

Operating Manual Update

The Guide to Processing Personnel Actions

Update 108 – Chapters 30 and 31

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Distribution: Operating Manual, The Guide to Processing Personnel Actions

U.S. Office of Personnel Management

Summary of Changes, Update 108

Chapter(s)	Explanation of Changes
30, 31	Removed all symbols annotating historical changes throughout the chapter.
30	<ul style="list-style-type: none">• Added a secondary Legal Authority Code ADR, Remark Code (R23), and additional Notes in support of agency specific deferred resignation programs.• Revised the description of Remark Code (R56).
31	<ul style="list-style-type: none">• Added a secondary Legal Authority Code ADR, Remark Code (R23), and additional Notes in support of agency specific deferred resignation programs.• Revised the description of Remark Code (R56).

Listing of Specific Changes to Chapter 30 (Update 108)

Chapter	Page Number(s)	Explanation of Changes
30	9-10	Table 30-A Revised Note 4 to include the use of use Secondary LAC2 ADR when processing actions for agency specific deferred resignation programs.
30	9	Table 30-A, Rule 6 (CSRS) Revised "Authority Code is" and "And Authority is" language to use V3P and LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025, or V3P and LAC2 ADR when processing actions for agency specific deferred resignation programs.
30	10	Table 30-A, Rule 14 (FERS) Revised "Authority Code is" and "And Authority is" language to use USM and LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025, or USM and LAC2 ADR when processing actions for agency specific deferred resignation programs.
30	15	Table 30-B Added Rule 45 for new Remark Code R23.
30	16	Table 30-C <ul style="list-style-type: none"> • Removed "Presidential Administration" from the description for Remark Code R56. • Added Remark Code R23 – Agency Deferred Resignation.

Listing of Specific Changes to Chapter 31 (Update 108)

Chapter	Page Number(s)	Explanation of Changes
31	11 & 15	Table 31-A Revised Note 7 to include the use of use Secondary LAC2 ADR when processing actions for agency specific deferred resignation programs.

Chapter	Page Number(s)	Explanation of Changes
31	18, 19, & 26	Table 31-B Revised Note 6 to include the use of use Secondary LAC2 ADR when processing actions for agency specific deferred resignation programs.
31	32	Table 31-C Added Rule 80 for new Remark Code R23.
31	34	Table 31-D <ul style="list-style-type: none">• Removed "Presidential Administration" from the description for Remark Code R56.• Added Remark Code R23 – Agency Deferred Resignation.

Tables

Table 30-A. Documenting Retirements

Rule	If Employee is Covered by	And Reason for Action is	Then NOAC is	NOA is	Authority Code is	And Authority is	Notes	Remarks
1	The Civil Service Retirement System (CSRS)	Mandatory retirement based on age and length of service. (See Note 4)	300	Retirement-Mandatory	SWM	5 U.S.C. 8335	<p>1. See Chapter 44 of The CSRS and FERS Handbook for Personnel and Payroll Offices for the meaning of involuntary separation.</p> <p>2. In addition to any other authorities required by this table, you may cite LAC2 AZM as appropriate. See Chapter 43 of The CSRS and FERS Handbook for Personnel and Payroll Offices for description of early voluntary retirement. The OPM Office Authority Number will be given in the letter from the U.S. Office of Personnel Management that authorizes the retirement LAC2 AZM.</p> <p>3. Also use this rule when employee in phased retirement will be entering regular retirement upon the expiration of a phased retirement time limit agreement set by the agency.</p> <p>4. Use Secondary LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025. >Use Secondary LAC2 ADR when processing actions for agency specific deferred resignation programs.<</p>	Jump to listing of Remarks (Use as many remarks as applicable)
2		Disability retirement (See Note 4)	301	Retirement-Disability	SUM	5 U.S.C. 8337		
3		Retirement for health reasons when employee does not apply for disability retirement (See Note 4)	302	Retirement-Voluntary	SRM	Reg. 831.501		
4		Voluntary retirement in lieu of involuntary separation (See Notes 1 and 4)	304	Retirement-ILIA	SQM	5 U.S.C. 8336		
5		Voluntary retirement for other than health reasons or pending involuntary separation (See Note 4)	302	Retirement-Voluntary				
6		Early voluntary retirement when agency is undergoing a major reduction in force, transfer of function, or reorganization (See Notes 2 and 4)	303	Retirement-Special Option	V3P and LAC2 AZM, RZM, >or ADR< as appropriate	5 U.S.C. 8336(d)(2) , and OPM Office, Authority Number, and Date LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025 >LAC2 ADR when processing actions for agency specific deferred resignation programs.<		
7		Early voluntary retirement under an authority <i>other</i> than 5 U.S.C. 8336(d) . (See Note 4)			ZLM	(Enter Law, Executive Order or Regulation that authorizes the retirement)		
8		Employee enters full retirement status upon termination of phased retirement status (See Notes 3 and 4)	307	Full Retirement Status-Voluntary	SAF	5 U.S.C. 8336a(e)		
9		Employee enters full retirement status in lieu of involuntary separation ("ILIS") (See Note 4)	308	Full Retirement Status-ILIS				

Table 30-A. Documenting Retirements, Continued

Rule	If Employee is Covered by	And Reason for Action is	Then NOAC is	NOA is	Authority Code is	And Authority is	Notes	Remarks
10	The Federal Employees Retirement System (FERS)	Mandatory retirement based on age and length of service (See Note 4)	300	Retirement-Mandatory	USM	(enter: 5 U.S.C. Chapter 84)	<ol style="list-style-type: none"> See Chapter 44 of The CSRS and FERS Handbook for Personnel and Payroll Offices for the meaning of involuntary separation. See Chapter 43 of The CSRS and FERS Handbook for Personnel and Payroll Offices for description of early voluntary retirement. The OPM Office Authority Number will be given in the letter from the U.S. Office of Personnel Management that authorizes the retirement. Also use this rule when employee in phased retirement will be entering regular retirement upon the expiration of a phased retirement time limit agreement set by the agency. Use Secondary LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025. >Use Secondary LAC2 ADR when processing actions for agency specific deferred resignation programs.< 	Jump to listing of Remarks (Use as many remarks as applicable)
11		Disability retirement (See Note 4)	301	Retirement-Disability				
12		Voluntary retirement in lieu of involuntary separation (See Notes 1 and 4)	304	Retirement-ILIA				
13		Voluntary retirement not described in Rule 10 (See Note 4)	302	Retirement-Voluntary				
14		Early voluntary retirement when agency is undergoing a major reduction in force, transfer of function, or reorganization (See Note 2 and 4)	303	Retirement-Special Option	USM and LAC2 AZM, RZM, >or ADR< as appropriate.	(enter: 5 U.S.C. Chapter 84) and OPM Office, Authority Number and Date LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025 >LAC2 ADR when processing actions for agency specific deferred resignation programs.<		
15		Employee enters full retirement status upon termination of phased retirement status (See Note 3 and 4)	307	Full Retirement Status-Voluntary	SAG	5 U.S.C. 8412a(e)		
16		Employee enters full retirement status in lieu of involuntary separation ("ILIS") (See Note 4)	308	Full Retirement Status-ILIS				
17	A retirement system <i>other</i> than the Civil Service Retirement System or Federal Employees Retirement System	Mandatory retirement based on age and length of service (See Note 4)	300	Retirement-Mandatory	USM	(cite authority for retirement)		
18		Disability retirement (See Note 4)	301	Retirement-Disability				
19		Voluntary retirement based on age and length of service (See Note 4)	302	Retirement-Voluntary				

Table 30-B. Remarks Required for Retirement Actions, Continued

Rule	If	And	And	Then Use Remark(s) (See Note 1)	Notes	Remarks
37	Employee's total salary includes payment for administratively uncontrollable overtime (See Note 7)			P82	1. Use as many remarks as applicable; see Table 30-C to translate remarks codes into the actual remarks to be shown on the SF-50 . 7. Follow instructions regarding Premium pay under 5 U.S.C. 5545(c)(2) for administratively uncontrollable overtime (AUO) work, which is included in the computations for retirement and life insurance deductions and benefits only if the employee meets the definition of "law enforcement officer" for CSRS or FERS purposes.	Jump to listing of Remarks (Use as many remarks as applicable)
38	Employee's total salary includes a supervisory differential			P80		
39	Reserved					
40	Employee's total salary includes availability pay			P98		
41	Employee has elected to retain coverage under a retirement system for Non-appropriated Fund Instrumentality employees			B63		
42	Employee is a senior political appointee whose position is subject to the provisions of the pay freeze for certain senior political officials			P83		
43	Employee is entitled to a composite retirement annuity Information & Instructions for Completing an Application for Full Retirement Status (from Phased Retirement) under the Federal Employees Retirement System (FERS)			M18		
44	If employee retirement is due to Deferred Resignation effective 1/28/2025			R56		
>45<	>If employee retirement is due to an agency specific deferred resignation program.<			>R23<		

Table 30-C. Remarks and CodesReturn to Tables [30-A](#), [30-B](#)

Remark Code	The Remark is
B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.
B63	Elected to retain coverage under a retirement system for NAF employees.
E59	When "7" is reflected in block 23 above, employee is entitled to No Points/Sole Survivorship Preference.
G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
M18	Employee is entitled to a composite retirement annuity.
M26	Employee was advised of opportunity to file grievance and elected to do so.
M27	Employee was advised of opportunity to file grievance and elected not to do so.
M58	No SES reinstatement rights.
M61	Possible 5 U.S.C. chapter 83, subchapter II, case.
M67	Forwarding address:
N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
N26	Lump-sum payment to cover (number) hours ending (date and hour).
N27	Lump-sum payment to be made for any unused annual leave.
P05	Special rate under 5 U.S.C. 5305.
P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
P18	Retained rate period expires (date). Effective (date) pay will be (amount).
P80	Salary in block 12 includes supervisory differential of \$_____.
P82	Salary in block 12 includes AUO of \$_____.
P83	The employee occupies a position subject to the pay freeze for certain senior political officials. Notwithstanding otherwise applicable pay statutes and regulations, pay may be set and adjusted only in accordance with applicable provisions of the pay freeze statute.
P98	Salary in block 12 includes availability pay of \$_____.
R20	Reason for retirement: to obtain retirement benefits.
R21	Reason for retirement:
R22	Elected to receive workers' compensation in lieu of a retirement annuity.
>R23<	>Agency Deferred Resignation.<
R55	Refused job offer because: (reasons given by the employee).
R56	*** Deferred Resignation Program.
S23	Agency Finding: No other information available.
S25	Agency Finding: (State the specific, factual reason known to the agency as to why the employee retired).
S34	Agency Finding: Retired after receiving written notice on (date) of decision to separate for (reasons).
S35	Agency Finding: Retired after receiving written notice on (date) of decision to demote for (reasons).

Tables

Table 31-A. Documenting Resignations

Rule	If Resignation is	And	Then NOAC is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
1	While employee is serving an initial appointment probation, or a trial period required by civil service or agency regulations (See note 7)		317	Resignation	RUM	Reg. 715.202 Other	<ol style="list-style-type: none"> When employee is leaving your agency to accept employment without a break in service in another agency, follow the instructions in Table 31-B to process the action as a 352/Termination-Appt In (agency). When the employee is moving to another appointment in your agency without a break in service, process the action as a conversion to the new appointment, not a resignation. See Regulation 752.401(c) for a list of the employees who are covered by Part 752 of the civil service regulations and, therefore, have appeal rights. If the employee is serving on an appointment that is not listed in Regulation 752.401(c), such as on an Appt NTE in the competitive service, then the employee has no appeal rights. The suffix "CAA" stands for "in lieu of action proposed under Civil Service adverse action procedures;" the suffix "EAA" stands for "in lieu of action proposed under agency procedures that are equivalent to the Civil Service adverse action procedures;" and the suffix "OAA" stands for "in lieu of action proposed under other adverse action procedures. Use Secondary LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025. >Use Secondary LAC2 ADR when processing actions for agency specific deferred resignation programs.< 	Jump to listing of Remarks (Use as many remarks as are applicable)
2	While employee is serving under an appointment that does not afford an appeal right (See note 2 and 7)							
3	While employee is serving a probationary period in the Senior Executive Service (See note 7)							
4	After receiving notice of proposed or pending adverse action based in whole or in part on employee's misconduct or delinquency	Action is proposed under 5 U.S.C., chapter 75			RQM	Reg. 715.202 CAA (See Note 3)		
5		Action is proposed under agency procedures equivalent to 5 U.S.C., chapter 75			RRM	Reg. 715.202 EAA (See Note 3)		
6		Action is proposed under other procedures not described in Rules 1-5			RSM	Reg. 715.202 OAA (See Note 3)		

Table 31-A. Documenting Resignations, Continued

Rule	If Resignation is	And	Then NOAC is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
22	In lieu of proposed or pending adverse action that is NOT based on employee's misconduct or delinquency and is not covered by Rules 1-19 (See note 5)	Action is proposed under other procedures not described in Rules 1-21	312	Resignation-ILIA	RSM	Reg. 715.202 OAA (See note 3)	1. When employee is leaving your agency to accept employment without a break in service in another agency, follow the instructions in Table 31-B to process the action as a 352/Termination-Appt In (agency). When the employee is moving to another appointment in your agency without a break in service, process the action as a conversion to the new appointment, not a resignation.	Jump to listing of Remarks (Use as many remarks as are applicable)
23	Under conditions not covered in Rules 1-22 (See note 6 and 7)		317	Resignation	RPM	Reg. 715.202	3. The suffix "CAA" stands for "in lieu of action proposed under Civil Service adverse action procedures;" the suffix "EAA" stands for "in lieu of action proposed under agency procedures that are equivalent to the Civil Service adverse action procedures;" and the suffix "OAA" stands for "in lieu of action proposed under other adverse action procedures." 5. Use this rule only when the employee has been notified in writing of the proposed action. 6. If a Department of Defense employee is resigning to accompany a sponsor overseas, use Table 31-B . 7. Use Secondary LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025. >Use Secondary LAC2 ADR when processing actions for agency specific deferred resignation programs.<	

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
8	Because employee has accepted a position in another Federal agency without a break in service under circumstances not covered in Rules 2 through 6 (See notes 1 and 2)	Employee accepts job at a higher grade	352	Termination-Appt In (Agency)	DFM	Cite specific authority for action (i.e., 5 CFR part 715 Prom, or an agency specific authority)	<ol style="list-style-type: none"> Although an employee may submit a resignation in such cases, resignation is not required. Do not document the action as a resignation. When employee is moving to the other agency because of a reduction-in-force separation, document the action as a 356/Separation-RIF following the instructions in Rules 16 and 17. When employee is on grade retention, compare the grade being retained with the grade of the position to which he or she is moving to determine if the move is to a position at a higher or lower grade. Use Secondary LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025. >Use Secondary LAC2 ADR when processing actions for agency specific deferred resignation programs.< 	Jump to listing of Remarks (Use as many remarks as are applicable)
9	Because employee has accepted a position in another Federal agency without a break in service under circumstances not covered in Rules 2 through 8 (See notes 1 and 2)	Employee accepts a job at a lower grade job	352	Termination-Appt In (agency)	DKM	Cite specific authority for action (i.e., 5 CFR part 715 CLG, or an agency specific authority)		
10		Employee accepts a job at the same grade or in a different pay system			DBM	Cite specific authority for action (i.e., 5 CFR part 715, or an agency specific authority)		
11	To transfer to an international organization				PZM	Reg. 352.308		
12	To accept appointment with the American Institute in Taiwan				ZPM	P.L. 96-8		
13	Because employee is entering on duty with the uniformed services (See note 6)	Employee has provided written notice of intent not to return to a position of employment with the agency or elects to be separated in lieu of Leave Without Pay	353	Separation-US	Q3K	5 CFR part 353		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
14	Effected on the Not-to-Exceed date of a temporary appointment or when employee has worked the number of days or hours to which the appointment was limited (See Notes 6 & 7)		355	Termination-Exp of Appt		(No Entry Required)	1. Although an employee may submit a resignation in such cases, resignation is not required. Do not document the action as a resignation. When employee is moving to the other agency because of a reduction-in-force separation, document the action as a 356/Separation-RIF following the instructions in Rules 16 and 17.	Jump to listing of Remarks (Use as many remarks as are applicable)
15	Under reduction-in-force (RIF) procedures (See note 1)	Employee is in the Senior Executive Service	356	Separation-RIF	VDK	5 U.S.C. 3595	6. Use Secondary LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025. >Use Secondary LAC2 ADR when processing actions for agency specific deferred resignation programs.<	
16		Employee is in the competitive service or the excepted service			PNM	Reg. 351.603	7. Use Secondary LAC2 Z3Z when actions are processed in support of Return to In Person Work effective 1/20/2025.	
17	Due to contracting out of functions under Office of Management and Budget Circular A-76 (See note 1)				PNR	Reg. 351.603 (A-76)		
18	Because of lack of work, lack of funds, or ceiling limitations when employee is on a competitive service appointment limited to one year or less	Action is not effected under reduction-in-force regulations	357	Termination	MUM	Reg. 316.401		
19	Because of lack of work, lack of funds, or ceiling limitations	When employee is on a temporary appointment that is not described in Rules 1-18			UYM	(Enter authority under which employee was appointed)		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
64	Because of death of employee in the line of duty (See note 5)		354	Death in the Line of Duty			5. Unless the cause of death occurred while in the line of duty, use rule 1 to document the death of an employee. Death in the line of duty results when the deceased employee was a victim of a criminal act, an act of terrorism, a natural disaster, or other circumstances as determined by the President and is documented using rule 64. If at the time of processing the action a determination of death in the line of duty is pending confirmation, document the action using rule 1 and should the finding later confirm that the cause of death occurred while in the line of duty, process a 002/Correction action to reflect the guidance in rule 64. 6. Use Secondary LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025. >Use Secondary LAC2 ADR when processing actions for agency specific deferred resignation programs.< 7. Use Secondary LAC2 Z3Z when actions are processed in support of Return to In Person Work effective 1/20/2025.	Jump to listing of Remarks (Use as many remarks as are applicable)
65	Under circumstances not described elsewhere in this table (See notes 6 and 7)	Employee is entitled to appeal the separation	330	Removal	ZLM	(Enter Law, Executive Order or Regulation that authorizes the action)		
66		Employee is not entitled to appeal the separation	357	Termination				

Table 31-C. Codes for Required Remarks, Continued

Rule	If	And	And	Then Required Remarks Codes Are	Notes
77	Action is a 330/Removal			S47	1. See Table 31-D to translate codes into actual remarks. 2. When employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or on an appointment which does not afford appeal rights, NO agency findings regarding employee's resignation or agency reasons for termination may be placed on the Standard Form 50.
78	Employee is a senior political appointee whose position is subject to the pay freeze for certain senior political officials			P83	
79	If employee separation is due to Deferred Resignation effective 01/20/2025			R56	
>80<	>If employee retirement is due to an agency specific deferred resignation program.<			>R23<	

Table 31-D. Codes and Corresponding Remarks, Continued

Remark Code	Then remark is
M67	Forwarding address:
M83	The 3-year limitation eligibility for reinstatement is extended by the period you serve on excepted, SES, term, or temporary appointment.
N10	To (or expected to) be paid under 5 U.S.C. chapter 81 .
N11	Employee is entitled to 45 calendar days of continuation of regular pay under 5 U.S.C., chapter 81 , section 8118.
N12	Expected to be paid under 5 U.S.C. chapter 81 following 45 calendar days COP period.
N20	Severance pay to be resumed by (agency responsible for severance pay fund).
N21	Severance pay to be recomputed by (agency responsible for severance pay fund).
N22	Entitled to (\$) severance pay fund to be paid at the rate of (\$) per week over (number) of weeks beginning (date).
N23	Not entitled to severance pay.
N26	Lump-sum payment to cover (number) hours ending (date and hour).
N27	Lump sum payment to be made for any unused annual leave.
N59	OPF retained by (name & address of office).
P05	Special rate under 5 U.S.C. 5305 .
P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
P18	Retained rate period expires (date). Effective (date) pay will be (amount).
	Reserved
P80	Salary in block 12 includes supervisory differential of \$____.
P82	Salary in block 12 includes AUO of \$____.
P83	The employee occupies a position subject to the pay freeze for certain senior political officials. Notwithstanding otherwise applicable pay statutes and regulations, pay may be set and adjusted only in accordance with applicable provisions of the pay freeze statute.
P98	Salary in block 12 includes availability pay of \$_____.
R19	Reason for resignation: (Enter reason given by employee. When reason is too lengthy to fit into block 45 of the Standard Form 50, it should be summarized).
>R23<	>Agency Deferred Resignation.<
R52	Reason(s) for declination of assignment: (enter reason(s)).
R53	Reason(s) for declination of relocation: (enter reason(s)).
R55	Refused job offer because: (reasons given by employee).
R56	*** Deferred Resignation Program.
S20	(State the conditions under which the employee abandoned the position.)
S28	Agency Finding: Resigned after receiving written notice on (date) of decision to separate for (reasons).
S29	Agency Finding: Resigned after receiving written notice on (date) of decision to demote for (reasons).