

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

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Washington, DC 20415

February 9, 2014

## The Guide to Processing Personnel Actions

Update 65

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

This Guide and its Updates are available for viewing/printing on our web site ([www.opm.gov/feddata/persdoc.htm](http://www.opm.gov/feddata/persdoc.htm)). In lieu of contacting OPM, agency representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive Updates electronically. Unless an effective date is specified for a particular change within the table of the Summary of Changes that begins on the next page, the effective date of guidance in this document is the date shown at the top of this page.

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

## The Guide to Processing Personnel Actions (2)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
4-55 thru 4-56	Update 46 January 7, 2007	4-55 thru 4-56	Updates regulatory and statutory citations in column three, rules 14-18 of Table 4-C.
11-33 thru 11-34	Update 61 January 27, 2013	11-33 thru 11-34	Effective January 17, 2014, per Pub. Law 113-76 (section 741 of title VII of division E), adds new rule 60 to Table 11-C reflecting when to use new Remark Code P83.
13-13 thru 13-14	Update 61 January 27, 2013	13-13 thru 13-14	Effective January 17, 2014, per Pub. Law 113-76 (section 741 of title VII of division E), adds new rule 9 to Table 13-C reflecting when to use new Remark Code P83.
13-17	Update 61 January 27, 2013	13-17	Effective January 17, 2014, per Pub. Law 113-76 (section 741 of title VII of division E), adds new rule 22 to Table 13-D reflecting new Remark Code P83.
14-19 thru 14-20	Update 60 October 18, 2012	14-19 thru 14-20	Updates reference from “The Guide to Personnel Data Standards” to “The Guide to Data Standards” in Note 3 of Table 14-C as this manual has been retitled.
14-23 thru 14-24	Update 45 August 6, 2006	14-23 thru 14-24	Updates reference from “The Guide to Personnel Data Standards” to “The Guide to Data Standards” in Note 3 of Table 14-E as this manual has been retitled.
14-35 thru 14-36	Update 45 August 6, 2006	14-35 thru 14-36	Updates reference from “The Guide to Personnel Data Standards” to “The Guide to Data Standards” in Note 2 of Table 14-H as this manual has been retitled.
14-49 thru 14-53	Update 45 August 6, 2006	14-49 thru 14-53	1) Effective January 17, 2014, per Pub. Law 113-76 (section 741 of title VII of division E), adds new rule 40 to Table 14-K reflecting new Remark Code P83. 2) Effective January 17, 2014, per Pub. Law 113-76 (section 741 of title VII of division E), adds new rule 32 to Table 14-L reflecting when to use new Remark Code P83 and renumbers remaining rules accordingly.

## The Guide to Processing Personnel Actions (3)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
17-15	Update 64 October 6, 2013	17-15	1) Updates the reference in the second column of rule 5, Table 17-B from “i.e.” to “e.g.” 2) Adds reference in Note 2 to “5 CFR” for the existing regulatory citation.
30-15 thru 30-18	Update 64 October 6, 2013	30-15 thru 30-18	1) Effective January 17, 2014, per Pub. Law 113-76 (section 741 of title VII of division E), adds new rule 42 to Table 30-B reflecting new Remark Code P83. 2) Effective January 17, 2014, per Pub. Law 113-76 (section 741 of title VII of division E), adds new rule 22 to Table 30-C reflecting when to use new Remark Code P83 and renumber old rules 21 and 22 as rules 20 and 21, respectively.
31-35 thru 31-40	various	31-35 thru 31-40	1) Effective January 17, 2014, per Pub. Law 113-76 (section 741 of title VII of division E), adds new rule 78 to Table 31-C reflecting new Remark Code P83. 2) Corrects typographical error in the third column of rule 10 of Table 31-D. 2) Effective January 17, 2014, per Pub. Law 113-76 (section 741 of title VII of division E), adds new rule 39 to Table 31-D reflecting when to use new Remark Code P83 and renumber old rules 38 and 39 as rules 37 and 38, respectively.

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**Table 4-C. Determining the Pay Rate Determinant (PRD)**

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
1	Receives a scheduled rate and is not covered by one of the codes below				0
2	Is paid a special rate or a special pay supplement, established under appropriate authority to recruit or retain well qualified individuals in selected agencies, occupations, work levels, and locations.	does not have retained grade	employee is appointed at a superior qualifications rate		5 (See Notes 2, 3 and 4)
3			employee is not appointed at a superior qualifications rate		6 (See Notes 3 and 4)
4		has retained grade	employee occupies a different position than that held before the grade reduction		E (See Notes 3 and 4)
5			employee occupies the same position		F (See Note 3)
6		is also entitled to a special rate			5 (See Notes 2, 3 and 4)
7	is not entitled to a special rate		7 (See Notes 1, 3 and 4)		

**Table 4-C. Determining the Pay Rate Determinant (PRD), continued**

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
8	Retains grade for a 2-year period	occupies the same position	is not entitled to a special rate		B (See Notes 3 and 4)
9			is entitled to a special rate		F (See Notes 3 and 4)
10			receives retained pay		U
11		occupies a different position	is not entitled to a special rate		A (See Notes 3 and 4)
12			is entitled to a special rate		E (See Notes 3 and 4)
13			receives retained pay		V
14	Is entitled to retained pay for reasons other than service in the Senior Executive Service and rules 21 through 24	entitlement is under 5 U.S. C. 5363(a)(1), 5 U.S.C. 5363(a)(3), 5 CFR 536.301 (except >5 CFR 536.301(a)(3) and 5 CFR 536.301(a)(6)), or 5 CFR 536.302<	employee occupies the same position	has retained grade	U
15				does not have retained grade	J
16			employee occupies a different position	has retained grade	V
17				does not have retained grade	K
18		entitlement is under >5 U.S.C. 5363(a)(2), 5 CFR 536.301(a)(3), or 5 CFR 536.301(a)(6)<			3

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

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

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
60	>Employee is a senior political appointee whose position is subject to the provisions of Pub. Law 113-76 (section 741 of title VII of division E)		P83	The pay rate of an employee occupying a position subject to Pub. Law 113-76 (section 741 of title VII of division E) shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013.<
61	Employee's total salary includes payment for AUO		P81	Salary in block 20 includes AUO of \$_____.
62	<b>Reserved</b>			
63	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$_____.
64	Employee who is reemployed under FICA, CSRS, or CSRS-Offset, is eligible to elect FERS as provided in Chapter 11 of <a href="#">The CSRS and FERS Handbook</a>	Employee has been given SF 3109, FERS Election of Coverage, and receipt copy has been filed in employee's OPF	B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. SF 3109 provided to employee.
65	Employee's retirement code will be "C," "E," "K," "L," "M," or "N"		M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos")
66	Employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under FERS	M46	Employee is covered by FERS because of previous election.
67	Employee's retirement code will be "K," "L," "M," "N," "KR", "LR", "MR", or "NR"	Rule >66< does not apply	M45	Employee is automatically covered under FERS or FERS-RAE.
68	Employee has elected to retain coverage under a retirement system for NAF employees		B63	Elected to retain coverage under a retirement system for NAF employees.



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

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

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And the Employee</i>	<i>Then Codes for Remarks are (See Note for this table)</i>
9	> Employee is a senior political appointee whose position is subject to the provisions of Pub. Law 113-76 (section 741 of title VII of division E)			P83<
10	Action is an appointment or a conversion to appointment under which employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under the Federal Employees Retirement System (FERS)		M46
11	Action is an appointment or a conversion to appointment under which employee's retirement code will be "K," "L," "M," "N", "KR", "LR", "MR", or "NR"	Rule 10 does not apply		M45
12	Employee is eligible to elect Federal Employees Retirement System (FERS) as provided in Chapter 11 of <a href="#">The CSRS and FERS Handbook for Personnel and Payroll Offices</a>	Employee has been given Standard Form 3109, FERS Election of Coverage, and receipt copy has been filed in his or her Official Personnel Folder		B60
13	Employee has elected to retain coverage under a retirement system for employees of a Nonappropriated Fund Instrumentality.			B63
14	Office that provides personnel service (including Official Personnel Folder maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and Official Personnel Folder is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B)			M10
15	Will be reemployed annuitant			A17

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

<i>R U L E</i>	<i>If Code is</i>	<i>Then Remark is</i>
14	M39	Creditable Military Service: (enter yrs and mos, e.g., “6 yrs, 7 mos”) [This remark is not required for reemployed Civil Service annuitants. For other employees, when there is no prior military service, enter “none;” otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]
15	M40	Previous Retirement coverage: (enter “never covered” or “previously covered”) [”Previously covered” indicates that employee was previously covered by the CSRS or the FERS.]
16	M45	Employee is automatically covered under FERS or FERS-RAE..
17	M46	Employee is covered by FERS because of previous election.
18	M97	Employee subject to post-employment restrictions under 18 USC 207(c).
19	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
20	P10	Annuity at present is \$ pa. (See Note 2 of this table)
21	P48	Salary may not be reduced below salary earned immediately prior to SES conversion with any future involuntary action while continuously employed.
22	>P83	The pay rate of an employee occupying a position subject to Pub. Law 113-76 (section 741 of title VII of division E) shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013.<
23	P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. (see Note 3 of this table)
24	T55	Tenure as used for 5 U.S.C. 3502 is not applicable to the Senior Executive Service.

## NOTES:

1. Remark E23 is used only when employee is a preference eligible.
2. To determine the annual (pa) rate, multiply by 12 the gross monthly annuity shown on the notice of annuity adjustment from the Office of Personnel Management.
3. When the employee submits the notice of annuity adjustment, follow your agency’s procedures to forward it to the payroll office.

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**Table 14-C. Promotions in the Excepted Service**

<i>R U L E</i>	<i>If the Basis of Promotion Is</i>	<i>And the Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 2 of this table)</i>	
1	Promotion of a VRA appointee	Is not on a temporary basis	702	Promotion	J8M	Pub. L. 107-288		
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)**

<i>R U L E</i>	<i>If the Basis of Promotion Is</i>	<i>And the Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 2 of this table)</i>
8	Pathways Fellow	Is not on a temporary basis	702	Promotion	YEM	Reg. 362.405(c)	
9	Assignment (under circumstances not covered in Rules 1-8) to a position which can be filled under the authority that was used for employee's appointment	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 of this table)	
10		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 of this table)	
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)	

## NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.  
If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.
2. See Table 14-L to translate codes into actual remarks.
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](#)<
4. A Pathways Intern NTE cannot be promoted. Document change to the new position with a conversion to new appointment (see paragraph 1b(3) on page 14-3 of this chapter).

**Table 14-E. Reassignments in the Excepted Service**

<i>R U L E</i>	<i>If Reassignment Is</i>	<i>Then NOAC Is</i>	<i>Nature of Action Is</i>	<i>Legal Auth Code Is (See Notes below)</i>	<i>And Legal Authority Is</i>
1	Of a VRA appointee	721	Reassignment	J8M	Pub. L. 107-288
2	Of a non-U.S. citizen serving overseas under CS Rule 8.3			BPM	CS Rule 8.3
3	Effected 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 appt.)	(Same authority as was used for the appointment)

## NOTES:

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).
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 with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.
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](#).<

**Table 14-F. Reassignments in the Senior Executive Service**

<i>R U L E</i>	<i>If Employee Is</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is (See Notes below)</i>	<i>And Authority Is</i>
1	Serving on an SES Career Appt	Action results from an unsatisfactory performance rating	721	Reassignment	VFJ	5 U.S.C. 4314(b)(3)
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

## NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.



**Table 14-H. Changes to Lower Grade, Level or Band in the Excepted Service (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>If the Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
16	An order of the Merit Systems Protection Board			713	Chg to Lower Grade, Level or Band	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 as was used for the appt)	5 U.S.C. 75 and (same authority as was used for the appt)	
18			Is effected under agency procedures that are equivalent to those required under 5 U.S.C. chapter 75			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 Excepted Service (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>If the Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
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 effected under conditions not covered in Rules 17 and 18	713	Chg 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)	

## NOTES:

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 with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.
3. See Table 14-L to translate codes into actual remarks.

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

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

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

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>Then Code For Remark Is (See Note at the end of this table)</i>
34	Is being reassigned or voluntarily changed to a lower grade	Agency modified OPM qualification standards to qualify employee for the position	K01
35	Is being placed on a position for which qualifications have been waived as authorized under 5 CFR 351.703		K02
36	Is being retained on the agency's rolls under a temporary exception to RIF release	The retention has been documented with a 755/Exception to RIF Release action	K60
37	Will receive payment for AUO as part of his or her total salary		P81
38	Is detailed to a State or local government, or other eligible organization under the IPA		K46
39	Will receive availability pay as part of his or her total salary		P99
>40	Is a senior political appointee whose position is subject to the provisions of Pub. Law 113-76 (section 741 of title VII of division E)		P83<

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

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

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

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

<i>R U L E</i>	<i>If Code Is</i>	<i>Then The Remark Is</i>
17	K20	Full performance level of employee's position is (enter pay plan and grade, level or band).
18	K23	Result of change in classification standards.
19	K26	Result of additional duties and responsibilities.
20	K27	Result of position review.
21	K43	Result of failure to satisfactorily complete probationary period for a supervisory (or managerial) position.
22	K46	Detailed to (enter name of State or local government or educational institution) under the Intergovernmental Personnel Act (IPA)
23	K50	From Position Change NTE (date).
24	K60	Action is in lieu of RIF separation of employee retained under temporary exception.
25	M20	Action at employee's request.
26	P01	Previously employed at (pay plan; grade, level or band; rate).
27	P05	Special rate under 5 U.S.C. 5305.
28	P17	Entitled to retained (or saved) rate of pay until (date); otherwise pay would be (pay plan; grade, level or band; and step if applicable).
29	P19	Salary includes WGI for which employee became eligible on (date).
30	P72	Salary in block 20 includes supervisory differential of \$_____.
31	P81	Salary in block 20 includes AUO of \$_____.
>32	P83	The pay rate of an employee occupying a position subject to Pub. Law 113-76 (section 741 of title VII of division E) shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013.<
>33<	P99	Salary in block 20 includes availability pay of \$_____.

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

<i>R U L E</i>	<i>If Code Is</i>	<i>Then The Remark Is</i>
>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.

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**Table 17-B. Pay Changes Under the Senior Executive Service Pay System (SES)**

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code</i>	<i>Authority is</i>
1	Performance-based pay increase provided on an annual cycle (e.g., under 5 CFR 534.404(d) or (e)(1))	891	Reg Perf Pay	Q3A	(Cite appropriate law, E.O., or regulation that authorizes the action)
2	Performance-based pay increase provided on an irregular basis (e.g., under 5 CFR 534.404(c)(4)(i))	892	Irreg Perf Pay	Q3B	(Cite appropriate law, E.O., or regulation that authorizes the action)
3	A pay increase for a member of the SES not to exceed the amount necessary to maintain the SES member's relative position in the SES rate range (i.e., under 5 CFR 534.404(b)(4))	890	Misc Pay Adj	Q3C	Reg. 534.404(b)(4)
4	Other pay increase which <b>does not begin</b> a new 12-month period for the purpose of applying the 12-month rule (e.g., under 5 CFR 534.404(c)(3)(vii) or 534.406(c))			Q3D	(Cite appropriate law, E.O., or regulation that authorizes the action)
5	Other pay increase which <b>begins</b> a new 12-month period for the purpose of applying the 12-month rule (>e.g.,< under 5 CFR 534.404(c)(4)(ii) or (iii))			Q3E	(Cite appropriate law, E.O., or regulation that authorizes the action)
6	Rate reduction for performance or disciplinary reasons (i.e., under 5 CFR 534.404(b)(6))	897	Pay Reduct	Q3F	Reg. 534.404(b)(6)

## Notes:

1. If an SES member is granted a retroactive pay increase under 5 CFR 534.404(f)(1), the increase may be a combination of increases under rules 1 and 3. The increases must be separately documented, just as they would have been if the increases had been put into effect at earlier time.
2. If an SES member is granted a pay increase under >5 CFR< 534.404(f)(2) and the previous determination is performance-based, then rule 2 applies. If the previous determination is **not** performance-based, then rule 4 applies.
3. If an SES member is granted a pay increase under 5 CFR 534.404(c)(4)(iv) and the increase is performance-based, then rule 2 applies. If the increase is **not** performance-based, then rule 5 applies.
4. If an SES member receives a pay adjustment under 5 CFR 534.404(h) upon transfer, document the action using Rule 15 or 16, as appropriate, in Chapter 13, Table 13-A.
5. Due to statutory changes under Public Law 110-372, October 8, 2008, 5 CFR 534.404(e)(2) may no longer be used as an authority.

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Use Remark(s) (See Note 1 of this table)</i>
36	Employee was entitled to Sole Survivorship veterans preference	Block 23 of the SF-50 reflects “7”		E59
37	Employee's total salary includes payment for administratively uncontrollable overtime			P82
38	Employee's total salary includes a supervisory differential			P80
39	Reserved			
40	Employee's total salary includes availability pay			P98
41	Employee has elected to retain coverage under a retirement system for Non-appropriated Fund Instrumentality employees			B63
>42	Employee is a senior political appointee whose position is subject to the provisions of Pub. Law 113-76 (section 741 of title VII of division E)			P83<

NOTES:

1. Use as many remarks as are applicable; see Table 30-C to translate remarks codes into the actual remarks to be shown on the Standard Form 50.
2. Do not enter on Standard Form 50 information unfavorable to the employee unless the employee was notified in writing of agency proposal or decision to take adverse action based on that information.
3. See list of offenses barring annuity payments in 5 U.S.C. chapter 83, subchapter II.
4. Place this remark only on payroll copy of Standard Form 50.
5. See [The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices](#) for information about determining whether an involuntary separation is due to gross misconduct.
6. Follow instructions in Figure 6-4 to convert hours worked to months and days of service credit. Standard Form 50 remarks are used as the basis for future service computation date calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the *credit* to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the “35 hours equals 6 days of service credit.” When information is not immediately available, prepare the Standard Form 50 without it. Add it later by correcting the Standard Form 50.

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

<i>R U L E</i>	<i>If Code is</i>	<i>The Remark is</i>
1	B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
2	B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
3	B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.
4	B63	Elected to retain coverage under a retirement system for NAF employees.
5	E59	When "7" is reflected in block 23 above, employee is entitled to No Points/Sole Survivorship Preference.
6	G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
7	G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
8	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
9	M26	Employee was advised of opportunity to file grievance and elected to do so.
10	M27	Employee was advised of opportunity to file grievance and elected not to do so.
11	M58	No SES reinstatement rights.
12	M61	Possible 5 U.S.C. chapter 83, subchapter II, case.
13	M67	Forwarding address:
14	N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
15	N26	Lump-sum payment to cover (number) hours ending (date and hour).
16	N27	Lump-sum payment to be made for any unused annual leave.

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

<i>R U L E</i>	<i>If Code is</i>	<i>The Remark is</i>
17	P05	Special rate under 5 U.S.C. 5305.
18	P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
19	P18	Retained rate period expires (date). Effective (date) pay will be (amount).
>20<	P80	Salary in block 12 includes supervisory differential of \$_____.
>21<	P82	Salary in block 12 includes AUO of \$_____.
>22	P83	The pay rate of an employee occupying a position subject to Pub. Law 113-76 (section 741 of title VII of division E) shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013.<
23	P98	Salary in block 12 includes availability pay of \$_____.
24	R20	Reason for retirement: to obtain retirement benefits.
25	R21	Reason for Retirement:
26	R22	Elected to receive workers' compensation in lieu of a retirement annuity.
27	R55	Refused job offer because: (reasons given by the employee).
28	S23	Agency Finding: No other information available.
29	S25	Agency Finding: (State the specific, factual reason known to the agency as to why the employee retired).
30	S34	Agency Finding: Retired after receiving written notice on (date) of decision to separate for (reasons).
31	S35	Agency Finding: Retired after receiving written notice on (date) of decision to demote for (reasons).
32	S36	Agency Finding: Retired after receiving written notice on (date) of decision to suspend for (reasons).

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>
74	Employee will have reemployment rights			M64
75	Employee is separating from an excepted service appointment, a Senior Executive Service appointment, or a temporary or term appointment in the competitive service	Is a nonveteran who previously held a career-conditional appointment	Current employment occurred within 3 years after separation from that career-conditional appointment	M83
76	Action is a 357/Termination	Reason for the action is not described in Rules 1-75 and employee was serving on an appointment that did provide appeal rights (see Note 2 of this table)		S48
77	Action is a 330/Removal			S47
>78	Employee is a senior political appointee whose position is subject to the provisions of Pub. Law 113-76 (section 741 of title VII of division E)			P83<

## NOTES:

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

## NOTES (Continued):

6. These instructions do not apply when action is 352/Termination-Appt in (agency).
7. Follow instructions in Figure 6-4 to convert hours worked to months and days of service credit. Standard Form 50 remarks are used as the basis for future service computation date calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the *credit* to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the 35 hours equaled 6 days of service credit.
8. See [The Employees Health Benefits Handbook](#) for information about determining whether an involuntary separation is due to gross misconduct.



**Table 31-D. Codes and Corresponding Remarks**

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
1	B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract).
2	B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract).
3	B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.
4	B61	You appear to be eligible for early deferred retirement benefits at age (enter eligibility age). If you have questions, contact your agency retirement counselor.
5	B62	You appear to be eligible for immediate MRA + 10 retirement annuity. If you have questions, contact your agency retirement counselor.
6	B63	Elected to retain coverage under a retirement system for NAF employees.
7	B69	Employee has assigned ownership of the life insurance coverage. Assignment terminates 31 days after separation date unless employee is entitled to continued coverage before that date.
8	B76	FEGLI coverage continues at no cost to you until your time in nonpay status totals 12 months. If you are in active duty military status, you may elect to continue FEGLI coverage for an additional 12 months by paying both the employee and agency premiums (Basic coverage) and by paying the entire cost (Optional coverage). Per Section 1102 of Public Law 110-181, you must make the election before the end of your first 12 months in nonpay status. Contact your servicing Human Resources Office or see the FEGLI Handbook at <a href="http://www.opm.gov/insure/life">http://www.opm.gov/insure/life</a> for detailed information.
9	E59	When "7" is reflected in block 23 above, employee is entitled to No Points/Sole Survivorship Preference.
10	G29	Intermittent employment totaled (number) hours in work status from (date) to (date). [Note: When information on work status is not immediately available, prepare Standard Form 50 without it. Process a 002/Correction action to add the information to the Standard Form 50 later.]
11	G30	Intermittent employment totaled (number) hours in work status from (date) to (date). [Note: When information on pay status is not immediately available, prepare Standard Form 50 without it. Process a 002/Correction action to add the information to the Standard Form 50 late.]
12	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.

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

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
13	M04	Under P.L. 96-8, is entitled to continue FEGLI and health benefits. Has reemployment rights in (agency from which separated) or successor agency upon separation from the Institute, subject to such time period and other conditions as the President may prescribe.
14	M26	Employee was advised of opportunity to file grievance and elected to do so.
15	M27	Employee was advised of opportunity to file grievance and elected not to do so.
16	M58	No SES reinstatement rights.
17	M60	Information on possible 5 U.S.C. chapter 83, subch. II, case may be obtained from (enter name & address). [Note: Enter this remark on payroll copy only of Standard Form 50.]
18	M61	Possible 5 U.S.C. chapter 83, subch. II, case. [Note: Enter this on payroll copy only of Standard Form 50.]
19	M62	You have reemployment rights in (agency) under 5 U.S.C. 3582 provided separation is no later than (enter period) after the date of entry on duty in (name of international organization) and you apply to this agency within 90 days from date of your separation.
20	M64	You have employment rights in (agency) for (how long) under (authority).
21	M67	Forwarding address:
22	M83	The 3-year limitation eligibility for reinstatement is extended by the period you serve on excepted, SES, term, or temporary appointment.
23	N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
24	N11	Employee is entitled to 45 calendar days of continuation of regular pay under 5 U.S.C., chapter 81, section 8118.
25	N12	Expected to be paid under 5 U.S.C. chapter 81 following 45 calendar days COP period.
26	N20	Severance pay to be resumed by (agency responsible for severance pay fund).
27	N21	Severance pay to be recomputed by (agency responsible for severance pay fund).
28	N22	Entitled to (\$ ) severance pay fund to be paid at the rate of (\$ ) per week over (number) weeks beginning (date).

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

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
29	N23	Not entitled to severance pay.
30	N26	Lump-sum payment to cover (number) hours ending (date and hour).
31	N27	Lump sum payment to be made for any unused annual leave.
32	N59	OPF retained by (name & address of office).
33	P05	Special rate under 5 U.S.C. 5305.
34	P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
35	P18	Retained rate period expires (date). Effective (date) pay will be (amount).
36		Reserved
>37<	P80	Salary in block 12 includes supervisory differential of \$_____.
>38<	P82	Salary in block 12 includes AUO of \$_____.
>39	P83	The pay rate of an employee occupying a position subject to Pub. Law 113-76 (section 741 of title VII of division E) shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013.<
40	P98	Salary in block 12 includes availability pay of \$_____.
41	R19	Reason for resignation: (Enter reason given by employee. When reason is too lengthy to fit into block 45 of the Standard Form 50, it should be summarized).
42	R52	Reason(s) for declination of assignment: (enter reason(s)).
43	R53	Reason(s) for declination of relocation: (enter reason(s)).
44	R55	Refused job offer because: (reasons given by employee).

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

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