

U.S. OFFICE OF PERSONNEL MANAGEMENT

OPERATING MANUAL UPDATE

Washington, DC 20415
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The Guide to Processing Personnel Actions

Update 40

*****SPECIAL NOTICE*****

*As of August 2001, the latest Updates were made available on our web site (www.opm.gov/feddata/persdoc.htm). Prior to August 2001, only the Guide, in its entirety, was available on our web site. Agency representatives should access the web site if they are interested in signing up to automatically receive the Updates electronically. **Agencies are hereby reminded that as of September 30, 2002, we will discontinue printing paper copies of the Guide and its Updates through the Government Printing Office (GPO).** All Updates issued on or after October 1, 2002, will be available only on our web site or through electronic distribution. Similarly, as of October 1, 2002, the Guide will only be available (for viewing or downloading) on our web site. In the interim, agencies can continue to order paper copies of the Guide through GPO, and you will continue to receive Updates through GPO for the remainder of FY 02 if you are a current subscriber.*

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Distribution: Operating Manual, THE GUIDE TO PROCESSING PERSONNEL ACTIONS

Inquiries: For inquiries about information in this update, contact the Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information, Personnel Records and Systems Division by email at owi@opm.gov.

The Guide to Processing Personnel Actions (2)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
3-19 thru 3-20	Update 31 August 1, 1999	3-19 thru 3-20	Revises guidance in item number (3) as a result of the revision to the SF-61.
6-23 thru 6-24	Update 32 September 26, 1999	6-23 thru 6-24	Corrects reference in Rule 8, Column C from "Note 3" to "Note 2".
11-11 thru 11-12	Update 25 December 12, 1997	11-11 thru 11-12	Corrects Rules 7 and 8, Column A reference from "temporary position" to "non-temporary position"
17-1 thru 17-1	Update 29 December 31, 1998	17-1 thru 17-1	1) Deletes reference to Tables 17-B and 17-E, which were eliminated in Update 39. 2) Changes page number reference for Table 17-F from "17-33" to "17-31".
17-21 thru 17-24	Update 39 January 27, 2002	17-21 thru 17-24	Adds reference to Notes 3 and 4 in Table 17-C, Column E, Rules 8-19.
18-7 thru 18-9	Update 29 December 31, 1998	18-7 thru 18-9	1) Revises language in Table 18-A, Rule 1, Column A. 2) Revises language in Table 18-A, Rules 2 and 3, Column A to reference agencies not covered by chapter 63 of title 5, U.S.C. 3) Changes authority in Table 18-A, Rule 2, Column F from "Reg. 351.608(e)(1)R" to "Reg. 351.608(e)(1)". 4) Revises language in Table 18-A, Rule 3, Column B; and changes authority in Column F from "Reg. 351.608(e)(1)H" to "Reg. 351.608(e)(1)". 5) Deletes reference to health benefits in Table 18-A, Rule 4, Column B. 6) Creates a new Rule 5 in Table 18-A which references health benefits, and renumbers other Rules as necessary; and revises language previously shown in Rules 4 and 5, Column A to reference agencies covered by chapter 63 of title 5, U.S.C. (continued on next page)

The Guide to Processing Personnel Actions (3)

Summary of Changes - continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
			<p>(continued from previous page)</p> <p>7) Revises language in Table 18-A, Rule 7, Column B to reference that a higher standing employee is not affected; and changes Column F from "Reg. 351.608" to "Reg. 351.608(f)".</p> <p>8) Revises reference in Note 3 of Table 18-A from "90" days to "180" days.</p> <p>9) Corrects typographical errors in Rule numbering for Table 18-B to show a total of 5 Rules instead of 4 Rules.</p>
Page 34-1 thru Page 34-6	various	Page 34-1 thru Page 34-6	<p>1) Deletes obsolete reference to "9-32" under topic Authority/Authority Code.</p> <p>2) Deletes obsolete reference to "9-13" under the following topics: Concurrent Appointments; Creditable Military Service; Frozen Service.</p> <p>3) Corrects reference from "The Guide to the Central Personnel Data File" to "The Guide to Central Personnel Data file Reporting Requirements" under topic heading Handicap Code (Reportable Handicap).</p>
Page 34-9 thru Page 34-10	Update 33 January 2, 2000	Page 34-9 thru Page 34-10	<p>1) Deletes obsolete reference to "9-13" under topic Previous Retirement Coverage.</p> <p>2) Corrects reference from "The Guide to the Central Personnel Data File" to "The Guide to Central Personnel Data file Reporting Requirements" under topic heading Race and National Origin Code (RNO).</p>

The Guide to Processing Personnel Actions (4)

Summary of Changes - continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
Page 35-15 thru Page 35-16	Update 27 August 21, 1998	Page 35-15 thru Page 35-16	<p>1) Corrects typographical error from “on” to “one” in last line of the definition of Termination-Appt In (agency).</p> <p>2) Corrects typographical error from “te” to “the” in last line of the definition of Termination-Exp of Appt.</p> <p>3) Corrects typographical error from “rage” to “rate” in second line of the definition of Wage Employees.</p>

Subchapter 4. The Entry on Duty Process for New Employees

4-1. Appointments to Federal Civil Service Positions.

Except for those described in Table 3-B, appointments may not be effective prior to the date of approval by the appointing official. Additionally, appointments to positions in the civil service are effective only from date of acceptance and entrance on duty, unless a later date is stated on the Standard Form 52, Request for Personnel Action, or other approving document.

4-2. Date of Acceptance.

Acceptance may be shown by formal acceptance, by entry on duty, or by taking the oath of office. Date of acceptance is the date the applicant accepts, either orally or in writing, the appointment offer. When the employee reports for duty or takes the oath of office, acceptance of the position is acknowledged on that date even though a formal acceptance is not given by the employee.

4-3. Entrance on Duty (EOD).

a. Entrance on duty is the process by which a person completes the necessary paperwork and is sworn in as an employee.

b. Appointment Documents. The job aid, **Appointment Documents and Information**, lists materials that a new employee will need. Supplement that list with any documents required by your agency. If necessary, assist the appointee in completing the forms. Encourage the appointee to keep all copies of the personnel and payroll notices he or she receives from the agency.

c. Oath of Office.

As part of the entry-on-duty process, the employee takes the oath of office. The Standard Form 61, Appointment Affidavit, contains the oath of office (part A) required by 5 U.S.C. 3331, the affidavit on striking against the Federal Government (part B) required by 5 U.S.C. 7311, and the affidavit on purchase and sale of office (part C) that 5 U.S.C. 3332 requires officers to complete.

(1) The form is completed and filed on the right side of the Official Personnel Folder when the employee is first appointed in the Federal Government and for each subsequent new appointment in any agency (including appointment by transfer, reinstatement, and restoration). A Standard Form 61 is not required when there is a change in an employee's status (such as a conversion to a new appointment) as long as service is continuous in the same agency. A new Standard Form 61 is not required when the employing office or agency changes as a result of a transfer of function, either. However, an agency may request that the form be completed even if it is not required.

(2) The oath and affidavits are executed when the appointee enters on duty and are given by a notary or by a Federal official or employee of your agency who has, or has been delegated, responsibility to administer oaths (see 5 U.S.C. 2903). United States citizens must swear to or affirm the oath of office and the affidavit in part B; aliens must swear to or affirm the affidavit in part B. Persons appointed as "officers" must swear to or affirm the oath of office and the affidavits in parts B and C. ("Officers" are justices and judges of the United

States and individuals who are required by law to be appointed by the President, a court of the United States, the head of an Executive agency, or the Secretary of a military department; persons appointed as “officers” are invested by law with authority delegated from the heads of departments or independent establishments.)

(3) >If the appointee objects to the form of the oath on religious grounds, certain modifications may be permitted pursuant to the Religious Freedom Restoration Act. Please contact your agency’s legal counsel for advice.< The jurat at the bottom of the form must be signed by each appointee and completed by the person who administers the oath or affidavits.

(4) The Civil Service oath of office in part A contains the phrase “defend the constitution.” In the case of *Girouard vs. United States*, 328 U.S. 61 (1946), the U.S. Supreme Court held that the oath of allegiance to the United States of American (taken by all candidates for citizenship) “does not in terms require that they promise to bear arms.” Explain to any appointee who questions the meaning of, or objects to, that part of the oath that the “defend the Constitution” phrase in the Civil Service oath of office does not imply that the appointee would be expected to bear arms.

(5) Obtain an original and a copy of the Standard Form 61 when the oath and affidavits are executed by cabinet officers and heads of independent establishments, agencies, and offices. After the oath has been taken and the form executed, send the copy to the Department of State.

d. The Standard Form 144. The Statement of Prior Federal Service (Standard Form 144) should be completed by each employee new to your agency. It identifies any prior service for which records must be located.

e. Personnel Folders. Follow instructions in [The Guide to Personnel Recordkeeping](#) to establish a personnel folder for each new employee or to obtain the existing Folder for each employee with prior Federal Service. Use the **Guide** to file correctly the forms completed during the entry-on-duty process.

4-4. Obtaining Personnel Information from the Prior Employing Agency.

a. If the person is being appointed without a break in service from another Federal agency, certain information is needed to process the appointment action. However, the Official Personnel Folder is not usually available for immediate review by the gaining office. In such cases, the information needed for processing the personnel action may be obtained by using the Standard Form 75, Request for Preliminary Employment Data. Personnel information provided on the Standard Form 75 can help prepare an appropriate appointment package for when the candidate enters on duty.

b. When a Standard Form 75 is needed:

(1) Contact the personnel office that has the person’s Official Personnel Folder. To help you find the correct office, ask the appointee where the folder is kept. The information for completing the Standard Form 75 may be received through a telephone call or the form may be mailed to the prior employing office.

(2) Refer the completed Standard Form 75 to the personnel specialist for review and then copy any needed data from the Standard Form 75 onto the Standard Form 52, Request for Personnel Action.

(3) File the Standard Form 75 received from the losing agency according to agency instructions.

Figure 6-5. Converting to a Realistic Calendar Date

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
<i>U</i>	<i>If Month Is</i>	<i>And Day is</i>	<i>Then</i>	<i>And</i>	<i>And</i>
<i>L</i>					
<i>E</i>					
1	More than 12	Any number	Divide month by 12 and add result to year	Use remainder for month	Go to following rules to create Month-Day Relation.
2	0	0	Subtract 1 from year	Change month to 11	Change day to 30.
3		1-31		Change month to 12	Do not change day.
4		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).
5	1	0	Subtract 1 from year	Change month to 12	Change day to 31.
6		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).
7	2	0	Subtract 1 from month		Change day to 31.
8		29-30	Change day to 28 (see Note 2 of this table).		
9		31 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).
10	3	0	Subtract 1 from month		Change day to 28 (see note 2).
11		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).

Figure 6-5. Converting to a Realistic Calendar Date (Continued)

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
<i>U</i>	<i>If Month Is</i>	<i>And Day is</i>	<i>Then</i>	<i>And</i>	<i>And</i>
<i>L</i>					
<i>E</i>					
12	4, 6, 9, or 11	0	Subtract 1 from month		Change day to 31.
13		31 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).
14	5, 7, 8, 10, or 12	0	Subtract 1 from month		Change day to 30 (see note 3).
15		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).

NOTES:

1. When proper Month-Day relationship is not created, use rule that applies to situation.
2. When year is a leap year (for example, 1984, 1988, 1992, 1996, or another Presidential election year), change day to 29.
3. When new month is 7 (July), use 31 rather than 30.

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

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
<i>U</i> <i>L</i> <i>E</i>	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
1	Is being employed under a Schedule A, B, or C authority that is not specifically covered by the rules below	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	(Cite code for Schedule A, B, or C authority that authorizes the appointment or conversion)	(Cite authority under Schedule A, B, or C that authorizes the appointment or conversion)
2			Is already on the rolls of your agency	570	Conv to Exc Appt		
3		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
4			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		
5	Reserved						
6	Reserved						
7	Is being appointed on a temporary basis to a continuing position when the agency intends later to convert the employee to a >non-temporary< position and has current authority for such conversion		Is not on your agency's rolls	190	Provisional Appt NTE (date)	(Cite code for the Sch A, B, or C, statutory, or regulatory authority for the appointment)	(Cite the Sch A, B, or C, statutory, or regulatory authority for the appointment)
8			Is already on the rolls of your agency	590	Conv to Provisional Appt NTE (date)		

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
9	Is already employed under the Veterans Readjustment Authority (VRA) in a different agency	Is to a VRA position without a break in service		130	Transfer	J8M	Reg. 307.103
10	Is being employed under the Veterans Readjustment Authority (VRA) on an appointment without time limitation (see Note 5 of this table)		Is not on your agency's rolls	170	Exc Appt		
11	Is being employed under the Veterans Readjustment Authority (VRA) on a temporary appointment (see Note 6 of this table)		Is already on the rolls of your agency	570	Conv to Exc Appt		
12	Is being employed under the Veterans Readjustment Authority (VRA) on a temporary appointment (see Note 6 of this table)		Is not on your agency's rolls	171	Exc Appt NTE (date)		
13	Is being employed under the Veterans Readjustment Authority (VRA) on a temporary appointment (see Note 6 of this table)		Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		
14	Is a student in a high school diploma program	Is under the Student Temporary Employment Program of the Student Educational Program	Is not on your agency's rolls	171	Exc Appt NTE (date)	Y1K	Sch B, 213.3202(a)-HS
15			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		

Chapter 17. Pay and Step Changes
(Natures of Action 810, 818, 819, 866, 888, 891, 892, 893, 894, 895, and 899)

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Page 17-2 is blank.

Table 17-C. Pay and Step Changes Under Prevailing Rate Systems
(This Table has been reformatted. See Table 17-F for applicable remarks).

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>U</i> <i>L</i> <i>E</i>	<i>If Employee</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is (see Notes 3 and 4 of this table)</i>	<i>Auth is</i>
1	Receives a within-grade increase		893	Within-grade Inc	VUL	5 U.S.C. 5343(e)(2)
2	Occupies a position that changed from the General Schedule to a Prevailing Rate System		894	Pay Adj	FEM	Reg. 532.405(c)(2)
3	Occupies a position in a wage area that is consolidated with another wage area				FTM	Reg. 532.415(a)
4	Has basic rate of pay adjusted by application of special rates or schedules authorized by OPM for recruitment and retention				FGM	Reg. 532.251
5	Has basic rate of pay adjusted because special rates range is established for leader, supervisor or production facilitating positions				F8M	Reg. 532.253
6	Is subject to a reduction in a prevailing rate schedule resulting from the findings of a wage survey		Employee's existing rate is higher than the new maximum rate allowed for employee's grade level and employee is entitled to pay retention		899	Step Adj (see Note 2 of this table)
7		Employee's existing rate falls between two rates in the new schedule and employee's pay will be set at the higher rate	894	Pay Adj	RJR	Reg. 536.205(b)(2)

Table 17-C. Pay and Step Changes Under Prevailing Rate Systems (Continued)
(This Table has been reformatted. See Table 17-F for applicable remarks).

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Employee</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is >(see Notes 3 and 4 of this table)<</i>	<i>Auth is</i>
8	Has basic rate of pay adjusted by application of a new or revised wage schedule not covered in Rules 3-7 (e.g., to implement results of an annual wage survey)		894	Pay Adj	FNM	Reg. 532.415(c)
9	Is subject to termination of grade retention benefits because 2-year period has expired	Employee is entitled to complete another period of grade retention	866	Termination of Grade Retention	VKJ	5 U.S.C. 5362
10		Employee is entitled to a retained rate under pay retention			VRJ	5 U.S.C. 5363
11		Employee is entitled to a rate of basic pay that is equal to or higher than his or her existing rate, which rate can be accommodated within the range of the employee's grade				
12	Is subject to termination of grade retention because employee declined a reasonable offer				VNJ	5 U.S.C. 5362(d)(3)

Table 17-C. Pay and Step Changes Under Prevailing Rate Systems (Continued)
 (This Table has been reformatted. See Table 17-F for applicable remarks).

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

Table 17-C. Pay and Step Changes Under Prevailing Rate Systems (Continued)
(This Table has been reformatted. See Table 17-F for applicable remarks).

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Employee</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is >(see Notes 3 and 4 of this table)<</i>	<i>Auth is</i>
17	Has rate of basic pay adjusted as a result of the termination of grade retention		894	Pay Adj	(Enter same code as was used for the 866/ Termination of Grade Retention action)	(Enter same authority as was used for the 866/ Termination of Grade Retention action)
18	Is subject to an adjustment in basic rate of pay that is not described in Rules 1-17				ZLM	(Enter E.O., Law or Reg. that adjusted pay)
19	Establishment, change in percentage, or termination of retention allowance		810	Chg in Allow/Diff	VPG	5 U.S.C. 5754

NOTES:

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

17-25 and 17-26 are blank

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the employee is retained</i>	<i>And the reason is</i>	<i>Then the NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remark Code is (See Note 1 of this table)</i>
1	On Sick Leave >at agency's discretion<		755	Exception to RIF Release	PTR	Reg. 351.608(d)	M91
2	On Annual Leave >at agency's discretion (agency is <i>not</i> covered by chapter 63 of title 5, U.S.C.)<	To reach first retirement eligibility (See Note 2 of this table)			PTT	Reg 351.608(e)(1)***	M90
3	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 (agency <i>is</i> covered by chapter 63 of title 5, U.S.C.)	To reach first retirement eligibility (See Note 2 of this table)			PTP	Reg. 351.606(b)	
5		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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the employee is retained</i>	<i>And the reason is</i>	<i>Then the NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remark Code is (See Note 1 of this table)</i>
>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
>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 of this table)				PTG	Reg. 351.605	M93

NOTES:

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.
3. Liquidation situation exists when an agency will abolish all positions in a competitive area within >180< days.

Table 18-B. Remarks.

<i>R U L E</i>	<i>A</i>	<i>B</i>
	<i>If Code is</i>	<i>Then Remark is</i>
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).

Page 18-10 is blank.

Chapter 34. Topic Index

All references below are chapters in **The Guide to Processing Personnel Actions**, except where otherwise indicated.

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how to determine eligibility for health benefits	The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices
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how to determine eligibility for FEGLI	Federal Employees Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices
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definitions of codes	The Guide to Personnel Data Standards
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TEMPORARY APPOINTMENT—An appointment made for a limited period of time and with a specific not-to-exceed (NTE) date determined by the authority under which the appointment is made.

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

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

TENURE SUBGROUPS—Within each tenure group, employees are divided into three subgroups. Subgroup AD includes each preference eligible employee who has a compensable service-connected disability of 30 percent or more. Subgroup A consists of employees with veterans' preference who are not in subgroup AD. Subgroup B consists of employees who have no veterans' preference.

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

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

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

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

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

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

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

TRANSFER—A change of an employee, without a break in service of one full workday, from a position in one agency to a position in another agency that can be filled under the same appointing authority: 5 CFR 315.501 authorizes the transfer of competitive service career and career-conditional appointees to competitive service career or career-conditional appointments in other agencies; 5 CFR 307.103 authorizes transfer of excepted service veterans' readjustment appointees to excepted service veterans' readjustment appointment positions in other agencies; and 5 U.S.C. 3395 authorizes transfer of career and noncareer appointees in the Senior Executive Service to career and noncareer appointments in other agencies.

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

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

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

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

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

WAE (when actually employed)—See *INTERMITTENT SERVICE*.

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

WAGE EMPLOYEES—Also called Federal wage employees or prevailing >rate< employees. These employees are in trades, crafts, or labor occupations

covered by the Federal Wage System and their pay is fixed and adjusted from time-to-time in accordance with prevailing rates.

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

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

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

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