

U.S. Office of Personnel Management
Operating Manual Update

The Guide to Processing Personnel Actions

Update 96 – Chapter 32

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 32 (Update 96)

Removed Pages	Insert Page	Explanation of Changes
Entire chapter	Entire chapter	<p>Chapter 32 has been updated in its entirety to include:</p> <ol style="list-style-type: none"> 1. Reformatting page numbers from 32-1, 32-2, 32-3, 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. 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 32

Chapter	Page Number(s)	Explanation of Changes
32	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
32	1-2	Table of Contents Added: 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 .
32	3-5, 8	Sections 2 and 6 Editorial changes to improve readability.
32	6-7	Section 4 Added "permanent (right)" to distinguish sides of the Official Personnel Folder.
32	11	Figure 32-1 Updated example date in "Effective Date" and "Other SF-50 Data Elements" sections to the year 2022.
32	13-21	Figure 32-3 For rows 1-6, 8, and 9, added reference in "Interim Relief Is Required" column to see 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)."
32	23	Table 32-A Added second "And" column.
32	23	Table 32-A, Rule 6 Updated example dates to the year 2022.
32	29	Table 32-E Added to Notes column: "Reserved for future use."
32	33	Table 32-H, Rules 6-11 Updated example dates to the year 2022.

Chapter	Page Number(s)	Explanation of Changes
32	34	Table 32-H, Rule 14 Updated example agency from Defense Communication Agency to Defense Information Systems Agency (DISA).
32	34	Table 32-H, Rules 19 and 21 Updated example dates to the year 2022.
32	34	Table 32-H, Rule 24 Updated example salary to reflect more recent GS rate.

Chapter 32: Interim Relief Actions, Corrections, Cancellations and Replacement Actions for Cancellations Natures of Action 001, 002, 198, 199, 293, 867, and 868

Contents

1. Coverage	3
2. Definitions	3
3. SF-50 Preparation	6
4. Correction Action	6
5. Cancellation Actions	7
6. Newly Required and Replacement Actions.....	8
7. Actions to Provide Interim Relief	9
Figures	10
Figure 32-1. Special Instructions for Processing Correction Actions.....	10
Figure 32-2. Special Instructions for Processing Cancellation Actions	12
Figure 32-3. Actions to Provide Interim Relief.....	13
Tables.....	23
Table 32-A. Cancellations, Corrections, Replacement Actions, and Newly Required Actions	23
Table 32-B. Actions to Affect Cancellations and Corrections	25
Table 32-C. Completion of SF-50 for Cancellations and Corrections.....	26
Table 32-D. Remarks Required on Correction Actions	28
Table 32-E. Authority and Authority Code Required on Cancellation Actions	29
Table 32-F. Remarks Required on Cancellation Actions	30
Table 32-G. Remarks Required on Replacement and Newly Required Actions	32

Table 32-H. Remark Codes, Remarks, and Examples for Corrections and Cancellations	33
--	----

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 provides instructions for processing personnel actions that provide interim relief for employees who prevail in initial actions before the Merit Systems Protection Board, for actions that correct or cancel previously issued actions, and ones that replace cancelled actions. See Chapter 3 for more guidance on cancellations and retroactive personnel actions.

2. Definitions

- a. A **correction** changes information shown on an earlier action on which an error occurred or adds information that was omitted from an earlier action. A correction does not alter the fact that an action occurred, it just changes the way in which it occurred or was documented **>on the SF-50<**. The following are examples of situations in which a correction is necessary:
 - i. Nature of action is wrong; for example, appointment is documented as "Reinstatement-Career" and should be "Reinstatement-Career Conditional"
 - ii. Legal authority is wrong; for example, authority indicates action is based on reclassification when it is the result of a career ladder promotion
 - iii. Required remarks have been omitted from the action or *****>are recorded with incorrect information; for instance, the incorrect dates are listed for career tenure in remark T07<**
 - iv. Step and salary are wrong; for example, the "highest previous rate" rule has been applied incorrectly on an appointment
 - v. Employee's retirement coverage is wrong; for example, is shown as "FICA & FERS" instead of "FICA & CSRS (Partial)"
 - vi. Tenure, Annuitant Indicator, or another block on the [SF-50](#) is documented incorrectly
- b. A **cancellation** rescinds an earlier action that was improper, that was proper but contains references to an improper action,

or that contains remarks that are inappropriate or erroneous and that should not have been recorded. The following are examples of situations in which a cancellation is necessary:

- i. A decision orders an action to be rescinded, withdrawn or expunged
 - ii. An appointing officer determines an action should never have occurred, for example: within-grade increase to GS-05, step 5 was processed when employee had completed only 52 weeks of service (instead of the required 104) at GS-05, step 4
 - iii. Employee requests reconsideration of negative within-grade increase determination and the negative determination is overturned; for example, an action documented as 888/Denial of WGI must be rescinded
 - iv. Appointment is void because of an absolute statutory bar to it, because the employee was guilty of fraud regarding the action, or **>because the employee<** deliberately misrepresented or falsified a material matter
 - v. Change in tenure group, annual comparability pay adjustment, and realignment actions show employee to be at GS-05 when change to lower grade from GS-06 to GS-05 has been cancelled (cancelled actions must be replaced with ones showing employee to be at GS-06)
 - vi. Resignation [SF-50](#) of an employee who is serving an initial appointment probationary period shows, "Agency Finding: Resigned after receiving written notice of pending separation for misconduct." (Since the appointment does not afford appeal rights, no "agency finding" or reasons may be placed on *****>the employee's<** resignation. The cancelled action must be replaced with one from which the "agency finding" has been deleted.)
- c. A **replacement action** is one that takes the place of a cancelled [SF-50](#) when:

- i. Another action is being substituted for the original action (for example, when a 15-day suspension is substituted for a 30-day suspension); or
 - ii. The original action was cancelled because it contained erroneous information and/or inappropriate remarks, but was otherwise a valid action; or
 - iii. The original **>action<** was cancelled because it in some way reflected the effects of another personnel action that was also cancelled (for example, a FEGLI change that reflects a wrong grade because a previous change to lower grade was cancelled).
- d. A **newly required action** is one required because of a decision or a cancellation. For example, a change to lower grade is cancelled, thus returning employee to *****>their<** prior grade. If the employee would have received a within-grade increase (WGI) if *****>they<** had remained in the prior grade, the action to document the WGI is a newly required action.
- e. A **decision** (for purposes of this Guide) is:
- i. A Court Order; or
 - ii. A decision or order or a settlement agreement reached under the rules and regulations of the Merit Systems Protection Board (MSPB), the Equal Employment Opportunity Commission (EEOC), the Federal Labor Relations Authority (FLRA), the Office of Personnel Management (OPM), or the agency; or
 - iii. An arbitral award or a decision of an agency head that adopts the recommendations of an agency factfinder; or
 - iv. A settlement agreement between an individual and an agency under circumstances other than those **>described<** above.

3. SF-50 Preparation

- a. The employee's current servicing personnel office is responsible for preparing cancellation actions, correction actions, replacement actions and newly required actions—regardless of where the person was employed on the date when the action was or should have been effective. This means that the agency that finds an error on a personnel action processes an 002/Correction action to correct it, no matter when and by whom the error was made. Use [Table 32-A](#), [32-B](#), and [32-C](#) to determine when actions are required, the number of actions that must be processed, and the [SF-50](#) items that must be completed.
- b. Identify the agency that prepares the cancellation, correction, or replacement action in block 47 (Agency Code) and 48 (Personnel Office); show the date on which the cancellation, correction, or replacement action is approved in block 49 (Approval Date).

4. Correction Action

- a. If an error appears on only one [SF-50](#), process a single 002/Correction to change that [SF-50](#). If an error appears on more than one [SF-50](#), you may process *either* an 002/Correction for each [SF-50](#) on which the error appears *or* you may prepare a single 002/Correction to change the most recent [SF-50](#) on which the error appears. If you prepare a single correction, use remark C12 to identify the other [SF-50s](#) to which the correction applies. Follow instructions in [Figure 32-1](#) to complete the [SF-52/SF-50](#).
- b. Determine if the correction action affects any other personnel action(s) in the Official Personnel Folder, or affects the employee's benefits, such as life insurance or health benefits. Also, review any other forms or documents in the Folder to see if they contain incorrect data. If so, correct the actions and records. Consult the Privacy Act specialist in your office for the proper procedures.
- c. Check [The Guide to Personnel Recordkeeping](#) to determine if any of the documents submitted or created in connection with the action should be filed on the right **>(permanent)<** side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the Folder.

- d. Distribute [SF-50](#) copies according to agency instructions. When the correction is of an action effectuated by another agency, send it to the personnel office that services the activity in which the person was employed on the effective date of the original action. Ask that it be forwarded to the appropriate offices for action, for example, to the payroll office. Also send copies of any other forms related to that action. If the original action was filed on the right **>(permanent)<** side of employee's Official Personnel Folder, file the correction on top of the action that it corrects. (Make sure that all entries on the [SF-50](#) placed in the employee's OPF are readable).

5. Cancellation Actions

- a. Follow instructions in [Figure 32-2](#) to complete the [SF-52](#) and [SF-50](#).
- b. Determine if the cancellation action affects any other personnel action(s) in the Official Personnel Folder or affects the employee's benefits, such as life insurance or health benefits. Also, review any other forms or documents in the Folder to see if they now contain erroneous information. If so, take the necessary action to assure that actions and records contain accurate information. Consult the Privacy Act specialist in your office for the proper procedures.
- c. Follow your agency's instructions to change the record in your agency's service record system, making sure to delete all actions or items referring to a cancelled action. When a replacement action is required to erase the effects of a cancelled action, record only the replacement action, making no reference to the cancelled action.
- d. Unless specifically instructed to do so by the agency that issued the decision, do not file the cancellation [SF-50](#) in the Official Personnel Folder. Instead, remove from the Folder the personnel action ([SF-50](#)) being cancelled, the related [SF-52](#), and supporting documents. If the cancellation results from an appeal, grievance, or complaint, file the cancellation [SF-50](#) (as well as the material removed from the Folder) in the appeal, grievance, or complaint file. Otherwise, destroy the material removed from the Official Personnel Folder. *(Note: When an employee is appointed improperly through no fault of ***>their< own and the Office of Personnel Management cannot regularize the appointment, the agency must separate the*

*employee. The Comptroller General has ruled that in these cases, if the employee served in good faith, ***>the employee does< not lose the pay and service credit earned on the improper appointment. To ensure that employee receives credit for this service in the future, retain both the original SF-50 and the cancellation action in the Folder.)*

- e. Distribute the remaining [SF-50](#) copies according to agency instructions. When the cancellation is of an action effectuated by another agency, send it to the personnel office that services the activity in which the person was employed on the effective date of the original action and ask that it be forwarded to the appropriate offices, for example, the payroll office. Send with the [SF-50](#) a copy of the decision that was the basis for the action, as well as any other forms related to the action.

6. Newly Required and Replacement Actions

- a. When an action is newly required by a decision, or is a replacement for a cancelled action, >refer to< [Table 32-A](#), [Table 32-G](#), and the chapter >of this Guide< that covers the action to be processed to select the nature of action, legal authority, and remarks. For example, if a within-grade increase is newly required, follow the instructions in [Table 32-A](#), [Table 32-G](#), and in Chapter 17; if a reassignment action replaces a removal that has been cancelled, follow the instructions in [Tables 32-A](#) and [32-G](#) and in Chapter 14. *Never place on a newly required or a replacement action any references to the appeal, complaint, or decision that resulted in the need for the action.* (Always use the current edition of the [SF-50](#) and the instructions in the Guide to process replacement and newly required actions.)
- b. If, on the effective date of the action, the agency would not have had appropriate authority to take the necessary action (for example, the decision orders the employee assigned to a position in a series for which standards were not issued until a year after the effective date), cite "HAM/[Reg. 250.101](#)" as the legal authority. This is a general "do-what-the-decision-says" authority. Its use avoids the need to cite a specific order or decision that would identify more specifically the employee's original complaint and result in

irrelevant information being placed on the [SF-50](#) and in the Official Personnel Folder. This protects the employee's privacy and satisfies the usual intent of decisions.

7. Actions to Provide Interim Relief

Follow the instructions in [Figure 32-3](#) to process actions to provide interim relief.

Figures

Figure 32-1. Special Instructions for Processing Correction Actions

Note: Pen-and-ink corrections may be made to correct [SF-50](#) information that is not required by or reported to the Office of Personnel Management. However, ***under no circumstances*** may an agency “x” out or use pencil, pen and ink, “white-out,” or erasures to correct [SF-50](#) information that is required by or reported to OPM.

Nature of Action

- The nature of action and code for all corrections are 002/Correction plus the nature of action and code of the action being corrected. For example, if a promotion is being corrected, enter the following in blocks 5A and 5B and 6A and 6B of the [SF-52](#):

5A	5B	6A	6B
002	Correction	702	Promotion

- If the nature of action and code on the original [SF-50](#) are being corrected, show the correct nature of action and code in blocks 6A and 6B. Then, explain the correction in the remarks block on the [SF-50](#). For example: “Correct items 6A and 6B (items 5A and 5B on original action) from 703/Promotion NTE.” When the action being corrected was effective prior to the implementation of this Guide, the nature of action and code being corrected may not be ones that are still in use. When this happens, use remark C30: “Nature of action and code shown on original action are no longer in use.”

Authority

- No authorities or codes are needed in blocks 5C–5F.
- Enter the authority code and authority of the action being corrected in blocks 6C–6F. If there is no correction to the code or authority, repeat these entries as they appeared on the original action. When the action being corrected was effective prior to the implementation of this Guide, it will not have had an authority code and may not have had an authority. When this happens, use the code and authority that are required for the current actions processed under the instructions in

this Guide. If the authority(ies) or code(s) are being corrected, enter the correct one(s) in blocks 6C–6F and use remark number C11 to explain what was corrected. For example: "Corrects items 6C and 6D (5C and 5D on original action) from MUM [Reg. 316.401](#)."

Effective Date

- With one exception, the effective date is the same as that shown on the original [SF-50](#) (the one being corrected). Exception: if the effective date on the original [SF-50](#) was wrong, show the correct effective date in block 4 on the correction [SF-50](#). Then, explain the correction in the remarks block on the [SF-50](#). Example: "Corrects item 4 from 05-13-***>22<."

Remarks

- Use Table [32-D](#) to select required remarks to explain the correction(s).
- When a remark is corrected or deleted, enter remark C18 in block 45 to explain. Example: "Corrects item 45 to read:" Use the chapter that covers the original action to determine the remarks that are required.
- When block numbers on the original action differ from the block numbers in which the corrected data appear, reference both numbers in the remarks that are used to explain the correction; list first the block number in which the data appear on the correction action and then, in parentheses, the block number in which the data appeared on the original action.

Examples

- "Corrects items 6A and 6B (5A and 5B on original action) from. . . ."
"Corrects item 45 (37 on original action) to read. . . ."

Other SF-50 Data Elements

- If an error appeared in an [SF-50](#) data element other than one listed above, enter the correct information in the corresponding block on the correction action. Use remark C11 to explain each correction and repeat the remark for each block being corrected. Example: "Corrects item 31 from '05-18-***>22<.' Corrects item '24' from '2.' Corrects item 32 from 'P Part-time.' "

Figure 32-2. Special Instructions for Processing Cancellation Actions

Nature of Action

- The nature of action and code for all cancellations are 001/Cancellation, plus the nature of action and code of the action being cancelled. For example, if a suspension is being cancelled, enter the following in blocks 5A and 5B and 6A and 6B of the [SF-52](#):

5A	5B	6A	6B
001	Cancellation	450	Suspension NTE (date)

Authority

- Use [Table 32-E](#) to select the appropriate authority and code; enter them in blocks 5C-5F.

Remarks

- Use [Table 32-F](#) to select the appropriate remarks to explain the cancellation action. Do not repeat the remarks from the original [SF-50](#) (the one being cancelled) on the cancellation.

Figure 32-3. Actions to Provide Interim Relief

>Notes and Remarks columns have been added.<

#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
1	Employee who was separated is placed in pay and duty status.	Process SF-50 for a 199/Interim Appt. using R9N/Reg. 772.102(a) as the authority. Show same tenure, FEGLI, retirement, and position occupied codes as before the separation. The position to which the employee is assigned should be the same as before the separation or a similar position that would provide the same grade, pay, and benefits. Cite in block 45 remark A25, "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." (See Notes 1, 2, >and 5<.)	Cancel the SF-50 that provided interim relief and all subsequent ones. Also cancel the original separation. (See Note 3.) Process all actions that should have occurred (including within-grade increases, pay adjustments, etc.) if the employee had not been separated or that were ordered by the initial decision on the appeal. (See Note 2.)	Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM (MSPB decision number and date) as the authority.	<p>1. Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief.</p> <p>2. If the period of separation (break in service) is at least 180 days, the employee's previous waiver of basic FEGLI coverage and declinations of optional coverage(s) are cancelled, and new elections of waivers or cancellations must be filed. See The Federal Employees Group Life Insurance Handbook.</p> <p>3. Cite AGM (MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action.</p> <p>5. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58)<.</p>	Jump to listing of Remarks (Use as many remarks as are applicable)

Figure 32-3. Actions to Provide Interim Relief, Continued

14

#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
2	Employee who was separated is placed in paid <i>nonduty</i> status because agency determines their return to duty or presence would be unduly disruptive to the work environment.	Process SF-50 for 198/Interim Appt in Nonduty Status , using R9R/5 CFR part 772 as the authority. Show same tenure, FEGLI, retirement, and position occupied codes as before the separation. The position to which the employee is assigned should be the same as before the separation or a similar position that would provide the same grade, pay, and benefits. Cite in block 45 remark A25 , "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." (See Notes 1, 2, >4, and 5.<)	Cancel the SF-50 that provided interim relief and all subsequent ones. Also cancel the original separation. (See Note 3) of this figure). Process all actions that should have occurred (including within-grade increases, pay adjustments, etc.) if the employee had not been separated or that were ordered by the initial decision on the appeal. (See Note 2.)	Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM (MSPB decision number and date) as the authority.	<ol style="list-style-type: none"> Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief. If the period of separation (break in service) is at least 180 days, the employee's previous waiver of basic FEGLI coverage and declinations of optional coverage(s) are cancelled, and new elections of waivers or cancellations must be filed. See The FEGLI Handbook. Cite AGM (MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action. To notify OPM, send a letter identifying employee by name, date of birth, and retirement claim number (if known); attach a copy of the SF-50 that documented the interim appointment, the SF-50 that documented the termination, or the ones that documented cancellation of the interim relief and the original separation, as appropriate. Send to OPM, P.O. Box 45, Boyers, PA 16017-0001. >Use secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).< 	Jump to listing of Remarks (Use as many remarks as are applicable)

Figure 32-3. Actions to Provide Interim Relief, Continued

15

#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
3	Civil Service Retirement System or Federal Employees' Retirement System annuitant is brought back in pay and duty status.	Process SF-50 for a 199/Interim Appt , using R9N/Reg. 772.102(a) as the authority. Show same tenure, FEGLI, retirement, and position occupied codes as before the separation. The position to which the employee is assigned should be the same as before the separation or a similar position that would provide the same grade, pay, and benefits. Cite in block 45 remark A25, "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." Notify the Office of Personnel Management (OPM) so that employee's annuity can be suspended. (See Notes 1, 2, 4, >and 5<.)	Cancel the SF-50 that provided interim relief and all subsequent ones. Also cancel the original separation. (See Note 3.) Process all actions that should have occurred (including within-grade increases, pay adjustments, etc.) if the employee had not been separated or that were ordered by the initial decision on the appeal. (See Note 2.) Notify OPM and request information on any overpayment of retirement benefits. (See Note 4.)	Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM (MSPB decision number and date) as the authority. Notify OPM so that annuity can be resumed. (See Note 4.)	<ol style="list-style-type: none"> Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief. If the period of separation (break in service) is at least 180 days, the employee's previous waiver of basic FEGLI coverage and declinations of optional coverage(s) are cancelled, and new elections of waivers or cancellations must be filed. See The FEGLI Handbook. Cite AGM (MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action. To notify OPM, send a letter identifying employee by name, date of birth, and retirement claim number (if known); attach a copy of the SF-50 that documented the interim appointment, the SF-50 that documented the termination, or the ones that documented cancellation of the interim relief and the original separation, as appropriate. Send to OPM, P.O. Box 45, Boyers, PA 16017-0001. >Use secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).< 	Jump to listing of Remarks (Use as many remarks as are applicable)

Figure 32-3. Actions to Provide Interim Relief, Continued

16

#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
4	Civil Service Retirement System or Federal Employees Retirement System annuitant is brought back in paid <i>nonduty</i> status because agency determines employee's return to duty or presence would be unduly disruptive to the work environment.	Process SF-50 for 198/Interim Appt in Nonduty Status , suing R9R/5 CFR part 772 as the authority. Show same tenure, FEGLI, retirement and position occupied codes as before the separation. The position to which the employee is assigned should be the same as before the separation or a similar position that would provide the same grade, pay, and benefits. Cite in block 45 remark A25, "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." Notify the Office of Personnel Management (OPM) so that employee's annuity can be suspended. (See Notes 1, 2, 4, >and 5<.)	Cancel the SF-50 that provided interim relief and all subsequent ones. Also cancel the original separation. (See Note 3.) Process all actions that should have occurred (including within-grade increases, pay adjustments, etc.) if the employee had not been separated or that were ordered by the initial decision on the appeal. (See Note 2.) Notify OPM and request information on any overpayment of retirement benefits. (See Note 4.)	Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM (MSPB decision number and date) as the authority. Notify OPM so that annuity can be resumed. (See Note 4.)	<ol style="list-style-type: none"> 1. Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief. 2. If the period of separation (break in service) is at least 180 days, the employee's previous waiver of basic FEGLI coverage and declinations of optional coverage(s) are cancelled, and new elections of waivers or cancellations must be filed. See The FEGLI Handbook. 3. Cite AGM (MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action. 4. To notify OPM, send a letter identifying employee by name, date of birth, and retirement claim number (if known); attach a copy of the SF-50 that documented the interim appointment, the SF-50 that documented the termination, or the ones that documented cancellation of the interim relief and the original separation, as appropriate. Send to OPM, P.O. Box 45, Boyers, PA 16017-0001. 5. >Use secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).< 	Jump to listing of Remarks (Use as many remarks as are applicable)

Figure 32-3. Actions to Provide Interim Relief, Continued

17

#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
5	Appellant who was an applicant for employment is placed in pay and duty status.	Process SF-50 for a 199/Interim Appt , using R9N/Reg. 772.102(a) as the authority. Show the tenure, FEGLI, and retirement that are applicable to the appointment for which the appellant applied. Cite in block 45 remark A25, "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." (See Notes 1, 2, >and 5<.)	Cancel the SF-50 that provided interim relief and all subsequent ones. (See Note 3.) Process the appointment for which appellant applied and all actions that should have occurred (including within-grade increases, pay adjustments, etc.) after the appointment or that were ordered by the initial decision on the appeal.	Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM (MSPB decision number and date) as the authority.	<ol style="list-style-type: none"> 1. Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief. 2. If the period of separation (break in service) is at least 180 days, the employee's previous waiver of basic FEGLI coverage and declinations of optional coverage(s) are cancelled, and new elections of waivers or cancellations must be filed. See The FEGLI Handbook. 3. Cite AGM (MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action. 5. >Use secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58).< 	Jump to listing of Remarks (Use as many remarks as are applicable)

Figure 32-3. Actions to Provide Interim Relief, Continued

18

#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
6	Appellant who was an applicant for employment is placed in paid <i>nonduty</i> status because agency determines their presence would be unduly disruptive to the work environment.	Process SF-50 for a 198/Interim Appt , using R9R/5 CFR part 772 as the authority. Show tenure, FEGLI, retirement, and position occupied code that are applicable to the appointment for which the appellant applied. Cite in block 45 remark A25, "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." >(See Note 5).<	Cancel the SF-50 that provided interim relief and all subsequent ones. (See Note 3 .) Process the appointment for which appellant applied and all actions that should have occurred (including within-grade increases, pay adjustments, etc.) after the appointment or that were ordered by the initial decision on the appeal.	Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772(b)(3) as the authority. Otherwise, cite AGM/(MSPB decision number and date) as the authority.	3. Cite AGM (MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action. 5. >Use secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58).<	Jump to listing of Remarks (Use as many remarks as are applicable)

Figure 32-3. Actions to Provide Interim Relief, Continued

19

#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
7	Employee who was placed in nonpay/non-duty status (e.g., was suspended) is being returned to pay and duty status.	Process SF-50 for 292/RTD , using R9N/Reg. 772.102(a) as the authority. Cite in block 45 remark A25, "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." (See Note 1.)	Cancel the SF-50 that provided interim relief, the one placing employee in nonpay status, and all subsequent actions that are the result of or reflect the nonpay status (See Note 3.) Process all actions that should have occurred as the result of the decision.	<p>If employee already would have returned to duty, cancel the SF-50 that provided interim relief. Replace it with a 292/RTD SF-50 effective on the day following the original not-to-exceed (NTE) date; use Table 16-C to select the authority code and authority. Cancel any other SF-50 that resulted from the RTD that provided interim relief. Process all actions that should have occurred during or after the original period in nonpay status.</p> <p>If employee would still be in nonpay/nonduty status had *** >the employee< not prevailed on the initial decision, process another furlough, suspension, or placement in nonpay status action to return employee to nonpay status. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM/(MSPB decision number and date) as the authority.</p>	<p>1. Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief.</p> <p>3. Cite AGM/(MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action.</p>	Jump to listing of Remarks (Use as many remarks as are applicable)

Figure 32-3. Actions to Provide Interim Relief, Continued

20

#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
8	Employee who was placed in nonpay/non-duty status is being returned to pay status but not to duty status because agency determines employee's return to duty or presence would be unduly disruptive to the work environment.	Process SF-50 for 293/Return to Pay Status , using R9R/5 CFR part 772 as the authority. Cite in block 45 remark A25, "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." (See Note 1 >and 5<.)	Cancel SF-50 that provided interim relief, the one placing employee in nonpay status, and all subsequent actions that are the result of or reflect the nonpay status (See Note 3.) Process all actions that should have occurred as the result of the decision.	<p>If employee already would have returned to duty, cancel the SF-50 that provided interim relief. Replace it with a 292/RTD SF-50 effective on the day following the original not-to-exceed (NTE) date; use Table 16-C to select the authority code and authority. Cancel any other SF-50 that resulted from the RTD that provided interim relief. Process all actions that should have occurred during or after the original period in nonpay status.</p> <p>If employee would still be in nonpay/nonduty status had *** >the employee< not prevailed on the initial decision, process another furlough, suspension, or placement in nonpay status action to return employee to nonpay status. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/772.102(b)(3) as the authority. Otherwise, cite AGM/(MSPB decision number and date) as the authority.</p>	<p>1. Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief.</p> <p>3. Cite AGM/(MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly-required or a replacement action.</p> <p>5. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58).<</p>	Jump to listing of Remarks (Use as many remarks as are applicable)

Figure 32-3. Actions to Provide Interim Relief, Continued

21

#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
9	Employee appealed denial of a General Schedule within-grade increase (WGI)	Process SF-50 for an 867/Interim WGI , using Q9K/Reg. 531.414(a) as the authority. Cite in block 45 remark A25, "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." (See Note 1 >and 5<.)	Cancel this SF-50 and replace it with an 893/WGI effective on the date of the appellate decision ordering interim relief. Use Table 17-A to select the authority code and authority. Cancel any SF's 50 showing the step/salary resulting from the decision. (See Note 3.)	Process SF-50 for an 868/Termination of Interim WGI , using Q9M/Reg. 531.414(c) as the authority. Show in blocks 19 & 20 the step employee held prior to the 867 action and the salary for that step. Effective date is the date of the Merit Systems Protection Board's decision. Cite in block 45 remark N61/Per *** >Reg 531.223(f)<, the rate received solely during period of Interim WGI may not be used to establish highest previous rate.	<p>1. Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief.</p> <p>3. Cite AGM/(MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action.</p> <p>5. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58).<</p>	Jump to listing of Remarks (Use as many remarks as are applicable)

Figure 32-3. Actions to Provide Interim Relief, Continued

22

#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
10	Employee who remained on the rolls in pay and duty status appealed another action (for example, change to lower grade) or agency's failure to take an action (for example, failure to promote).	Process SF-50 for action directed by the decision, using R9N/Reg. 772.102(a) as the authority. Cite in block 45 remark A25, "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." (See Note 1.)	<p>Cancel the SF-50 that provided interim relief. (See Note 3.)</p> <p>If employee appealed an action that occurred (for example, change to lower grade), cancel it and all subsequent actions. Replace with the action that should have occurred; process all other actions that should have occurred since that date.</p> <p>If employee appealed agency's failure to take an action (e.g., failure to promote), process action ordered by final decision, as well as all others that should have occurred since that date. Cancel all SF-50s processed since that date that do not reflect the decision.</p>	Process SF-50 to return employee to pre-decision status (for example, change to lower grade if decision moved employee to a higher grade or reassignment if it moved employee to a different position at the same grade.) Cite as the authority R9P/Reg. 772.102(b).	<p>1. Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief.</p> <p>3. Cite AGM/(MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action.</p>	Jump to listing of Remarks (Use as many remarks as are applicable)

Tables

**Table 32-A. Cancellations, Corrections, Replacement Actions, and Newly Required Actions
(See Notes 1 and 2)**

>Notes and Remarks columns have been added.<

Rule	If	And	Then	And	Notes	Remarks
1	Action has been determined to be improper	It must be rescinded, withdrawn, or expunged from employee's records	Issue 001/Cancellation.		1. Instructions for using nature of action, legal authority, and remarks codes were implemented on 01/01/82. Follow the instructions in this Guide even if the effective date of the original action or of a newly required action is earlier than 01/01/82.	Jump to listing of Remarks (Use as many remarks as are applicable)
2	Errors appear in SF-50 data that are required by or that are reported to the Office of Personnel Management (OPM)		Issue 002/Correction.			
3		Errors appear in the "Remarks" block	Issue 002/Correction, showing <i>only</i> the correct remarks.	Make <i>no</i> reference on the action to the incorrect remark.		
4		The exact same error(s) appear(s) on more than one previous action	Issue 002/Correction for the most recent SF-50 on which the error(s) appear(s).	Make sure that all entries on the correction pertain to the action identified by the nature of action on the correction.		
5	Errors appear only in SF-50 information that is <i>not</i> required by or reported to OPM (such as the position number or appropriation code)		Correction SF-50 is <i>not</i> required by OPM.	The error may be corrected in pen and ink on the SF-50 or the agency may correct the errors on an SF-50 with a 900 series nature of action.	2. Pen-and-ink corrections may be made to correct SF-50 information that is not required by or reported to the Office of Personnel Management (OPM). However, under no circumstances may an agency "x" out or use pencil, pen and ink, "white-out" or erasures to correct SF-50 information that is required by or reported to OPM.	
6	A correction action should not have been processed because data on the original action were correct		Issue a second 002 action to correct the <i>original</i> action.	Use remark code C11 to indicate that the item is being corrected from the documentation on the first correction. For example: The Service Computation Date on a 130/Transfer was 04-09->22<. An 002/Correction was issued to change it to 04-12->22<. Now you decide that the original date was correct. Prepare another correction with 002/Correction in blocks 5A-B and 130/Transfer in blocks 6A-B. Enter in Remarks, "Corrects item 31 from 04-12->22<."		

Table 32-A. Cancellations, Corrections, Replacement Actions, and Newly Required Actions, Continued

24

Rule	If	And	Then	And	Notes	Remarks
7	Action that was cancelled must be replaced		Issue SF-50 with the nature of action, authority, and effective date that would have been used if action had been processed properly to begin with. Identify in blocks 46-50 the office that processes the replacement action, the date it is approved by the appointing official in that office, and the title of that official.	Make <i>no</i> reference to the action that was cancelled or to the reason for the replacement action.	1. Instructions for using nature of action, legal authority, and remarks codes were implemented on 01/01/82. Follow the instructions in this Guide even if the effective date of the original action or of a newly required action is earlier than 01/01/82. 2. Pen-and-ink corrections may be made to correct SF-50 information that is not required by or reported to the Office of Personnel Management (OPM). However, under no circumstances may an agency "x" out or use pencil, pen and ink, "white-out" or erasures to correct SF-50 information that is required by, or reported to, OPM.	Jump to listing of Remarks (Use as many remarks as are applicable)
8	Action is newly-required as a result of a cancellation		Prepare action using the nature of action, authority, and effective date that would have been used if action had been processed as it should have been. Enter in block 49 the date on which the appointing official actually approved the newly required action.	Make <i>no</i> reference to the reason the action is just now being processed.		

Table 32-B. Actions to Affect Cancellations and Corrections

>Notes and Remarks columns have been added.<

Rule	If	And	Then	And	Notes	Remarks	
1	Only one action was processed on the original SF-50	That action needs to be cancelled	Process one 001/ Cancellation action.	Remove action being cancelled from the Official Personnel Folder (OPF) and place with OPF copy of the Cancellation SF-50 in the appropriate subject file (for example, if cancellation is the result of a decision on an adverse action appeal, place in subject file for the appeal).	1. When employee is entitled to credit for service on an improper appointment, retain both the original SF-50 and the cancellation action in the folder. See paragraph 5d of this chapter.	Jump to listing of Remarks (Use as many remarks as are applicable)	
2		That action needs to be corrected	Process one 002/ Correction action.	File OPF copy of correction in OPF on top of action it corrects.			
3	Two actions were processed on the original SF-50	Both actions need to be cancelled	Process two SF 50s: an 001/Cancellation action for each of the actions on the original SF-50.	Remove actions being cancelled from OPF and place with OPF copies of the Cancellation SF-50s in the appropriate subject file (e.g., if cancellations are the result of a decision on an adverse action appeal, place in subject file for the appeal)			
4		Only one action needs to be cancelled		Prepare a replacement SF-50 to provide a record of the “good” action. Remove original SF-50s from OPF (see Rule 3 above) and file replacement SF-50 in OPF.			
5	Two actions were processed on the original SF-50	The errors or omissions appear <i>only</i> in blocks 5A-5F (first nature of action and authority) or 45 (remarks)	Process one 002/ Correction action.	File the OPF copy of the correction in the OPF on top of the SF-50 it corrects.			
6		The errors or omissions appear <i>only</i> in blocks 6A-6F (second nature of action and authority) or 45 (remarks)					
7		The errors or omissions appear in both blocks 5A-5F and 6A-6F (first and second natures of action and authorities)	Process two 002/ Correction actions.	File OPF copies of corrections in OPF on top of the SF-50 they correct.			
8		The errors or omissions appear in blocks 1-4, 7-44, or 46-50					

Table 32-C. Completion of SF-50 for Cancellations and Corrections

>Notes and Remarks columns have been added.<

Rule	If	Then	Notes	Remarks
1	Action being corrected is an appointment	Prepare complete SF-50. Enter remark C18 in block 45 to correct a remark on the original action or to add a remark that was omitted. If remarks on the original action were correct, use remarks required by Table 32-D to explain the SF-50 data being corrected and enter them in block 45. "Good" remarks (remarks that do not need corrections) do not have to be repeated in block 45 of the correction SF-50. (See Notes 1 and 2.)	1. Identify in blocks 46-48 the office that prepares the Correction or Cancellation, not the one that processed the action.	Jump to listing of Remarks (Use as many remarks as are applicable)
2	Action being corrected is a conversion to appointment			
3	Action being corrected is not described in Rules 1 and 2	Correction can be processed with either a "skeletonized" SF-50 or a complete SF-50. When a "skeletonized" SF-50 is used, complete the following blocks: 1. Name 2. SSN 3. Date of Birth 4. Effective date of action being corrected 5-A. Enter "002" 5-B. Enter "Correction" 6A-6B. Enter correct nature of action and code for action being corrected 6C-6F. Enter correct authorities and codes for action being corrected) Any blocks in which information is being corrected. 45. Enter remark C18 in block 45 to correct a remark on the original action or to add a remark that was omitted. If remarks on the original action were correct, use remarks required by Table 32-D to explain the SF-50 data being corrected and enter them in block 45. "Good" remarks (remarks that do not need corrections) do not have to be repeated in block 45 of the correction SF-50. 46-47. Employing department or agency and code 48. Personnel Office ID 49-50. Signature, title, and date (See Notes 1 and 2.)	2. Show in block 49 the date on which your appointing official approved the cancellation or correction. If an SF-52 was used, this usually will be the date on which the appointing official signed block C2 of the SF-52.	
4				

Table 32-F. Remarks Required on Cancellation Actions
27

Rule	If	Then	Notes	Remarks
5	Action is being cancelled	<p>A "skeleton" SF-50 may be used. Only the following blocks must be completed:</p> <ol style="list-style-type: none"> 1. Name 2. SSN 3. Date of Birth 4. Enter effective date shown on original action 5-A. Enter "001" 5-B. Enter "Cancellation") 5C-5F. Enter authorities and codes for the cancellation 6A-6B. Enter nature of action and code of action being cancelled 45. Remarks 46-47. Employing department or agency and code 48. Personnel Office ID 49-50. Signature, title, and date (See Notes 1 and 2.) 	<ol style="list-style-type: none"> 1. Identify in blocks 46-48 the office that prepares the Correction or Cancellation, not the one that processed the action. 2. Show in block 49 the date on which your appointing official approved the cancellation or correction. If an SF-52 was used, this usually will be the date on which the appointing official signed block C2 of the SF-52. 	Jump to listing of Remarks (Use as many remarks as are applicable)

Table 32-D. Remarks Required on Correction Actions

>Notes and Remarks columns have been added.<

Rule	If the Correction Is to	And	Required Remarks (See Note 1)	Notes	Remarks
1	Delete, add, or change a remark		C18	1. See Table 32-H to translate codes into actual remarks. 2. Agencies do not have the authority to approve a variation. All variation requests must be submitted by the agency's headquarters level to OPM for approval. Agencies may direct questions regarding a request for a variation to OPM's policy office at employ@opm.gov . For guidance on cancelling an improper action, see Table 32-E .	Jump to listing of Remarks (Use as many remarks as are applicable)
2	Change information (other than a remark) that is erroneous		C11		
3		The same error appears on one previous SF-50	C11, C08		
4		More than one previous SF-50 has the same error(s)	C11, C12		
5		The correction action is also used to correct different error(s) on previous action(s)	C11, C13		
6		The correction action is used to also add information omitted on a previous SF-50	C11, C09		
7	Add information other than a remark that was omitted		C17		
8		The same error appears on one previous SF-50	C17, C08		
9		More than one previous SF-50 has the same error(s)	C17, C12		
10		The correction action is used to also correct different errors on more than one previous SF-50	C17, C13		
11	Change the effective date of an accomplished separation to avoid an unintentional break in service made through administrative error in effecting a move between agencies		C10		
12	Give employee benefit of highest previous rate of pay		C19, P01		
13	Document a variation approved by OPM under Civil Service Rule V (See Note 2.)		M80, C21		

Table 32-E. Authority and Authority Code Required on Cancellation Actions

>Notes and Remarks columns have been added.<

Rule	If the Cancellation Is Ordered or Directed by	And the Employee	Then Authority Code Is	Authority Is	Notes	Remarks
1	The Merit Systems Protection Board (MSPB)	Is entitled to backpay	AGM and VWL	(Cite the MSPB decision number and date) and 5 U.S.C. 5596	>Reserved for future use.<	Jump to listing of Remarks (Use as many remarks as are applicable)
2		Is not entitled to backpay	AGM	(Cite the MSPB decision number and date)		
3	The Office of Personnel Management (OPM)	Is entitled to backpay	ADM and VWL	(Cite OPM directive and date) and 5 U.S.C. 5596		
4		Is not entitled to backpay	ADM	(Cite OPM directive and date)		
5	The Equal Employment Opportunity Commission (EEOC)	Is entitled to backpay	ARM and VWL	(Cite EEOC decision number and date) and 5 U.S.C. 5596		
6		Is not entitled to backpay	ARM	(Cite EEOC decision number and date)		
7	A court or an agreed-upon out-of-court settlement	Is entitled to backpay	ASM and VWL	(Cite the court decision number and date) and 5 U.S.C. 5596		
8		Is not entitled to backpay	ASM	(Cite the court decision number and date)		
9	A negotiated grievance procedure, an arbitrator, or Federal Labor Relations Authority	Is entitled to backpay	AXM and VWL	(Cite the official decision and date) and 5 U.S.C. 5596		
10		Is not entitled to backpay	AXM	(Cite the official decision and date)		
11	The head of the employing agency or ***>their< designee	Is entitled to backpay	UNM and VWL	(Cite agency directive or order, and date) and 5 U.S.C. 5596		
12		Is not entitled to backpay	UNM	(Cite agency directive or order, and date)		
13	An appointing officer under ***>their< delegated authority to take action on personnel matters, including the cancellation of actions that were processed in error	Is entitled to backpay	ATM and VWL	5 U.S.C. 302 and 5 U.S.C. 5596		
14		Is not entitled to backpay	ATM	5 U.S.C. 302		

Table 32-F. Remarks Required on Cancellation Actions

>Notes and Remarks columns have been added.<

Rule	If the Personnel Action Being Cancelled Is	And the Corrective Action Is (See Note 1)	And Employee Is	Required Remarks (See Note 2)	Notes	Remarks
1	Retirement for which person was found to be ineligible	Retroactive restoration	Entitled to back pay	C02, C27, C28	1. If a replacement SF-50 is prepared, see Table 32-G . 2. See Table 32-H to translate codes into actual remarks. 3. If OPM approves an agency's request for a variation and the action will not be cancelled, see rule 13 of Table 32-D for guidance on correcting the personnel action.	Jump to listing of Remarks (Use as many remarks as are applicable)
2			Not entitled to back pay	C02		
3	Separation, including a retirement not described in Rule 1 above	Retroactive restoration with other disciplinary action	Entitled to back pay	C03, C27, C28		
4			Not entitled to back pay	C03		
5		Retroactive restoration to former grade not described in Rules 3-4	Entitled to back pay	C03, C27, C28		
6			Not entitled to back pay	C03		
7		Retroactive restoration at a lower grade	Entitled to back pay	C07, C27, C28		
8			Not entitled to back pay	C07		
9		Resignation		C14		
10	Change to lower grade	Retroactive change to former grade	Entitled to back pay	C06 and C27		
11			Not entitled to back pay	C06		
12		Retroactive change to intermediate grade	Entitled to back pay	C04 and C27		
13			Not entitled to back pay	C04		
14	Suspension or furlough	A shorter period of suspension or furlough	Entitled to back pay	C14, C27, C28		
15			Not entitled to back pay	C14		
16		Cancellation of the entire action	Entitled to back pay	C14, C27, C28		
17			Not entitled to back pay	C14 and C28		

Table 32-F. Remarks Required on Cancellation Actions
31

Rule	If the Personnel Action Being Cancelled Is	And the Corrective Action Is (See Note 1)	And Employee Is	Required Remarks (See Note 2)	Notes	Remarks
18	An improper appointment, made through no fault of the employee (or a subsequent action resulting from such an improper appointment), that cannot be "legalized" (See Note 3.)	Cancellation, with the employee being allowed credit for service and benefits on that appointment		C20 and C21	1. If a replacement SF-50 is prepared, see Table 32-G . 2. See Table 32-H to translate codes into actual remarks. 3. If OPM approves an agency's request for a variation and the action will not be cancelled, see rule 13 of Table 32-D for guidance on correcting the personnel action.	Jump to listing of Remarks (Use as many remarks as are applicable)
19	Not described in Rules 1-18		Entitled to back pay	C14 and C27		
20			Not entitled to back pay	C14		

Table 32-G. Remarks Required on Replacement and Newly Required Actions

>Notes and Remarks columns have been added.<

Rule	If the SF-50 Is a	And Is Prepared by	Required Remarks (See Note 1)	Notes	Remarks
1	Replacement action	The same office that issued the action being cancelled	C15	1. Use Table 32-H to translate codes into actual remarks.	Jump to listing of Remarks (Use as many remarks as are applicable)
2		A different office than the one that issued the action being cancelled	C15, C16		
3	Newly required action	The same office that serviced the employee on the effective date of the action	[none]		
4		A different office than the one that serviced the employee on the effective date of the action.	C16		

Table 32-H. Remark Codes, Remarks, and Examples for Corrections and CancellationsReturn to Tables [32-A](#), [32-B](#), [32-C](#), [32-D](#), [32-E](#), [32-F](#), [32-G](#)

>Notes column has been added.<

Rule	If Remark Code Is	Then Remark Is	And an Example Is	Notes
1	C02	Employee found to be ineligible for (type) retirement.	"Employee found to be ineligible for voluntary retirement."	1. Repeat the remark for each SF-50 block being corrected. 2. Dates cited in remarks C08, C09, C12, and C13 are effective dates of the actions being corrected. 5. "To" date is the date of the action immediately preceding the one being corrected.
2	C03	Retroactive restoration.		
3	C04	Retroactive change to intermediate grade, level, or band.		
4	C06	Retroactive change to former grade, level, or band.		
5	C07	Retroactive change to lower grade, level, or band.		
6	C08	Also corrects same item(s) on personnel action (code and nature of action) dated (date).	"Also corrects same item on personnel action 702 Promotion dated 11-27-***>22<." (See Note 2.)	
7	C09	Also corrects (code and nature of action) effective (date), item (number), to add ().	"Also corrects 100 Career Appt. effective 08-07->22<***, item 34, to add `1'." (See Notes 1 and 2.)	
8	C10	Corrects date of separation from (date) to avoid a break in service when employee was appointed by (name of agency).	"Corrects date of separation from 12-17->22<*** to avoid a break in service when employee was appointed by Department of Agriculture."	
9	C11	Corrects item (number) from ().	"Corrects item 3 from 05-18-***>22<." (See Note 1.)	
10	C12	Also corrects same item(s) on all previous actions from (date) to (date).	"Also corrects same items on all previous actions from 05-10-***>22< to >11-12-***22<." (see Notes 2 and 5.)	
11	C13	Also corrects personnel action (code and nature of action), effective (date), item number () from ().	"Also corrects 170 Exc Appt, effective 10-16-***>22<, item number 24, from '3'." (See Notes 1 and 2.)	
12	C14	(Explain why the action is cancelled.)	"Cancels extension of appointment because the employee was converted to career-conditional before the effective date of the extension."	
13	C15	This Notification of Personnel Action replaces a previously executed one.		

Table 32-H. Remark Codes, Remarks, and Examples for Corrections and Cancellations, Continued

34

Rule	If Remark Code Is	Then Remark Is	And an Example Is	Notes
14	C16	This Notification of Personnel Action prepared by (name of employing office).	"This Notification of Personnel Action prepared by ***>Defense Information Systems Agency, Fort Meade, MD.<"	1. Repeat the remark for each SF-50 block being corrected.
15	C17	Completes item (number) which was omitted.	"Completes item 33, which was omitted." (See Note 1.)	
16	C18	Corrects item (number) to read: (enter only the correct remarks).		
17	C19	Corrects salary to give employee benefit of highest previous rate of basic pay.		3. See Chapter 3, Figure 3-2, for instructions on how to obtain guidance for determining the purposes for which service may be credited.
18	C20	Cancelled in accordance with OPM letter [or instructions] dated (date). This SF-50 being cancelled must be retained permanently in the employee's Official Personnel Folder.		
19	C21	Service from (date of appointment) to (date appointment was regularized or cancelled) may be credited >for: (list purposes for which employee will receive service credit).<	"Service from 11-07-***>22< through 12-02-***>22< may be credited for qualifications purposes, and for leave accrual and RIF retention purposes and for completion of initial appointment probation." (See Note 3.)	
20	C27	Entitled to backpay under 5 U.S.C. 5596 .		
21	C28	Active duty begins (date).	"Active duty begins 01-03-***>22<."	
22	C30	Nature of action and code shown on original action are no longer in use.		
23	M80	Variation under CS Rule 5 approved by OPM on (date).		
24	P01	Previously employed at (pay plan; grade, level, or band; rate).	"Previously employed at GS 13,***>81,216< p.a."	