

U.S Office of Personnel Management
Operating Manual Update

The Guide to Processing Personnel Actions

Update 83

Notice

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Distribution: Operating Manual, The Guide to Processing Personnel Actions

U.S. Office of Personnel Management

Summary of Changes, Chapter 11 (Update 83)

Removed Pages	Identification	Insert Page	Explanation of Changes
11-1 thru 11-31	N/A	1 thru 31	Chapter 11, in its' entirety has been updated, to include: (1) reformatted page numbers from 11-1, 11-2, 11-3, etc., to new format of 1,2,3, etc.; (2) added a footnote to each page to reflect Chapter number and title of guide; (3) reformatted text from column to paragraph to meet 508 compliance requirements; (4) distinguished new text changes and/or additions in >dark red font surrounded by angled brackets< ; (5) distinguished deletion/removal of text with *** in green font ; and, (6) removed all symbols annotating historical changes throughout the chapter.

Listing of Specific Changes to Chapter 11

Chapter	Page Number(s)	Explanation of Changes
11	Various	Incorporated hyperlinks to regulatory items and Standard Forms throughout Chapter 11
11	2	Item 2 Definitions: a. Appointment, b. Conversion, c. Extension, d. Provisional Appointment; Revised wording of definitions to match definitions in GPPA Chapter 35 Glossary. Added: e. Time limited Appointment – a non-permanent appointment made for more than 1 year.
11	3	Special Conditions, item 3e: Added, Appointments funded by Public Law 117-58 (the Bipartisan Infrastructure Law (BIL) enacted as the Infrastructure Investment Jobs Act (IIJA), use of secondary LAC ZBB.

Chapter	Page Number(s)	Explanation of Changes
11	8	Table 11-A, Appointment column, Rule 3-4: added or time-limited.
11	8-16	Table 11-A, Notes column: added note #9 Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117-58).
11	9	Table 11A, Rule 15:Removed Rule 15, reference to LAC VCW.
11	17-18	Table 11-B, Notes column: added note #6, Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117-58).
11	23	Table 11-C Remarks to be Shown on SF 50, And Remark Code is column: rule 26, removed word above.

Chapter 11: Excepted Service Appointments (Natures of Action 130, 170, 171, 190, 570, 571, 590, 760)

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

1. Coverage

This chapter covers all appointments, conversions to appointments, and extensions of temporary appointments that are made without regard to the competitive requirements of the civil service rules and regulations, and that are not covered by the Senior Executive Service (SES). Instructions for SES appointments are published in Chapter 13.)

2. Definitions

- a. *** >APPOINTMENT—Any personnel action that brings an individual onto the rolls (staff) of an agency.<
- b. *** >CONVERSION—The changing of< an employee from one appointment to another appointment (under either the same or a different authority) in the same agency with no break in service or with a break of 3 days or less.
- c. ***>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.<
- d. ***>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.<
- e. >TIME LIMITED APPOINTMENT—A non-permanent appointment made for more than 1 year.<

3. Special Conditions

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

- a. **Retired persons.** When the person being appointed is retired from Federal civilian service, you must follow the instructions in Chapter 3 as well as those instructions appropriate for excepted service appointments.
- b. **Separations by RIF.** If an employee who is to be separated by reduction in force (RIF) procedures accepts a nonpermanent

appointment in the same agency, each action must be documented separately, regardless of when the new appointment begins: the losing office processes a 356/Separation-RIF and the gaining offices processes the new appointment. If an employee accepts an offer of assignment under the RIF regulations to a specifically temporary position (e.g., if a career employee accepts an offer of assignment to a position that is scheduled to be abolished in a year), the action is processed as a Reassignment, Position Change, etc., following the instructions in Chapter 14.

- c. **Concurrent employment.** If employee will be employed concurrently in two (or more) agencies, follow instructions in the [“Federal Employees’ Group Life Insurance: A Handbook for Employees, Annuitants, Compensationers and Employing Offices”](#) and the [“Federal Employees’ Health Benefit Program: A Handbook for Enrollees and Employing Offices”](#) to determine how health benefits and FEGLI will be handled, and to document those determinations on the [Standard Form \(SF\) 52](#) (and [SF 50](#)).
- d. **Appointments funded by Public Law 111-5 dated February 17, 2009 The American Recovery and Reinvestment Act of 2009 (“ARRA”).** In addition to citing the legal authority code(s) required per the Tables in this chapter, when documenting the SF-52/SF-50 for an ARRA funded appointment effective on or after February 17, 2009, cite “ZEA/Pub. L. 111-5” as the final legal authority.
- e. **>Appointments funded by Public Law 117-58 dated November 15,2021, the Bipartisan Infrastructure Law (BIL), enacted as the infrastructure Investment Jobs Act (IIJA), <https://www.congress.gov/117/plaws/publ58/PLAW-117publ58.pdf>** In addition to citing the legal authority code(s) required per the Tables in this chapter, when documenting the SF-52/SF-50 for an BIL IIJA funded appointment effective on or after November 15,2021, use a secondary LAC “ZBB/Pub. L. 117-58 in support of the [Infrastructure Investment and Jobs Act \(P.L. 117-58.<](#)

Job Aid

Instructions for Processing Personnel Actions on Appointments in the Excepted Service

Step	Action
1	<p>When actions involve persons new to the rolls of your agency, compare data on the SF 52 submitted by the requesting office with the applications and other documents submitted.</p> <p>When actions involve persons already on the rolls of your agency, compare data on the SF 52 submitted by the requesting office with the last action in the employee's Official Personnel Folder (OPF) to be sure it is correct. Then follow any of the instructions that are applicable:</p> <p>If the employee:</p> <p>Is being converted to a new appointment on the same date that he or she returns to duty from nonpay status, then:</p> <ul style="list-style-type: none"> • Both the return-to-duty (RTD) action and the conversion must be documented. • Follow the instructions in Chapter 16 to document the RTD and the instructions in this chapter to document the conversion. If the actions are being documented on a single SF 52 (and SF 50), enter the nature of action and authority for the RTD in blocks 5A-5F. <p>Will change the work schedule, or the number of hours he or she works on a part-time basis, will change as a result of a conversion action, then:</p> <ul style="list-style-type: none"> • The new schedule/hours must be documented. • Follow the instructions in Chapter 24 to select the nature of action, authority and remarks for the change in work schedule or hours. • If the conversion and the change in work schedule or hours are being documented on a single SF 52 (and SF 50), enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F; for a Chg. in Hours action, enter the new hours per pay period in block 33. • When an RTD and a conversion are effective on the same date as a change in work schedule or hours, and the RTD and conversion are being recorded on the same action, document the new work schedule in block 32 and the new hours in block 33; there is no need for a separate Chg. in Work Schedule or Chg. in Hours action. <p>Is voluntarily converting from a competitive service appointment to an excepted service appointment, then:</p> <ul style="list-style-type: none"> • Obtain a statement from the employee that the employee is leaving the competitive service voluntarily to accept appointment in the excepted service.

Job Aid. Instructions for Processing Personnel Actions on Appointments in the Excepted Service, Continued

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Step	Action
2	<p>Use Table 11-A or Table 11-B to select the nature of action and authority for the appointment or conversion and put them in blocks 5A-5F of the SF 52.</p> <p>If the action is being taken under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by OPM) instead of the authority and code shown in this chapter.</p>
3	<p>Use Table 11-C to select remarks codes/remarks required by OPM for the action and enter them in Part F of the SF 52. Also enter in Part F any additional remarks codes/remarks that are required by your agency's instructions or that are necessary to explain the action.</p>
4	<p>Use Chapter 3 to see what forms must be obtained or prepared with the action. You may need information from them to complete the SF 52. Follow instructions in that chapter to complete and distribute them.</p>
5	<p>Fill in remaining blocks on SF 52 as required by instructions to Chapter 4.</p> <p>To identify an excepted appointment that is "conditional," enter "2" in block 24 of the SF 52; to identify an excepted appointment that is "indefinite," or "provisional" enter "3" in block 24 of the SF 52.</p> <p>Follow your agency's instructions to obtain approval signature in Part C, block 2, of the SF 52.</p>
6	<p>Prepare the SF 50 from the information on the SF 52. Refer to Chapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.</p>
7	<p>Check The Guide to Personnel Recordkeeping to decide if any of the documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.</p>

Job Aid. Instructions for Processing Personnel Actions on Appointments in the Excepted Service, Continued

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Step	Action
8	<p>If the employee is being converted to a new appointment and will be serviced by a new payroll office,</p> <ul style="list-style-type: none"> • Then: Give the employee, before the effective date of the conversion, a completed SF 8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of payroll office where the individual's records are maintained. <p>If the employee is coming from another agency,</p> <ul style="list-style-type: none"> • Then: Make another copy of the SF 50 (or list form of notice). • Then: Send it to the servicing personnel office in the "losing" agency, and request that employee's OPF and leave record (SF 1150) be forwarded to your office. • Then: If a copy of the appointment SF 50 (the "pick up 50") cannot be sent to the losing agency within five days of the effective date of the appointment, send a copy of the appointment SF 52. That copy must show the effective date of the appointment and have the appointing official's signature in the approval block (Part C, block 2) of the SF 52. • Note: When the gaining agency is using an OPM-approved electronic SF 52 or SF 52 signature system, use a letter or other written document as required by the losing agency to request the OPF. The request letter or other written document as required by the losing agency must be signed by the appointing official and contain the information in Part B, blocks 1-6 and 15-22 of the SF 52.
9	Follow your agency instructions to distribute the Standard Form 50 copies.

Tables

Table Summary: Table 11-A. Excepted Service Appointments

<i>If Appointment Is</i>	<i>Go to Rules</i>
On a provisional basis	5-6
Under VRA authority	7-11
Based on a move from the SES	12-14
By the President	16-23
Of an Expert or Consultant	24-27
Of a foreign national overseas	28-31
Under the IPA	32
Not listed above	
<ul style="list-style-type: none"> • Under Schedule A, B, C or D authority 	1-4, 33-42, 44-45, 47-49
<ul style="list-style-type: none"> • Under another authority 	43, 46, 50-53
<ul style="list-style-type: none"> • Extension of an Exc Appt 	54-55

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights
 >Notes and Remarks columns have been added.<

Rule	If the person	And the appointment	And the person	Then NOAC is	NOA is	Auth code is	And Authority is (See notes 1-4>,9<)	Notes	Remarks	
1	Is being employed under a Schedule A, B, or C authority that is not specifically covered by the rules below	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	(Cite code for Schedule A, B, or C authority that authorizes the appt. or conversion)	(Cite authority under Schedule A, B, or C that authorizes the appointment or conversion)	1. ZLM: Other Citation (Law, EO, or Reg) may be cited in addition to any other authority or authorities required by this Table. Cite ZLM immediately after the authority or authorities required by this table. If a Standard Form 59, Request for Approval of Non-Competitive Action, was obtained from the Office of Personnel Management for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. 2. If appointment was made using special section priority under the agency's Career Transition Assistance Program (CTAP), cite ABR: Reg 330.608 following the authorities required by this Table and ZLM, if used. 3. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50, Notification of Personnel Action), ABL: Bicultural/Bilingual Selective Factors. 4. For information on Schedule A, B, C, and D see part 213 of title 5, Code of Federal Regulation . For authority codes for Schedules A, B, C, and D see Figure 11-1, or The Guide to Data Standards . 9. >Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58) .<	Jump to listing of Remarks (Use as many remarks as are applicable)	
2			Is already on the rolls of your agency	570	Conv to Exc Appt					
3			Is temporary >or time-limited<	Is not on your agency's rolls	171					Exc Appt NTE (date)
4			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)					
5	Is being appointed on a temporary basis to a continuing position when the agency intends later to convert the employee to a non-temporary position and has current authority for such conversion		Is not on your agency's rolls	190	Provisional Appt NTE (date)	(Cite code for the Sch A, B, or C, statutory, or regulatory authority for the appointment)	(Cite the Sch A, B, or C, statutory, or regulatory authority for the appt)			
6			Is already on the rolls of your agency	590	Conv to Provisional Appt NTE (date)					
7	Is already employed under the Veterans Recruitment Appointment (VRA) in a different agency	Is to a VRA position without a break in service		130	Transfer	J8M	Pub. L. 107-288			

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights, Continued

Rule	If the person	And the appointment	And the person	Then NOAC is	NOA is	Auth code is	And Authority is (See notes 1-4>,9<)	Notes	Remarks		
8	Is being employed under the Veterans Recruitment Appointment (VRA) on an appointment without time limitation (see note 5)		Is not on your agency's rolls	170	Exc Appt	J8M	Pub. L. 107-288	<ol style="list-style-type: none"> ZLM: Other Citation (Law, EO, or Reg) may be cited in addition to any other authority or authorities required by this Table. Cite ZLM immediately after the authority or authorities required by this table. If a Standard Form 59, Request for Approval of Non-Competitive Action, was obtained from the Office of Personnel Management for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. If appointment was made using special section priority under the agency's Career Transition Assistance Program (CTAP), cite ABR: Reg 330.608 following the authorities required by this Table and ZLM, if used. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50, Notification of Personnel Action), ABL: Bicultural/Bilingual Selective Factors. For information on Schedule A, B, C, and D see part 213 of title 5, Code of Federal Regulation. For authority codes for Schedules A, B, C, and D see Figure 11-1, or The Guide to Data Standards. Individuals receiving Veterans Recruitment Appointments are placed in Tenure Group II of the Excepted Service. These instructions apply only when the Veterans Recruitment Appointment is to a position in an excepted service agency or organization. When a Veterans Recruitment Appointment is made on a temporary basis to a position in the competitive service, follow the instructions in Chapter 10. >Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58).< 	Jump to listing of Remarks (Use as many remarks as are applicable)		
9			Is already on the rolls of your agency	570	Conv to Exc Appt						
10	Is being employed under the Veterans Recruitment Appointment (VRA) on a temporary appointment (see note 6)		Is not on your agency's rolls	171	Exc Appt NTE (date)						
11			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)						
12	Is converted from an SES career appointment under which the individual had guaranteed placement rights to an appointment in the excepted service	Is based on unacceptable performance during the SES probationary period	Is already on the rolls of your agency	570	Conv to Exc Appt	(Cite code for authority under which conversion is effected) and VDJ	(Cite the authority under which the conversion is effected) and 5 U.S.C. 3594(a)	<ol style="list-style-type: none"> Individuals receiving Veterans Recruitment Appointments are placed in Tenure Group II of the Excepted Service. 			
13		Is based on less than fully successful performance following the SES probationary period								(Cite code for authority under which conversion is effected) and VCS	(Cite the authority under which the conversion is effected) and 5 U.S.C. 3594(b)(1)
14		Is based on a reduction in force in the SES								(Cite code for authority under which conversion is effected) and VCT	(Cite the authority under which the conversion is effected) and 5 U.S.C. 3594(b)(2)
15	***	***	***	***	***	***	***				

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights, Continued

Rule	If the person	And the appointment	And the person	Then NOAC is	NOA is	Auth code is	And Authority is (See notes 1-4>,9<)	Notes	Remarks
16	Is appointed by the President with the advice and consent of the Senate (see note 7)	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	ZNM	(Enter Law, E.O., or Reg. that authorizes the Presidential appointment with advice and consent of the Senate)	<ol style="list-style-type: none"> ZLM: Other Citation (Law, EO, or Reg) may be cited in addition to any other authority or authorities required by this Table. Cite ZLM immediately after the authority or authorities required by this table. If a Standard Form 59, Request for Approval of Non-Competitive Action, was obtained from the Office of Personnel Management for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. If appointment was made using special section priority under the agency's Career Transition Assistance Program (CTAP), cite ABR: Reg 330.608 following the authorities required by this Table and ZLM, if used. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50, Notification of Personnel Action), ABL: Bicultural/Bilingual Selective Factors. For information on Schedule A, B, C, and D see part 213 of title 5, Code of Federal Regulation. For authority codes for Schedules A, B, C, and D see Figure 11-1, or The Guide to Data Standards. Employee is placed in Tenure Group 0. >Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58).< 	Jump to listing of Remarks (Use as many remarks as are applicable)
17			Is already on the rolls of your agency	570	Conv to Exc Appt				
18		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)				
19			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)				
20	Is appointed by the President when advice and consent of the Senate is not required (see note 7)	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	ZKM	(Enter Law, E.O., or Reg. that authorizes the Presidential appt)		
21			Is already on the rolls of your agency	570	Conv to Exc Appt				
22	Is appointed by the President when advice and consent of the Senate is not required (see note 7)	Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)	ZKM	(Enter Law, E.O., or Reg. that authorizes the Presidential appt)		
23			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)				
24	Is an expert or consultant appointed under the authority of 5 U.S.C. 3109 and agency's appropriation act or other statute	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	H2L	Reg. 304.103		

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights, Continued

Rule	If the person	And the appointment	And the person	Then NOAC is	NOA is	Auth code is	And Authority is (See notes 1-4>,9<)	Notes	Remarks
25	Is an expert or consultant appointed under the authority of 5 U.S.C. 3109 and agency's appropriation act or other statute	Is without time limitation	Is already on the rolls of your agency	570	Conv to Exc Appt	H2L	Reg. 304.103	<ol style="list-style-type: none"> ZLM: Other Citation (Law, EO, or Reg) may be cited in addition to any other authority or authorities required by this Table. Cite ZLM immediately after the authority or authorities required by this table. If a Standard Form 59, Request for Approval of Non-Competitive Action, was obtained from the Office of Personnel Management for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. If appointment was made using special section priority under the agency's Career Transition Assistance Program (CTAP), cite ABR: Reg 330.608 following the authorities required by this Table and ZLM, if used. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50, Notification of Personnel Action), ABL: Bicultural/Bilingual Selective Factors. For information on Schedule A, B, C, and D see part 213 of title 5, Code of Federal Regulation. For authority codes for Schedules A, B, C, and D see Figure 11-1, or The Guide to Data Standards. >Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58).< 	Jump to listing of Remarks (Use as many remarks as are applicable)
26		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)				
27			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)				
28	Is a foreign national recruited overseas for an overseas position	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	BPM	CS Rule 8.3		
29			Is already on the rolls of your agency	570	Conv to Exc Appt				
30	Is a foreign national recruited overseas for an overseas position	Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		CS Rule 8.3		
31			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)				
32	Is selected under the Intergovernmental Personnel Act (IPA)	Is under the authority of 5 U.S.C. 3374	Is not on your agency's rolls	171	Exc Appt NTE (date)	VPE	5 U.S.C. 3374		

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights, Continued

Rule	If the person	And the appointment	And the person	Then NOAC is	NOA is	Auth code is	And Authority is (See notes 1-4>,9<)	Notes	Remarks
33	Is employed under the authority of Sch A, 213.3102(i) in a position for which a critical hiring need exists	Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)	W9P	Sch A, 213.3102(i)(2)	1. ZLM: Other Citation (Law, EO, or Reg) may be cited in addition to any other authority or authorities required by this Table. Cite ZLM immediately after the authority or authorities required by this table. If a Standard Form 59, Request for Approval of Non-Competitive Action, was obtained from the Office of Personnel Management for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority.	Jump to listing of Remarks (Use as many remarks as are applicable)
34			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)				
35		Is without time limitation on a less than full-time basis	Is not on your agency's rolls	170	Exc Appt				
36			Is already on the rolls of your agency	570	Conv to Exc Appt				
37	Is employed as an Intern	Is under the Internship Program of the Pathways Program	Is not on your agency's rolls	170	Exc Appt	YEA	Sch D, 213.3402(a)	3. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50, Notification of Personnel Action), ABL: Bicultural/Bilingual Selective Factors.	4. For information on Schedule A, B, C, and D see part 213 of title 5, Code of Federal Regulation . For authority codes for Schedules A, B, C, and D see Figure 11-1, or The Guide to Data Standards .
38			Is already on the rolls of your agency	570	Conv to Exc Appt				
39			Is not on your agency's rolls	171	Exc Appt NTE (date)				
40	Is employed as an Intern	Is under the Internship Program of the Pathways Program	Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)	YEA	Sch D, 213.3402(a)	9. >Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58) .<	
41	Is employed as a Recent Graduate	Is under the Recent Graduates Program of the Pathways Programs	Is not on your agency's rolls	170	Exc Appt	YEB	Sch D, 213.3402(b)		
42			Is already on the rolls of your agency	570	Conv to Exc Appt				
43	Is already employed as a Recent Graduate in a different agency		Is not on your agency's rolls	170	Exc Appt	YEP	Reg. 362.304		

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights, Continued

Rule	If the person	And the appointment	And the person	Then NOAC is	NOA is	Auth code is	And Authority is (See notes 1-4>,9<)	Notes	Remarks
44	Is employed as a Presidential Management Fellow	Is under the Presidential Management Fellows Program of the Pathways Program	Is not on your agency's rolls	170	Exc Appt	YEC	Sch D, 213.3402(c)	<ol style="list-style-type: none"> ZLM: Other Citation (Law, EO, or Reg) may be cited in addition to any other authority or authorities required by this Table. Cite ZLM immediately after the authority or authorities required by this table. If a Standard Form 59, Request for Approval of Non-Competitive Action, was obtained from the Office of Personnel Management for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. If appointment was made using special section priority under the agency's Career Transition Assistance Program (CTAP), cite ABR: Reg 330.608 following the authorities required by this Table and ZLM, if used. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50, Notification of Personnel Action), ABL: Bicultural/Bilingual Selective Factors. For information on Schedule A, B, C, and D see part 213 of title 5, Code of Federal Regulation. For authority codes for Schedules A, B, C, and D see Figure 11-1, or The Guide to Data Standards. Conversion under this authority may only occur with prior approval from OPM. Please contact the Student Programs Office at pathways@opm.gov for additional information. >Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58)<. 	Jump to listing of Remarks (Use as many remarks as are applicable)
45			Is already on the rolls of your agency	570	Conv to Exc Appt				
46	> Is already employed as a Presidential Management Fellow in a different agency	Is under the Presidential Management Fellows Program of the Pathways Program	Is not on your agency's rolls	170	Exc Appt	YER	Reg. 362.406		
47	>Is being readmitted as a Presidential Management Fellow		Is not on your agency's rolls	170	Exc Appt	YES	Reg. 362.407		
48			Is already on the rolls of your agency	570	Conv to Exc Appt				
49	Is currently serving on a SCEP appt which is being converted to an appt under the Internship Program of the Pathways Programs under Sch D, 213.3402(a) (see note 8 BEFORE citing this rule)	Is without time limitation	Is already on the rolls of your agency	570	Conv to Exc Appt	YEF	Sch D, 213.3402(a) - SCEP		

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights, Continued

Rule	If the person	And the appointment	And the person	Then NOAC is	NOA is	Auth code is	And Authority is (See notes 1-4>,9<)	Notes	Remarks
50	Is currently serving on a STEP appt which is being converted to an appt under the Internship Program of the Pathways Programs under Sch D, 213.3402(a) (see note 8 BEFORE citing this rule)	Is temporary	Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)	YEG	Sch D, 213.3402(a) - STEP	<ol style="list-style-type: none"> ZLM: Other Citation (Law, EO, or Reg) may be cited in addition to any other authority or authorities required by this Table. Cite ZLM immediately after the authority or authorities required by this table. If a Standard Form 59, Request for Approval of Non-Competitive Action, was obtained from the Office of Personnel Management for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. If appointment was made using special section priority under the agency's Career Transition Assistance Program (CTAP), cite ABR: Reg 330.608 following the authorities required by this Table and ZLM, if used. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50, Notification of Personnel Action), ABL: Bicultural/Bilingual Selective Factors. For information on Schedule A, B, C, and D see part 213 of title 5, Code of Federal Regulation. For authority codes for Schedules A, B, C, and D see Figure 11-1, or The Guide to Data Standards. Conversion under this authority may only occur with prior approval from OPM. Please contact the Student Programs Office at pathways@opm.gov for additional information. >Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58).< 	Jump to listing of Remarks (Use as many remarks as are applicable)
51	Is currently serving on a PMF appt (Reg. 213.3102 (ii) and appt is being converted to an appt under the PMF Program of the Pathways Programs under Sch D, 213.3402(c) (see note 8 BEFORE citing this rule)	Is without time limitation	Is already on the rolls of your agency	570	Conv to Exc Appt	YEH	Sch D, 213.3402(c) - PMF	<ol style="list-style-type: none"> ZLM: Other Citation (Law, EO, or Reg) may be cited in addition to any other authority or authorities required by this Table. Cite ZLM immediately after the authority or authorities required by this table. If a Standard Form 59, Request for Approval of Non-Competitive Action, was obtained from the Office of Personnel Management for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. If appointment was made using special section priority under the agency's Career Transition Assistance Program (CTAP), cite ABR: Reg 330.608 following the authorities required by this Table and ZLM, if used. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50, Notification of Personnel Action), ABL: Bicultural/Bilingual Selective Factors. For information on Schedule A, B, C, and D see part 213 of title 5, Code of Federal Regulation. For authority codes for Schedules A, B, C, and D see Figure 11-1, or The Guide to Data Standards. Conversion under this authority may only occur with prior approval from OPM. Please contact the Student Programs Office at pathways@opm.gov for additional information. >Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58).< 	

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights, Continued
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Rule	If the person	And the appointment	And the person	Then NOAC is	NOA is	Auth code is	And Authority is (See notes 1-4>,9<)	Notes	Remarks
52	Is employed under the authority of any other law, Executive Order or Reg. not covered in the preceding rules of this Table (including Experts and Consultants employed under agency authority similar to that of 5 U.S.C. 3109)	Is without time limitation	Is not on your agency's rolls	170	Ext Appt	ZLM	(Enter Law, E.O., or Reg. that authorizes the appointment or conversion)	1. ZLM: Other Citation (Law, EO, or Reg) may be cited in addition to any other authority or authorities required by this Table. Cite ZLM immediately after the authority or authorities required by this table. If a Standard Form 59, Request for Approval of Non-Competitive Action, was obtained from the Office of Personnel Management for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. 2. If appointment was made using special section priority under the agency's Career Transition Assistance Program (CTAP), cite ABR: Reg 330.608 following the authorities required by this Table and ZLM, if used. 3. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50, Notification of Personnel Action), ABL: Bicultural/Bilingual Selective Factors. 4. For information on Schedule A, B, C, and D see part 213 of title 5, Code of Federal Regulation . For authority codes for Schedules A, B, C, and D see Figure 11-1, or The Guide to Data Standards . 9. >Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58) .<	Jump to listing of Remarks (Use as many remarks as are applicable)
53			Is already on your agency's rolls	570	Conv to Exc Appt				
54		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)				
55			Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)				
56	Previously served on a STEP appt which was converted to an appt NTE under the Internship Program of the Pathways Programs	Is being extended	Is already on your agency's rolls	760	Ext of Appt NTE (date)	YEA	Sch D, 213.3402(a)		
57	Is serving on an Exc Appt NTE that is not described in rule 56 above								

Table 11-B. Excepted Appointments Based on Exercise of Reemployment or Restoration Rights

>Notes and Remarks columns have been added.<

Rule	If the person	And	Then NOAC is	NOA Is	Auth Code Is	And Authority Is (See notes 1-4, >6<)	Notes	Remarks
1	Is exercising statutory restoration rights upon return from uniformed service	Appointment held prior to the separation upon which restoration is based was without time limitation	170	Exc Appt	QAK and (Cite auth code for the appointment held prior to the separation upon which restoration is based)	Reg. 353.207 and (Cite authority for the appointment held prior to the separation upon which restoration is based)	<ol style="list-style-type: none"> 1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this Table. Cite ZLM immediately after the authority or authorities required by this table. 2. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. 3. For information on Schedule A, B, C, and D see part 213 of title 5, Code of Federal Regulations. For authority codes for Schedules A, B, C, and D see Figure 11-1, or The Guide to Data Standards. 4. On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use The Guide to Data Standards to identify the code for that legal authority. 5. If MSPB determines restoration was improper, cancel it following instructions in Chapter 32 of this Guide. 6. >Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58).< 	Jump to listing of Remarks (Use as many remarks as are applicable)
2		Appointment held prior to the separation upon which restoration is based was temporary	171	Exc Appt NTE (date)				
3	Is ordered by MSPB directive to be restored to duty when person appeals failure to restore or improper restoration after uniformed service (see note 5)	Appointment held prior to the separation upon which restoration is based was without time limitation	170	Exc Appt	ALM and (Cite auth code for the appointment held prior to the separation upon which restoration is based)	MSPB Directive—US and (Cite authority for the appointment held prior to the separation upon which restoration is based)		
4		Appointment held prior to the separation upon which restoration is based was temporary	171	Exc Appt NTE (date)				
5	Is exercising statutory restoration rights upon full recovery from a compensable injury		170	Exc Appt	QBK and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	Reg. 353.301 and (Cite authority for the appointment held prior to the separation upon which restoration is based)		
6	Is appointed based on his or her partial recovery from a compensable injury				QCK and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)			

Table 11-B. Excepted Appointments Based on Exercise of Reemployment or Restoration Rights, Continued

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Rule	If the person	And	Then NOAC is	NOA Is	Auth Code Is	And Authority Is (See notes 1-4, >6<)	Notes	Remarks
7	Is ordered by MSPB Directive to be restored to duty after person appeals failure to restore or improper restoration upon recovery from compensable injury (see note 5)		170	Exc Appt	AQM and (Cite auth code for the appointment held prior to the separation upon which restoration is based)	MSPB Directive Inj and (Cite authority for the appointment held prior to the separation upon which restoration is based)	<ol style="list-style-type: none"> 1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this Table. Cite ZLM immediately after the authority or authorities required by this table. 2. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. 3. For information on Schedule A, B, C, and D see part 213 of title 5, Code of Federal Regulations. For authority codes for Schedules A, B, C, and D see Figure 11-1, or The Guide to Data Standards. 4. On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use The Guide to Data Standards to identify the code for that legal authority. 5. If MSPB determines restoration was improper, cancel it following instructions in Chapter 32 of this Guide. 6. >Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58).< 	Jump to listing of Remarks (Use as many remarks as are applicable)
8	Exercises reemployment rights after having moved between agencies during an emergency			PWM and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	Reg. 352.204 and (Cite authority for the appointment held prior to the separation upon which reemployment is based)			
9	Exercises reemployment rights after having transferred to an international organization	Is not on your agency's rolls	170	Exc Appt	P3M and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	Reg. 352.311 and (Cite authority for the appointment held prior to the separation upon which reemployment is based)		
10	Exercises reinstatement rights after serving in the Agency for International Development under sections 233(d) and 625(b) of the Foreign Assistance Act				P5M and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	Reg. 352.507 and (Cite authority for the appointment held prior to the separation upon which reemployment is based)		
11		Is already on the rolls of your agency	570	Conv to Exc Appt				

Table 11-B. Excepted Appointments Based on Exercise of Reemployment or Restoration Rights, Continued

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Rule	If the person	And	Then NOAC is	NOA Is	Auth Code Is	And Authority Is (See notes 1-4, >6<)	Notes	Remarks
12	Exercises reemployment rights after service with the American Institute in Taiwan	Is not on your agency's rolls	170	Exc Appt	P7M	Reg. 352.803	<ol style="list-style-type: none"> ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this Table. Cite ZLM immediately after the authority or authorities required by this table. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. For information on Schedule A, B, C, and D see part 213 of title 5, Code of Federal Regulations. For authority codes for Schedules A, B, C, and D see Figure 11-1, or The Guide to Data Standards. On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use The Guide to Data Standards to identify the code for that legal authority. >Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58).< 	Jump to listing of Remarks (Use as many remarks as are applicable)
13	Exercises reemployment rights under circumstances not covered in Rules 1-12			ZRM and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	(Cite authority for the reemployment) and (Cite authority for the appointment held prior to the separation upon which reemployment is based)			
14		Is already on the rolls of your agency	570	Conv to Exc Appt	ZRM and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	(Cite authority for the reemployment) and (Cite authority for the appointment held prior to the separation upon which reemployment is based)		

Table 11-C. Remarks to be Shown on SF 50 (See note 1)

Return to Table [11-A](#), [11-B](#)

>Notes column has been added.<

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
1	Employee was required to complete an appointment affidavit, SF 61Action is an appointment or a conversion to appointment		M01	Appointment affidavit executed (date).	1. Use as many remarks as are applicable. 9. The first character of the code must be either Y or Z and the agency's remark should address the duration of the trial period. Further guidance on establishing remarks internal to an agency is in Chapter 1, Section 1-4c (2) of this Guide.
2			M39	Creditable Military Service: (enter yrs and mos, e.g., "6 yrs, 7 mos") [This remark is not required for reemployed Civil Service annuitants. For other employees, where there is no prior military service, enter "none;" otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]	
3			M40	Previous Retirement Coverage: (enter "never covered" or "previously covered") ["Previously covered" indicates that employee was previously covered by the CSRS or the FERS.]	
4			Employee is a Recent Graduate or Fellow under the Pathways Programs	A36	
5	Appointment or conversion to appointment action requires employee to complete a trial period and rule 4 is not applicable	Employee has not completed that trial period	Determined by employing agency (see note 9)	Determined by employing agency (see note 9).	
6		Employee has already completed that trial period	E03	Trial period completed.	
7	Employee is given excepted appointment in an agency which uses an appointment system equivalent to the career-conditional appointment system in the competitive service	Employee has not completed the service requirement for Tenure Group I	T09	Service counting towards permanent tenure from (date).	
8		Employee has completed the service requirement for Tenure Group I	T08	Service counting towards permanent tenure from (date) to (date).	

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

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Rule	If	And	Then Remark Code Is	And Remark Is	Notes
9	Employee qualified for position under a training agreement under which he or she is placed directly into target occupation without first meeting qualification standards		E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.	1. Use as many remarks as are applicable. 3. Be sure to attach to the employee copy of the SF 50 a copy of his or her employment or working agreement. 4. Tenure group in block 24 changes to "3."
10	Employee is a seasonal employee, i.e., one who is employed under conditions requiring a recurring period of employment of less than 2080 hours per year in which he or she is placed in nonpay status in accordance with pre-established conditions of employment		A01	Appointment is on a seasonal basis; the employee is subject to release to nonpay status and recall to duty to meet workload requirements as a condition of employment in accordance with the attached agreement. (See note 3)	
11	Appointment is indefinite, i.e., nonpermanent without a definite time limitation, and there is no plan (or employee is not eligible under any existing plan) for movement into the agency's permanent workforce without new examination of qualifications		E01	Appointment is indefinite.	
12	Employee is currently serving in tenure group "0"	Has completed one year of current continuous employment	T11	Completed 1 year of current continuous service. (See note 4)	
13	Action is a Provisional Appt NTE or a Conversion to Provisional Appt NTE		E58	Appointment is on a provisional basis. You are eligible for retirement coverage and for health benefits and life insurance. If your performance is satisfactory, and you meet all legal, qualifications, and other applicable requirements, you may be converted to a nontemporary appointment before this appointment expires.	
14	Employee is given a time-limited appointment (NOA 171), or a time-limited appointment is extended		M06	Reason for temporary appointment: (state reason)	

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

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Rule	If	And	Then Remark Code Is	And Remark Is	Notes
15	Appointment is made under Schedule A, Sec. 213.3102(o)	This is the employee's first appointment under the authority during the service year (see note 5)	A11	Employment under this appointment must not exceed (number) working days a year.	<ol style="list-style-type: none"> 1. Use as many remarks as are applicable. 5. Service year means a consecutive 12-month period beginning with date of the first appointment under a specific authority. Calendar year means the 12-month period beginning on January 1 and ending on December 31. Unless otherwise stated, appointments limited to a specific number of hours during a year refer to a "service year." Thus, if an appointment is limited to 1040 hours during a year, the year begins on date of the appointment and runs for 12 consecutive months from that date.
16	Appointment authority limits the number of days employee may work during a service year	Employee is served in your agency under another appointment under the same authority within the past year (see note 5)	A12	Employment under this and previous appointment must not exceed (number) working days a year.	
17	Appointment authority limits the number of hours employee may work during a service year	This is the employee's first appointment under this authority during the service year (see note 5)	A07	Employment under this appointment must not exceed (number) hours a year.	
18	Appointment authority limits the number of hours employee may work during a service year	Employee has served in your agency under another appointment under this authority within the past year (see note 5)	A08	Employment under this and previous appointment must not exceed (number) hours a year.	
19	Appointment is made under Schedule A, Sec. 213.3102(e)		A22	This appointment cannot be renewed. Upon admission to the Bar, you will be eligible for appointment as attorney in accordance with (agency) appointment procedures.	
20	Employee is subject to the SL or ST pay system	The rate of basic pay is equal to or above the specified limit that subjects an employee to coverage by the post-employment restrictions under 18 U.S.C. 207(c) - (i.e., 86.5% of the rate for level II of the Executive Schedule)	M97	Employee subject to post-employment restrictions under 18 U.S.C. 207(c)	

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

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
21	Appointment is made under the Pathways Programs as a Recent Graduate or Fellow under Sch D, 213.3402(b) or (c) (See note 6)		A37	Appointment cannot exceed 2 years plus any agency approved extension of no more than 120 days. Upon satisfactory completion of the program, you may be noncompetitively converted to a permanent appointment. If your performance is not satisfactory or if you fail to satisfactorily complete this program employment will be terminated.	1. Use as many remarks as are applicable. 6. Employees are placed in Tenure Group II. 12. Employees are placed in Tenure Group 0.
22	Appointment is made under the Pathways Programs under Sch D, 213.3402 as an Intern, Recent Graduate, or Presidential Management Fellow (see note 6)	The employee is currently employed under a nontemporary appointment in the competitive service	A38	Employee informed in advance of the conditions of appointment under the Pathways Programs	
23	Appointment is made under the Pathways Programs as an Intern under Sch D, 213.3402(a) (see note 6)		A39	This appointment is intended to continue through completion of education and work requirements. An agency may noncompetitively appoint you to a term, career or career-conditional appointment in the competitive service within 120 days after satisfactory completion of your educational program and satisfactory completion of at least 640 hours of career-related work experience. The work experience must have been completed prior to or concurrently with the completion of the requirements of your educational program.	
24	Appointment is made under the Internship Program on a NTE basis (Sch D, 213.3402(a) and Reg. 362.203(d)(ii)) (see note 12)	Appointment does not confer eligibility to be noncompetitively converted to a term, career or career-conditional appointment	A32	This appointment does not confer eligibility to be noncompetitively converted to a term, career or career-conditional appointment in the competitive service.	
25		Appointment may confer eligibility to be noncompetitively converted to a term, career or career-conditional appointment	A35	This appointment may confer eligibility to be noncompetitively converted to a term, career or career-conditional appointment in the competitive service.	

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

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
26	Employee is eligible for Sole Survivorship veterans preference	Block 23 of the SF-50 reflects "7"	E59	When "7" is reflected in block 23 *** employee is entitled to: No Points/Sole Survivorship Preference	1. Use as many remarks as are applicable. 6. Employees are placed in Tenure Group II
27	Appointment is made under the Veterans Recruitment Appointment (VRA)-5 CFR, part 307 (see note 6)	Appointment is to a competitive service agency and <i>not</i> to an excepted service agency or organization	A03	This appointment is intended to continue for 2 years. Upon satisfactory completion of 2-year trial period, you will be noncompetitively converted to career-conditional or career appointment. If performance is not satisfactory or you fail to satisfactorily complete program, employment will be terminated.	7. Send copy of appointment Standard Form 50 to employee's servicing personnel office in the other agency (reference 5 U.S.C. 5533).
28	Employee is already on the rolls of your agency	Will serve on two (or more) appointments at the same time	M36	Concurrent employment: (identify position or agency unit where concurrently employed)	
29	Action is a conversion to another appointment of an employee who is being retained on the agency's rolls under a temporary exception to RIF release	The retention has been documented with a 755/Exception to RIF Release action	K60	Action is in lieu of RIF separation of employee retained under temporary exception.	
30	Employee is on the rolls of another agency on a part-time or intermittent appointment (see note 7)	Will continue in that status after appointment in your agency	M34	On part-time or (intermittent) appointment in (agency).	
31	Employee is on the rolls of another agency in a nonpay status (see note 7)		M33	On nonpay status in (agency).	
32	Employee is moving between executive agencies	Has reemployment rights in former agency or office	M02	You have reemployment rights for two years in (former agency) granted under Req. 352.204 and OPM letter of (date).	
33	Employee is a Special Government Employee as defined in sec. 202 of title 18, U.S. Code		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.	
34	Employee is converted from an SES appointment	Action is because of employee's less than fully successful performance in the SES position or because of employee's failure to be recertified in the SES	M58	No SES reinstatement rights.	

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

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Rule	If	And	Then Remark Code Is	And Remark Is	Notes
35	Employee declined conversion to an SES appointment	Position to which employee is being assigned is an SES position	M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.	1. Use as many remarks as are applicable
36	Employee receives Presidential appointment that requires Senate confirmation	Appointment follows an SES Career Appt without a break in service and the employee elects to continue SES pay and/or benefits	E54	Employee elects to continue appropriate SES provisions under 5 U.S.C. 3392	
37	Employee was a career appointee in the SES who voluntarily requested a change to a position in the excepted service		M20	Action at employee's request.	
38	Appointment is at salary rate above minimum rate of the grade		P04	Pay set using the superior qualifications and special needs pay-setting authority under 5 CFR 531.212 .	
39	Employee is appointed to or converted to a position for which special higher-than-usual pay rate has been established under 5 U.S.C. 5305 to recruit and retain qualified employees		P05	Special rate under 5 U.S.C. 5305 .	
40	Employee is appointed to or converted to a supervisory GS position in which he or she supervises higher paid employees under another pay system	Employee receives a supervisory differential	P72	Salary in block 20 includes supervisory differential of \$_____.	
41	Employee's salary will be based on his or her highest previous rate of pay	Salary for current action is based on that higher rate	P01	Previously employed at (pay plan; grade, level, or band; rate).	
42		Agency cannot verify salary before action is effected	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.	
43	Rate increase (other than a WGI) is due on effective date of action	A separate SF 50 is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.	

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

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Rule	If	And	Then Remark Code Is	And Remark Is	Notes	
44	Employee is returning after service with the American Institute in Taiwan an international organization, military service, or absence due to compensable injury	Rate of pay includes increases he or she earned while absent	P06	Pay rate includes rate changes (e.g., within-grade increases) to which employee would have been entitled had he or she remained continuously in Federal service.	1. Use as many remarks as are applicable 8. Use this remark in addition to those required under Rules 45-48.	
45		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade, level, or band), effective (date).		
46	Employee is entitled to grade retention under 5 U.S.C. 5362		X37	Employee is entitled to retain grade of (pay plan and grade) through (date).		
47			X61	Retained grade will not be used for purposes of reduction-in- force.		
48			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.		
49			Retained grade is equivalent to grade actually held by the employee prior to the reduction which entitled employee to grade retention	X35 (see note 8)		The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
50			Employee will be entitled another period of grade retention when the current period has ended	X38 (see note 8)		On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.
51	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to a lower grade position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.		
52	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade, level, or band is for personal cause.		

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

Rule	If	And	Then Remark Code Is	And Remark Is	Notes	
53	Employee who is moved out of SES is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed		X40	Employee is entitled to pay retention.	1. Use as many remarks as are applicable.	
54	Employee is entitled to pay retention under 5 U.S.C. 5363					
55		Employee's salary is 150% of the maximum rate of the grade to which assigned	X41	Salary is 150% of maximum rate of grade, level, or band to which assigned.		
56	Employee was entitled to pay retention under 5 U.S.C. 5363 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade, level, or band is for personal cause.		
57			X42	Pay retention entitlement is terminated.		
58	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.	Is given a temporary appointment.	N24	Severance pay suspended by (agency paying the full severance pay) until termination of this appointment.		
59		Appointment is not described in Rule 58	N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.		
60	Employee is a senior political appointee whose position is subject to the pay freeze for certain senior political officials		P83	The pay rate of an employee occupying a position subject to the pay freeze for certain senior political officials shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013.		
61			Employee's total salary includes payment for AUO	P81		Salary in block 20 includes AUO of \$_____.
62			Reserved			
63			Employee's total salary includes availability pay	P99	Salary in block 20 includes availability pay of \$_____.	
64	Employee who is reemployed under FICA, CSRS, or CSRS-Offset, is eligible to elect FERS as provided in Chapter 11 of The CSRS and FERS Handbook	Employee has been given SF 3109 , FERS Election of Coverage, and receipt copy has been filed in employee's OPF	B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. SF 3109 provided to employee.		
65	Employee's retirement code will be "C," "E," "K," "L," "M," or "N"		M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos")		

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

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
66	Employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under FERS	M46	Employee is covered by FERS because of previous election.	1. Use as many remarks as are applicable.
67	Employee's retirement code will be "K," "L," "M," "N," "KR," "LR," "MR," "NR," "KF," "LF," "MF," "NF," or "OF"	Rule 66 does not apply	M45	Employee is automatically covered under FERS, FERS-RAE or FERS-FRAE.	
68	Employee has elected to retain coverage under a retirement system for NAF employees		B63	Elected to retain coverage under a retirement system for NAF employees.	
69	Employee is eligible for life insurance coverage	Is working on a part-time schedule	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of the SF 50. However, Basic Life insurance coverage is always at least \$10,000.	
70	Employee is eligible for health benefits coverage	Is working on a part-time schedule of 16-32 hours per week covered by the Federal Employees Part- Time Career Employment Act of 1978	B43	Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.	
71	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.	
72	Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)	Elected not to enroll health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits.	
73		Canceled enrollment while in previous agency or office	B01	Canceled health benefits.	
74	Employment is on a short-term basis (i.e., employee is expected to work less than 6 months in each year) or is working on an intermittent basis		B03	Ineligible for health benefits.	

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

Rule	If	And	Then Remark Code Is	And Remark Is	Notes	
75	Action is appointment NTE or conversion to appointment NTE (NOA 171 or 571)	Is not described in Rule 74, use of remark code T11 is not applicable, and employee has not already made a health benefits enrollment decision	B52	Ineligible for health benefits until you complete 1 year of current continuous employment. Then you may elect health benefits for which you will be charged the full premium.	1. Use as many remarks as are applicable. 10. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office. 11. To determine the annual (pa) rate, multiply by 12 the gross monthly annuity shown on the notice of annuity adjustment from the Office of Personnel Management.	
76	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).		
77	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).		
78	Reserved					
79	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.		
80	Office that provides personnel service (including OPF maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B).		M10	OPF maintained by (name and address of office).		
81	Will be reemployed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.		
82	Will be reemployed annuitant		Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 533	P08		Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
83				P90		You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. (See note 10)
84				P10		Annuity at present is \$ pa. (See note 11)
85	Reserved					

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

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Rule	If	And	Then Remark Code Is	And Remark Is	Notes
86	Appointment is for a temporary, seasonal, or intermittent employee	Employee is expected to work a schedule of less than 130 hours in a calendar month or is expected to work at least 130 hours in a calendar month for less than 90 days	B07	Ineligible for health benefits if you are a temporary, seasonal, or intermittent employee who is expected to work a schedule of less than 130 hours in a calendar month or you are expected to work at least 130 hours in a calendar month but for less than 90 days.	1. Use as many remarks as are applicable.
87	Employee receiving credit for non-Federal service under Section 6303(e) of title 5, United States Code, that otherwise would not be creditable		B73	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in Block 31 for the following period(s) of non-Federal service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency	
88	Employee receiving credit for active-duty uniformed service under Section 6303(e) of title 5, United States Code, that otherwise would not be creditable		B74	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in Block 31 for the following period(s) of active-duty military service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.	

Figures

Figure 11-1. Legal Authority Codes Used For Schedule A, B, C, and D Appointments

For appointments under		Use Legal Authority Code: (See The Guide to Data Standards for translations)
Sch A	213.3102(a)	WAM
Sch A	213.3102(c)	WCM
Sch A	213.3102(d)	WDM
Sch A	213.3102(e)	WEM
Sch A	213.3102(i)(1)	W9N
Sch A	213.3102(i)(2)	W9P
Sch A	213.3102(i)(3)	W9R
Sch A	213.3102(j)	WJM
Sch A	213.3102(k)	WKM
Sch A	213.3102(l)	WLM
Sch A	213.3102(n)	WNM
Sch A	213.3102(o)	W6M
Sch A	213.3102(r)	W9S
Sch A	213.3102(s)	W9T
Sch A	213.3102(u) - Severe Physical Disabilities	WUM
Sch A	- Intellectual Disability	WTA
Sch A	- Psychiatric Disability	WTB
Sch A	213.3102(x)	WXM
Sch A	213.3102(z)	WZM
Sch A	213.3102(aa)	XAM
Sch A	213.3102(bb)	XBM
Sch A	213.3102(ff)	XFM
Sch A	213.3102(ll)	XXM

Figure 11-1. Legal Authority Codes Used for Scheduled A, B, C & D Appointments,
Continued

For appointments under		Use Legal Authority Code: (See The Guide to Data Standards for translations)
Sch A	213.31xx - Agency unique Sch A authority	
Sch B	213.3202(j)	YJM
Sch B	213.3202(m)	YMM
Sch B	213.3202(n) ¹	YKB
Sch B	213.32xx. Agency-unique Schedule B authority	Y5M
Sch C	213.33xx. Agency-unique Schedule C authority	Y7M
Sch C	213.3302(a) Temp. transitional Sch C	Y9K
Sch C	Authority other than Sch C, 213.33xx, (i.e., Law or E.O. which establishes a Sch C Position)	Y8M
Sch D	213.3402(a) Intern Program	YEA
Sch D	213.3402(b) Recent Graduates Program	YEB
Sch D	213.3402(c) Presidential Management Fellows Program	YEC

¹ Effective as of November 30, 1999, agencies may no longer make new appointments under this authority; however, prior appointees under this authority may be promoted, demoted, or reassigned within the appointing agency while remaining under this appointing authority as long as there is no break in service.