C. 5362(a)	X37, X61, and X45	1. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608 " following the authorities required by this table and ZLM, if used.	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)
10			Action is a subsequent demotion during grade retention period							
11	Contracting out of functions under OMB Circular A-76	Employee is entitled to grade retention under 5 U.S.C. 5362(a)	Action is the initial demotion			PNR and VMJ	Reg. 351.603 (A-76) and 5 U.S.C. 5362(a)	X37, X61, and X45	2. See Table 14-L to translate codes into actual remarks.	
12			Action is a subsequent demotion during grade retention period							
13	Movement of an employee who is already on grade retention to a position at a grade below *** >their< retained grade when grade retention continues	Assignment is made under the authority that was used for employee's appointment	Change is on a time-limited basis (see Note 4)	741	Psn Change NTE (date)	(Same auth code as was used for the appt)	(Same authority as was used for the appt)	X37, X61, and X45	6. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .<	
14			Change is without limitation	740	Psn Change					

Table 14-J: Position Change Actions in the Expected Service, Continued

Rule	If Basis for Action Is	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1 and 6)	Required Remarks (See Note 2)	Notes	Remarks
15	Movement of an employee who is already on grade retention to a position at a grade below *** >their< retained grade when grade retention continues	Employee is serving under the VRA authority	Change is on a time-limited basis (see Note 4)	741	Psn Change NTE (date)	J8M	Pub. L. 107-288	X37, X61, and X45	1. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608 " following the authorities required by this table and ZLM, if used. 2. See Table 14-L to translate codes into actual remarks. 4. Document as a <i>detail</i> a temporary assignment to a position at the same grade as that of the position the employee occupies. 5. When employee is moved to a position at a grade higher than the retained grade, the action is documented as a 70 70 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 required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
16		Employee is serving under the VRA authority	Change is made without time limitation	740	Psn Change	J8M	Pub. L. 107-288	X37, X61, and X45		
17	Employee who is on grade retention moves back to a position at *** >their< retained grade (see Note 5)	Change is made under the authority that was used for employee's appointment	Change is on a time-limited basis	741	Psn Change NTE (date)	(Same auth code as was used for the appt)	(Same authority as was used for the appt)			
18			Change is without time limitation	740	Psn Change			X36		
19		Employee is serving under the VRA authority	Change is on a time-limited basis	741	Psn Change NTE (date)	J8M	Pub. L. 107-288			
20			Change is without time limitation	740	Psn Change		X36			
21	To extend a position change NTE			770	Ext of Psn Change NTE (date)	(Same auth code as for the Psn Change NTE)	(Same authority as for the Psn Change NTE)			

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

Return to table [14-A](#), [14-B](#), [14-C](#), [14-D](#), [14-E](#), [14-F](#), [14-G](#), [14-H](#), [14-I](#), [14-J](#)

>Notes column has been added.<

Rule	If the Employee	And	Then Code for Remark Is (See Note 1)	Notes
1	Has been employed on an intermittent basis	Will now be on a full-time or part-time work schedule	G30	1. See Table 14-L to translate codes into actual remarks.
2	Elected not to enroll in a health benefits plan	Is now moving under jurisdiction of a different payroll office	B02	
3	Cancelled health benefits enrollment		B01	
4	Is occupying a successor position in the competitive service	The grade or series of the position is being changed by reclassification of substantially the same duties	K19	
5	Is entitled to a retained (or saved) rate of pay	Under an authority other than 5 CFR part 536	P17	
6	Has had retained (or saved) rate of pay	The action will terminate retained (or saved) rate of pay	X42	
7	Is being promoted	Action results in termination of grade retention entitlement	X36	
8		Will have salary set on the basis of a higher rate earned previously	P01	
9	Is being returned to the permanent position after a temporary promotion	While on temporary promotion completed requirements for WGI at the grade of the permanent position	P19	
10	Is being placed in a General Schedule position where employee will supervise higher paid employees under another pay system	Employee's rate of pay is being adjusted so employee will be paid at a higher rate than the employees supervised	P72	
11	Qualifies for the position based on a training agreement	The action places the employee directly into the target occupation	E56	

Table 14-K: Remarks Required in Special Situations, Continued

50

Rule	If the Employee	And	Then Code for Remark Is (See Note 1)	Notes
12	Has satisfactorily completed training under an agreement that placed employee directly into the target occupation		E37	1. See Table 14-L to translate codes into actual remarks.
13	Is changing position title, series, or grade	Change is a result of a position survey	K27	
14		Change is a result of a change in classification standards	K23	
15	Requests a reassignment to a position with less promotion potential or requests a change to lower grade, level, or band		M20	
16	Is being repromoted to a grade not above that from which downgraded	The downgrade was not from personal cause or at the employee's request	K17	
17	Is in the excepted service	Has been selected for the position under an agency merit promotion or merit staffing program	K12	
18	Was selected for reassignment without regard to agency's merit staffing and merit promotion requirements	Position for which selected is at the full performance level or band (i.e., position is not at a grade below the target grade of an established career ladder or training program and/or otherwise being filled at a grade below the full performance level grade of the position)	K18	
19	Is in the competitive service	Position to which employee is being assigned has promotion potential	K20	
20	Has been serving on a Promotion NTE		K16	
21	Has been serving on a Position Change NTE		K50	
22	Moves to a position for which a special rate of pay has been established under 5 U.S.C. 5305 for recruitment and retention		P05	

Table 14-K: Remarks Required in Special Situations, Continued
51

Rule	If the Employee	And	Then Code for Remark Is (See Note 1)	Notes
23	Is being assigned to a supervisory (or managerial) position in the competitive service	Prior service satisfies required supervisory (or managerial) probationary period	E45	1. See Table 14-L to translate codes into actual remarks.
24		Employee is not subject to a probationary period because of having served in a supervisory (or managerial) position before the effective date of this requirement	E44	
25		Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position	E46	
26	Is changed to lower grade for personal cause	Grade retention entitlement is terminated	X65 and X49	
27		Pay retention entitlement is terminated	X42 and X49	
28	Requests a change to lower grade	Action results in termination of grade retention benefits	X65 and M20	
29		Action results in termination of pay retention benefits	X42 and M20	
30			M20	
31	Is entitled to grade retention under 5 U.S.C. 5362	Retained grade is equivalent to the one actually held prior to the reduction that entitled employee to grade retention	X35	
32	Is entitled to pay retention under 5 U.S.C. 5363	Salary is 150% of maximum rate of grade to which assigned	X41	
33			X40	
34	Is being reassigned or voluntarily changed to a lower grade	Agency modified OPM qualification standards to qualify employee for the position	K01	
35	Is being placed on a position for which qualifications have been waived as authorized under 5 CFR 351.703		K02	
36	Is being retained on the agency's rolls under a temporary exception to RIF release	The retention has been documented with a 755/Exception to RIF Release action	K60	
37	Will receive payment for AUO as part of *** >their< total salary		P81	

Table 14-K: Remarks Required in Special Situations, Continued
52

Rule	If the Employee	And	Then Code for Remark Is (See Note 1)	Notes
38	Is detailed to a State or local government, or other eligible organization under the IPA		K46	1. See Table 14-L to translate codes into actual remarks.
39	Will receive availability pay as part of *** >their< total salary		P99	
40	Is a senior political appointee whose position is subject to the pay freeze for certain senior political officials		P83	

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

>Notes column has been added.<

Rule	If Code Is	Then the Remark Is	Notes
1	B01	Cancelled health benefits.	>Reserved for Future Use<
2	B02	Elected not to enroll for health benefits.	
3	E37	Satisfactorily completed training prescribed under training agreement. Meets basic qualifications for other positions in this series.	
4	E44	Probationary period for supervisory (or managerial) position not required.	
5	E45	Probationary period for supervisory (or managerial) position completed.	
6	E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).	
7	E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.	
8	G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).	
9	K01	Qualification requirements modified because of general OPM amendment.	
10	K02	Qualifications waived per Reg. 351.703 .	
11	K12	Selected from (cite the number of the agency's merit promotion certificate or list of eligibles) dated (date).	
12	K13	Removes temporary limitation placed on the last action.	
13	K16	From Promotion NTE (date).	
14	K17	Repromotion to grade, level, or band not above that from which downgraded without personal cause and not at employee's request.	
15	K18	Position is at the full performance level >or band.	
16	K19	Successor position—employee retained in competitive service.	
17	K20	Full performance level of employee's position is (enter pay plan and grade, level, or band).	
18	K23	Result of change in classification standards.	
19	K26	Result of additional duties and responsibilities.	
20	K27	Result of position review.	
21	K43	Result of failure to satisfactorily complete probationary period for a supervisory (or managerial) position.	

Table 14-L: Codes and Corresponding Remark, Continued

Rule	If Code Is	Then the Remark Is	Notes
22	K46	Detailed to (enter name of State or local government or educational institution) under the Intergovernmental Personnel Act (IPA)	>Reserved for Future Use<
23	K50	From Position Change NTE (date).	
24	K60	Action is in lieu of RIF separation of employee retained under temporary exception.	
25	M20	Action at employee's request.	
26	P01	Previously employed at (pay plan; grade, level, or band; rate).	
27	P05	Special rate under 5 U.S.C. 5305 .	
28	P17	Entitled to retained (or saved) rate of pay until (date); otherwise pay would be (pay plan; grade, level, or band; and step if applicable).	
29	P19	Salary includes WGI for which employee became eligible on (date).	
30	P72	Salary in block 20 includes supervisory differential of \$_____.	
31	P81	Salary in block 20 includes AUO of \$_____.	
32	P83	*** >The employee occupies a position subject to the pay freeze for certain senior political officials. Notwithstanding otherwise applicable pay statues and regulations, pay may be set and adjusted only in accordance with applicable provisions of the pay freeze statute.<	
33	P99	Salary in block 20 includes availability pay of \$_____.	
34	X35	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.	
35	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.	
36	X37	Employee is entitled to retain grade of (pay plan and grade) through (date).	
37	X38	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.	
38	X40	Employee is entitled to pay retention.	
39	X41	Salary is 150% of maximum rate of grade to which assigned.	
40	X42	Pay retention entitlement terminated.	
41	X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, promotion, and training eligibility.	
42	X49	Change to lower grade, level or band is for personal cause.	
43	X61	Retained grade will not be used for purposes of reduction in force.	
44	X65	Grade retention entitlement is terminated.	