

Operating Manual Update

# The Guide to Processing Personnel Actions

Update 104 – Chapter 9

**Notice:** This Guide and its Updates are available for viewing/printing on the [GPPA website](#). In lieu of contacting OPM, agency Human Resources representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive Updates electronically.

**Distribution:** Operating Manual, The Guide to Processing Personnel Actions

U.S. Office of Personnel Management

## Content Changes to Chapter 9, Update 104

Page	Location	Explanation of Changes
Entire chapter	Entire chapter	<ul style="list-style-type: none"> <li>Removed all symbols that annotate previous changes throughout the chapter.</li> <li>Replaced most instances of "Standard Form" with "SF."</li> <li>Replaced all instances of "he or she" with gender-neutral language ("they/their" or "the employee").</li> <li>Moved list of Natures of Action covered by this chapter from the chapter title to a subheading line to improve readability.</li> </ul>
2-3	Section 2, Paragraphs (c)-(d)	<ul style="list-style-type: none"> <li>Made minor edits to improve clarity throughout.</li> <li>Added <b>ZBB</b> legal authority to paragraph (d) to conform to updates made to most of the tables in this chapter in <a href="#">Update 73</a>.</li> </ul>

## Table/Rule Changes to Chapter 9

Chapter	Page	Explanation of Changes
9	7-37	<p><b>Tables 9-A to 9-H, various</b></p> <p>Reworded note to clarify that ZLM is suitable as a second authority in addition to the primary legal authority codes listed in Tables 9-A through 9-H.</p>
9	9	<p><b>Table 9-B, throughout</b></p> <ul style="list-style-type: none"> <li>Reformatted table to move information about secondary legal authority codes for direct-hire appointments to a separate table, Addendum to Table 9-B.</li> <li>Removed most of notes 1 and 2 and incorporated content into Addendum to Table 9-B.</li> </ul>

Chapter	Page	Explanation of Changes
9	9	<p><b>Addendum to Table 9-B</b></p> <ul style="list-style-type: none"> <li>• Added Addendum in its entirety.</li> <li>• Corrected the regulatory citations for the IT direct hire authorities aimed at addressing severe candidate shortages and critical hiring needs.</li> <li>• Updated the list of Government-wide direct hire authorities and their associated legal authority codes in accordance with the <a href="#">OPM Director’s memo dated September 29, 2023</a> and <a href="#">the memo establishing authority GW009, dated December 29, 2023</a>.</li> </ul>
9	15-16	<p><b>Table 9-C, Rules 39-48</b></p> <ul style="list-style-type: none"> <li>• Added Rules 39 &amp; 40 for Reinstatement from a Recent Graduates appointment and the person is not on your agency’s rolls.</li> <li>• Renumbered former Rules 39 &amp; 40 to be Rules 41 &amp; 42.</li> <li>• Added Rules 43 &amp; 44 for Reinstatement from a Presidential Management Fellows appointment and the person is not already on the rolls of your agency.</li> <li>• Renumbered former Rules 41-44 to be Rules 45-48.</li> </ul>
9	20	<p><b>Table 9-D, Rules 25-28</b></p> <p>Updated GAO’s full name to “Government Accountability Office.”</p>
9	24	<p><b>Table 9-E, Rules 6-8</b></p> <p>Corrected typo from Update 73 in the natures of action for these three rules.</p>

Chapter	Page	Explanation of Changes
9	27	<p><b>Table 9-F, Rules 14-19</b></p> <ul style="list-style-type: none"> <li>• Added Rules 14 &amp; 15 for Conversion of a Recent Graduate serving on a term appointment under <a href="#">Reg. 362.107(a)</a> and the person is not on agency rolls.</li> <li>• Changed Note #5 to Note #3.</li> <li>• Renumbered former Rules 14 &amp; 15 to be Rules 16 &amp; 17.</li> <li>• Added Rules 18 &amp; 19 for Conversion of Fellow serving on a term appointment under <a href="#">Reg. 362.107(a)</a> and the person is not on agency rolls.</li> </ul>
9	30	<p><b>Table 9-G, Rule 20 &amp; 21</b></p> <p>Clarified that rules 20 and 21 both require legal authority code LAM.</p>
9	33-34	<p><b>Table 9-G, Rules 59-64</b></p> <ul style="list-style-type: none"> <li>• Added Rules 59 &amp; 60 for Service under the Recent Graduates Program and the person is not already on the rolls of your agency.</li> <li>• Renumbered former Rules 59 &amp; 60 to be Rules 61 &amp; 62.</li> <li>• Added Rules 63 &amp; 64 for Service under the Presidential Management Fellows Program and the person is not already on the rolls of your agency.</li> <li>• Renumbered former Rules 59 &amp; 60 to be Rules 61 &amp; 62.</li> <li>• Removed rows reserved for Rules 61-64.</li> </ul>
9	39	<p><b>Table 9-I, Rule 8</b></p> <p>Updated remark text for <b>T07</b> to reflect <a href="#">changes to 5 CFR 315 as of December 8, 2016</a>. Service no longer must be “substantially continuous” to be creditable towards career tenure.</p>
9	40	<p><b>Table 9-I, Rule 16</b></p> <p>Clarified the note to indicate that an employment or working agreement should be attached to the SF-50 when rule 16 applies.</p>

Chapter	Page	Explanation of Changes
9	46	<b>Table 9-I, Rules 69-71</b> Corrected typo in regulatory citation in the "And" column.

# Chapter 9: Career and Career-Conditional Appointments

**Natures of Action 100, 101, 130, 140, 141, 500, 501, 540, 541**

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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 permanent appointments in the competitive service by:

- a. Appointment from a civil service certificate or under a direct hire recruiting authority or special authority.
- b. Conversion or change of appointment, under either the same or a different authority, in the same agency without a break in service.
- c. Transfer or movement from a permanent competitive service appointment in another agency without a break in service.
- d. Reinstatement or reappointment for which the person qualifies because of an earlier permanent competitive service appointment.
- e. Exercise of restoration or re-employment rights.

## 2. Special Conditions

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

- a. **Person is retired.** When the person being appointed is retired from Federal civilian service, follow the guidance in Chapter 3 (Figure 3-4), in addition to instructions in this chapter.
- b. **Return-to-duty on the same date.** If an employee is being converted to a new appointment on the same date that **\*\*\*>they return<** to duty from nonpay status, both the return to duty action and the conversion must be documented.

Follow the instructions in Chapter 16 to document the return to duty and the instructions in this chapter to document the conversion. If the actions are being documented on a single [SF-52/SF-50](#), enter the nature of action and authority for the return to duty in blocks 5A-5F and those for the conversion in blocks 6A-6F.

**c. Changes to the work schedule or the number of hours.** If the employee's work schedule or the number of hours >they work< \*\*\* on a part-time basis will change as a result of a conversion action, >you may document the Change in Work Schedule or Change in Work Hours action on the same [SF-52/SF-50](#) on the same form used to document the conversion action.< \*\*\* Follow the instructions in Chapter 24 to select the nature of action, authority, and remarks for the change in work schedule or hours.

>When a< conversion and the change in work schedule or hours are being documented on a single [SF-52/SF-50](#), >enter the nature of action and authority for the conversion in blocks 5A-5F< and \*\*\* enter the nature of action and authority for the change in work schedule or change in hours action in blocks 6A-6F. >If the action includes a change in the number of hours a part-time employee works per biweekly pay period,< \*\*\* enter the new amount in block 33. \*\*\*

When a return to duty and a conversion are effective on the same date as a change in work schedule or hours, and the return to duty and conversion are being recorded on the same [SF-52/SF-50](#), >document the return to duty in blocks 5A-5F, the conversion in blocks 6A-6F,< the new work schedule in block 32, and the new hours in block 33. \*\*\* >You do not need an additional [SF-52/SF-50](#) to document the change in work schedule or hours.<

**d. Appointments funded by >certain laws< \*\*\*.** >Some appointments are cited with a second legal authority to document that they are funded by a specific law. For these appointments, cite the first legal authority code(s) according to Tables 9-A through 9-H and cite the second legal authority as:<



<b>Law Number</b>	<b>Law Title</b>	<b>Effective Date</b>	<b>Second LAC/Authority</b>
<a href="#">Public Law 111-5</a>	<a href="#">American Recovery and Reinvestment Act of 2009 (ARRA)</a>	February 17, 2009	<b>ZEA:</b> Pub. L. 111-5
> <a href="#">Public Law 117-58</a> <	> <a href="#">Infrastructure Investment and Jobs Act (IIJA)</a> <	>November 15, 2021<	> <b>ZBB:</b> P.L. 117-58<

## Job Aid

### Instructions for Processing Personnel Actions on Appointments in the Competitive Service

<b>Step</b>	<b>Action</b>
1	<p>Use Tables 9-A through 9-H to select nature of action and authority for the appointment or conversion and enter them in blocks 5A-5F of the <a href="#">SF-52</a>.</p> <p>If a return to duty is documented on the same <a href="#">SF-52/SF-50</a>, refer to section 2b of this chapter.</p>
2	<p>Use <a href="#">Table 9-I</a> to select remarks *** for the action and enter them in Part F of the <a href="#">SF-52</a>.</p> <p>Also enter in Part F any additional *** remarks that are required by your agency's instructions or that are necessary to explain the action.</p>
3	<p>Check <a href="#">The Guide to Personnel Recordkeeping</a> 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.</p> <p>Follow your agency's instructions to dispose of those not filed in the Folder.</p>
4	<p>Complete the <a href="#">SF-52</a> as required by instructions in Chapter 4. Follow your agency's procedures to get the approval signatures on the <a href="#">SF-52</a>.</p> <p>If the actions involve persons already employed by your agency, compare data on the <a href="#">SF-52</a> submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.</p>
5	<p>Enter or update dates in any suspense file system your agency maintains (such as ending date for probation period).</p>

<b>Step</b>	<b>Action</b>
6	Follow instructions in Chapter 4 to complete the <a href="#">SF-50</a> ; follow your agency's instructions to have the <a href="#">SF-50</a> signed or authenticated.
7	<p>Prepare and distribute required notices:</p> <p>If employee is coming from another agency with no break in service (or with a break of 3 calendar days or less) <b>then:</b></p> <p>Make another copy of the <a href="#">SF-50</a> (or list form of notice) and send it to the servicing personnel office in the "losing" agency, requesting that employee's Official Personnel Folder and <a href="#">SF 1150, Leave Record</a>, be forwarded to your office.</p> <p>If you cannot send a copy of the appointment <a href="#">SF-50</a> (the "pick-up 50") to the losing agency within 5 days of the effective date of the appointment, send a copy of the appointment <a href="#">SF-52</a> instead. The copy must be signed by the appointing official in Part C, block 2 of the <a href="#">SF-52</a>.</p> <p>Note: When the gaining agency is using an OPM-approved electronic <a href="#">SF-52/SF-50</a> 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 <a href="#">SF-52</a>.</p> <p>&gt;If employee&lt; *** is being converted to a new appointment and will be serviced by a new payroll office <b>then:</b></p> <p>Give the employee, before the effective date of the conversion, a completed <a href="#">SF 8, Notice to Federal Employee About Unemployment Insurance</a>. Show the full name and address of the payroll office where the individual's records are maintained.</p>
8	Follow your agency's instructions for distributing the *** <a href="#">SF-50</a> .

## Tables

**Table 9-A. Appointment Based on the Person Being or Having Been Within Reach on a Civil Service Certificate of Eligibles**

Rule	If the Appointment Is Based On (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
1	Selection from a Civil Service certificate of eligibles established under the Administrative Careers with America (ACWA) examination	Is not on your agency's rolls	Career	100	Career Appt	ACA	CS Cert No____ ACWA	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate.< ***  2. A worker trainee (WT) developmental job is a position at GS 1 or WG 1 or 2 that requires specific types of training and development experiences that lead to target positions at higher grade levels.  3. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
2			Career-Conditional	101	Career-Cond Appt				
3		Is already on your agency's rolls	Career	500	Conv to Career Appt				
4			Career-Conditional	501	Conv to Career- Cond Appt				
5	Selection from a Civil Service certificate of eligibles for a worker-trainee developmental job (see Note 2)	Is not on your agency's rolls	Career	100	Career Appt	A2M	CS Cert No____ WTO		
6			Career-Conditional	101	Career-Cond Appt				
7		Is already on your agency's rolls	Career	500	Conv to Career Appt				
8			Career-Conditional	501	Conv to Career- Cond Appt				
9	Selection from a Civil Service certificate of eligibles not described in Rules 1-8	Is not on your agency's rolls	Career	100	Career Appt	ACM	CS Cert No____		
10			Career-Conditional	101	Career-Cond Appt				
11		Is already on your agency's rolls	Career	500	Conv to Career Appt				
12			Career-Conditional	501	Conv to Career- Cond Appt				

Table 9-A. Appointment Based on the Person Being or Having Been Within Reach on a Civil Service Certificate of Eligibles,  
Continued

Rule	If the Appointment Is Based On (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks																					
13	The person previously was within reach on a Civil Service Certificate for career or career-conditional appointment to >their< *** position	Has been employed continuously since being reached	Career	500	Conv to Career Appt	LSM and ACM	Reg. <a href="#">315.703</a> and CS Cert No_____	<p>1. &gt;In addition to any other authorities required by this table, you may cite&lt; "ZLM: Other Citation (law, E.O., or Reg.)" &gt;as a second authority when appropriate. &lt; ***</p> <p>3. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a>.</p>	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.																					
14			Career-Conditional	501	Conv to Career- Cond Appt					15	Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM	Is not on your agency's rolls	Career	100	Career Appt	BWA	OPM DE Agr (enter #)	16	Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM	Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt	BWA	OPM DE Agr (enter #)	17	Is already on your agency's rolls	Career	500	Conv to Career Appt
15	Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM	Is not on your agency's rolls	Career	100	Career Appt	BWA	OPM DE Agr (enter #)																							
16	Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM	Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt	BWA	OPM DE Agr (enter #)																							
17		Is already on your agency's rolls	Career	500	Conv to Career Appt																									
18			Career-Conditional	501	Conv to Career- Cond Appt																									

**Table 9-B. Appointment Based on the Use of a Direct Hire Recruiting Authority**

Rule	If the Appointment Is Based on (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
1	Direct Hire Recruiting Authority	Is not on your agency's rolls	Career	100	Career Appt	>1 <sup>st</sup> authority: < AYM >2 <sup>nd</sup> authority: see addendum to this table<	*** >Reg. <a href="#">337.201</a> <	1-2. *** >See <a href="#">addendum to this table</a> , below. < 3. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as an additional authority in the remarks block of the <a href="#">SF-52/SF-50</a> < when appropriate. 4. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
2			Career-Conditional	101	Career-Cond Appt				
3		Is already on your agency's rolls	Career	500	Conv to Career Appt				
4			Career-Conditional	501	Conv to Career-Cond Appt				

**Addendum to Table 9-B. Second Legal Authorities for Direct Hire Appointments****>Agency-Specific Direct Hire Authorities**

For appointments based on authorities specific to your agency, cite **AYM** as the first authority and **BYO** as the second. In blocks 5-F or 6-F cite one of the following codes alongside **BYO** to document the origin of the authority used. <

<b>When Appointment Is for</b>	<b>Then 2<sup>nd</sup> LAC/Authority (After AYM) Is</b>
IT positions for which the agency head has determined a severe shortage of candidates per <a href="#">337.204(d)</a>	<b>BYO:</b> >Enter< <a href="#">DA-001</a>
IT positions for which the agency head has determined a critical hiring need per <a href="#">337.205(c)</a>	<b>BYO:</b> >Enter< <a href="#">DA-002</a>
OPM-approved single agency authority	<b>BYO:</b> Enter authority approved by OPM

**>Government-wide Direct Hire Authorities**

For appointments based on authorities OPM has approved for Government-wide use, cite **AYM** as the first authority and one of the codes below as the second authority. <

<b>When Appointment Is for</b>	<b>Then 2<sup>nd</sup> LAC/Authority (After AYM) Is</b>
Medical occupations	<b>BAB:</b> <a href="#">GW001</a>
Information Technology Management (Information Security) positions	<b>BAC:</b> <a href="#">GW002</a>
Iraqi Reconstruction positions that require fluency in Arabic or other related Middle Eastern languages	<b>BAD:</b> <a href="#">GW003</a>
Veterinary Medical Officer positions	<b>BAG:</b> <a href="#">GW006</a>
Scientific, technical, engineering and mathematics (STEM) positions, including acquisitions positions	<b>BAH:</b> <a href="#">GW007</a>
Cybersecurity-related positions	<b>BAI:</b> <a href="#">GW008</a>
>Artificial Intelligence positions	<b>BAJ:</b> <a href="#">GW009</a> <

**Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement**

Including reinstatement from agency's Re-employment Priority List. Do not use this table for selections from a Civil Service Certificate or under a Direct Hire Recruiting Authority.

Rule	If the Appointment Is (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
1	Transfer under <a href="#">5 CFR 315.501</a>		To the same grade or to a position in a different pay plan (See Note 2)	130	Transfer	KTM	Cite specific authority for action (i.e., <a href="#">Reg. 315.501</a> , or an agency-specific authority)	<p>1. &gt;In addition to any other authorities required by this table, you may cite&lt; "ZLM: Other Citation (law, E.O., or Reg.)" &gt;as a second authority when appropriate. &lt; ***</p> <p>2. When employee is on grade retention, compare the grade he or she is retaining with the grade of the position to which he or she is moving in order to determine if move is to a position at a higher or lower grade.</p> <p>4. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a>.</p>	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
2			To a higher grade (See Note 2)			KVM	Cite specific authority for action (i.e., <a href="#">Reg. 315.501</a> Prom, or an agency-specific authority)		
3			To a lower grade (See Note 2)			KXM	Cite specific authority for action (i.e., <a href="#">Reg. 315.501</a> CLG, or an agency-specific authority)		
4	Transfer under <a href="#">5 CFR 330.707</a> , the Interagency Career Transition Assistance Plan	To the same grade or to a position in a different pay plan	ABS	<a href="#">Reg. 330.708</a>					
5		To a lower grade (see Note 2)	ABT	<a href="#">Reg. 330.707</a> CLG					



Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement, Continued

Rule	If the Appointment Is (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
6	Transfer under <a href="#">5 CFR 330.608</a> , the Agency Career Transition Assistance Plan			130	Transfer	ABR	<a href="#">Reg. 330.608</a>	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < *** 4. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
7	Transfer of an Administrative Law Judge between agencies					SZT	<a href="#">Reg. 930.204(h)</a>		
8	Reinstatement of a person who had competitive status or was serving probation (i.e., was on a career or career-conditional appointment) when separated	Is not on your agency's rolls	Career	140	Reins-Career	KQM	Cite specific authority for action (i.e., <a href="#">Reg. 315.401</a> , or an agency-specific authority)	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < *** 4. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
9			Career-Conditional	141	Reins-Career-Cond				
10	Is already on your agency's rolls	Career	540	Conv to Reins-Career	KQM	Cite specific authority for action (i.e., <a href="#">Reg. 315.401</a> , or an agency-specific authority)			
11		Career-Conditional	541	Conv to Reins-Career-Cond					
12	Reinstatement from your agency's Re-employment Priority List	Is not on your agency's rolls	Career	140	Reins-Career	NUM	<a href="#">Reg. 330.207</a>		
13			Career-Conditional	141	Reins-Career-Cond				
14		Is already on your agency's rolls	Career	540	Conv to Reins-career				
15			Career-Conditional	541	Conv to Reins-Career-Cond				

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement, Continued

Rule	If the Appointment Is (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
16	Reinstatement following a Senior Executive Service (SES) career appointment when employee had guaranteed placement rights	Is moved out of SES because of unacceptable performance during SES probationary period	Career	540	Conv to Reins-Career	VDJ and KQM	<a href="#">5 U.S.C. 3594(a)</a> , and Cite specific authority for action (i.e., <a href="#">Reg. 315.401</a> , or an agency-specific authority)	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***  4. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
17			Career-Conditional	541	Conv to Reins-Career-Cond				
18		Is moved out of SES because of less than fully successful performance following SES probationary period	Career	540	Conv to Reins-Career	VCS and KQM	<a href="#">5 U.S.C. 3594(b)(1)</a> , and Cite specific authority for action (i.e., <a href="#">Reg. 315.401</a> , or an agency-specific authority)		
19	Career-Conditional		541	Conv to Reins-Career-Cond					
20	Reinstatement following a Senior Executive Service (SES) career appointment when employee had guaranteed placement rights	Is moved out of the SES because of reduction in force	Career	540	Conv to Reins-Career	VCT an KQM	<a href="#">5 U.S.C. 3594(b)(2)</a> , and Cite specific authority for action (i.e., <a href="#">Reg. 315.401</a> , or an agency-specific authority)		
21			Career-Conditional	541	Conv to Reins-Career-Cond				
22-23	>Reserved<	***	***	***	***	***	***		

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement, Continued

Rule	If the Appointment Is (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
24	Reinstatement of a former Administrative Law Judge who has served with career status under 5 U.S.C. 3105		Career	140	Reins-Career	SZW	<a href="#">Reg. 930.204(q)</a>	<p>1. &gt;In addition to any other authorities required by this table, you may cite&lt; "ZLM: Other Citation (law, E.O., or Reg.)" &gt;as a second authority when appropriate. &lt; ***</p> <p>4. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a>.</p>	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
25	Reinstatement when a position in the excepted service is brought into the competitive service	Career	540	Conv to Reins-Career	KQM and ZLM	Cite specific authority for action (i.e., <a href="#">Reg. 315.401</a> , or an agency-specific authority), and (Cite specific authority that brought the position into the competitive service)			
26		Career-Conditional	541	Conv to Reins-Career Cond					
27	Reinstatement when a position in public or private enterprise is taken over by the Federal Government	Is not on your agency's rolls	Career	140	Reins-Career	KQM and ZLM	Cite specific authority for action (i.e., <a href="#">Reg. 315.401</a> , or an agency-specific authority) and (Cite specific authority that brought the position into the competitive service)		
28			Career-Conditional	141	Reins-Career-Cond				

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement, Continued

Rule	If the Appointment Is (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
29	Reinstatement with priority selection from the Interagency Career Transition Assistance Plan	Is not on your agency's rolls	Career	140	Reins-Career	ABS	<a href="#">Reg. 330.708</a>	<p>1. &gt;In addition to any other authorities required by this table, you may cite&lt; "ZLM: Other Citation (law, E.O., or Reg.)" &gt;as a second authority when appropriate. &lt; ***</p> <p>3. A Recent Graduate or Fellow who held a career conditional appointment immediately before the Program and fails to complete the Program for reasons not related to misconduct, performance, or suitability, may (at the agency's discretion) be placed in a permanent competitive service position, as appropriate, in the employing agency.</p> <p>4. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a>.</p>	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
30			Career-Conditional	141	Reins-Career-Cond				
31		Is already on your agency's rolls	Career	540	Conv to Reins-Career				
32			Career-Conditional	541	Conv to Reins-Career-Cond				
33	Reinstatement after priority selection from the Career Transition Assistance Plan (CTAP)	Is not on your agency's rolls	Career	140	Reins-Career	ABR	<a href="#">Reg. 330.608</a>		
34			Career-Conditional	141	Reins-Career-Cond				
35		Is already on your agency's rolls	Career	540	Conv to Reins-Career				
36			Career-Conditional	541	Conv to Reins-Career-Cond				
37	Reinstatement from a Recent Graduates appointment (See Note 3)	Is already on your agency's rolls	Career	540	Conv to Reins-Career	LAB	<a href="#">Reg. 362.306</a>		
38			Career-Conditional	541	Conv to Reins-Career Cond				
>39<		>Is not on your agency's rolls<	>Career<	>140<	>Conv to Reins-Career<				
>40<			>Career-Conditional<	>141<	>Conv to Reins-Career Cond<				

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement, Continued

Rule	If the Appointment Is (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
>41<	Reinstatement from a Presidential Management Fellows appointment (See Note 3)	Is already on your agency's rolls	Career	540	Conv to Reins-Career	LAD	<a href="#">Reg. 362.407</a>	<p>1. &gt;In addition to any other authorities required by this table, you may cite&lt; "ZLM: Other Citation (law, E.O., or Reg.)" &gt;as a second authority when appropriate. &lt; ***</p> <p>3. A Recent Graduate or Fellow who held a career conditional appointment immediately before the Program and fails to complete the Program for reasons not related to misconduct, performance, or suitability, may (at the agency's discretion) be placed in a permanent competitive service position, as appropriate, in the employing agency.</p> <p>4. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a>.</p>	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
>42<			Career-Conditional	541	Conv to Reins-Career Cond				
>43<		>Is not already on the rolls of your agency<	>Career<	>140<	>Conv to Reins-Career<				
>44<			>Career-Conditional<	>141<	>Conv to Reins-Career Cond<				
>45<	Reinstatement under an authority not covered under Rules 8-40	In not on your agency's rolls	Career	140	Reins-Career	ZLM	(Cite Law, E.O., or Reg. that authorizes reinstatement)	<p>1. &gt;In addition to any other authorities required by this table, you may cite&lt; "ZLM: Other Citation (law, E.O., or Reg.)" &gt;as a second authority when appropriate. &lt; ***</p> <p>4. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a>.</p>	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
>46<			Career-Conditional	141	Reins-Career-Cond				
>47<		Is already on your agency's rolls	Career	540	Conv to Reins-Career				
>48<			Career-Conditional	541	Conv to Reins-Career Cond				

**Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System**

Rule	If Selection Is Based on (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
1	Service with the Federal Aviation Administration	Is moving from the other merit system without a break in service after completing at least 1 year of continuous service.	Career	100	Career Appt	BNK	<a href="#">CS Rule 6.7-FAA Agr</a>	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
2			Career-Conditional	101	Career-Cond Appt				
3	Service under the Canal Zone Merit System or the Panama Canal Employment System under a CZ or a CA career or career-conditional appointment	Is not employed by your agency	Career	100	Career Appt	K1M	<a href="#">Reg. 315.601</a>	3. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	
4			Career-Conditional	101	Career-Cond Appt				
5		Is already employed by your agency	Career	500	Conv to Career Appt				
6			Career-Conditional	501	Conv to Career-Cond Appt				
7	Service with the Nuclear Regulatory Commission (NRC)	Is moving from the other merit system without a break in service or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BKM	<a href="#">CS Rule 6.7-NRC Agr</a>		
8			Career-Conditional	101	Career-Cond Appt				

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System,  
Continued

Rule	If Selection Is Based on (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
9	Service with the Tennessee Valley Authority (TVA)	Is moving from the other merit system without a break in service or is being reappointed within one year following involuntary separation without personal cause (including resignation after receiving advance notice of impending reduction in force)	Career	100	Career Appt	BBM	<a href="#">CS Rule 6.7-TVA Agr</a>	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***  3. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
10			Career-Conditional	101	Career-Cond Appt				
11		Is being converted to another appointment in your agency within one year following involuntary separation from the TVA without personal cause (including resignation after receiving advance notice of impending reduction in force)	Career	500	Conv to Career Appt				
12			Career-Conditional	501	Conv to Career-Cond Appt				
13	Service in a position filled under <a href="#">38 U.S.C. 7401(1)</a> or <a href="#">38 U.S.C. 7401(3)</a> in the Division of Medicine and Surgery, Dept of Veterans Affairs (VA)	Is moving from the DVA without a break in service or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BLM	<a href="#">CS Rule 6.7-VA Agr</a>		
14			Career-Conditional	101	Career-Cond Appt				

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System,  
Continued

Rule	If Selection Is Based on (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
15	Service in a position filled under <a href="#">38 U.S.C. 7401(1)</a> or <a href="#">38 U.S.C. 7401(3)</a> in the Division of Medicine and Surgery, Dept of Veterans Affairs (VA)	Is being converted to another appointment in the DVA or being converted in another agency within one year following involuntary separation from the DVA without personal cause	Career	500	Conv to Career Appt	BLM	<a href="#">CS Rule 6.7-VA Agr</a>	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***  3. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
16			Career-Conditional	501	Conv to Career-Cond Appt				
17	Service in a position in the Canteen Management Program of the Veterans Canteen Service, Dept of Veterans Affairs (VA)	Is moving from the DVA without a break in service or is being reappointed within one year following involuntary separation from the DVA without personal cause	Career	100	Career Appt				
18			Career-Conditional	101	Career-Cond Appt				
19	Service in a position in the Canteen Management Program of the Veterans Canteen Service, Dept of Veterans Affairs (VA)	Is being converted to another appointment in the DVA or being converted in another agency within one year following involuntary separation from the DVA without personal cause	Career	500	Conv to Career Appt	BLM	<a href="#">CS Rule 6.7-VA Agr</a>		
20			Career-Conditional	501	Conv to Career-Cond Appt				



Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System,  
Continued

Rule	If Selection Is Based on (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
21	Service under the Defense Civilian Intelligence Personnel System (DCIPS)	Is moving from the DCIPS without a break in service to appointment in a different agency or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BNM	<a href="#">CS Rule 6.7-DCIPS Agr</a>	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
22			Career-Conditional	101	Career - Cond Appt				
23		Is being converted to another appointment in the same agency without a break in service or is being converted to another appointment in your agency within one year following involuntary separation from the DCIPS without personal cause (See Note 2)	Career	500	Conv to Career Appt				
24			Career-Conditional	501	Conv to Career - Cond Appt				
25	Completion of one year of continuous service under a nontemporary appointment under personnel system of the *** >Government Accountability< Office	Is not employed by your agency	Career	100	Career Appt	ZQM	<a href="#">31 U.S.C. 732(g)</a>	2. Rules 23 and 24 will apply when a former Defense Civilian Intelligence Personnel System (DCIPS) employee is employed in your agency after an involuntary separation without personal cause from DCIPS and then is converted to career or career-conditional appointment within one year of the DCIPS separation.  3. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	
26			Career-Conditional	101	Career-Cond Appt				
27		Is already employed by your agency	Career	500	Conv to Career Appt				
28			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System,  
Continued

Rule	If Selection Is Based on (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
29	Completion of one year of continuous service under a nontemporary appointment under the personnel system of the Administrative Office of the U.S. Courts	Is not employed by your agency	Career	100	Career Appt	ZTU	<a href="#">28 U.S.C. 602</a>	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***  3. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
30			Career-Conditional	101	Career-Cond Appt				
31		Is already employed by your agency	Career	500	Conv to Career Appt				
32			Career-Conditional	501	Conv to Career-Cond Appt				
33	Service in a non-appropriated fund instrumentality (NAFI) of the Department of Defense (DoD)	Is moving from a DoD NAFI without a break in service or is being reappointed within one year following involuntary separation from a DoD NAFI without personal cause	Career	100	Career Appt	BNN	<a href="#">CS Rule 6.7-DoD/NAF Agr</a>		
34			Career-Conditional	101	Career-Cond Appt				
35	Service in a non-appropriated fund instrumentality (NAFI) of the Department of Defense (DoD)	Is being converted to another appointment in the DoD or being converted in another agency within one year following involuntary separation from a DoD NAFI without personal cause	Career	500	Conv to Career Appt	BNN	<a href="#">CS Rule 6.7-DoD/NAF Agr</a>		
36			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System,  
Continued

Rule	If Selection Is Based on (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
37	Service with the Corporation for National and Community Service (CNCS)	Is moving from the other merit system without a break in service after completing at least 1 year of continuous nontemporary (i.e., general) service, or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BNZ	<a href="#">CS Rule 6.7-CNCS Agr</a>	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
38			Career-Conditional	101	Career-Cond Appt				
39	Service with International Boundary Water Commission	Is moving from the IBWC personnel system without a break in service after completing at least 1 year of continuous service, or is being reappointed within one year following involuntary separation without personal cause after completing at least 1 year of continuous service	Career	100	Career Appt	BNR	<a href="#">CS Rule 6.7-IBWC Agr</a>	3. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	
40			Career-Conditional	101	Career-Cond Appt				
41	Service with International Boundary Water Commission	Is being converted to another appointment within your agency within one year following involuntary separation from IBWC without personal cause (including resignation after receiving advance notice of impending reduction in force)	Career	500	Conv to Career Appt				
42			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System,  
Continued

Rule	If Selection Is Based on (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
43	Service with DHS, Transportation Security Administration (TSA)	Is moving from the TSA personnel system without a break in service after completing at least 1 year of continuous service under a permanent appointment, or is being reappointed within 1 year following involuntary separation from TSA without personal cause after completing at least 1 year of continuous service under a permanent appointment	Career	100	Career Appt	BNY	<a href="#">Rule 6.7-DHS/TSA Agr</a>	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
44			Career-Conditional	101	Career-Cond Appt				
45	Service with DHS, Transportation Security Administration (TSA)	Is being converted to a permanent appointment in DHS from the TSA personnel system after completing at least 1 year of continuous service under a permanent appointment, or is being converted to a permanent appointment in another agency within 1 year following involuntary separation from TSA without personal cause after completing at least 1 year of continuous service under a permanent appointment	Career	500	Conv to Career Appt				
46			Career-Conditional	501	Conv to Career-Cond Appt				

**Table 9-E. Appointment Based on Service in a Position Brought into the Competitive Service**

Rule	If the Appointment Is Based On (See Note 5)	And The Person	And The Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	Notes	Remarks
1	Service in a position that was brought into the competitive service while the person was on active military duty	Is not on your agency's rolls	Career	100	Career Appt	K7M	<a href="#">Reg. 315.603(a)(1)</a>	<p>1. &gt;In addition to any other authorities required by this table, you may cite&lt; "ZLM: Other Citation (law, E.O., or Reg.)" &gt;as a second authority when appropriate. &lt; ***</p> <p>2. If the action is being taken under delegation agreement between the agency and OPM, or under a general delegation of authority to agencies, cite "BWM: OPM Delegation Agr" following the authorities required by this table and "ZLM," if used.</p> <p>5. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a>.</p>	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
2			Career-Conditional	101	Career-Cond Appt				
3		Is already on your agency's rolls	Career	500	Conv to Career Appt				
4			Career-Conditional	501	Conv to Career-Cond Appt				
5	Service in a position that was brought into the competitive service before the employee left the position	Is not on your agency's rolls	Career	100	Career Appt	K9M	<a href="#">Reg. 315.603(a)(2)</a>		
6			>Career-Conditional<	>101<	Career-Cond Appt				
7		Is already on your agency's rolls	>Career<	>500<	Conv to Career Appt				
8			>Career-Conditional<	>501<	Conv to Career-Cond Appt				
9	Service in a position that was brought into the competitive service before the employee's separation for compensable injury or during the period of statutory restoration rights following such an injury	Is not on your agency's rolls	Career	100	Career Appt	K8M	<a href="#">Reg. 315.603(a)(3)</a>		
10			Career-Conditional	101	Career-Cond Appt				
11		Is already on your agency's rolls	Career	500	Conv to Career Appt				
12			Career-Conditional	501	Conv to Career- Cond Appt				

Table 9-E. Appointment Based on Service in a Position Brought into the Competitive Service, Continued

Rule	If the Appointment Is Based On (See Note 5)	And The Person	And The Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	Notes	Remarks
13	The employee's position having been brought into the competitive service under conditions not covered in Rules 1-12 (See Note 4)	Is already on your agency's rolls and does not meet requirements for reinstatement (See Note 3)	Career	500	Conv to Career Appt	LLM	<a href="#">Reg. 315.701</a>	<p>1. &gt;In addition to any other authorities required by this table, you may cite&lt; "ZLM: Other Citation (law, E.O., or Reg.)" &gt;as a second authority when appropriate. &lt; ***</p> <p>2. If the action is being taken under delegation agreement between the agency and OPM, or under a general delegation of authority to agencies, cite "BWM: OPM Delegation Agr" following the authorities required by this table and "ZLM," if used.</p> <p>3. When the reinstatement authority is cited, go to <a href="#">Table 9-C</a> instead.</p> <p>4. When a position in public or private enterprise is initially taken over by the Federal government, see instructions for <a href="#">Appointment—Status Quo in Chapter 10</a>.</p> <p>5. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a>.</p>	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
14			Career-Conditional	501	Conv to Career- Cond Appt				

**Table 9-F. Appointment Based on Service in a Nonstatus Appointment in the Competitive Service**

Rule	If the Selection is Based On (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks		
1	Service under noncompetitive special tenure appointment effected under <a href="#">5 CFR 316.601</a> ("rare bird" type)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LPM	<a href="#">Reg. 315.702</a>	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***  2. A Pathways Participant who is noncompetitively converted to a competitive service term appointment may be subsequently converted noncompetitively to a permanent competitive service position before the term appointment expires.  5. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.		
2			Career-Conditional	501	Conv to Career-Cond Appt						
3			Completion, by a disabled veteran, of a training course under <a href="#">chapter 31 of title 38, U.S.C.</a>	Career	500	Conv to Career Appt	LBM			<a href="#">Reg. 315.604</a>	
4				Career-Conditional	501	Conv to Career-Cond Appt					
5			Employee completing at least three years of total creditable service under an indefinite appointment, or as a status quo employee		Career	500	Conv to Career Appt			LWM	<a href="#">Reg. 315.704</a>
6			Conversion of the temporary appointment of a disabled veteran who has a compensable service-connected disability of 30 percent or more							LZM	
7					Career-Conditional	501	Conv to Career-Cond Appt				
8	Conversion of an Intern serving on a term appointment under <a href="#">Reg. 362.107(a)</a> (See Note 2)	Is not on agency rolls	Career-Conditional	101	Career-Cond Appt	LAE	<a href="#">Reg. 362.107(b) - Intern</a>				
9			Career	100	Career Appt						
10		Is already on the rolls of your agency	Career-Conditional	501	Conv to Career-Cond						
11			Career	500	Conv to Career Appt						

Table 9-F. Appointment Based on Service in a Nonstatus Appointment in the Competitive Service, Continued

Rule	If the Selection is Based On (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
12	Conversion of a Recent Graduate serving on a term appointment under <a href="#">Reg. 362.107(a)</a> (See Note 2)	>Is already on the rolls of your agency<	Career-Conditional	501	Career-Cond Appt	LAG	<a href="#">Reg. 362.107(b) - RG</a>	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
13			Career	500	Career Appt				
>14<		>Is not on agency rolls<	>Career-Conditional<	>101<	>Career-Cond Appt<				
>15<			>Career<	>100<	>Career Appt<				
>16<	Conversion of Fellow serving on a term appointment under <a href="#">Reg.362.107(a)</a> (See Note 2) Reserved	>Is already on the rolls of your agency<	Career-Conditional	501	Career-Cond Appt	LAH	<a href="#">Reg.362.107(b) -PMF</a>	2. A Pathways Participant who is noncompetitively converted to a competitive service term appointment may be subsequently converted noncompetitively to a permanent competitive service position before the term appointment expires.  *** >3<. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	
>17<			Career	500	Career Appt				
>18<		>Is not on agency rolls<	>Career-Conditional<	>101<	>Career-Cond Appt<				
>19<			>Career<	>100<	>Career Appt<				



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

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
1	Service in a position in the immediate Office of the President or Vice President or on the White House Staff	Is appointed without a break in service from that position or appointment	Career	100	Career Appt	K4M	<a href="#">Reg. 315.602</a>	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***  6. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
2			Career-Conditional	101	Career-Cond Appt				
3	Service in certain appointments in the Postal Service or Postal Rate Commission		Career	100	Career Appt	V8L	<a href="#">39 U.S.C. 1006</a>		
4			Career-Conditional	101	Career-Cond Appt				
5	Possession of special qualifications in a professional or scientific field for a position authorized under <a href="#">5 U.S.C. 3104</a>	Is not on your agency's rolls	Career	100	Career Appt	VJM	<a href="#">5 U.S.C. 3325</a>		
6		Is already on your agency's rolls	Career	500	Conv to Career Appt				
7	Possession of special qualifications in a professional or scientific field for a position authorized under an authority other than <a href="#">5 U.S.C. 3104</a>	Is not on your agency's rolls	Career	100	Career Appt	ZLM	(Cite the law, E.O., or Reg. that authorizes the appointment)		
8			Career-Conditional	101	Career-Cond Appt				
9		Is already on your agency's rolls	Career	500	Conv to Career Appt				
10			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

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
11	Correction of an administrative error or oversight in not recommending an employee for benefits under <a href="#">Executive Order 10577</a>	Is not on your agency's rolls	Career	100	Career Appt	ZGM	<a href="#">E.O. 10826</a>	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
12			Career-Conditional	101	Career-Cond Appt				
13		Is already on your agency's rolls	Career	500	Conv to Career Appt				
14			Career-Conditional	501	Conv to Career-Cond Appt				
15	Service under an excepted appointment as a Secret Service agent when the provisions of <a href="#">Executive Order 11203</a> are met	Has completed two years under the VRA program and, if the individual has less than 15 years of education, has completed a program of education or training prescribed by the agency	Career	500	Conv to Career Appt	ZGY	<a href="#">E.O. 11203</a>	6. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	
16	Service on a Veterans Recruitment Appointment		Career	500	Conv to Career Appt	LYM	<a href="#">Reg. 315.705</a>		
17			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

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
18	The authority to noncompetitively appoint certain military spouses	Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt	>LAM<	<a href="#">Reg. 315.612</a>	<p>1. &gt;In addition to any other authorities required by this table, you may cite&lt; "ZLM: Other Citation (law, E.O., or Reg.)" &gt;as a second authority when appropriate. &lt; ***</p> <p>6. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a>.</p>	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
19		Is already on your agency's rolls		501	Conv to Career-Cond Appt				
20	The authority to noncompetitively appoint certain military spouses	Is not on your agency's rolls	Career	100	Career Appt				
21		Is already on the rolls of your agency		500	Conv to Career Appt				
22	Conversion of an appointment which was made under Schedule A, <a href="#">Sec. 213.3102(u)</a>	Is already on the rolls of your agency	Career	500	Conv to Career Appt	L1M	<a href="#">Reg. 315.709</a>		
23			Career-Conditional	501	Conv to Career-Cond Appt				
24	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	<a href="#">Reg. 315.606</a>		
25			Career-Conditional	101	Career-Cond Appt				
26		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
27			Career-Conditional	501	Conv to Career-Cond Appt				
28	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	<a href="#">Reg. 315.607</a>		
29			Career-Conditional	101	Career-Cond Appt				
30		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
31			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

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
32	Service as a Peace Corps, VISTA, or ACTION Community Volunteer	Is not on your agency's rolls	Career	100	Career Appt	LEM	<a href="#">Reg. 315.605</a>	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
33			Career-Conditional	101	Career-Cond Appt				
34		Is already on your agency's rolls	Career	500	Conv to Career Appt				
35			Career-Conditional	501	Conv to Career-Cond Appt				
36	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	<a href="#">E.O. 12230</a>	6. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	
37	Service overseas while a family member of a civilian employee, a nonappropriated fund employee, or uniformed service member who is serving overseas	Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt	ZJK	<a href="#">E.O. 12721</a>		
38		Is already on your agency's rolls		501	Conv to Career-Cond Appt				
39	Service in U.S. positions of the Panama Canal Commission	Is not on your agency's rolls	Career	100	Career Appt	LKM	<a href="#">Reg. 315.609</a>		
40			Career-Conditional	101	Career-Cond Appt				
41		Is already on your agency's rolls	Career	500	Conv to Career Appt				
42			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

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
43	Involuntary separation (other than removal for cause on charges of misconduct or delinquency) of a National Guard Technician after at least three years of service with the Guard	Is being appointed within one year of separation	Career	100	Career Appt	LKP	<a href="#">Reg. 315.610</a>	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
44			Career-Conditional	101	Career-Cond Appt				
45		Is being converted to another appointment in your agency within one year following involuntary separation from the Guard without personal cause	Career	500	Conv to Career Appt				
46			Career-Conditional	501	Conv to Career-Cond Appt				
47	Service as a reader, interpreter, or personal assistant under Sch A, <a href="#">213.3102(II)</a>	Is already on your agency's rolls	Career	500	Conv to Career Appt	L2K	<a href="#">Reg. 315.711</a>		
48			Career-Conditional	501	Conv to Career-Cond Appt				
49	Veterans Employment Opportunity Act of 1998 as amended by <a href="#">P.L. 106-117</a>	Is not on your agency's rolls	Career	100	Career Appt	ZBA	<a href="#">P.L. 106-117</a> , Sec. 511		
50			Career-Conditional	101	Career-Cond Appt				
51		Is already on your agency's rolls	Career	500	Conv to Career Appt				
52			Career-Conditional	501	Conv to Career-Cond Appt				
53	Service under the Internship Program	Is already on your agency's rolls	Career	500	Conv to Career Appt	LAK	<a href="#">Reg. 315.713(a)(1)</a>		
54			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

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
55	Service under the Internship Program	Is not on your agency's rolls	Career	100	Career Appt	LAK	<a href="#">Reg. 315.713(a)(1)</a>	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
56			Career-Conditional	101	Career-Cond Appt				
57	Service under the Recent Graduates Program	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAL	<a href="#">Reg. 315.713(a)(2)</a>	2. For appointees to senior level (pay plan SL) positions, cite as the authority "5 U.S.C. 5376 and (agency certificate #)."  6. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	
58			Career-Conditional	501	Conv to Career-Cond Appt				
>59<		>Is not already on the rolls of your agency<	>Career<	>100<	>Conv to Career Appt<				
>60<		>Is not already on the rolls of your agency<	>Career-Conditional<	>101<	>Conv to Career-Cond Appt<				
>61<	Service under the Presidential Management Fellows Program	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAP	<a href="#">Reg. 315.713(a)(3)</a>		
>62<			Career-Conditional	501	Conv to Career-Cond Appt				
>63<		>Is not already on the rolls of your agency<	>Career<	>100<	>Conv to Career Appt<				
>64<		>Is not already on the rolls of your agency<	>Career-Conditional<	>101<	>Conv to Career-Cond Appt<				

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F, Continued

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
65	Eligibility for a status appointment under an Executive Order and the circumstance is not covered by any of the preceding rules of this table	Is not on your agency's rolls	Career	100	Career Appt	ZLM	(Cite Law, E.O., or Reg. that authorizes the appointment or conversion) (See Note 2)	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***	Use as many remarks from Table 9-I as are applicable.
66			Career-Conditional	101	Career-Cond Appt				
67		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
68			Career-Conditional	501	Conv to Career-Cond Appt				
69	Circumstances or an authority not described in Rules 1-68	Is not on your agency's rolls	Career	100	Career Appt	LAQ	<a href="#">Reg. 316.910</a>	2. For appointees to senior level (pay plan SL) positions, cite as the authority "5 U.S.C. 5376 and (agency certificate #)."	6. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .
70			Career-Conditional	101	Career-Cond Appt				
71		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
72			Career-Conditional	501	Conv to Career-Cond Appt				
73	Service under the Post-Secondary Student Program under <a href="#">5 USC 3116</a> that meets eligibility requirements for conversion to a competitive service position	Is already on your agency's rolls	Career	500	Conv to Career Appt	LAQ	<a href="#">Reg. 316.910</a>	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***	Use as many remarks from Table 9-I as are applicable.
74			Career-Conditional	501	Conv to Career-Cond Appt				
75	Based on a person's eligibility for a College Graduate Appointment ( <a href="#">5 USC 3115</a> )	Is not on your agency's rolls	Career	100	Career Appt	LAU	<a href="#">Reg. 315.614(a)</a>	6. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	
76			Career-Conditional	101	Career-Cond Appt				
77		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
78			Career-Conditional	501	Conv to Career-Cond Appt				

**Table 9-H. Appointment Based on Exercise of Restoration or Re-employment Rights**

Rule	If the Action Is Based On (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	Notes	Remarks
1	Return from uniformed service	Exercises restoration rights under <a href="#">38 U.S.C. 4301</a> et. seq.	Career	100	Career Appt	QAK and (Cite auth code for appt held prior to separation upon which restoration is based)	<a href="#">Reg. 353.207</a> and (Cite authority for appointment held prior to separation upon which restoration is based)	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
2			Career-Conditional	101	Career-Cond Appt				
3	Merit Systems Protection Board (MSPB) directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 3)		Career	100	Career Appt	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)	2. On a restoration or re-employment 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 <a href="#">The Guide to Data Standards</a> to identify the code for that legal authority.	3. If the Merit Systems Protection Board determines restoration was improper, cancel it following instructions in <a href="#">Chapter 32</a> of this Guide.
4			Career-Conditional	101	Career-Cond Appt				
5	Statutory rights after employee fully recovers from a compensable injury		Career	100	Career Appt	QBK and (Cite auth code for appt held prior to separation upon which restoration is based)	<a href="#">Reg. 353.301</a> and (Cite authority for appointment held prior to separation upon which restoration is based)	4. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	
6			Career-Conditional	101	Career-Cond Appt				



Table 9-H. Appointment Based on Exercise of Restoration or Re-employment Rights, Continued

Rule	If the Action Is Based On (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	Notes	Remarks
7	Merit Systems Protection Board (MSPB) directive when employee appeals agency's failure to restore or improper restoration after employee recovers from a compensable injury (see Note 3)		Career	100	Career Appt	AQM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
8			Career-Conditional	101	Career-Cond Appt				
9	Employee's partial recovery from a compensable injury		Career	100	Career Appt	QCK and (Cite auth code for appt held prior to separation upon which restoration is based)	<a href="#">Reg. 353.301(d)</a> and (Cite authority for appointment held prior to separation upon which restoration is based)	2. On a restoration or re-employment 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 <a href="#">The Guide to Data Standards</a> to identify the code for that legal authority.	3. If the Merit Systems Protection Board determines restoration was improper, cancel it following instructions in <a href="#">Chapter 32</a> of this <b>Guide</b> .
10			Career-Conditional	101	Career-Cond Appt				
11	Employee having moved between executive agencies during an emergency		Career	100	Career Appt	PWM and (Cite auth code for appt held prior to separation upon which re-employment is based)	<a href="#">Reg. 352.204</a> and (Cite authority for appointment held prior to separation upon which re-employment is based)	4. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	
12			Career-Conditional	101	Career-Cond Appt				
13	Employee having transferred to an international organization		Career	100	Career Appt	P3M and (Cite auth code for appt held prior to separation upon which re-employment is based)	<a href="#">Reg. 352.311</a> and (Cite authority for appointment held prior to separation upon which re-employment is based)		
14			Career-Conditional	101	Career-Cond Appt				

Table 9-H. Appointment Based on Exercise of Restoration or Re-employment Rights, Continued

Rule	If the Action Is Based On (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	Notes	Remarks
15	Service under Sec. 233(d) and 625(b) of the Foreign Assistance Act of 1961	Is not on your agency's rolls	Career	100	Career Appt	P5M and (Cite auth code for appt held prior to separation upon which re-employment is based)	<a href="#">Reg. 352.507</a> and (Cite authority for appointment held prior to separation upon which re-employment is based)	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate. < ***	Use as many remarks from <a href="#">Table 9-I</a> as are applicable.
16			Career-Conditional	101	Career-Cond Appt				
17		Is already on your agency's rolls	Career	500	Conv to Career Appt				
18			Career-Conditional	501	Conv to Career-Cond Appt				
19	Service under Sec. 625(d) of the Foreign Assistance Act of 1961	Is not on your agency's rolls	Career	100	Career Appt	ZRM and (Cite auth code for appt held prior to separation upon which re-employment is based)	(Cite <a href="#">22 U.S.C. 2385(d)</a> ) and (Cite authority for appointment held prior to separation upon which re-employment is based)	2. On a restoration or re-employment 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 <a href="#">The Guide to Data Standards</a> to identify the code for that legal authority.  4. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .	
20			Career-Conditional	101	Career-Cond Appt				
21		Is already on your agency's rolls	Career	500	Conv to Career Appt				
22			Career-Conditional	501	Conv to Career-Cond Appt				
23	Employee's service with the American Institute in Taiwan	Is not on your agency's rolls	Career	100	Career Appt	P7M	<a href="#">Reg. 352.803</a>		
24			Career-Conditional	101	Career-Cond Appt				
25	Circumstances not described in Rules 1-24		Career	100	Career Appt	ZRM and (Cite auth code for appt held prior to separation upon which re-employment is based)	(Cite authority for the re-employment) and (Cite authority for appointment held prior to separation upon which re-employment is based)		
26			Career-Conditional	101	Career-Cond Appt				

**Table 9-I. Remarks to Be Shown on SF-50**

Use as many remarks as are applicable.

Return to Table [9-A](#), [9-B](#), [9-C](#), [9-D](#), [9-E](#), [9-F](#), [9-G](#), [9-H](#)

<b>Rule</b>	<b>If</b>	<b>And</b>	<b>Then Remark Code Is</b>	<b>And Remark Is</b>	<b>Notes</b>
1	Employee was required to complete an appointment affidavit, SF 61, Appointment Affidavit		M01	Appointment affidavit executed (date).	
2	Action is an appointment or a conversion to appointment		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	Position has promotion potential		K20	Full performance level of employee's position is (enter pay plan and grade, level, or band).	
5	Appointment or conversion requires completion of an initial probationary period	Employee has already completed initial probationary period	E04	Initial probationary period completed.	
6		Employee has not completed initial probationary period	E18	Appointment is subject to completion of one-year initial probationary period beginning (date).	
7	Appointment is career- conditional	Employee has not previously completed the service requirement for career tenure	T10	Service counting toward career tenure from (date).	

Table 9-I. Remarks to Be Shown on SF-50, Continued

<b>Rule</b>	<b>If</b>	<b>And</b>	<b>Then Remark Code Is</b>	<b>And Remark Is</b>	<b>Notes</b>
8	Employee is receiving a career appointment to a position other than an Administrative Law Judge	Employee has completed the service requirement for career tenure	T07	*** > Completed service requirements for career tenure as follows: [agencies to enter from (date) to (date) if continuous service, <b>OR</b> listing start and end dates of creditable services totaling 3 years (e.g., period 1: from (date) to (date), period 2: from (date) to (date), period 3: from (date) to (date), etc.).] <	
9		Employee must complete an initial appointment probationary period (after selection from a civil service certificate, for example)	E07	You will be in tenure group II until you complete the 1-year probationary period that began (date); then you will be changed back to tenure group I.	
10	Employee is receiving an appointment as an Administrative Law Judge	Employee is automatically exempt from the probationary period requirements per <a href="#">Reg. 930.204(e)</a>	E08	Administrative Law Judges receive a career appointment and are exempt from the probationary period requirements.	
11	Employee is being assigned to a supervisory (or managerial) position	Is not subject to a supervisory (or managerial) probationary period because of having served in a supervisory (or managerial) position before the effective date of this requirement	E44	Probationary period for supervisory (or managerial) position not required.	
12		Prior service satisfies a required probationary period for occupying a supervisory (or managerial) position	E45	Probationary period for supervisory (or managerial) position completed.	
13	Employee is being assigned to a supervisory (or managerial) position	Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position	E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).	
14	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.	
15	Employee is assigned to a worker-trainee developmental position		E39	Employee is assigned to a worker-trainee development position.	

Table 9-I. Remarks to Be Shown on SF-50, Continued

<b>Rule</b>	<b>If</b>	<b>And</b>	<b>Then Remark Code Is</b>	<b>And Remark Is</b>	<b>Notes</b>
16	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. <b>(See Note 3)</b>	3. Be sure to attach >the employment or working agreement< to the *** <a href="#">SF-50</a> .
17	Employee was selected from a list of candidates or eligibles established under agency merit promotion or merit staffing procedures		K12	Selected from (cite the number of the agency's merit promotion certificate or list of eligibles) dated (date).	
18	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).	
19	Action is a transfer or reinstatement	Agency modified OPM qualification standards to qualify employee for the position	K01	Qualification requirements modified because of general OPM amendment.	
20	A career appointee in the Senior Executive Service voluntarily requests a change to a position in the competitive service		M20	Action at employee's request.	
21	Action is conversion to appointment of an employee who is being retained on the agency's rolls under a temporary exception to reduction in force release	Their 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.	
22	Employee is on the rolls of another agency on a part-time or intermittent appointment <b>(See Note 6)</b>	Will continue in that status after appointment in your agency	M34	On part-time or (intermittent) appointment in (agency).	6. Send copy of appointment <a href="#">SF-50</a> to employee's servicing personnel office in the other agency (reference <a href="#">5 U.S.C. 5533</a> ).
23	Employee is on the rolls of another agency in a nonpay status <b>(See Note 6)</b>	Will continue in that status after appointment in your agency	M33	On nonpay status in (agency).	

Table 9-I. Remarks to Be Shown on SF-50, Continued

<b>Rule</b>	<b>If</b>	<b>And</b>	<b>Then Remark Code Is</b>	<b>And Remark Is</b>	<b>Notes</b>
24	Employee is moving between executive agencies	Has re-employment rights in former agency or office	M02	You have re-employment rights for two years in (former agency) granted under Reg. 352.204 and OPM letter of (date).	
25	Employee is a Special Government Employee as defined in <a href="#">sec. 202 of title 18, U.S. Code</a>		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.	
26	Employee is converted from a Senior Executive Service (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.	
27	Employee declined conversion to a Senior Executive Service (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.	
28	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.	
29	Employee is appointed to or converted to a position for which special higher-than-usual pay rate has been established under <a href="#">5 U.S.C. 5305</a> to recruit and retain qualified employees		P05	Special rate under 5 U.S.C. 5305.	
30	Employee is appointed to or converted to a supervisory General Schedule (GS) position in which <b>&gt;they supervise&lt;</b> *** higher-paid employees under another pay system	Employee receives a supervisory differential	P72	Salary in block 20 includes supervisory differential of \$__.	
31	Employee's salary will be based on <b>&gt;their&lt;</b> *** 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).	
32		Agency cannot verify salary before action is effected	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.	

Table 9-I. Remarks to Be Shown on SF-50, Continued

<b>Rule</b>	<b>If</b>	<b>And</b>	<b>Then Remark Code Is</b>	<b>And Remark Is</b>	<b>Notes</b>
33	Rate increase (other than a within-grade increase) is due on effective date of action	A separate <a href="#">SF-50</a> is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.	
34	Employee is returning after service with the American Institute in Taiwan or an international organization, military service, or absence due to compensable injury	Rate of pay includes increases >they< *** earned while absent	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.	
35		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade), effective (date).	
36	Employee is entitled to grade retention under <a href="#">5 U.S.C. 5362</a>		X37	Employee is entitled to retain grade of (pay plan and grade) through (date).	
37			X61	Retained grade will not be used for purposes of reduction-in-force.	
38			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.	
39			Retained grade is equivalent to grade actually held by the employee prior to the reduction which entitled employee to grade retention	X35 ( <b>See Note 4</b> )	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
40	Employee will be entitled another period of grade retention when the current period has ended	X38 ( <b>See Note 4</b> )	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.		
41	Employee was entitled to grade retention under <a href="#">5 U.S.C. 5362</a> 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.	
42			X49	Change to lower grade, level, or band is for personal cause.	

Table 9-I. Remarks to Be Shown on SF-50, Continued

<b>Rule</b>	<b>If</b>	<b>And</b>	<b>Then Remark Code Is</b>	<b>And Remark Is</b>	<b>Notes</b>
43	Employee who is moved out of Senior Executive Service (SES) is entitled to a retained rate of pay higher than the pay of the position in which >they are< *** placed		X40	Employee is entitled to pay retention.	
44	Employee is entitled to pay retention under <a href="#">5 U.S.C. 5363</a>				
45		Employee's salary is 150% of the maximum rate of the grade to which assigned	X41	Salary is 150% of maximum rate of grade to which assigned.	
46	Employee was entitled to pay retention under <a href="#">5 U.S.C. 5363</a> 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.	
47			X42	Pay retention entitlement is terminated.	
48	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.		N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.	
49	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 <a href="#">18 U.S.C. 207(c)</a> - (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)	
50	Employee's total salary includes payment for administratively uncontrollable overtime		P81	Salary in block 20 includes AUO of \$ _____.	



Table 9-I. Remarks to Be Shown on SF-50, Continued

<b>Rule</b>	<b>If</b>	<b>And</b>	<b>Then Remark Code Is</b>	<b>And Remark Is</b>	<b>Notes</b>
51	Reserved				
52	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$____.	
53	Employee who is re-employed under FICA, CSRS, or CSRS-Offset, is eligible to elect FERS as provided in Chapter 11 of the <a href="#">CSRS and FERS Handbook</a>	Employee has been given <a href="#">SF 3109, FERS Election of Coverage</a> , and receipt copy has been filed in employee's Official Personnel Folder	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.	
54	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")	
55	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.	
56	Employee's retirement code will be K, KF, KR, L, LF, LR, M, MF, MR, N, NF, NR, or OF	Rule 55 does not apply	M45	Employee is automatically covered under FERS, FERS-RAE or FERS-FRAE.	
57	Employee has elected to retain coverage under a retirement system for non- appropriated fund instrumentality (NAFI) employees		B63	Elected to retain coverage under a retirement system for NAF employees.	
58	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).	
59	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).	
60	Employee is eligible for Sole Survivorship veterans preference	Block 23 of the <a href="#">SF-50</a> reflects "7"	E59	When "7" is reflected in block 23 above, employee is entitled to: No Points/Sole Survivorship Preference.	

Table 9-I. Remarks to Be Shown on SF-50, Continued

<b>Rule</b>	<b>If</b>	<b>And</b>	<b>Then Remark Code Is</b>	<b>And Remark Is</b>	<b>Notes</b>
61	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.	
62	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.	
63	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 this <a href="#">SF-50</a> . However, Basic Life insurance coverage is always at least \$10,000.	
64	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.	
65		Cancelled enrollment while in previous agency or office	B01	Cancelled health benefits.	
66	Employee is not eligible to enroll in a health benefits plan		B03	Ineligible for health benefits.	
67	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.	

Table 9-I. Remarks to Be Shown on SF-50, Continued

<b>Rule</b>	<b>If</b>	<b>And</b>	<b>Then Remark Code Is</b>	<b>And Remark Is</b>	<b>Notes</b>
68	Office that provides personnel service (including Official Personnel Folder (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).	
69	Will be re-employed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.	
70		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 <b>*** &gt;5 CFR, part 553&lt;</b>	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.	
71			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. <b>(See Note 7)</b>	7. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
72	Will be re-employed 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 553	P10	Annuity at present is \$ pa. <b>(See Note 8)</b>	8. 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.
73	Employee receiving credit for non-Federal service under <a href="#">Section 6303(e) of title 5, United States Code</a> , 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.	

Table 9-I. Remarks to Be Shown on SF-50, Continued

<b>Rule</b>	<b>If</b>	<b>And</b>	<b>Then Remark Code Is</b>	<b>And Remark Is</b>	<b>Notes</b>
74	Employee receiving credit for active-duty uniformed service under <a href="#">Section 6303(e) of title 5, United States Code</a> , 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.	
75	Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM		K15	Selected from Cert (enter #) under Delegated Examining; (enter name of installation issuing certificate).	
76	Reserved				

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