

U.S. Office of Personnel Management
Operating Manual Update

The Guide to Processing Personnel Actions

Update 100 – Chapter 18

Notice

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Distribution: Operating Manual, The Guide to Processing Personnel Actions

U.S. Office of Personnel Management

Summary of Changes, Chapter 18 (Update 100)

Removed Pages	Insert Page	Explanation of Changes
Entire chapter	Entire chapter	<p>Chapter 18 has been updated in its entirety to include:</p> <ol style="list-style-type: none"> 1. Reformatting page numbers from 3-1, 3-2, 3-3, etc., to new format of 1, 2, 3, etc. 2. Placing footers on each page to reflect chapter number and title of guide 3. Reformatting the chapter in its entirety to ensure it meets web accessibility standards 4. Distinguishing new text changes and/or additions in >dark red font surrounded by angled brackets< and deletion/removal of text with *** in green font 5. Removing all symbols annotating historical changes throughout the chapter 6. Replacing most instances of "Standard Form" with SF 7. Incorporated hyperlinks to regulatory references and Reference Guides throughout 8. Creating "Notes" column for all decision logic tables in the chapter; transferring applicable notes into new column within the same page

Listing of Specific Changes to Chapter 18

Chapter	Page Number(s)	Explanation of Changes
18	Various	Incorporated or updated regulatory, procedural, and/or forms hyperlinks throughout Chapter 18.
18	3	Section 2 Documentation, Part d. Changed title of section from Central Personnel Data File to Enterprise Human Resource Integration and reference to CPDF in paragraph to Enterprise Human Resource Integration Data Warehouse.

Chapter 18: Exceptions to Reduction in Force Release (Nature of Action 755)

Contents

1. Coverage	2
2. Documentation	2
Job Aid	4
Instructions for Processing Personnel Actions on Exceptions to Reduction in Force Release	4
Tables.....	5
Table 18-A. Documenting Exceptions to Reduction in Force Release.....	5
Table 18-B. Remarks	7

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.

Chapter 18. Exceptions to Reduction in Force Release

1. Coverage

- a. This chapter covers the temporary exception to the order of release from a competitive level in a reduction in force.

An agency will release a competing employee from a competitive level while retaining in that level another competing employee with lower retention standing only as authorized under [title 5 Code of Federal Regulation part 351](#). When it does so, the agency processes an "Exception to RIF Release" for the employee for whom the exception is made.

- b. This chapter does not cover:
 - i. The reduction in force separation that follows an exception to reduction in force release (see Chapter 31).
 - ii. The retirement that follows an exception to reduction in force release (see Chapter 30).
 - iii. Extension of an appointment to meet benefit eligibility when involuntary separation is under non-reduction in force circumstances.
 - iv. Extension of a temporary appointment (see Chapters 10 or 11, as appropriate).
 - v. Leave without pay granted during the period of the exception (see Chapter 15).

2. Documentation

- a. **Standard Form 52.** Use of the [>SF-52<](#), Request for Personnel Action, to process this action is optional. Follow your agency's instructions
- b. **Standard Form 50.** Use of the [>SF-50<](#), Notification of Personnel Action, to document this action is optional. Agencies may use the [>SF-50<](#) or some other method to notify the employee of this action (See Chapter 4, section 6).

- c. **Official Personnel Folder.** Documentation of this action is not authorized for long-term Official Personnel Folder retention. At their option, agencies may file documentation of this action among temporary documents on the left side of the Official Personnel Folder. A [>SF-50<](#) documenting an exception to reduction in force release should not be filed on the right side of the Official Personnel Folder.

- d. *****>Enterprise Human Resource Integration<.** These actions should be reported to the *****>[Enterprise Human Resource Integration \(EHRI\) Data Warehouse<](#).**

Job Aid

Instructions for Processing Personnel Actions on Exceptions to Reduction in Force Release

Step	Action
1	<p>Use Table 18-A to select nature of action and authority for the exception to reduction in force release. Use them to process the action.</p> <p>If the action being taken is under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by the Office of Personnel Management) instead of the authority and code shown in this chapter.</p>
2	<p>Use the required remarks on the employee notification of this action. The remark codes are found in Table 18-A. Use Table 18-B to translate codes into actual remarks.</p> <p>Also use any additional remarks that are required by your agency's instructions or that are necessary to explain the action.</p>
3	<p>Determine the effect on health insurance coverage when leave without pay is granted.</p> <p>Follow instructions in The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices.</p>
4	<p>Enter or update any suspense/reminder system your agency maintains so that you will be notified when the separation action needs to be processed.</p>
5	<p>Follow your agency instructions to handle any documents created in connection with this action.</p>
6	<p>Prepare and distribute required notices.</p> <p>If the employee will be in nonpay status for more than 7 consecutive days, issue a completed Standard Form 8, Notice To Federal Employee About Unemployment Insurance, showing the full address of the payroll office where the individual records are maintained.</p>

Tables

Table 18-A. Documenting Exceptions to Reduction in Force Release

>Notes and Remarks columns have been added<

Rule	If the employee is retained	And the reason is	Then the NOAC is	Nature of Action is	Authority Code is	Authority is	Remark Code is (See Note 1)	Notes	Remarks
1	On Sick Leave at agency's discretion		755	Exception to RIF Release	PTR	Reg. 351.608(d)	M91	1. See Table 18-B to translate codes into actual remarks. 2. First retirement eligibility is when the employee becomes eligible for an immediate annuity under optional or discontinued service retirement, whichever occurs first.	Jump to listing of Remarks (Use as many remarks as are applicable)
2	On Annual Leave at agency's discretion	To reach first retirement eligibility (See Note 2)			PTT	Reg 351.608(e)(1)	M90		
3	(agency is <i>not</i> covered by chapter 63 of title 5, U.S.C.)	To establish first eligibility to carry health benefits into retirement			PTS	Reg. 351.608(e)(1)			
4	On Annual Leave authorized as a mandatory exception	To reach first retirement eligibility (See Note 2)			PTP	Reg. 351.606(b)			
5	(agency is covered by chapter 63 of title 5, U.S.C.)	To establish first eligibility to carry health benefits into retirement			PTU	Reg. 351.606(b)			
6	In duty, leave without pay, or leave status for up to 90 days	To continue an activity without undue interruption			PTM	Reg. 351.608(b)	M92		
7		For other reasons when a higher standing employee is not affected			PTK	Reg. 351.608(f)			

Table 18-A. Documenting Exceptions to Reduction in Force Release, Continued

Rule	If the employee is retained	And the reason is	Then the NOAC is	Nature of Action is	Authority Code is	Authority is	Remark Code is (See Note 1)	Notes	Remarks
8	In duty, leave without pay, or leave status	To enable the agency to satisfy a Government obligation	755	Exception to RIF Release	PTL	Reg. 351.608(c)	M92	1. See Table 18-B to translate codes into actual remarks. 3. Liquidation situation exists when an agency will abolish all positions in a competitive area within 180 days.	Jump to listing of Remarks (Use as many remarks as are applicable)
9	To satisfy rights following restoration after military service				PTJ	Reg. 351.606(a)			
10	For more than 90 days to avoid undue interruption				PTH	Reg. 351.607			
11	In a liquidation situation: employees are released without regard to service date (See Note 3)				PTG	Cite specific authority for action (i.e., Reg. 351.605 , or an agency specific authority)	M93		

Table 18-B. Remarks

Rule	If Code is	Then Remark is
1	B40	Health benefits coverage will continue for up to 365 days in nonpay status unless you cancel your enrollment. You are liable for your full share of premiums for this period. Payments should be made to your agency during your nonpay status or when you return to duty.
2	M90	Employee retained, on accrued annual leave NTE (date), past RIF separation date of (date) to establish eligibility for (enter: retirement; health benefits coverage; or retirement and health benefits coverage).
3	M91	Employee retained on sick leave past RIF separation date of (date) until (new separation date).
4	M92	Employee retained past RIF effective date of (date) until (new separation date) to (enter reason).
5	M93	Employee retained under authority of liquidation provisions prior to completion of liquidation on RIF separation date of (date).