

U.S. OFFICE OF PERSONNEL MANAGEMENT OPERATING MANUAL UPDATE

Washington, DC 20415

January 7, 2007

The Guide to Processing Personnel Actions

Update 46

***** NOTICE*****

This Guide and its Updates are available for viewing/printing on our web site (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. As we previously advised in Update 41, individual pages of chapters being revised no longer show the effective date as a footnote. Unless an effective date is specified directly within the tables of the Summary of Changes, the effective date of guidance in this document is the date shown at the top of this page.

Distribution: Operating Manual, THE GUIDE TO PROCESSING PERSONNEL ACTIONS

Inquiries: For inquiries about information in this Update, Human Resources personnel should contact the Division for Strategic Human Resources Policy, Deputy Associate Director – Center for HR Systems Requirements & Strategies, Personnel Systems Group by email at owi@opm.gov.

The Guide to Processing Personnel Actions (2)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
4-55 thru 4-58	Update 45 August 6, 2006	4-55 thru 4-58	Adds new Note 4, retroactive to October 2006, on page 5-58 and, consequently, adds references to Note 4 in rules 2-9, and 11-12 of Table 4-C.
6-7 thru 6-12	Various	6-7 thru 6-12	<p>1) Adds new section 1-6c on page 6-7, retroactive to October 17, 2006, providing guidance on crediting active duty uniformed service towards the SCD-Leave for employees appointed while on terminal leave pending retirement; and re-titles section previously shown as “c” to “d”.</p> <p>2) Updates pages 6-11 thru 6-12 to reflect the SF-813 as revised September 2006. (The revised pages are not included in this Update package. To obtain a copy of the revised SF-813 go to http://www.opm.gov/forms/html/sf.asp.)</p>
6-25 thru 6-28	Various	6-25 thru 6-29	<p>1) Revises title of the SF-144a shown on page 6-26 to “Statement of Prior Creditable Service – Worksheet; and modifies the section of the SF-144a entitled “Instructions” to read “Additional Instructions”.</p> <p>2) Adds new rule 7 to Table 6-1 documenting a change in the SCD-Leave when an employee receiving credit for prior non-Federal service or active duty uniformed service (5 U.S.C. 6303(e)) fails to complete one full year of continuous service with appointing agency.</p> <p>3) Moves “Note” previously shown at end of Table 6-1 from page 6-28 to page 6-29.</p>

The Guide to Processing Personnel Actions (3)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
9-35 thru 9-36	Update 43 July 25, 2004	9-35 thru 9-36	Deletes reference to Sec. 213.3102 “(t)” and “(gg)” in rules 30 and 31 of Table 9-G as these authorities are obsolete effective January 23, 2007.
14-15 thru 14-16	Update 45 August 6, 2006	14-15 thru 14-16	Deletes rule 11 and abolishes legal authority “MBM” as Reg. 316.201(b) referencing TAPER promotions is obsolete.
17-1 thru 17-35	Various	17-1 thru 17-35	<p>1) Reissues Chapter 17 in its entirety, and the changes that follows below are effective beginning with the first pay period occurring on or after January 1, 2007.</p> <p>2) Updates NOACs shown in chapter heading to include 890, 896, and 897; and deletes reference to 895 in the heading and throughout the remainder of Chapter 17 as NOAC 895/Locality Payment is abolished. Actions previously documented with NOAC 895 will be documented with NOAC 894/Gen Adj.</p> <p>3) Updates “Contents” on page 17-1 to include reference to new Table 17-B “Pay Changes Under the Senior Executive Service Pay System; revises the title of Table 17-D to “Pay and Step Changes Under Pay Systems Not Captured in Tables 17-A thru 17-C”; and deletes reference that Table 17-E is reserved as the Table formerly titled 17-F has been re-titled as 17-E.</p>

The Guide to Processing Personnel Actions (4)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
17-1 thru 17-35	Various	17-1 thru 17-35	<p>4) Updates “Coverage” section on page 17-3 to include reference to Miscellaneous Pay Adjustment, Performance-based Pay Increase Provided on Regular Cycle, Performance-based Pay Increase Provided on Irregular Basis, Within-range Increase Provided on Regular Cycle, General Market or Structural Pay Adjustment, Group-based Pay Increase, and Within-range Reduction; deletes reference to Locality Payment, Pay Adjustment, Within-grade Increase, and Quality Step Increase; and adds reference that guidance on processing bonuses, awards or other incentives is found in Chapter 29.</p> <p>5) Deletes definition for “IGA continued rate of pay” as the term is obsolete in this Guide.</p> <p>6) Updates the following definitions beginning on page 17-4: locality payment; pay adjustment; rate of basic pay; and step adjustment.</p> <p>7) Deletes definition for “Retention Incentives from page 17-4, and deletes references to NOAC 827/Retention Incentive throughout the chapter because guidance on retention incentives has been moved to Chapter 29.</p> <p>8) Revises the term “Special Salary Rates” to “Special Rates” and updates its definition shown on page 17-4.</p> <p>9) Adds new definition for “within-range increase (WRI)” on page 17-5 in lieu of the definition for Within-grade Increase (WGI).</p> <p>10) Updates references from “within-grade increase” to “within-range increase” in Section 5a.</p>

The Guide to Processing Personnel Actions (5)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
17-1 thru 17-35	Various	17-1 thru 17-35	<p>11) Updates the description for Tables 17-A and 17-D in Step 1 of the Job Aid on page 17-7 and adds a reference to Table 17-B “Senior Executive Service Pay System” which has been newly added.</p> <p>12) Revises “change in allowance/differential” to “change in differential” in Step 4 of the Job Aid on page 17-7.</p> <p>13) Updates reference for “within-grade increase” to “within-range increase” in Step 6 of the Job Aid on page 17-8.</p> <p>14) Reformats Tables 17-A, 17-C, and 17-D.</p> <p>15) Updates references in Rules 1, 3, and 5 in Table 17-A from “see Note 7” to “see Note 6”.</p> <p>16) Revises the translation for NOAC 894 to “Gen Adj” in lieu of “Pay Adj” as appropriate throughout Tables 17-A, 17-C, 17-D, and 17-E.</p> <p>17) Adds references to new NOAC 890/Misc Pay Adj in Tables 17-A, 17-B, 17-C, 17-D, and 17-E.</p> <p>18) Updates description of basis for action in Rules 9-13 Table 17-A.</p> <p>19) Updates the description in column 3 in Rule 11 of Table 17-A.</p> <p>20) Revises translation for legal authority QUM to “Reg.531.242” in lieu of “Reg.531.242(a)” in rule 13 of Table 17-A, and adds new legal authority QUA/Reg. 531.241.</p> <p>21) Updates references in Rules 14 and 29 in Table 17-A from “see Notes 7 and 8” to “see Notes 6 and 7”.</p>

The Guide to Processing Personnel Actions (6)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
17-1 thru 17-35	Various	17-1 thru 17-35	<p>22) Updates description of basis for action in Rule 22 to reference “5 U.S.C. 5363(e)(2) in lieu of “5 U.S.C. 5363” in Table 17-A.</p> <p>23) Revises the translation for NOAC 810 to “Chg in Diff” in lieu of “Chg in Allow/Diff” in Rule 24 of Table 17-A.</p> <p>24) Revises the translation for legal authority code Z2S to “5 U.S.C. 5545a” in lieu of “P.L. 103-329, Sec. 633” in Rule 26 of Table 17-A and Rule 9 of Table 17-D.</p> <p>25) Updates description of basis for action in Rules 27 and 29 of Table 17-A.</p> <p>26) Updates description of basis for action in Rule 28 of Table 17-A; and adds new legal authority code QUB/Reg. 530.303(d).</p> <p>27) Revises Note 3 of Table 17-A on page 17-14; deletes notation that Note 5 has been deleted and renumbers remaining Notes thereafter.</p> <p>28) Adds new Table 17-B for pay changes under the SES pay system (SES pay changes were formerly captured in Table 17-D, but are now deleted from Table 17-D); establishes new legal authority codes Q3C/Reg. 534.404(b)(4), Q3D/Cite appropriate law, E.O., or regulation that authorizes the action), Q3E/Reg. 534.404(h), and Q3F/Reg. 534.404(b)(6); establishes new NOAC 897/Pay Reduct in rule 6 of Table 17-B and in rule 6 of Table 17-D; and abolishes legal authority codes VWT, VWZ, and VWH which were previously shown in Table 17-D and which documented SES pay changes.</p> <p>29) Updates regulatory citation in the description of basis for action in Rule 16 of Table 17-C to 5 U.S.C. 5363(e)(2) in lieu of 5 U.S.C. 5363.</p>

The Guide to Processing Personnel Actions (7)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
17-1 thru 17-35	Various	17-1 thru 17-35	<p>30) Deletes reference to NOAC 810 in Table 17-C and 17-D as NOAC 810, as revised, is no longer applicable under the systems covered by these tables.</p> <p>31) Deletes reference on page 17-25 that Note 1 is reserved, and renumbers remaining Notes accordingly and updates such references throughout Table 17-C.</p> <p>32) Add new rule 1 for general market or structural pay adjustment.</p> <p>33) Establishes new NOAC 896/Group Inc in rule 5 of Table 17-D.</p> <p>34) Updates description of basis for action in Rule 7 of Table 17-D for step adjustments.</p> <p>35) Adds new Notes 2 thru 4 to Table 17-D, and adds references to such Notes within the Table.</p> <p>36) Revises text of remark code X44 in rule 9 of Table 17-E.</p> <p>37) Adds new rule 11 to Table 17-E documenting the use of new remark code X67.</p> <p>38) Revises guidance for use of and the text of remark code X41 in Rule 19 of Table 17-E.</p> <p>39) Updates citation in column 3 of Rule 20 to “5 U.S.C. 5363(e)(2)” in lieu of “5 U.S.C. 5363(c)(2)”.</p> <p>40) Adds new rule 23 in Table 17-E documenting the use of new remark code P07.</p> <p>41) Revises the text of remark codes P93 and P92 in rules 28 and 29, respectively, in Table 17-E.</p>

The Guide to Processing Personnel Actions (8)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
17-1 thru 17-35	Various	17-1 thru 17-35	42) Adds new rule 31 to Table 17-E documenting the use of new remark code P11.
29-1 thru 29-7	Various	29-1 thru 29-9	<p>1) Reissues Chapter 29 in its entirety and reformats Table 29. The changes that follow below are effective beginning with the first pay period occurring on or after January 1, 2007.</p> <p>2) Renames Chapter 29 as “Bonuses, Awards, and Other Incentives” and updates such title references throughout the chapter.</p> <p>3) Adds reference to the following new NOACs under the chapter heading on page 29-1: 827; 885, 886, 887, and 889.</p> <p>4) Moves guidance on documenting NOAC 827/Retention Incentive from Chapter 17 to Chapter 29. Accordingly, reference to NOAC 827 has been added to the chapter heading on page 29-1; to Section 1a “Coverage” on page 29-3; to Section 4c “Standard From 50” on page 29-4; and added to Table 29, rules 20-24.</p> <p>5) Revises translation throughout chapter for NOAC 840 to “Individual Cash Award RB” in lieu of “Individual Cash”.</p> <p>6) Revises translation throughout chapter for NOAC 841 to “Group Award – Ch 45” in lieu of “Group Cash Award”.</p> <p>7) Updates Section 1a “Coverage” on page 29-3 to include the following: 827/Retention Incentive; 849/Individual Cash Award NRB; 885/Lump Sum Performance Payment RB-ILPA; 886/Lump Sum Performance Payment RB-NILPA; 887/Lump Sum Performance Payment NRB; and 889/Group Award – Other.</p>

The Guide to Processing Personnel Actions (9)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
29-1 thru 29-7	Various	29-1 thru 29-9	<p>8) Updates translation for NOAC 878 in Section 1a on page 29-1 to reference “Presidential Rank Award” in lieu of “SES Rank Award” consistent with change implemented in Update 45.</p> <p>9) Updates heading for Section 3 and text within Sections 3b and 4c to reference “Presidential Rank Awards” in lieu of “Senior Executive Service Rank, and Senior Career Employee Rank Awards” consistent with change implemented in Update 45.</p> <p>10) Adds reference to the following new actions in Section 4c “Standard From 50” on page 29-4 to include: Individual Cash Award NRB; Lump Sum Performance Payment RB-ILPA; Lump Sum Performance Payment RB-NILPA; Lump Sum Performance Payment NRB; and Group Award – Other.</p> <p>11) Adds reference to the following new actions in Table 29, rule 2, and rules 29-33, respectively: 889/Group Award – Other; 849/Individual Cash Award NRB; 885/Lump Sum Performance Payment RB-ILPA; 886/Lump Sum Performance Payment RB-NILPA; and 887/Lump Sum Performance Payment NRB.</p> <p>12) Adds new column 4 in Rule 1 of Table 29 which limits the use of NOAC 841 to actions under chapter 45.</p> <p>13) Clarifies text in Table 29, column 3, rules 4 and 35.</p> <p>14) Corrects typographical error in Rule 10 of Table 29 such that the legal authority referenced is “V9N’ in lieu of “VPN”.</p>

The Guide to Processing Personnel Actions (10)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
29-1 thru 29-7	Various	29-1 thru 29-9	<p>15) Revises translation for legal authority VPX in Rule 21 of Table 29 to reference “Reg. 575.311”.</p> <p>16) Revises translation for legal authority VPY in Rule 24 of Table 29 to reference “Reg. 575.311”.</p> <p>17) Establishes new legal authority code “V3A/ (Cite law, E.O., or regulation that authorizes action)” to be cited with NOAC 885 in Rule 30 of Table 29.</p> <p>18) Establishes new legal authority code “V3B/ (Cite law, E.O., or regulation that authorizes action)” to be cited with NOAC 885 in Rule 31 of Table 29.</p> <p>19) Adds new Note 3 to Table 29 on page 29-9 defining the following new abbreviations: RB, NRB, RB-ILPA, and RB-NILPA.</p>
34-1 thru 34-2	Update 43 July 25, 2004	34-1 thru 34-2	Updates reference under “Changes To or In” from “Lower grade” to “Lower grade, level or band” consistent with change made in Update 45.
34-9 thru 34-10	Update 42 September 7, 2003	34-9 thru 34-10	Changes topic from “Retention Allowance” to “Retention Incentive” and changes reference to Chapter 29.
34-13 thru 34-14	Update 42 September 7, 2003	34-13 thru 34-14	Changes reference from “Within-Grade Increase” to “Within-Range Increase”.
35-5 thru 35-16	Various	35-5 thru 35-16	<p>1) Adds reference to the definition for “IGA Continued Rate of Pay” indicating that the term has been deleted from this Guide.</p> <p>2) Revises the term “Locality Adjustment” to “Locality Payment” and updates the definition.</p> <p>3) Adds reference to the definition for “Locality-Based Comparability Payment” indicating that the term has been deleted from this Guide.</p>

The Guide to Processing Personnel Actions (11)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
35-5 thru 35-16	Various	35-5 thru 35-16	<p>4) Updates the definitions for “Pay Adjustment” and “Rate of Basic Pay”.</p> <p>5) Adds reference to the definition for “Special Pay Adjustment for Law Enforcement Officers” indicating that the term has been deleted from this Guide.</p> <p>6) Revises the term “Special Salary Rates” to “Special Rates” and updates the definition.</p> <p>7) Updates the definition for “Step Adjustment”.</p> <p>8) Adds new definition for “Within-range Increase (WRI)”.</p>

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 appointed at a superior qualifications rate (meaning, is hired at a pay rate above the minimum rate of the grade)	is also entitled to a special rate		
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), or 5 CFR 536.301 (except 5 CFR 536.301(a)(8)), or 5 CFR 536302	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 CFR 536.301(a)(8)			3

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>
19	Retains Senior Executive Service pay	is a career Senior Executive Service employee appointed to a position for which the rate of basic pay is equal to or greater than the rate payable for level V of the Executive Schedule	elected to continue to receive basic pay as if remaining in the Senior Executive Service in accordance with 5 U.S.C. 3392(c) and 5 CFR part 317, subpart H		S
20	Retains Senior Executive Service pay	is a former career Senior Executive Service employee who has been removed from the Senior Executive Service	is receiving a retained rate of pay under 5 CFR 359.705		R
21	Employee is receiving pay greater than would otherwise be payable for the employee's position because the position has been designated critical by the Office of Personnel Management in consultation with the Office of Management and Budget				C
22	Retains pay without time limitation, at a pay rate above the maximum rate for the grade, for reasons other than those discussed in the rules above	prior to Jan. 11, 1979, the employee and his or her position was converted from one pay plan to another	the employee was not entitled to other grade or pay retention		2
23		is paid a saved rate and no other code is applicable	the employee is not paid under the General Schedule		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>
24	Retains pay without time limitation, at a pay rate above the maximum rate for the grade, for reasons other than those discussed in the rules above	on or before June 30, 1984, the employee was a Foreign Service domestic employee who converted to the General Schedule in accordance with Public Law 96-465			2
25	Retains pay without time limitation, at a pay rate above the maximum rate range for reasons other than those discussed in the rules above.	after January 11, 2004, SES member is paid above level III of the Executive Schedule	may not suffer a reduction in pay as a result of transferring to an agency with a maximum SES rate of basic pay equal to level III of the Executive Schedule (5 CFR 534.404(h)(2); or, as a result of his or her employing agency losing certification of the applicable performance appraisal systems for SES members under 5 CFR 430.405(h) (5 CFR 534.403(b)).		2

NOTES:

1. Use PRD "7" on the action that appoints the employee at the superior qualifications rate; then use PRD "0" on subsequent actions.
2. Use PRD "5" on the action that appoints the employee at the superior qualifications rate; then use PRD "6" on subsequent actions while the employee receives a special rate of pay.
3. If an employee covered by a special rate schedule is entitled to a higher rate of pay (e.g., locality rate or retained rate), the employee is not considered to be entitled to a special rate for any purpose (i.e., rules 2-9, 11, and 12).
- >4. References to a "special rate" do not include any law enforcement officer (LEO) special base rate for LEOs at grades 3 through 10 payable under section 403 of the Federal Employees Pay Comparability Act (formerly referred to as a table 491 special rate.<

while serving as a civilian employee. This includes reservists who qualify for an annuity, as well as employees who are recalled to active duty, qualify for uniformed services retirement, and then are restored to Federal civilian employment. *This exemption applies only to the current period of civilian employment.* If the employee separates and is reemployed later, the restrictions will apply.

(3) Creditable service. For military retirees who do not qualify for one of the exemptions in (2) above, credit for active duty uniformed service is limited to *service in the armed forces during a war or in a campaign or expedition for which a campaign badge has been authorized.*

(a) Service must have been in the Armed Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard). Service in the commissioned officer corps is only creditable if it was in the Armed Forces - for example with the Public Health Service subject to full military benefits or while part of the Armed Forces.

(b) Service during a war is creditable regardless of where the person served or what duties were performed. The last war for leave accrual credit purposes was World War II which officially began on December 7, 1941, and ended on April 28, 1952.

(c) Service in a campaign or expedition for which a campaign badge has been authorized is creditable only for the actual service in or as a part of the campaign or expedition. For example, if a military retiree was on active duty for the entire period of the Vietnam campaign but served in that campaign for 14 months, the retiree is entitled only to the 14 months campaign service credit. He or she is not entitled to credit for time on active duty outside of the campaign area. The **VetGuide**, available on

the Office of Personnel Management's website (<http://www.opm.gov>), contains a list of campaigns and expeditions.

>c. Employees Appointed on or after October 17, 2006, While on Terminal Leave Pending Retirement from the Uniformed Service (Pub. Law 109-364, Section 1101, dated 10/17/06). The leave accrual rate for such an employee must be computed as provided in 5 U.S. Code 6303(a). As such, the employee is subject to the credit limitations for military retirees.<

>d.< Verifying Creditable Uniformed Service.

(1) Uniformed service must be verified by the branch in which the person served and is generally done so using the DD 214 Certificate of Release or Discharge from Active Duty and the SF 813 Verification of a Military Retiree's Service In Nonwartime Campaigns or Expeditions. Accordingly, agencies should direct inquires regarding the uniformed services' manner of documenting active duty service (e.g., individual does not have a DD 214, confirmation on dates or nature of service, etc.) to the branch of the uniformed service in which the individual served. The Office of Personnel Management does not verify information on the dates or nature of uniformed service, type of discharge, or nature of any retirement from the uniformed service.

(2) Service in the Armed Forces is generally documented on the DD 214, Certificate of Release or Discharge from Active Duty. This form shows the dates or total amount of active duty and the type of discharge or separation. If the employee does not have a copy of this form, he or she should obtain it from: National Personnel Records Center (Military), 9700 Page Avenue, St. Louis, MO 63132.

(3) When a retiree's DD 214 does not show the exact dates of service in a campaign or expedition, use the Standard Form (SF) 813, Verification of a Military Retiree's Service In Nonwartime Campaigns or Expeditions, to request that information. The SF 813 is available from the Office of Personnel Management's website (<http://www.opm.gov/forms>). Ask the retiree to list the exact dates of their participation in the campaign area on the form, and send the form in duplicate to the office listed on the reverse of the form.

(4) Dates of active duty National Guard service should be documented on the DD 214 or on orders placing the employee on active duty. Copies of orders should be obtained from the Adjutant General for the State National Guard in which the employee served. The request may be on a Standard Form 180, Request Pertaining to Military Records, and should include a statement that "The beginning and ending dates of honorable active ARNGUS or ANGUS duty and the authority of law under which it was performed under either a call by the President or an order by the Secretary of Defense (or his designee) are needed to verify prior Federal service credit for the named Federal employee."

(5) Dates of active duty service as a Public Health Service (PHS) Commissioned Officer should be documented on PHS Form 1867, "Statement of Service-Verification of Status of Commissioned Officers of the U.S. Public Health Service." The form can be obtained from: Personnel Services Branch, Division of Commissioned Personnel, U.S. Public Health Service, Room 4-35, Parklawn Building, 5600 Fisher's Lane, Rockville, MD 29857.

(6) Dates of active duty service as a National Oceanic and Atmospheric

Administration (NOAA) Commissioned Officer should be documented on NOAA Form 5616, "Report of Transfer or Discharge." The form can be obtained from: Commissioned Personnel Center, NOAA-Attn: CPC (Rm 12100), SSMC-3, 1315 East-West Highway, Silver Spring, MD 20910.

(7) Figure 6-2 lists sources of information on whether a retirement from the uniformed services was based on war- or combat-incurred disability.

1-7. Other Creditable Service.

a. General. Specific statutes have made some civilian service that does not meet the definition of Federal employment creditable for leave or retirement. Civilian service that is creditable for retirement is also creditable for leave accrual purposes. The kinds of service that occur most frequently are described below in "b" through "g". Detailed information on these types of service and the specific conditions that must be met for the service to be creditable are in Chapter 20, Subchapter 20A of [The CSRS and FERS Handbook](#). Additionally, section 6303(e) of title 5, United States Code, as amended by section 202(a) of the Federal Workforce Flexibility Act of 2004 (Pub. Law 108-411 dated October 20, 2004), permits a newly appointed or reappointed employee to receive credit for prior non-Federal service or active duty uniformed service that otherwise would not be creditable towards determining the SCD-Leave. Such service is described in "h" below.

b. National Guard Technician Service. This has been Federal service since January 1, 1969. All those who have

served in a National Guard Technician position since January 1, 1969, receive credit for all their service, including any pre-1969 service. Specific legislation granted limited credit for those who had only pre-1969 National Guard Technician service. This service can be verified by contacting the Adjutant General's office for the State National Guard unit with which the individual served.

c. Nonappropriated Fund

Employment (NAF). Public Law 101-508 authorizes credit for leave accrual and RIF purposes for NAF service of employees who move on or after January 1, 1987, from Department of Defense NAF employment to Department of Defense civil service employment, or from Coast Guard NAF employment to Coast Guard civil service employment without a break in service of more than three calendar days. Once credited, this service remains creditable during any subsequent period of civil service employment. Periods of NAF employment under retained civil service retirement coverage are creditable for leave accrual. Other NAF service performed between 1952 and 1966 may also be creditable (Public Law 99-638). For information on this service, refer to Chapter 20 of [The CSRS and FERS Handbook](#). Documents to verify NAF employment are in the NAF personnel folder. Request the folder by following instructions in [The Guide to Personnel Recordkeeping](#).

d. VISTA Volunteer Service. Service performed on and after October 1, 1973, is creditable if the person was enrolled as a volunteer for a period of at least one year. The volunteer did not have to complete the enrollment but the enrollment had to be for a

period of a year or more. The Corporation for National Service verifies VISTA volunteer service. The verification should include the date of enrollment, length of enrollment period, date of assignment to service, and date of termination of training or service. This information is available from: AMERICORPS*VISTA, 1201 New York Ave, NW., Room 9214C, Washington, DC 20525.

e. Peace Corps Volunteer Service.

Satisfactory volunteer service with the Peace Corps is creditable. The training prior to enrolling as a volunteer is not creditable; only actual volunteer time is creditable. Verification of satisfactory volunteer Peace Corps service is available from: Volunteer Staff & Payroll Services, The Peace Corps, Washington, DC 20526.

f. Agricultural Stabilization and Conservation Service County Committee Service. Section 6312 of title 5, United States Code, allows credit for service as an employee of an Agricultural Stabilization and Conservation Service county committee.

Verification of such service should be available from: Director, Office of Personnel, U.S. Department of Agriculture, Washington, DC 20250.

g. Certain Government Service

Performed Abroad. Section 321 of Pub. Law 107-228, the Foreign Relations Authorization Act, Fiscal Year 2003, grants credit for certain government service performed abroad and refers specifically to service that was performed: after December 31, 1998, and before May 24, 1998; under a temporary appointment pursuant to sections 309 and 311 of the Foreign Service Act of 1980; at a U.S. diplomatic mission, consular post (other

than a consular agency), or other Foreign Service post abroad; by an individual who satisfied all eligibility requirements under regulations of the Department of State (as in effect on September 30, 2002) for a family member limited non-career appointment at the time the service was performed. (If an individual who performed such service was not employed by the Department of State while performing the service, the individual shall be treated as if he or she were employed by the Department of State for purposes of this definition.)

h. Prior non-Federal Service or Active Duty Uniformed Service that otherwise would not be creditable.

Section 6303(e) of title 5, United States Code, as amended by section 202(a) of the Federal Workforce Flexibility Act of 2004 (Pub. Law 108-411 dated October 30, 2004), permits a newly appointed or reappointed employee to receive credit for prior non-Federal service or active duty uniformed service that otherwise would not be creditable. Credit granted under this provision can only be applied upon appointment or reappointment (following a break in service of at least 90 calendar days from the last period of Federal civilian employment) to a position on or after April 28, 2005. An employee has no entitlement to such credit. The head of the agency or designee must determine that the skills and experience the employee possess were acquired through performance in a non-Federal or active duty uniformed service position having duties which directly relate to the duties of the position to which appointed and are necessary to achieve an important agency mission or performance goal, determine what constitutes acceptable written documentation for non-Federal

service (an employee must provide written documentation from the uniformed services to receive credit for honorable active duty uniformed service), and approve such prior to the effective date of the employee's entry on duty. The amount of service credit that may be granted is at the sole and exclusive discretion of the head of the agency or designee; however, the amount of service credited may not exceed the actual amount of service during which duties directly related to the position for which being appointed were performed. Document such service credit on the SF-144A or an agency equivalent form used in lieu of the SF-144A. Such credit is granted in terms of years and months, and the exact number of years and months of credit granted is recorded in Part I, Column B, of the SF-144A. See Table 6-1 for appropriate remarks.

<http://www.opm.gov/oca/compmemo/2005/2005-07.asp>.

Figure 6-6. Example of Service Computation Date-Leave Calculation

An individual is appointed in the Department of the Treasury on November 15, 1998. On the Standard Form 144, Statement of Prior Federal Service, the employee claimed the following Governmental service. The service is shown in chronological order.

1. U.S. Army Reserves from 1981 through 1986.
2. Contractor working for the Department of Labor from September 7, 1981 thru December 13, 1983.
3. Appointment with the Defense Logistics Agency from April 20, 1986 thru August 29, 1992.
4. Appointment with Department of the Interior from September 2, 1992 thru December 31, 1992.
5. Appointment with Department of Commerce on part time work schedule from February 24, 1993 thru July 7, 1993.
6. Appointment with Department of Agriculture on part time work schedule from March 6, 1993 thru September 9, 1994.
7. Appointment with Department of Veterans Affairs on intermittent work schedule from October 1, 1994 thru September 30, 1997.

Additional information:

1. The DD 214 showed one year, one month, and four days active duty in the Reserves.
2. The Official Personnel Folder showed seven months of leave without pay during calendar year 1988; this leave was not for uniformed service or due to compensable injury.
3. The Official Personnel Folder showed a total of 2,134 hours in pay status during the intermittent appointment.

The Worksheet equivalent of the Standard Form 144-A documenting the Service Computation Date-Leave determination is on the next page. Note that:

1. The three day break in service between the Defense Logistics Agency appointment and the Department of the Interior appointment is creditable time. For purposes of the calculation, the time is added to the first (Defense Logistics Agency) appointment.
2. The concurrent appointments in the Departments of Commerce and Agriculture are treated as one appointment for purposes of the calculation since credit is limited to calendar time.
3. The hours worked during the intermittent appointment were changed to calendar time using the chart in Figure 6-4. The credit for hours worked does not exceed the calendar time. (If it did, the calendar time would be the maximum amount credited.)

Figure 6-6. Example of Service Computation Date-Leave Calculation

STATEMENT OF PRIOR >CREDITABLE< SERVICE -- WORKSHEET							
Name (Last, First, Middle Initial) Tickle, Elmo, M.			Social Security Number 000-00-0000		Date of Birth (Month, Day, Year) 3/30/1965		
>ADDITIONAL< INSTRUCTIONS: Enter the appointment and separation dates in columns (A) and (B) below, using the numerical equivalent of the month. See Chapter 6 of <i>The Guide to Processing Personnel Actions</i> for instructions on computing service computation dates (SCDs).							
PART I - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES							
CREDITABLE SERVICE - NAME OF AGENCY/ORGANIZATION (List only periods that are creditable for leave purposes)	(A) APPOINTMENT DATE			(B) SEPARATION DATE			NONCREDITABLE SERVICE (Explain noncreditable time listed in Column (A), such as "lost time" during military service)
	Year	Month	Day	Year	Month	Day	
U.S. Army Reserves				1	1	4	Ltd to active duty time Excess LWOP - CY 1988
Defense Logistics Agency	1986	4	20	1992	9	1	
		1					
Dept of Interior	1992	9	2	1992	12	31	
Comm & Agriculture - part time	1993	2	24	1994	9	9	
Dept of Vet Affairs intermittent hours 2134				1		9	
No. of separations						3	
Entrance on Duty Date	1998	11	15				
Total noncreditable service							
Total of appointment dates (A)	7969	27	61				
Total of separation dates (B)	5980	31	57				
SCD-Leave (A) - (B)	1988	8	4				
PART II - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION-IN-FORCE (RIF) PURPOSES Complete only in cases where the amount of service that is creditable for RIF purposes differs from the amount creditable for leave purposes. [This portion of the form is not shown for this example.]							
REMARKS 1) Concurrent part time appointments limited to calendar time.							
Name of Person Computing SCD(s) J. Reilly					Date SCD(s) Computed 11/15/1998		

NOTE: This version of the Standard Form 144-A was reformatted to fit on one page. Part II of the Form was not shown in this example.

Subchapter 3. Change in Service Computation Date-Leave.

3-1. Actions to Change the Service Computation Date-Leave.

a. Process a separate Change in Service Computation Date (SCD) action when the employee's SCD-Leave changes and no other change occurs. Examples are when:

- additional periods of service are made creditable by statute or an Office of Personnel Management ruling;
- service claimed and verified at the time of appointment was not credited and should have been;
- the employee claims creditable service not previously claimed;
- service claimed at the time of appointment is later verified.

b. When an employee returns to duty after excess nonpay status, the Change in Service Computation Date (SCD) is effective the same date as the return to duty action. (See section 1-5b.) Document the SCD change as part of the return to duty action. Follow instructions in Chapter 16 of this **Guide**.

c. When an employee changes from an intermittent to a part time or full time schedule, the change in Service Computation Date (SCD) is effective the same date as the change in work schedule. (See section 2-2f.) Document the SCD change as part of the change in work schedule action. Follow instructions in Chapter 24 of this **Guide**.

d. When an employee with excess nonpay or on an intermittent work schedule separates, document the change in Service Computation Date (SCD) on the separation action. The change in SCD is effective the same date as the separation.

e. Process a correction when the Service Computation Date is changing because a mathematical or similar error was made in the previous computation.

3-2. Use of the Standard Form 52.

Use of the Standard Form 52 to process these actions is not required. Follow your agency's instructions.

3-3. Processing Instructions.

a. **Effective Date.** Use Table 6-1 to determine the appropriate effective date for a Change in Service Computation Date action. Note that corrections always have the same effective date as the original action.

b. **Nature of Action and Legal Authority.** Enter the following nature of action and authority in blocks 5 A-D of the Standard Form 50.

<i>Nature of Action</i>	<i>Authority</i>
882 Chg in SCD	VZM 5 U.S.C. 6303

c. **Service Computation Date.** Show the new Service Computation Date-Leave in block 31 of the Standard Form 50.

d. **Remarks.** Use Table 6-1 to identify the required remarks. Also enter any additional remarks that are required by your agency or are necessary to explain the action.

e. **Standard Form (SF) 50.** Follow the instructions in Chapter 4 to complete the Standard Form 50. File one copy on the right side of the Official Personnel Folder; distribute other copies according to your agency's instructions.

**Table 6-1. Effective Date and Remarks for Appointment Actions
or Actions Changing the Service Computation Date-Leave**

<i>R U L E</i>	<i>If</i>	<i>Then Effective Date is</i>	<i>And Required Remark Codes Are</i>	<i>And Required Remarks Are</i>
1	Civilian service claimed by employee is later made creditable by statute or Office of Personnel Management (OPM) ruling	Date set by the statute or the OPM ruling	B33	Changes SCD from (date) to reflect service which has been ruled creditable.
2	Employee claims additional creditable service not claimed at time of appointment	Date evidence of service is received in the Personnel Office	B34	Changes SCD from (date) to reflect previously unclaimed service.
3	Employee is removed from Uniformed Service Temporary Disability Retirement List (TDRL) and given a discharge	Date of discharge	B36	Changes SCD from (date) upon employee's receipt of discharge from uniformed service.
4	Service claimed at time of appointment is now being credited because it has just been verified or because credit was improperly denied at time of appointment	Date of appointment (see Note)	B35	Changes SCD from (date) because (state reasons).
5	Agency head or designee approves non-Federal service credit prior to entry on duty date per Section 6303(e) of title 5, United States Code	Date of appointment	B73	You are receiving (enter yrs. and mos., e.g. 2 yrs., 6 mos.) credit toward your SCD-Leave shown in Block 31 for the following period(s) of non-Federal service: (list all applicable "from" and "to" dates).
6	Agency head or designee approves military service credit prior to entry on duty date per Section 6303(e) of title 5, United States Code	Date of appointment	B74	You are receiving (enter yrs. and mos., e.g. 2 yrs., 6 mos.) credit toward your SCD-Leave shown in Block 31 for the following period(s) of active duty military service: (list all applicable "from" and "to" dates).
			M39	Creditable military service: (enter yrs. and mos., e.g., "6 yrs, 7 mos.").

>Table 6-1. Effective Date and Remarks for Appointment Actions or Actions Changing the Service Computation Date-Leave (continued)

<i>R U L E</i>	<i>If</i>	<i>Then Effective Date is</i>	<i>And Required Remark Codes Are</i>	<i>And Required Remarks Are</i>
7	Employee is receiving credit for prior non-Federal service or active duty uniformed service (5 U.S. Code 6303(e)), and fails to complete 1 full year of continuous service with the appointing agency (i.e., employee separates from Federal service or transfers to another Federal agency)	Date of separation from appointing agency	B75	Changes SCD-Leave from (date) because employee failed to complete 1 full year of continuous service with the appointing agency.<

NOTE: If your agency's system will not accept a change which is effective on the date of the appointment because intervening actions have occurred, use the effective date of the most recent action and explain in remarks that the change is retroactive to the date of appointment.

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

<i>R U L E</i>	<i>If the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</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>
22	Reserved						
23							
24							
25							
26	Service as a Fellow under the Presidential Management Fellows Program	Is not on your agency's rolls	Career	100	Career Appt	L3M	Reg. 315.708 (See Note 3 of this table)
27			Career-Conditional	101	Career-Cond Appt		
28		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
29			Career-Conditional	501	Conv to Career-Cond Appt		
30	Conversion of an appointment which was made under Schedule A, Sec. 213.3102>(u)<	Is already on the rolls of your agency	Career	500	Conv to Career Appt	L1M	Reg. 315.709
31			Career-Conditional	501	Conv to Career-Cond Appt		
32	Service as a Foreign Service career officer or employee under the Foreign Service Act of 1946 or of 1980	Is not on your agency's rolls	Career	100	Career Appt	LHM	Reg. 315.606
33			Career-Conditional	101	Career-Cond Appt		
34		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
35			Career-Conditional	501	Conv to Career-Cond Appt		

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

<i>R U L E</i>	<i>If the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</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>
36	Satisfactory completion of 36 months of substantially continuous service under Section 7(a) of the Peace Corps Act	Is not on your agency's rolls	Career	100	Career Appt	LJM	Reg. 315.607
37			Career-Conditional	101	Career-Cond Appt		
38		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
39			Career-Conditional	501	Conv to Career-Cond Appt		
40	Service as a Peace Corps, VISTA, or ACTION Community Volunteer	Is not on your agency's rolls	Career	100	Career Appt	LEM	Reg. 315.605
41			Career-Conditional	101	Career-Cond Appt		
42		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
43			Career-Conditional	501	Conv to Career-Cond Appt		
44	Three years of satisfactory service on a Schedule A or B appointment as a Criminal Investigator (Special Agent) with the Drug Enforcement Administration		Career	500	Conv to Career Appt	ZMM	E.O. 12230

Table 14-B. Promotions in the Competitive 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>Auth Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
1	Promotion of an Administrative Law Judge under conditions described in Reg. 930.204	Is on a temporary basis	703	Promotion-NTE (date)	SZR	Reg. 930.204	
2		Is not on a temporary basis	702	Promotion			
3	Competitive selection under agency Merit Promotion or Merit Staffing Procedures	Is on a temporary basis	703	Promotion-NTE (date)	N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency specific authority)	K12
4		Is not on a temporary basis	702	Promotion			
5	To remove time limitation placed on a Promotion NTE by making it permanent without further competition (see Note 2 of this table)				N2M	Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority)	K13
6	Competitive selection that removes the time limitation on a Promotion NTE by making it permanent				N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency specific authority)	K12
7	Reclassification of a position at a higher grade because of additional duties and responsibilities				N7M	Reg. 335.102 Reclass	K26

Table 14-B. Promotions in the Competitive 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>Auth Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
8	The upgrading of a position as a result of the implementation of a new or revised OPM classification or job grading standard or classification guide		702	Promotion	VGP	5 U.S.C. 5107	K23
9	The upgrading of a position as a result of the correction of an initial classification error				N5M	Reg. 335.102 Upgrading	K27
10	Noncompetitive advancement to a higher grade of an employee who was selected at an earlier stage under competitive procedures (e.g., from a civil service register, under direct hire, or under an agency merit promotion program)				N6M	Cite specific authority for action (i.e., Reg. 335.102 Career Prom, or an agency specific authority)	
11	***				***	***	

Chapter 17. Pay and Step Changes
(Natures of Action 810, 818, 819, 866, 888, 890, 891, 892, 893, 894, 896, 897, and 899)

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Chapter 17. Pay and Step Changes

1. Coverage.

This chapter provides instructions for processing pay-related actions that occur when there is no change in the employee's agency, appointment status, position, or grade:

- Change in Differential;
- Administratively Uncontrollable Overtime;
- Availability Pay;
- Miscellaneous Pay Adjustment;
- Denial of Within-grade Increase;
- Step Adjustment;
- Termination of Grade Retention;
- Performance-based Pay Increase Provided on Regular Cycle;
- Performance-based Pay Increase Provided on Irregular Basis;
- Within-range Increase Provided on Regular Cycle;
- General Market or Structural Pay Adjustment;
- Group-based Pay Increase; and
- Within-range Reduction

See Chapter 31 when processing actions when an employee changes agencies; see Chapters 9-13 when appointment status changes; see Chapter 14 for position or grade changes; and see Chapter 29 for changes in bonuses, awards, or other incentives.

2. Definitions.

a. Adjusted basic pay is the sum of an employee's rate of basic pay and any basic pay supplement, after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for non-overtime hours of work that is

creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions. A basic pay supplement includes, for example, any applicable locality payment under 5 CFR part 531, subpart F, and any special rate supplement under 5 CFR part 530, subpart C.

b. Administratively Uncontrollable Overtime (AUO) pay is calculated as an increment of up to 25 percent of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that are required on an irregular basis.

c. Availability pay is a special form of premium pay fixed at 25 percent of basic pay (including locality pay) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of unscheduled overtime duty based on the needs of the employing agency. Criminal investigators receiving availability pay are exempt from the minimum wage and overtime pay provisions of the Fair Labor Standards Act and may not receive administratively uncontrollable overtime pay.

d. Denial of Within-grade Increase means the decision to withhold (not grant) a within-grade increase to an employee because of a determination that the employee's performance is not an acceptable level of competence.

e. GM Within-grade Increase is an agency-awarded increase in rate of basic pay, with no change in grade, to an employee who is covered under the Performance Management and Recognition System termination provisions of Public Law 103-89.

f. Grade Retention entitles an employee to retain for 2 years, for pay and benefits purposes, the grade of the position from which he or she was reduced.

g. Locality payment means a locality-based comparability payment under 5 U.S.C 5304 or equivalent payment under another authority.

h. Pay Adjustment (as used in this **Guide**)—Any increase or decrease in an employee's rate of basic pay where there is no change in the duties or responsibilities of the employee's position. For example, a pay adjustment would include a change in the step at which the employee is paid. A change in the pay system under which the employee is paid is also considered a pay adjustment.

i. Pay plan means the pay system or pay schedule under which the employee's rate of basic pay is determined, for example, General Schedule (GS), Executive Pay (EX), or Leader under the Federal Wage System (WL).

j. Pay retention entitlement is an employee's right to retain, under certain circumstances, a rate of basic pay that is higher than the maximum rate of the grade for the position that he or she occupies.

k. Performance Management and Recognition System (PMRS) was the pay system established under 5 U.S.C.

chapter 54 for General Schedule employees in grades 13 through 15 in supervisory, managerial, or management official positions.

l. Quality (Step) Increase (QSI or QI) is an increase in an employee's rate of basic pay through an additional within-grade increase granted under 5 U.S.C. 5336 for sustained high quality performance.

m. Rate of basic pay means the rate of pay fixed by law or administrative action for the position held by the employee before any deductions (such as taxes) and exclusive of additional pay of any kind (such as overtime pay). For GS employees, a rate of basic pay is a GS base rate, a law enforcement officer special base rate (GL), or a retained rate – excluding any locality payment or special rate supplement. A rate of basic pay is expressed consistent with applicable pay basis (e.g., annual rate for GS employees or hourly rate for wage system employees).

n. Special Rates are higher than rates under the regular pay schedule. For example, OPM may establish higher pay rates under 5 U.S.C. 5305 for occupations in which private enterprise is paying substantially more than the regular Government schedule, and this salary gap significantly handicaps the Government's recruitment or retention of well-qualified persons. A special rate may consist of a base rate and a special rate supplement.

o. Step means the step of the pay plan under which an employee is paid, for example, step 2 of GS 7 or step 1 of WG 5.

p. Step Adjustment means a change in the step of the grade at which the employee is serving, without a change in the

employee's rate of basic pay. For example, a special rate employee may become entitled to a retained rate (step 00) equal to the employee's former step rate.

q. Supervisory Differential the annual total dollar amount paid, over and above basic pay, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised.

r. Within-range Increase (WRI) is an increase in an employee's rate of basic pay by advancement from one step of his or her grade or range to the next after meeting requirements for length of service and performance. A GS within-grade increase (WGI) is one type of within-range increase.

3. Use of Standard Form 52.

The Standard Form 52, Request for Personnel Action, is used to request and document approval of pay or step changes for employees who are absent because of compensable injury, military duty, or service with an international organization. For other pay and step change actions, the agency may use either a Standard Form 52 or an agency form to request actions and document approvals. For changes required by statute or regulation, and for which no approval signature is needed, no request document is needed.

4. Documenting the Personnel Action.

Usually, personnel actions for pay and step changes will use a Standard Form 50, Notification of Personnel Action. However, when an action involves large numbers of employees and requires a change in only one data item (salary), as in the case of statutory pay increase for General Schedule

employees, the change may be made in agency data systems automatically. Each adjustment must be reported to the Central Personnel Data File. In addition, each salary adjustment or change must be documented in the Official Personnel Folder and the employee must be notified of the adjustment. Employees may be notified of the adjustment by a copy of the Official Personnel Folder document or an agency issuance described in Chapter 4, section 7. Either Standard Form 50 or one of these alternate forms of notice may be used for Official Personnel Folder documentation.

a. A copy of the new pay schedule containing the new rates, the authority for the change, the date of the authority and the effective date of the new rates may be used. Circle the employee's new salary and file the copy in the Official Personnel Folder on the right side.

b. A computer-printed notice, showing:
Name of employee;
Pay System, Grade, Step, and new salary;
Effective date of new rate;
Authority for change and date of authority; and
Social Security Number.

5. Actions for Absent Employees.

a. Employees who are in nonpay status.

(1) Process the following actions when they are due, regardless of whether the employee is in pay or nonpay status on the effective date of the action:

- pay adjustment to effect an annual General Schedule pay adjustment, or to establish, change or terminate a locality payment;
- pay adjustment to implement, change, or discontinue a special rate;

- termination of grade retention at the expiration of the employee's 2-year period of grade retention;
- pay adjustment resulting from the termination of grade retention;
- within-range increase for which employee became eligible before a period of nonpay status began; and
- within-range increase for which employee becomes eligible during a period of nonpay status that is creditable for within-range increase purposes.

(2) Wait to record other pay actions until the employee returns to duty. Show the new pay or step on the return to duty personnel action and enter in the remarks on that action P09—“Pay or step adjusted (date) by (authority).”

b. Employees who have separated to enter on active military duty—prepare the pay adjustment or step change Standard Form 52, showing the date on which the action is due, and file it on the right side of the employee's Official Personnel Folder. Wait to prepare and distribute the Standard Form 50 until the employee exercises restoration rights, moving the Standard Form 52 to the left side of the Official Personnel Folder at that time. If the employee does not exercise restoration rights, remove and destroy the Standard Form 52.

c. Employees who have transferred to international organizations—if the employee is serving with an international organization, prepare and obtain necessary approvals on two copies of a Standard Form 52 to record the action. File one copy on the right side of the employee's Official Personnel Folder and send the second copy to the payroll office; payroll needs the salary

information on the form to make the correct retirement and Federal Employees Group Life Insurance deductions for the employee while he or she serves with the international organization. Note the pay or step change on the Standard Form 52 that is used to process the reemployment action with remark P06—“Pay rate includes WGI's or other rate changes to which employee would have been entitled had he or she remained continuously in Federal service.”

Job Aid

Instructions for Processing Personnel Actions on Pay and Step Changes

STEP	ACTION										
1	<p data-bbox="321 489 1214 520">Use the table for the applicable pay plan to select the nature of action and authority:</p> <table border="1" data-bbox="321 527 1427 1016"> <thead> <tr> <th data-bbox="321 527 1214 604">Pay Plan</th> <th data-bbox="1214 527 1427 604">Table</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 604 1214 814">General Schedule (GS), including employees covered by the Performance Management and Recognition System termination provisions of P.L. 103-89 (GM pay plan code) and law enforcement officers at grades 3-10 (GL pay plan code), but excluding doctors and dentists receiving title 38 market pay (GP or GR pay plan code).</td> <td data-bbox="1214 604 1427 814">Table 17-A</td> </tr> <tr> <td data-bbox="321 814 1214 863">Senior Executive Service Pay System</td> <td data-bbox="1214 814 1427 863">Table 17-B</td> </tr> <tr> <td data-bbox="321 863 1214 911">Prevailing Rate Systems</td> <td data-bbox="1214 863 1427 911">Table 17-C</td> </tr> <tr> <td data-bbox="321 911 1214 1016">Other Pay Systems (including General Schedule doctors and dentists with GP or GR pay plan code)</td> <td data-bbox="1214 911 1427 1016">Table 17-D</td> </tr> </tbody> </table> <p data-bbox="321 1035 1357 1098">Enter nature of action and authority in blocks 5A-F of the Standard Form 52 or in the appropriate place on the agency form used to request and approve the action.</p> <p data-bbox="321 1136 1406 1226">If the action is being taken under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by the Office of Personnel Management) instead of the authority and code shown in this chapter.</p>	Pay Plan	Table	General Schedule (GS), including employees covered by the Performance Management and Recognition System termination provisions of P.L. 103-89 (GM pay plan code) and law enforcement officers at grades 3-10 (GL pay plan code), but excluding doctors and dentists receiving title 38 market pay (GP or GR pay plan code).	Table 17-A	Senior Executive Service Pay System	Table 17-B	Prevailing Rate Systems	Table 17-C	Other Pay Systems (including General Schedule doctors and dentists with GP or GR pay plan code)	Table 17-D
Pay Plan	Table										
General Schedule (GS), including employees covered by the Performance Management and Recognition System termination provisions of P.L. 103-89 (GM pay plan code) and law enforcement officers at grades 3-10 (GL pay plan code), but excluding doctors and dentists receiving title 38 market pay (GP or GR pay plan code).	Table 17-A										
Senior Executive Service Pay System	Table 17-B										
Prevailing Rate Systems	Table 17-C										
Other Pay Systems (including General Schedule doctors and dentists with GP or GR pay plan code)	Table 17-D										
2	<p data-bbox="321 1255 1398 1346">Use Table 17-F to select remarks/remarks codes required by the Office of Personnel Management for the action and enter them in Part F of the Standard Form 52 or in the appropriate place on the agency form used to request and approve the action.</p> <p data-bbox="321 1383 1417 1446">Also enter any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.</p>										
3	<p data-bbox="321 1476 1386 1539">Complete the Standard Form 52 as required by instructions in Chapter 4 of this Guide; follow your agency's procedures to complete an agency request document.</p>										
4	<p data-bbox="321 1564 1382 1661">Follow your agency's procedures to get the approval signature on the Standard Form 52 or the form your agency uses to request action. No approval is needed for a pay adjustment or a change in differential that results from a statutory or regulatory change in rates or an Executive Order.</p>										
5	<p data-bbox="321 1690 1414 1843">Follow instructions in Chapter 4 of this Guide to complete the Standard Form 50. The Standard Form 50 must be signed or authenticated for all pay and step changes except for those actions that are required by statute or regulation (and for which a Standard Form 50 or an alternate form of notice may be used). On actions for which a signature or authentication is required, follow your agency's instructions to obtain it.</p>										

Job Aid**Instructions for Processing Personnel Actions on Pay and Step Changes,
continued**

STEP	ACTION
6	Enter or update suspense or remainder dates in your service record system and in any other tickler system your agency uses. These dates include: <ul style="list-style-type: none">— date eligible for next within-range increase,— grade retention expiration date, and— date on which next performance determination must be made (when within-range increase has been denied).
7	Check The Guide to Personnel Recordkeeping to decide how to file the documents related to the action.
8	Reserved
9	Follow your agency's instructions to distribute documentation of the personnel action.

Table 17-A. Pay and Step Changes under the General Schedule (See Note 3 of this table)

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
1	Within-grade increase based on employee's meeting length of service and performance requirements (see Note 1 of this table)	Employee is not covered by the PMRS Termination Provisions of P.L. 103-89	893	Reg WRI	Q7M	Reg. 531.404 (see Note 6 of this table)
2		Employee is covered by the PMRS Termination Provisions of P.L. 103-89			Z2P	P.L. 103-89
3	Decision to withhold within-grade increase	Employee is not covered by the PMRS Termination Provisions of P.L. 103-89	888	Denial of WGI (see Note 2 of this table)	Q5M	Reg. 531.409 (see Note 6 of this table)
4		Employee is covered by the PMRS Termination Provisions of P.L. 103-89			Z2P	P.L. 103-89
5	Quality increase based on employee's high quality performance		892	Irreg Perf Pay	RBM	Reg. 531.501 (see Note 6 of this table)
6	Pay adjustment effective under 5 U.S.C. 5303		894	Gen Adj	QWM and ZLM	Reg. 531.207 and (Cite E.O. that established new rates)

Table 17-A. Pay and Step Changes under the General Schedule (Continued)

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
7	Initial establishment of or increase in special rates schedule	Pay is adjusted on the basis of employee's existing pay retention entitlement	894	Gen Adj	QJP and ZLM	Reg. 530.322(c) and Cite OPM issuance that published new rates)
8		Employee is not entitled to pay retention			QHP and ZLM	Reg. 530.322(a) and (Cite OPM issuance that published new rates)
9		Initial establishment of, or change in, special base rate for a law enforcement officer (GL pay plan code)			ZTW	P.L. 101-509, Sec. 403
10	Decrease in or discontinuance of special rate schedule in case of employee (1) for whom the special rate is the highest pay entitlement <i>and</i> (2) who is eligible for pay retention. (See rule 27 for an employee who meets the first condition, but not the second condition – e.g., employee ineligible for pay retention because of temporary or term appointment.)	Employee's existing special rate is equal to one of the rates in the new highest applicable rate range for the employee's grade or level	899	Step Adj	QKP and ZLM	Reg. 530.323 and (Cite OPM issuance that published new rates)
11		Employee's existing special rate is greater than the maximum rate of the new highest applicable rate range for the employee's grade or level (i.e., converted to retained rate equal to special rate)			QMP and ZLM	Reg. 530.323 and (Cite OPM issuance that published new rates)
12		Employee's existing special rate is between two rates in the new highest applicable rate range for the employee's grade or level.			890	Misc Pay Adj

Table 17-A. Pay and Step Changes under the General Schedule (Continued)

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
13	Employee loses GM status (pay plan code changed from GM to GS)		890	Misc Pay Adj	QUM and QUA	Reg. 531.242 and 531.241
14	Employee's position is brought under the General Schedule (see Note 4 of this table)				ZLM	(Cite E.O., Law, or Reg that brought position under the General Schedule) and (see Notes 6 and 7 of this table)
15	Termination of grade retention benefits because 2-year period has expired	Employee is entitled to complete another period of grade retention	866	Termination of Grade Retention	VKJ	5 U.S.C. 5362
16		Employee is entitled to a retained rate under pay retention			VRJ	5 U.S.C. 5363
17		Employee is entitled to a rate of basic pay that is equal to or higher than his or her existing rate, which rate can be accommodated within the range of the employee's grade				
18		Employee declined a reasonable offer			VNJ	5 U.S.C. 5362(d)(3)
19	Termination of grade retention with no further grade or pay retention entitlement	Employee elected to terminate benefits			VPL	5 U.S.C. 5362(d)(4)
20		Employee failed to comply with agency's priority placement program's requirements			RLM	Reg. 536.207(b)(2)

Table 17-A. Pay and Step Changes under the General Schedule (Continued)

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
21	Termination of pay retention because employee declined a reasonable offer		890	Misc Pay Adj	VTJ	5 USC 5363(e)(2)
22	Termination of pay retention because of pay schedule adjustment under which employee becomes entitled to a higher rate of pay than that to which entitled under 5 U.S.C. 5363(e)(2)		894	Gen Adj	ZLM	(Other citation (Law, E.O, Reg.)
23	Establishment, change in percentage, or termination of locality-based comparability payment		894	Gen Adj	VGR	5 U.S.C. 5304
24	Establishment, change in percentage, or termination of supervisory differential		810	Chg in Diff	VPH	5 U.S.C. 5755
25	Establishment, change in percentage, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	Reg. 550.151
26	Establishment or termination of availability pay		819	Availability Pay	Z2S	5 USC 5545a

Table 17-A. Pay and Step Changes under the General Schedule (Continued)

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
27	Decrease in or discontinuance of special rate schedule in case of employee (1) for whom the special rate is the highest pay entitlement <i>and</i> (2) who is not eligible for pay retention (e.g., employee with temporary or term appointment)	Employee is not entitled to pay retention under 5 CFR part 536	894	Gen Adj	QLM and ZLM	Reg. 530.323(c) and (Cite OPM issuance that published new rates)
28	Employee's special rate is terminated because the employee is entitled to a higher rate of basic pay (e.g., locality rate surpasses special rate.) P.L. 108-44, Sec. 301, dated 10/3/04. (It is possible that the special rate range or schedule that formerly applied to employee may be discontinued at the same time; however, rules 11-13 and 30 do not apply, since the special rate is not the employee's highest pay entitlement.)	Special rate is terminated because the employee is entitled to a higher rate of basic pay			ZLM And QUB	Other citation (Law, E.O, Reg.), and Reg. 530.303(d)
29	An adjustment in employee's basic rate of pay that is not described in Rules 1-28 (e.g., GS pay increases under maximum payable rate rule; adjustments resulting from a change in employee's pay system, etc.)		890	Misc Pay Adj	ZLM	(Cite authority for the adjustment) (see Notes 6 and 7 of this table)

NOTES:

1. When a within-grade increase action is effective on the same date as a quality step increase or a promotion, the actions may be documented on the same SF 52/50 or on separate ones. When a single SF 52/50 is used, document the within-grade increase (NOA "893") in blocks 5A-F of the SF 52/50 and the other action in blocks 6A-F.
2. Show in "TO" block of SF 52/50 the step and salary currently held by the employee. *Do not* show the step and salary being denied or withheld. Show "00" in block 19 if employee is subject to the PMRS Termination Provisions of P.L. 103-89. Show as the effective date the date on which the increase would have been effective.
3. In addition to covering employees with a GS pay plan code, this table applies to General Schedule employees who are (1) covered by the Performance Management and Recognition System termination provisions of Public Law 103-89 (GM pay plan code) and (2) receiving LEO special base rates at grades 3-10 under section 403 of FEPCA (GL pay plan code). This table does not apply to General Schedule doctors and dentists who are receiving title 38 market pay (GP or GR pay plan code); instead, table 17-D applies to those doctors and dentists.
4. When an action involves a change in employee's position or grade, follow the instructions in Chapter 14; when it involves a change in employee's agency or appointment status, follow the instructions in Chapters 9-13.
5. Enter "00" in block 19.
6. If employee is entitled to grade retention, a second authority may be cited: VLJ - 5 U.S.C. 5362(c).
7. If employee is entitled to pay retention, a second authority may be cited: VSJ - 5 U.S.C. 5363(a).

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 under Reg. 534.404(d) or (e)(1) provided on an annual cycle	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 (i.e., under Reg. 534.404(c)(4)(i), (ii), and (iii); 534.404(e)(2); or 534.404(f)	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 under Reg. 534.404(b) not to exceed the amount necessary to maintain the SES member's relative position in the SES rate range	890	Misc Pay Adj	Q3C	Reg. 534.404(b)(4)
4	Other pay increase provided on an irregular basis which does not count toward the 12-month rule (i.e., Reg. 534.404(c)(3)(vi); 534.404(c)(4)(iv); or 534.406(c))			Q3D	(Cite appropriate law, E.O., or regulation that authorizes the action)
5	Other pay increase provided on an irregular basis which does count toward the 12-month rule			Q3E	Reg. 534.404(h)
6	Rate reduction for performance or disciplinary reasons	897	Pay Reduct	Q3F	Reg. 534.404(b)(6)

Note:

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.

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Table 17-C. Pay and Step Changes Under Prevailing Rate Systems

<i>R U L E</i>	<i>If Employee</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is (see Notes 2 and 3 of this table)</i>	<i>Auth is</i>
1	Receives a within-grade increase		893	Reg WRI	VUL	5 U.S.C. 5343(e)(2)
2	Occupies a position that changed from the General Schedule to a Prevailing Rate System		890	Misc Pay Adj	FEM	Reg. 532.405
3	Occupies a position in a wage area that is consolidated with another wage area		894	Gen Adj	FTM	Reg. 532.415(a)
4	Has basic rate of pay adjusted by application of special rates or schedules authorized by OPM for recruitment and retention				FGM	Reg. 532.251
5	Has basic rate of pay adjusted because special rates range is established for leader, supervisor or production facilitating positions				F8M	Reg. 532.253
6	Is subject to a reduction in a prevailing rate schedule resulting from the findings of a wage survey	Employee's existing rate is higher than the new maximum rate allowed for employee's grade level and employee is entitled to pay retention	899	Step Adj (see Note 1 of this table)	FNM	Reg. 532.415(c)
7		Employee's existing rate falls between two rates in the new schedule and employee's pay will be set at the higher rate	890	Misc Pay Adj	RJR	Reg. 536.304(b)(1)

Table 17-C. Pay and Step Changes Under Prevailing Rate Systems (Continued)

<i>R U L E</i>	<i>If Employee</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is (see Notes 2 and 3 of this table)</i>	<i>Auth is</i>
8	Has basic rate of pay adjusted by application of a new or revised wage schedule not covered in Rules 3-7 (e.g., to implement results of an annual wage survey)		894	Gen Adj	FNM	Reg. 532.415(c)
9	Is subject to termination of grade retention benefits because 2-year period has expired	Employee is entitled to complete another period of grade retention	866	Termination of Grade Retention	VKJ	5 U.S.C. 5362
10		Employee is entitled to a retained rate under pay retention			VRJ	5 U.S.C. 5363
11		Employee is entitled to a rate of basic pay that is equal to or higher than his or her existing rate, which rate can be accommodated within the range of the employee's grade				
12	Is subject to termination of grade retention because employee declined a reasonable offer				VNJ	5 U.S.C. 5362(d)(3)

Table 17-C. Pay and Step Changes Under Prevailing Rate Systems (Continued)

<i>R U L E</i>	<i>If Employee</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is (see Notes 2 and 3 of this table)</i>	<i>Auth is</i>
13	Is subject to termination of grade retention because employee elected to terminate benefits		866	Termination of Grade Retention	VPL	5 U.S.C. 5362(d)(4)
14	Is subject to termination of grade retention benefits because employee failed to enroll in or comply with agency's priority placement program requirements				RLM	Reg. 536.207(b)(2)
15	Is subject to termination of pay retention because employee declined a reasonable offer		890	Misc Pay Adj	VTJ	5 U.S.C. 5363(e)(2)
16	Is subject to termination of pay retention because of pay schedule adjustment under which employee becomes entitled to a higher rate of pay than that to which employee is entitled under 5 U.S.C. 5363(e)(2)		894	Gen Adj	ZLM	Other citation (Law, E.O, Reg.)

Table 17-C. Pay and Step Changes Under Prevailing Rate Systems (Continued)

<i>R U L E</i>	<i>If Employee</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is (see Notes 2 and 3 of this table)</i>	<i>Auth is</i>
17	Has rate of basic pay adjusted as a result of the termination of grade retention		890	Misc Pay Adj	(Enter same code as was used for the 866/ Termination of Grade Retention action)	(Enter same authority as was used for the 866/ Termination of Grade Retention action)
18	Is subject to an adjustment in basic rate of pay that is not described in Rules 1-17				ZLM	(Enter E.O., Law or Reg. that adjusted pay)

NOTES:

1. Be sure to change the step to “00” and to change the Pay Rate Determinant (PRD).
2. If employee is entitled to grade retention, VLJ - 5 U.S.C. 5362(c) may be cited as the second authority.
3. If employee is entitled to pay retention, VSJ - 5 U.S.C. 5363(a) may be cited as the second authority.

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**Table 17-D. Pay and Step Changes Under Pay Systems Not Captured in Tables 17-A thru 17-C
(including General Schedule doctors and dentists with pay plan codes GP or GR who are receiving title 38 market pay)**

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</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>
1	General market or structural pay adjustment (including employee pay adjustment linked to rate range adjustment; labor market adjustment; and establishment of or adjustment to basic pay supplement based on location, occupation or other factors)	(See Note 2 of this table)	894	Gen Adj	ZLM	Other Citation (Law, E.O., Reg).
2	Within-range increase provided on a regular cycle	The system (with or without steps) provides within-range increases on a regular cycle where all employees rated fully successful or higher get the same within-range increases on same regular cycle (See Note 3 of this table)	893	Reg WRI	ZLM	Other Citation (Law, E.O., Reg).
3	Performance-based pay increase provided on a regular cycle (e.g., annual)	There are at least two levels of performance-based pay increases for employees rated fully successfully or higher (See Note 4 of this table)	891	Reg Perf Pay	Q3A	(Cite appropriate law, E.O., or regulation that authorizes the action)

**Table 17-D. Pay and Step Changes Under Pay Systems Not Captured in Tables 17-A thru 17-C
(including General Schedule doctors and dentists with pay plan codes GP or GR who are receiving title 38 market pay) (continued)**

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
4	Performance-based pay increase provided on an irregular basis		892	Irreg Perf Pay	Q3B	(Cite appropriate law, E.O., or regulation that authorizes the action)
5	Base pay increase for a group of employees in recognition of group performance/contribution		896	Group Inc	ZLM	Other Citation (Law, E.O., Reg).
6	Reduction in an employee's base rate of pay within a salary range based on unacceptable performance and/or conduct		897	Pay Reduct	ZLM	Other Citation (Law, E.O., Reg).

**Table 17-D. Pay and Step Changes Under Pay Systems Not Captured in Tables 17-A thru 17-C
(including General Schedule doctors and dentists with pay plan codes GP or GR who are receiving title 38 market pay) (continued)**

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</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>
7	Step adjustment that does not result in a pay adjustment (in a step-based pay system)		899	Step Adj	ZLM	Other citation (Law, E.O., Reg.)
8	Other miscellaneous pay adjustment not covered by rules 1-7 above (See Note 1 of this table)		890	Misc Pay Adj	ZLM	Other citation (Law, E.O., Reg.)
9	Establishment or termination of availability pay		819	Availability Pay	Z2S	5 U.S.C. 5545a
10	Establishment, change in, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	Reg. 550.151

NOTES:

1. For agency-determined changes, the authority for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions is 5 U.S.C. 5376; for employees in Agency Board of Contract Appeals positions (pay plan CA), the authority is 5 U.S.C. 5372a; for administrative appeals judges (pay plan AA), the authority is 5 U.S.C. 5372b; and for administrative law judges (pay plan AL), the authority is 5 U.S.C. 5372. For employees in positions under other pay plans, cite the authority that established the pay plan.
2. Increases under rule 1 are generally the same for all employees within a category without regard to the level of performance, except that the increase may be denied to employees rated unacceptable or below fully successful. No action is processed if an employee does not receive a general pay adjustment.
3. While the applicability of rule 2 is based on the treatment of employees rated fully successful or higher, the rule is not limited to those employees. A given pay system may provide within-range increases on a regular time cycle to employees rated below fully successful, and those increases may be equal to or less than the increases given to those rated fully successful or higher. As long as such a pay system provides equal increases to employees rated fully successful or higher, rule 2 also applies to any regular within-range increases received by employees in that system who are rated below fully successful. (Also, see Note 4 below).
4. While the applicability of rule 3 is based on the treatment of employees rated fully successful or higher, the rule is not limited to those employees. A performance-based pay system may provide within-range increases on a regular time cycle to employees rated below fully successful. As long as such a pay system provides at least two levels of regular pay increases for employees rated fully successful or higher, rule 3 also applies to any regular pay increases received by employees in that system who are rated below fully successful.

Table 17-E. Codes and Remarks for Pay and Step Changes (*Use as many remark codes as apply)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	<i>And Remark Is:</i>
1	Action is a within-grade increase (WGI)		P14	Work performance is at an acceptable level of competence.
2		The amount of time the employee was in nonpay status requires that the due date for the WGI be set back	P13	Effective date adjusted due to excess time in nonpay status of (number) hours.
3		Granted to an employee who is entitled to grade retention	X46	Action gives employee within-grade increase/quality increase to step [number] of [pay plan and grade], retained grade.
4	Action is a quality step increase	Granted to a GS employee who is entitled to grade retention	X46	Action gives employee within-grade increase/quality increase to step [number] of [pay plan and grade], retained grade.
5	Decision is made to withhold WGI to GS employee	Employee is not entitled to grade retention	P15	Within-grade increase to step [number] denied because your work is not at an acceptable level of competence. You remain at GS [number], step [number].
6		Employee is entitled to grade retention	X47	Action denies within-grade increase to step [number] of employee's retained grade.
7	Decision is made to withhold WGI to GM employee		P91	Within-grade increase denied because your work is not at an acceptable level of competence. Your salary does not change.

Table 17-E. Codes and Remarks for Pay and Step Changes (*Use as many remark codes as apply) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	<i>And Remark Is</i>
8	Action is a 890/Misc Pay Adj or 894/Gen Adj	Employee is entitled to pay retention	X40	Employee is entitled to pay retention.
9		Employee is entitled to grade retention	X44	Employee is entitled to grade retention
10	Employee is entitled to grade retention		X37	Employee is entitled to retain grade of [pay plan and grade] through [date].
			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
			X61	Retained grade will not be used for reduction-in-force purposes.
11	Employee is entitled to pay retention		X67	Employee receiving retained rate in excess of maximum adjusted rate of basic pay for employee's grade; not entitled to locality payment or special rate supplement.
12	Action terminates employee's entitlement to grade retention	Eligibility has expired for current period, and employee not entitled to new period of grade retention	X43	Expiration of grade retention period as [pay plan and grade].
13		Employee elected to terminate grade retention entitlement	X39	Employee elected to terminate grade retention entitlement.

Table 17-E. Codes and Remarks for Pay and Step Changes (*Use as many remark codes as apply) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	<i>An Remark Is</i>	
14	Action terminates employee's entitlement to grade retention	Employee declined position offered	X48	Declined offer of [position title; pay plan; series; and grade, level, or band].	
15		Employee didn't comply with priority placement program requirements	X50	Failed to comply with priority placement program requirements.	
16		No further entitlement to grade or pay retention	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.	
17		Employee is entitled to begin pay retention	X40	Employee is entitled to pay retention.	
18		Employee entitled to begin another period of grade retention		X37	Employee is entitled to retain grade of [pay plan and grade] through [date].
				X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
	X61			Retained grade will not be used for reduction-in-force purposes.	
19	Employee becomes entitled to pay retention	Initial retained rate is equal to applicable cap - 150% of maximum rate for grade to which assigned or level IV of Executive Schedule	X41	Employee is now entitled to retained rate. Salary is equal to applicable cap on retained rates - 150% of maximum rate of grade to which assigned or level IV of the Executive Schedule.	
20	Action is terminating pay retention	Adjustment in pay schedule results in employee being entitled to a rate of pay equal to or higher than that to which entitled under pay retention (5 U.S.C. 5363(e)(2))	X42	Pay retention entitlement terminated.	

Table 17-E. Codes and Remarks for Pay and Step Changes (*Use as many remark codes as apply) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	<i>And Remark Is</i>
21	Action is terminating pay retention	Employee declined position offered	X48	Declined offer of [position title; pay plan; series; and grade, level, or band].
22	Employee is being paid a special rate established under 5 U.S.C. 5305		P05	Special Rate under 5 U.S.C. 5305.
23			P07	Special rate table _____.
24	Employee's total salary includes payment for AUO	Action is an 818/AUO that establishes/changes percent paid for AUO	P73	Block 20 shows the percent of your rate of adjusted basic pay which is paid to you for the substantial, irregular overtime work you perform which cannot be controlled administratively.
25		Action is other than an 818/AUO	P81	Salary in block 20 includes AUO of \$__.
26	Total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$__.
27	Total salary includes supervisory differential		P72	Salary in block 20 includes supervisory differential of \$__.
28	Action is an 894/Gen Adj	Special rate exceeds the locality rate of pay	P93	Special rate exceeds the locality rate of pay; employee receives higher special rate supplement (in block 20B instead of locality payment).
29		Rule 28 does not apply	P92	Salary includes a locality-based payment of ____% (in block 20B).

Table 17-E. Codes and Remarks for Pay and Step Changes (*Use as many remarks as applicable) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	<i>And Remark Is</i>
30	Action is for an SES member	Employee is subject to the post-employment restrictions under 18 USC 207(c).	M97	SES member subject to post-employment restrictions under 18 USC 207(c).
31	Employee is a GS law enforcement officer entitled to special base rate at grades 3 through 10 (GL pay plan code)		P11	Basic pay in block 20A is law enforcement officer special base rate, which is higher than normal GS rate.

Chapter 29. Bonuses, Awards and Other Incentives (Natures of Action 815, 816, 817, 825, 827, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 878, 879, 885, 886, 887, and 889)

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Chapter 29. Bonuses, Awards and Other Incentives

1. Coverage.

a. Actions covered. This chapter covers the following time off and cash payment actions that do not affect an employee's rate of basic pay:

815/Recruitment Incentive,
 816/Relocation Incentive,
 817/Student Loan Repayment,
 825/Separation Incentive,
 827/Retention Incentive,
 840/Individual Cash Award RB,
 841/Group Award – Ch 45,
 842/Individual Suggestion/Invention Award (only those recognized with cash),
 843/Group Suggestion/Invention Award (only those recognized with cash),
 844/Foreign Language Award (always given to individuals as cash; only approved for law enforcement positions),
 845/Travel Savings Incentive (always given to individuals as cash; only allowed for agencies that have established travel savings incentive programs),
 846/Individual Time Off Award,
 847/Group Time Off Award,
 848/Referral Bonus,
 849/Individual Cash Award NRB
 878/Presidential Rank Award,
 879/SES Performance Award.
 885/Lump Sum Performance Payment RB-ILPA
 886/Lump Sum Performance Payment RB-NILPA
 887/Lump Sum Performance Payment NRB
 889/Group Award - Other

b. Central Personnel Data File. All actions described in this chapter must be reported to the Central Personnel Data File (CPDF). Use the nature of action codes and, if required, legal authority codes in Table 29 to report these actions to the Central Personnel Data File. Refer to the operating manual, **The Guide to Central Personnel**

Data File (CPDF) Reporting

Requirements, for specific instructions.

2. Separation Incentive.

a. Effective Date. Separation Incentives are payments authorized to encourage employees to separate voluntarily to avoid or reduce the need for involuntary separations. These actions are effective on the same date as the employee's separation.

b. Standard Form 52. Use of the Standard Form 52, Request for Personnel Action, to process these actions is **not** required. Follow your agency's instructions.

c. Standard Form 50. These actions may be documented as the second nature of action on Standard Form 50, Notification of Personnel Action, documenting the separation or may be documented as a separate action. In either case, a Standard Form 50 documenting a Separation Incentive should be prepared and a copy should be filed on the right side of the Official Personnel Folder.

3. Presidential Rank Awards.

a. Standard Form 52. Use of the Standard Form 52 to process these actions is **not** required. Follow your agency's instructions.

b. Standard Form 50. A Standard Form 50 should be prepared to document Presidential Rank Awards. A copy of this Standard Form 50 should be filed on the right side of the Official Personnel Folder.

4. All Other Awards and Bonuses.

a. Effective Date. The agency sets the effective date of awards and bonuses.

b. Standard Form 52. Use of the Standard Form 52 to process these actions is **not** required. Follow your agency's instructions.

c. Standard Form 50. Use of the Standard Form 50 for all other awards and bonuses is **not** required. Documentation of awards and bonuses other than Separation Incentives, and Presidential Rank Awards is **not** authorized for long-term Official Personnel Folder retention. Agencies **may not** file documentation of the following award and bonus actions on the **right** side of the Official Personnel Folder:

Recruitment Incentive,
Relocation Incentive,
Retention Incentive,
Student Loan Repayment,
Individual Cash Award RB
Individual Cash Award NRB
Group Award – Ch 45,
Group Award – Other,
Individual Suggestion/Invention Award,
Group Suggestion/Invention Award,
Foreign Language Award,
Travel Savings Incentive,

Individual Time Off Award,
Group Time Off Award,
Referral Bonus,
Senior Executive Service Performance Award,
Lump Sum Performance Payment
RB-ILPA
Lump Sum Performance Payment
RB-NILPA
Lump Sum Performance Payment
NRB

d. Employee Notification. Agencies must notify employees of awards granted them. To do so, the agency may choose to use the Standard Form 50 or may choose any other method that meets the requirements in Chapter 4 of this **Guide**. As examples, agencies may choose to use earnings statements or award certificates or agency forms to notify employees of awards. Even if an agency uses a Standard Form 50 to notify employees of awards, no legal authority code is required, and the SF-50 may **not be filed** on the right side of the Official Personnel Folder.

Table 29. Bonuses, Awards, and Other Incentives

<i>R U L E</i>	<i>If Basis for Action is</i>		<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>
1	Made to a group of employees	Award is based on group contributions that do not represent suggestions or inventions	Made under chapter 45	841	Group Award – Ch 45
2			Other than chapter 45	889	Group Award – Other
3		Award is based on a group suggestion/invention		843	Group Suggestion/ Invention Award
4		A group of employees will receive time off as a reward for a specific achievement		847	Group Time Off Award
5	To a law enforcement officer whose job responsibilities involve substantial use of foreign language skills in job			844	Foreign Language Award
6	Given to employees who achieve travel savings	Agency has an established travel savings incentive program in place		845	Travel Savings Incentive
7	Given to employees who refer applicant(s) who are hired and successfully employed by the agency	Agency has established criteria in place for granting referral bonuses		848	Referral Bonus
8	Given to employee to repay student loan			817	Student Loan Repayment

Table 29. Bonuses, Awards, and Other Incentives (continued)

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
9	Presidential Rank Award (Meritorious)	Employee is a member of the SES	878	Presidential Rank Award	V7G	5 U.S.C. 4507(e)(1)
10		Employee holds a career appointment in an OPM-allocated SL or ST position; is paid under 5 U.S.C. 5376; and have at least 3 years of (continuous or non-continuous) career or career-type Federal civilian service above GS-15.			V9N	5 U.S.C. 4507a(c)
11	Presidential Rank Award (Distinguished)	Employee is a member of the SES			V8G	5 U.S.C. 4507(e)(2)
12		Employee holds a career appointment in an OPM-allocated SL or ST position; is paid under 5 U.S.C. 5376; and have at least 3 years of (continuous or non-continuous) career or career-type Federal civilian service above GS-15.			V9P	5 U.S.C. 4507a(c)
13	A cash award based on employee's performance rating of record	Employee is in the Senior Executive Service or a Senior Executive Service-type system where awards can be paid consistent with 5 U.S.C. 5384 on the last day of the current performance appraisal period (i.e., on the last day of the period for which the rating of record was issued)	879	SES Performance Award	VWK	5 U.S.C. 5384

Table 29. Bonuses, Awards, and Other Incentives (continued)

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
14	A recruitment incentive	Payment is 25% or less	815	Recruitment Incentive	VPF	5 U.S.C. 5753
15		Payment is above 25% (critical agency need)			VPO	5 U.S.C. 5753(e)
16		Payment is terminated			VPT	(Enter Law, Executive Order or Regulation that authorizes the action)
17	A relocation incentive	Payment is 25% or less	816	Relocation Incentive	VPF	5 U.S.C. 5753
18		Payment is above 25% (critical agency need)			VPO	5 U.S.C. 5753(e)
19		Payment is terminated			VPW	(Enter Law, Executive Order or Regulation that authorizes the action)
20	Establishment or change of retention incentive where employee or member receives biweekly payments in equal percentage and no service agreement is required	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	VPN	5 U.S.C. 5754(d)(3)(A)
21		Payment is terminated			VPX	Reg. 575.311

Table 29. Bonuses, Awards, and Other Incentives (continued)

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
22	Establishment of retention incentive when a service agreement is required	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	VPR	5 U.S.C. 5754(e)
23		Payment is above 25% for an individual or above 10% for a group (critical agency need)			VPS	5 U.S.C. 5754(f)
24		Payment is terminated			VPY	Reg. 575.311
25	A separation incentive for an employee who resigns or retires (see Note 1 of this table)	Employee is in the Department of Defense	825	Separation Incentive	VWN	5 U.S.C. 9902(i)
26		Employee is not in the Department of Defense and incentive was granted prior to 3/1/95 with approval for a delayed separation			Z2R	P.L. 103-226
27		Not Rule 25 or 26			ZAA	(Enter Agency Authority) (See Note 2)

Table 29. Bonuses, Awards, and Other Incentives (continued)

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>	
28	Made to an individual employee	Payment is based on rating of record or contribution	Made under chapter 45	Is rating-based		840	Individual Cash Award RB (See Note 3 of this table)			
29				Is not rating-based		849	Individual Cash Award NRB (See Note 3 of this table)			
30			Other than chapter 45	Is a rating-based lump-sum payment	In lieu of pay adjustment due to range maximum or control point	885	Lump Sum Performance Payment RB-ILPA (See Note 3 of this table)	V3A	(Cite law, E.O., or regulation that authorizes the action)	
31					In lieu of pay adjustment – other reason			V3B	(Cite law, E.O., or regulation that authorizes the action)	
32					Not in lieu of pay adjustment; separately administered	886	Lump Sum Performance Payment RB-NILPA (See Note 3 of this table)			
33				Is performance-related lump-sum payment that is not rating-based		887	Lump Sum Performance Payment NRB (See Note 3 of this table)			
34			Cash award is based on suggestion/invention				842	Individual Suggestion/Invention Award		
35			Employee will receive time off as a reward for a specific achievement				846	Individual Time Off Award		

NOTES:

1. If documenting the Separation Incentive on the same Standard Form 50 as the separation, use blocks 6A-F and 20 of the resignation or retirement Standard Form 50 to document the 825/Separation Incentive action; document the amount of the Separation Incentive in block 20.
2. P.L. 104-208 may not be cited as the authority for a separation incentive when an agency-specific authority was granted.
3. The following are translations for the abbreviations shown in rules 28-33 above: “RB” means Rating Based; “NRB” means Not Rating Based; “RB-ILPA” means Rating Based - in Lieu of Pay Adjustment; and “RB-NILPA” means Rating Based - Not in Lieu of Pay Adjustment.

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unusual competence and skill by other persons in the profession, occupation, or activity. (5 U.S.C. 3109)

EXPERT POSITION—A position that cannot be satisfactorily performed by someone who is not an expert in that field.

EXTENSION—The continuation of a time-limited appointment (one with an NTE date) up to the maximum time allowed by the authority under which it was effected.

FEDERAL GOVERNMENT SERVICE—The total of all periods of military and civilian Federal service considered for retirement, reduction in force, and leave purposes.

FEDERAL MERIT SYSTEM—A complete system of personnel selection and management based on an integrated set of personnel policies, procedures and practices designed to accomplish three basic objectives: (1) to recruit a competent work force; (2) to insure a stable work force; and (3) to provide equal opportunity for employment.

FEDERAL PERSONNEL MANUAL (FPM) SYSTEM—An Office of Personnel Management (OPM) system for publishing personnel regulations, policy, and issuing instructions to Federal agencies. The FPM system, which was abolished effective 12/31/93, included:

FPM BULLETINS which contained temporary instructions or notices;

FPM LETTERS which contained continuing instructions that, because of urgency, could not be put in the FPM or its supplements at the time of issuance; and

FPM SUPPLEMENTS which amplified or explained in detail various subjects covered in the basic FPM chapters.

FEDERAL WAGE SYSTEM—The job-grading and pay system that applies to most trade, craft, and labor positions in agencies subject to 5 U.S.C. 5342. Under this system, pay is adjusted according to the rates paid by private industry for similar jobs in the same area. Included are Federal

employees in recognized trade or craft or skilled mechanical crafts, in unskilled, semiskilled or skilled manual labor occupations, and other persons, including foremen or supervisors, in positions where trade, craft, or labor experience or knowledge is the main requirement. (5 U.S.C. chapter 53, subchapter IV, and 5 CFR part 532)

FEGLI—Federal Employee's Group Life Insurance. (5 U.S.C. chapter 87, 5 CFR parts 870-874, and [The Federal Employees Group Life Insurance Handbook](#))

FEHBP—Federal Employee's Health Benefits Program. (5 U.S.C. chapter 89, 5 CFR part 890, and [The Federal Employees Health Benefits Handbook](#))

FERS RETIREE—A person retired under the Federal Employees Retirement System.

FROZEN SERVICE is the total number of years and months of civilian and military service that is creditable in a CSRS component of a FERS employee.

FULL-TIME WORK SCHEDULE—A full-time work schedule requires most employees to work 40 hours during the work week.

FURLOUGH—The placement of an employee in a temporary nonpay status and nonduty status (or absence from duty) because of lack of work or funds, or for other nondisciplinary reasons.

GENERAL DISCHARGE—A discharge granted from the Armed Forces under honorable conditions.

GENERAL SCHEDULE—The GS graded pay system established under the Classification Act of 1949, as amended. (5 U.S.C. chapter 53, subchapter III, and 5 CFR part 531)

GM WITHIN-GRADE INCREASE—is an agency-awarded increase in basic rate of pay, with no change in grade, to an employee who is covered under the Performance Management and Recognition System termination provisions of Public Law 103-89.

GRADE—A level of work or range of difficulty, responsibility and qualification requirements. (5 U.S.C. 5102)

GRADE RESTORATION ACTION—An action taken to restore to an employee the grade held prior to a grade reduction that was effective during the retroactive period of title VIII of the Civil Service Reform Act. The grade restoration action recorded the employee's retained grade in the OPM's data system.

GRADE RETENTION ACTION—An action to retain the grade held by an employee prior to a grade reduction that was effective during the retroactive period of title VIII of the Civil Service Reform Act. The grade retention action documented the employee's step in the retained grade and the rate of basic pay to which he or she was entitled.

GRADE RETENTION ENTITLEMENT—The right of an employee to retain for 2 years, for pay and benefits purposes, the grade of the position from which he or she was reduced. (5 U.S.C. 5362 and 5 CFR part 536)

HEALTH BENEFITS—The health service and insurance programs established for Federal employees under 5 U.S.C. 7901 and 8901-8914.

HEARING—The presentation of such oral and written evidence concerning an appeal or equal employment opportunity complaint that the appeal authority or complaints examiner deems pertinent to the consideration of the appeal or complaint on its merits.

IGA CONTINUED RATE OF PAY means a rate of pay first established in January 1994 for an employee who previously received an interim geographic adjustment (IGA) on top of a worldwide or nationwide special rate authorized under 5 U.S.C. 5305. >[This term was deleted from this Guide in Update 46, dated January 7, 2007.]<

ILIA—An acronym that stands for “in lieu of involuntary action” and is used with certain natures of action.

INDEFINITE APPOINTMENT—One given a nonpermanent employee who is hired for an unlimited period of time.

INDUCTION—See EOD.

INJURY COMPENSATION—The compensation and medical care provided to civilian Federal employees for disability due to personal injuries

sustained while in performance of duty and due to diseases relating to this employment. (5 U.S.C. 8101-8151)

INTERIM GEOGRAPHIC ADJUSTMENT is an additional payment made to a General Schedule, Foreign Service, or Veterans Health Administration employee, or an officer of the U.S. Park Police whose official duty station is in an area where the President has determined that significant pay disparities and recruitment or retention problems exist. (Note: An interim geographic adjustment also may be authorized for other groups of employees upon request of the head of an agency.) [This term was deleted from this Guide in Update 23 (2/97)]

INTERMITTENT SERVICE OR INTERMITTENT EMPLOYMENT—Service when employee works on less than a full-time basis with no prescheduled tour of duty. In the past, “WAE” was used on personnel documents to identify intermittent service.

INVOLUNTARY SEPARATION—A separation against the will of and without the consent of the employee, other than separation for cause on charges of misconduct or delinquency. Examples include separation based on reduction in force, abolishment of position, expiration of term of office, lack of funds, and unacceptable performance (unless due to the employee's misconduct). ([The CSRS and FERS Handbook, Chapter 44](#))

JOB DESCRIPTION—See POSITION DESCRIPTION.

JOB SHEET—See POSITION DESCRIPTION

LEAD AGENCY—Under the Federal Wage System, an agency designated by the OPM to plan and conduct wage surveys, analyze the survey data and determine and issue required wage schedules for a wage area. (5 U.S.C. chapter 53, subchapter IV, and 5 CFR part 532)

LEGAL AUTHORITY—The legal authority is the law, Executive Order, regulation, agency directive, or the instruction under which the personnel action is taken.

LEAVE, ANNUAL—Leave of absence with pay allowed for personal, emergency, and other purposes. With certain exceptions, employees earn or accrue leave at the rate of 13 to 26 working days a year, depending on length of service. (5 U.S.C. 6303 and 5 CFR part 630, subpart C)

LEAVE, MILITARY—Paid leave provided to Reservists and members of the National Guard under 5 U.S.C. 6323 who serve on active duty. (Military Leave is not available for inactive duty or drills.)

LEAVE, SICK—Leave of absence with pay allowed for employees when the employee is physically incapacitated for the performance of duties; receives medical, dental, or optical examination or treatment; or is required to give care and attendance to a member of his or her immediate family who is afflicted with a contagious disease. With certain exceptions, all civilian employees of the Federal Government earn sick leave at the rate of 13 working days a year. (5 U.S.C. 6307 and 5 CFR part 630, subpart D)

LEAVE WITH PAY (LWP)—An absence from duty with pay (in sick leave status) granted at the employee's request following the approval of a disability retirement application, or after application for optional retirement due to disability.

LEAVE WITHOUT PAY (LWOP)—A temporary nonpay status and nonduty status (or absence from a prescheduled tour of duty) granted at the employee's request. LWOP-US (formerly called LWOP-MIL) is a nature of action specifically used to document a leave of absence to perform duty with the uniformed services.

LEGAL AUTHORITY SUFFIX—A word or phrase added to the legal authority to more precisely identify the circumstances under which the authority is being used or the action is being taken. These suffixes are generally abbreviated as shown below:

CAA = Action proposed under civil service adverse action procedures

CLG = Change to Lower Grade

Comp = Competitive

Decl = Declined

Disp = Displacement

EAA = Action proposed under agency procedures which are equivalent to civil service adverse action procedures

Eq = Equivalent

Exc = Excepted Service

Inj = Injury

Mil = Military

Mix = For mixed reasons, (for both conduct and performance reasons)

MFD = More than 14 days

NARS = No Appeal Rights

Nonsupv = Nonsupervisory

Nondisp = Nondisciplinary

OAA = Action proposed under other adverse action procedures

OTD = Over 30 days

Perf = Performance

Preappt = Preappointment

Prom = Promotion

Prob = Probationary

Reas = Reassignment

Recert = Recertification

Reclass = Reclassification

Relo = Relocation

RIF = Reduction in force

T/F = Transfer of Function

WTO = Worker Trainee Opportunity Program

LIFE INSURANCE—The group life, death and accidental dismemberment insurance available to Federal employees. (5 U.S.C. chapter 87 and 5 CFR parts 870-874)

LOCALITY >PAYMENT< means a locality-based comparability payment >under 5 U.S.C. 5304 or equivalent payment under another authority.<

LOCALITY-BASED COMPARABILITY

PAYMENT means a payment under 5 U.S.C. 5304. >[This term was deleted from this Guide in Update 46, dated January 7, 2007.]<

LWOP—See LEAVE WITHOUT PAY.

LWP—See LEAVE WITH PAY.

MASS TRANSFER—The movement of an employee with his or her position to a different agency when (1) a transfer of function or an organization change takes place and (2) there is no change in the employee's position, grade, or pay. (Note: for purposes of this definition, a change in the amount of any locality payment to which the employee is entitled is not a change in pay.)

MERGED RECORDS PERSONNEL FOLDER (MRPF), Standard Form 66-C is a file containing

personnel records established both within and outside the scope of OPM's recordkeeping authority.

MERIT PAY SYSTEM—The pay system established, under 5 U.S.C. chapter 54, for General Schedule employees in grades 13 through 15 who were in supervisory, managerial, or management official positions. The Merit Pay System was replaced by the Performance Management and Recognition System, which was terminated on 11-01-93.

MERIT PROMOTION PROGRAM—See MERIT STAFFING PROGRAM.

MERIT STAFFING PROGRAM—The system under which agencies consider an employee for vacant positions on the basis of personal merit. Vacant positions are usually filled through competition with applicants being evaluated and ranked for the position on the basis of their experience, education, skills and performance record. (5 CFR part 335)

MILITARY RETIREE—A person who has retired from the Army, Navy, Air Force, Marine Corps, or Coast Guard.

MSPB—Merit Systems Protection Board.

MOBILIZATION—Readiness provisions for operating the Federal Personnel System in time of national emergency. (5 CFR part 230, subpart D)

NATURE OF ACTION—The nature of action is a phrase that explains the action that is occurring (such as “appointment” or “promotion”) when a

personnel action is documented by a Standard Form 50, Notification of Personnel Action.

NONAPPROPRIATED FUNDS

INSTRUMENTALITY (NAFI) means the Army and Air Force Exchange Service, Army and Air Force Motion Picture Service, Navy Ship's Stores Ashore, Navy exchanges, Marine Corps exchanges, Coast Guard exchanges, and other instrumentalities of the United States under the jurisdiction of the Armed Forces conducted for the comfort, pleasure, contentment, and mental and physical improvement of personnel of the Armed Forces. Employees of these organizations are not paid from funds appropriated by the Congress and, for most purposes, are not considered to be Federal employees. (5 U.S.C. 2105(c))

NONCOMPETITIVE ACTION means a promotion, demotion, reassignment, transfer, reinstatement, or an appointment based on prior service. (5 CFR 210.102)

OCCUPATIONAL CODE—See definition of series.

OFFICIAL PERSONNEL FOLDER (OPF), Standard Form 66 is a file containing records and documents related to civilian employment under title 5, U.S. Code.

ON-CALL EMPLOYEE—one who worked when needed during periods of heavy workload with expected cumulative service of at least 6 months in pay status each year. [On-call employment was deleted from this Guide in Update 15, 3/15/95.]

OPM—The Office of Personnel Management.

OPERATING MANUALS—OPM issuances that contain procedural guidance applicable to all agencies.

PART-TIME SERVICE or PART-TIME EMPLOYMENT—Employment on less than a full-time basis under a prescheduled regular tour of duty.

PART-TIME WORK SCHEDULE—A schedule that requires an employee to work less than full-time, but

for a specific number of hours (usually 16-32 hours per administrative work week) on a prearranged scheduled tour of duty.

PAY ADJUSTMENT—[as used in this Guide] Any increase or decrease in an employee's rate of basic pay when there is no change in the duties or responsibilities of the employee's position. >For example, a pay adjustment would< include a change in the step at which the employee is paid. A change in the pay system under which the employee is paid is also >considered< a pay adjustment.

PAY PLAN—The pay system or pay schedule under which the employee's rate of basic pay is determined, e.g., General Schedule (GS), Executive Schedule (EX), and Leader under the Federal Wage System (WL).

PAY RETENTION ENTITLEMENT—The right of an employee to retain, under certain circumstances, a rate of basic pay higher than the maximum rate of the grade for the position occupied. (5 U.S.C. 5363 and 5 CFR part 536)

PENSION—money paid by the Department of Veterans Affairs for disability that is not necessarily service-connected.

PERFORMANCE MANAGEMENT AND RECOGNITION SYSTEM (PMRS)—The pay system established under Public Law 98-615 to replace the Merit Pay System for General Schedule employees in grades GS-13 through GS-15 in supervisory, managerial, or management official positions. PMRS was terminated on 11-01-93 by Public Law 103-89.

PERSONNEL ACTION—The process necessary to appoint, separate, or make other personnel changes.

PERSONNEL OFFICE IDENTIFIER (POI)—Identifies the Federal civilian personnel office authorized to appoint and separate the employee, and, to the extent such functions have been delegated, to prepare personnel actions, maintain official personnel records, and administer programs for staff compensation, training and development, benefits and awards, and employee and labor relations.

PLACEMENT—Putting employees into jobs. This may be done by appointment of someone new to government; by promotion, change to lower grade, reassignment, or transfer within an agency or from other agencies of a current employee; and by reinstatement of a former employee.

PMRS MERIT INCREASE—An agency-awarded increase in rate of basic pay with no change in grade to an employee who was under the Performance Management and Recognition system.

POSITION means the work, consisting of the duties and responsibilities assigned by competent authority for performance by an employee. (5 U.S.C. 5102 and 5 CFR 511.101)

POSITION CHANGE—A move by an employee from one position to another position during his or her continuous service within the same agency. When the move establishes the employee's eligibility for grade retention (under 5 U.S.C. 5362), the nature of action for the move is also called "Position Change." It is also called a "Position Change" when an employee who is already entitled to grade retention moves to another position at or below his or her retained grade. Moves when the employee is not entitled to grade retention are called promotions, changes to lower grade, or reassignments.

POSITION CLASSIFICATION means the analysis and identification of a position and placing it under the position classification plan established by OPM under chapter 51 of title 5, U.S. Code.

POSITION DESCRIPTION—A statement of duties and responsibilities comprising the work assigned to a civilian employee.

POSITION (or JOB) TITLE—The name of a position, such as "Secretary," or "Civil Engineer," or "Personnel Staffing Specialist."

PRD (PAY RATE DETERMINANT)—A designation of any special factors that help determine an employee's rate of basic pay or adjusted basic pay.

PREFERENCE (VETERANS' PREFERENCE) is an employee's category of entitlement to preference in the Federal service based on active military service that was terminated honorably:

— 5-point preference is the preference granted to a preference-eligible veteran who does not meet the criteria for one of the types of 10-point preferences listed above.

— 10-point (disability) preference is the preference to which a disabled veteran is entitled.

— 10-point (compensable disability) preference is the preference to which a disabled veteran is entitled if he or she has a compensable service-connected disability rating of 10-percent or more.

— 10-point (30% compensable disability) preference is the preference to which a disabled veteran is entitled if he or she is entitled to a 10-point preference due to a compensable service-connected disability of 30 percent or more.

—10-point (other) preference is the preference granted to the widow/widower or mother of a deceased veteran or to the spouse or mother of a disabled veteran. It is called “derived preference” because it is derived from the military service of someone else - a veteran who is not using it for preference. When the disabled veteran does use the service for preference, then the spouse or mother is no longer entitled to preference.

PREFERENCE ELIGIBLE means veterans, spouses, widows, or mothers who meet the definition of “preference eligible” in 5 U.S.C. 2108. Preference eligibles are entitled to have 5 or 10 points added to their earned score on a civil service examination (see 5 U.S.C. 3309). They are also accorded a higher retention standing in the event of a reduction in force (see 5 U.S.C. 3502). Preference does not apply, however, to inservice placement actions such as promotions.

PREMIUM PAY—Additional pay for overtime, night, holiday, or Sunday work and standby duty or administratively uncontrollable work. (5 CFR part 550, subpart A)

PREVAILING RATE SYSTEM—See FEDERAL WAGE SYSTEM.

PREVIOUS RETIREMENT COVERAGE—An indicator of whether the employee has, at the time of most recent appointment to the Federal service, previously been covered by the Civil Service

Retirement System or Federal Employees Retirement System.

PROBATIONARY PERIOD is the first year of service of employee who is given a career or career-conditional appointment under 5 CFR part 315. During this period, the agency determines the fitness of the employee, and the employee has no appeal rights. (5 CFR part 315, subpart H)

PROMOTION—A nature of action used to document personnel actions that change an employee (1) to a position at a higher grade level within the same job classification system and pay schedule or (2) to position with a higher rate of basic pay in a different job classification system and pay schedule.

PROVISIONAL APPOINTMENT—A temporary appointment to a continuing position when the agency intends later to convert the employee to a nontemporary appointment and has current authority for such conversion.

QUALITY (STEP) INCREASE (QSI OR QI)—An increase in employee's rate of basic pay through an additional within-grade increase granted under 5 U.S.C. 5336 for sustained high quality performance.

QUALIFICATIONS STANDARDS FOR THE GENERAL SCHEDULE (formerly Handbook X-118)—Qualification standards manual. The manual contains specific standards for General Schedule positions.

“RARE BIRD” POSITION—One where the OPM has determined that the pay or duties of the position are such, or that the qualified persons are so few, it would not be in the interest of good civil service administration to fill the position through open-competitive examination. (5 CFR 316.601)

RATE OF BASIC PAY—The rate of pay fixed by law or administrative action for the position held by an employee before any deductions (such as taxes) and exclusive of additional pay of any kind (such as overtime pay). >For GS employees, a rate of basic pay is a GS base rate, a law enforcement officer special base rate (GL), or a retained rate – excluding any locality payment or special rate supplement. A rate of basic pay is expressed consistent with applicable pay basis (e.g., annual rate for GS employees or hourly rate for wage system employees).<

REALIGNMENT—The movement of an employee and his or her position when (1) a transfer of function or an organization change occurs, and (2) the employee stays in the same agency, and (3) there is no change in the employee's position, grade or pay (including locality pay).

REASSIGNMENT—The change of an employee from one position to another without promotion or change to lower grade. Reassignment includes: (1) movement to a position in a new occupational series, or to another position in the same series; (2) assignment to a position that has been redescribed due to the introduction of a new or revised classification or job grading standard; (3) assignment to a position that has been redescribed as a result of position review; and (4) movement to a different position at the same grade but with a change in salary that is the result of different local prevailing wage rates or a different locality payment.

RECRUITMENT BONUS—A one-time payment of up to 25 percent of basic pay to an employee who is newly appointed to a hard-to-fill position. (5 U.S.C. 5753) [The term “Recruitment Bonus” was deleted from this guide in Update 45, dated August 6, 2006.]

RECRUITMENT INCENTIVES — are payments made to newly-appointed employees when an agency determines that the position is likely to be difficult to fill in the absence of an incentive. (5 U.S.C. 5753)

RELOCATION INCENTIVES —are payments made to current employees who must relocate to accept a position in a different geographic area when an agency determines that the position is likely to difficult to fill in the absence of an incentive. (5 U.S.C. 5753)

RETENTION INCENTIVES —are payments made to employees when an agency determines that the unusually high or unique qualifications of the employee or a special need of the agency for the employee's services makes it essential to retain the employee and that the employee would be likely to leave the Federal service in the absence of a retention incentive. (5 U.S.C. 5754)

REDUCTION IN FORCE (RIF)—Separation of an employee from his or her competitive level, required by the agency because of lack of work or funds, abolition of position or agency, or cuts in personnel authorizations. (5 U.S.C. chapter 35, subchapter I, and 5 CFR part 351)

REDUCTION IN GRADE, See CHANGE TO LOWER GRADE

REEMPLOYED ANNUITANT—A person retired under the Civil Service or Federal Employees Retirement System whose annuity continues after he or she is reemployed by the Federal Government.

REEMPLOYMENT PRIORITY LIST—A list of career and career-conditional employees an agency has separated because of (1) reduction in force or (2) compensable injury or disability where recovery takes more than one year from the time the employee began receiving compensation.

REEMPLOYMENT RIGHTS—The entitlement of an employee to return to nontemporary employment after assignment to other civilian employment. This other employment may be with the Foreign Service, public international organizations, or other agencies in the executive branch or overseas. (5 CFR part 352)

REGISTER—A list of qualified applicants compiled in order of relative standing for certification.

REINSTATEMENT—Noncompetitive reemployment in the competitive service as a career or career-conditional employee of a person formerly employed in the competitive service who had a competitive status or was serving probation when separated. (5 CFR part 315, subpart D)

RELOCATION BONUS—A one-time payment of up to 25 percent of basic pay to a current employee who relocates to take a hard-to-fill position. (5 U.S.C. 5753) [The term “Relocation Bonus” was deleted from this guide in Update 45, dated August 6, 2006.]

REMOVAL—A separation from Federal service initiated by the agency, Office of Personnel Management, or Merit Systems Protection Board, under 5 CFR parts 359, 432, 731, or 752; section 1201 of title 5, U.S. Code; or comparable agency statutes or regulations.

RESERVIST—A member of the Army, Navy, Air Force, Marine Corps or Coast Guard reserves.

RESIGNATION—A separation action initiated by the employee to leave Federal civil service.

RESIGNATION-ILIA—A nature of action used to document the resignation initiated by employee under circumstances that meet the definition of “involuntary separation” in [Chapter 44 of The](#)

[CSRS and FERS Handbook](#)

RESTORATION RIGHTS—The entitlement of employees who leave their civilian positions for military duty to return to those positions after termination of that duty and the entitlement of an employee to return to his or her position after recovery from compensable injury. (5 CFR part 353)

RETAINED RATE—A rate of pay above the maximum rate of the employee's grade which an employee is allowed to keep in special situations rather than having his or her rate of basic pay reduced.

RETENTION ALLOWANCE is the annual total dollar amount (up to 25 percent of basic pay) paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid. (5 U.S.C. 5754) [The term "Retention Allowance" was deleted from this guide in Update 45, dated August 6, 2006.]

RETENTION PREFERENCE—The relative right of an employee to be retained in a position when similar positions are being abolished and employees in them are being separated or furloughed. (5 CFR part 351)

RETENTION REGISTER—A written or printed record of all employees occupying positions in a competitive level arranged by tenure groups and subgroups, and by service dates within the subgroup. It is used in a reduction in force to determine which employees are retained and which are separated or moved to other positions. (5 CFR part 351)

RETIREMENT—Separation from the service when employee is eligible to obtain an immediate annuity.

RETIREMENT, DEFERRED—Retirement of a person age 62 or older with at least 5 years of civilian service who was formerly employed under the Civil Service Retirement System and then left Federal service or moved to a position not under the retirement system. An employee covered by the Federal Employees Retirement System who separates after completing 10 years of service can also receive a deferred retirement upon reaching the Federal Employees Retirement System "Minimum Retirement Age" (55 to 57, depending on birth date). ([The CSRS and FERS Handbook](#))

RETIREMENT, DISCONTINUED SERVICE—Retirement based on involuntary separation against the will and without the consent of the employee, other than on charges of misconduct or delinquency. An employee who does not meet the age and service requirements for optional retirement at the time of separation may retire on discontinued service if he or she is age 50 with 20 years of creditable service or at any age with 25 years of creditable service including 5 years of civilian service. ([The CSRS and FERS Handbook](#))

RETIREMENT, OPTIONAL means voluntary retirement, without reduction in annuity, of an employee who meets minimum age and service requirements. Under the Civil Service Retirement System (CSRS), an employee qualifies at age 55 with 30 years of creditable service; under the Federal Employees Retirement System (FERS), an employee qualifies at the minimum retirement age (55-57, depending on birth date) with 30 years of creditable service. Under both CSRS and FERS, an employee also qualifies at age 60 with 20 years of creditable service and at age 62 with 5 years of creditable service. ([The CSRS and FERS Handbook](#))

RETURN TO DUTY—Placement of an employee back in pay and duty status after absence for Furlough, Suspension, or Leave Without Pay.

SABBATICAL—An absence from duty, without charge to pay or leave, that an agency may grant to a Senior Executive Service career appointee to engage in study or uncompensated work experience. (5 U.S.C. 3396(c)(1))

SEASONAL EMPLOYEE—An employee who works on an annual recurring basis for periods of less than 12 months (2087 hours) each year.

SCIENTIFIC AND PROFESSIONAL (ST) POSITIONS are positions established under 5 U.S.C. 3104 to carry out research and development functions that require the services of specially

qualified personnel. ST positions are in the competitive service, but are not filled through competitive examinations. Recruitment is carried out by the agencies concerned. ST positions are ungraded. (5 CFR part 319)

SENIOR EXECUTIVE SERVICE—Positions that are classified above GS-15 of the General Schedule or in level IV or V or the Executive Schedule or equivalent positions, which are not required to be filled by an appointment by the President by and with the advice and consent of the Senate, and in which employees direct, monitor and manage the work of an organizational unit or exercise other executive functions.

SENIOR LEVEL (SL) POSITIONS are positions established under the Federal Employees Pay Comparability Act of 1990 (Pub. L. 101-509) to replace positions at grades GS-16, GS-17, and GS-18 of the General Schedule. SL positions are classified above GS-15 of the General Schedule and are ungraded. (5 CFR part 319)

SEPARATED UNDER HONORABLE CONDITIONS means either an honorable or general discharge from the Armed Forces. The Department of Defense is responsible for administering and defining military discharges.

SEPARATION-APPT IN (name of entity) is a separation when an employee leaves a Federal agency to accept employment with a non-Federal Government entity that takes over his or her Federal functions AND the employee will continue to receive Federal benefits.

SEPARATION-US (uniformed services) (formerly called Separation-MIL) is a separation action initiated by an agency when the employee enters on duty with the uniformed services and provides written notice of intent not to return to a position of employment with the agency or elects to be separated in lieu of placement in a leave without pay status.

SEPARATION-RIF is a separation from an agency's rolls under 5 CFR parts 351 or 359, or as a consequence of a reduction in force.

SERIES—Classes of positions similar in specialized line of work but differing in difficulty or responsibility of work, or qualifications requirements and, therefore, differing in grade and pay range.

SERVICE COMPUTATION DATE (SCD)—The date, either actual or constructed by crediting service, used to determine benefits that are based

on how long the person has been in the Federal Service.

For an employee with no prior creditable civilian or military service, the service computation date is the effective date of the employee's first Federal civilian appointment. For an employee with prior creditable service, the service computation date is constructed by totaling the days, months and years of the employee's creditable civilian and military service and subtracting that total from the effective date of the employee's most recent appointment. For example, if an employee is appointed on 10-12-1998 and has 4 years, 3 months and 3 days of prior service that is creditable, the service computation date will be constructed as follows:

When service credit of 4 years, 3 months, and 3 days, is subtracted from the date, 1998-10-12, the result is 1994-07-09. Thus, the service computation date will then be 07-09-1994.

SEVERANCE PAY—Sum of money (based on last salary, length of service, and age) which an employee may be paid when separated involuntarily from an agency, such as during a reduction in force. An employee is ineligible for severance pay if the separation results from misconduct or if the employee is eligible for an immediate (retirement) annuity. (5 CFR part 550, subpart G)

SON (SUBMITTING OFFICE NUMBER)—A number that was assigned by OPM to identify an office that submitted personnel action data to the Central Personnel Data File (CPDF). The SON was replaced by the POI (Personnel Office Identifier.)

SPECIAL GOVERNMENT EMPLOYEE—An employee who is appointed to work for a period not to exceed 130 days during any period of 365 days. The standards of employee conduct to which a special government employee is subject differ from those to which other employees are subject. (18 U.S.C. 202)

SPECIAL PAY ADJUSTMENT for LAW ENFORCEMENT OFFICERS is an additional payment made to a law enforcement officer whose official duty station is in one of eight special pay areas defined in section 404 of the Federal Employees Pay Comparability Act of 1990. (5 CFR part 531, subpart C) [This term was deleted from this guide in Update 46, dated January 7, 2007.]

SPECIAL * RATES**—>Are higher than rates under the regular pay schedule. For example, OPM

may establish higher pay rates under 5 U.S.C. 5305< for occupations in which private enterprise is paying substantially more than the regular Government schedule and this salary gap significantly handicaps the Government's recruitment or retention of well-qualified persons. >A special rate may consist of a base rate and a special rate supplement.< (5 U.S.C. 5305 and 5 CFR part 530, subpart C)

STANDARD FORM 50 (also called “50”)—Notification of Personnel Action. The Standard Form 50 is completed by the personnel or administrative office to which appointing authority has been delegated, and is used to notify the employee and the payroll office, and to record the action in the employee's Official Personnel Folder.

STANDARD FORM 52 (also called a “52”)—Request for Personnel Action. Is used by operating officials or supervisors to request personnel actions and to secure internal agency clearance of requests for personnel action. Employees use the Standard Form 52 to request leave without pay or a name change and to notify the agency of their intent to resign or retire. (Chapter 4 of this Guide)

STATUS EMPLOYEE—One who has completed the probationary period under the career-conditional employment system. Also known as an employee with competitive status. (5 CFR 315.503)

STATUS QUO EMPLOYEE—An employee who failed to acquire competitive status when the position in which he or she was serving was placed in the competitive service by a statute, Executive Order, or Civil Service Rule which permitted his or her retention without acquisition of status. (5 CFR part 316, subpart G).

STEP—The step of the pay plan under which an employee is paid. For example, step 2 of GS 7; step 1 of WG 5.

STEP ADJUSTMENT—A change in the step of the grade at which the employee is serving without a change in the employee's rate of basic pay. >For example, a special rate employee may become entitled to a retained rate (step 00 equal to the employee's former step rate.<

SUBSTANTIALLY CONTINUOUS SERVICE—Federal civilian service which continued without break or interruption; a period of service from which time off the agency's rolls was not deducted or subtracted from employee's total period of service.

SUPERIOR QUALIFICATIONS APPOINTMENT—Placement of a person in a hard-to-recruit-for position at a pay rate above the minimum based on the applicant's unique or unusually high qualifications, a special government need for applicants' services and the fact applicants' present salary or salary offerings are higher than the minimum rate of the grade level to which the applicant can be appointed. (5 CFR 531.203(b))

SUPERVISORY DIFFERENTIAL The annual total dollar amount paid, over and above basic pay, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised. (5 U.S.C. 5755)

SUSPENSION—Placement of an employee in a temporary nonpay and nonduty status (or absence from duty) for disciplinary reasons or other reasons pending an inquiry. (5 CFR part 752)

TEMP APPT-PER—(Sometimes referred to as “TAPER” appointment) A nature of action that documents a temporary appointment authorized by the Office of Personnel Management in the absence of eligibles who can be considered for permanent employment from a civil service register. The appointment is temporary, pending the establishment of a register from which permanent employees can be selected. (5 CFR part 316, subpart B). [The term “TAPER” was deleted from this Guide in Update 43, dated July 25, 2004].

TEMPORARY APPOINTMENT—An appointment made for a limited period of time and with a specific not-to-exceed (NTE) date determined by the authority under which the appointment is made.

TENURE—The period of time an employee may reasonably expect to serve under his or her current appointment. Tenure is governed by the type of appointment under which an employee is currently serving, without regard to whether the employee has competitive status or whether the employee's appointment is to a competitive service position or an excepted service position.

TENURE GROUPS—Categories of employees ranked in priority order for retention during reduction in force.

TENURE SUBGROUPS—Within each tenure group, employees are divided into three subgroups. Subgroup AD includes each preference eligible employee who has a compensable service-

connected disability of 30 percent or more. Subgroup A consists of employees with veterans' preference who are not in subgroup AD. Subgroup B consists of employees who have no veterans' preference.

TERM APPOINTMENT—Appointment to a position that will last more than one year but not more than four years and that is of a project nature where the job will terminate upon completion of the project. (5 CFR part 316, subpart C)

TERMINATION-APPT IN (agency)—A separation action initiated by either the employee or the agency when the employee (or a group of employees) moves from one agency to another agency.

TERMINATION DURING PROB/TRIAL PERIOD —An agency-initiated separation of an employee who is serving an initial appointment probation or a trial period required by civil service or agency regulations.

TERMINATION-EXP OF APPT—A separation action initiated by the agency to end employment on the not-to-exceed date of a temporary appointment or when the employee has worked the number of days or hours to which the appointment was limited.

TERMINATION-SPONSOR RELOCATING—An action to document the separation of a Department of Defense employee who submits a resignation to accompany a military or civilian sponsor to a new duty station.

TIME-AFTER-COMPETITIVE-APPOINTMENT RESTRICTION—The provision that 3 months must elapse after an employee's latest nontemporary competitive appointment before he or she may be (1) promoted or reassigned, or transferred to a different line of work or to a different geographical area, or (2) transferred to or reinstated to a higher grade or different line of work in the competitive service. (5 CFR part 330.501)

TOUR OF DUTY—The hours of a day (daily tour of duty) and the days of an administrative workweek (weekly tour of duty) that are scheduled in advance and during which an employee is required to perform work on a regularly recurring basis.

TRANSFER—A change of an employee, without a break in service of one full workday, from a position in one agency to a position in another agency that can be filled under the same

appointing authority: 5 CFR 315.501 authorizes the transfer of competitive service career and career-conditional appointees to competitive service career or career-conditional appointments in other agencies; 5 CFR 307.103 authorizes transfer of excepted service veterans' readjustment appointees to excepted service veterans' readjustment appointment positions in other agencies; and 5 U.S.C. 3395 authorizes transfer of career and noncareer appointees in the Senior Executive Service to career and noncareer appointments in other agencies.

TRANSFER OF FUNCTION—The movement of the work of one or more employees from one competitive area to another. (5 CFR part 351, subpart C)

UNEMPLOYMENT COMPENSATION—An unemployment insurance for Federal employees. (5 U.S.C. chapter 85)

UNIFORMED SERVICES—The Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard) plus the commissioned officer corps of the Public Health Service and National Oceanic and Atmospheric Administration.

VETERAN—Means a person who was separated with an honorable discharge or under honorable conditions from active duty in the Armed Forces performed during one of the periods described in 5 U.S.C. 2108.

VETERANS' PREFERENCE is an employee's category of entitlement to preference in the Federal service based on active military service that terminated honorably.

WAE (when actually employed)—See INTERMITTENT SERVICE.

WAGE AREA—A geographical area within which a single set of regular wage schedules is applied uniformly by Federal installations to the covered occupations under the Federal Wage System. (5 U.S.C. chapter 53, Subchapter IV, and 5 CFR part 532)

WAGE EMPLOYEES—Also called Federal wage employees or prevailing rate employees. These employees are in trades, crafts, or labor occupations covered by the Federal Wage System and their pay is fixed and adjusted from time-to-time in accordance with prevailing rates.

WC (Without Compensation)—Under certain circumstances, an agency may be authorized to appoint an employee to provide services to the government without pay.

WITHIN-GRADE INCREASE (WGI)—Is an increase in employee's rate of basic pay by advancement from one step of his or her grade to the next after meeting requirements for length of service and performance.

>WITHIN-RANGE INCREASE (WRI) – Is an increase in an employee's rate of basic pay by advancement from one step of his or her grade or range to the next after meeting requirements for length of service and performance. A GS within-

grade increase (WGI) is one type of within-range increase.<

WORK SCHEDULE—The time basis on which an employee is paid. A work schedule may be full-time, part-time, or intermittent.

WORK SITE of the employee is the place where he or she works, or at which the employee's activities are based, as determined by the employing agency