

U.S. Office of Personnel Management
Operating Manual Update

The Guide to Processing Personnel Actions

Update 46

Washington, DC 20415
January 7, 2007

Notice

This Guide and its Updates are available for viewing/printing on our website (www.opm.gov/feddata/persdoc.htm). In lieu of contacting OPM, agency representatives responsible for processing personnel actions should follow the instructions on the website if interested in signing up to automatically receive Updates electronically. As we previously advised in Update 41, individual pages of chapters being revised no longer show the effective date as a footnote. Unless an effective date is specified directly within the tables of the Summary of Changes, the effective date of guidance in this document is the date shown at the top of this page.

Distribution: Operating Manual, The Guide to Processing Personnel Actions

Inquiries: For inquiries about information in this Update, Human Resources personnel should contact the Division for Strategic Human Resources Policy, Deputy Associate Director – Center for HR Systems Requirements & Strategies, Personnel Systems Group by email at owi@opm.gov.

Summary of Changes

Removed Page(s)	Removed Identification	Inserted Page(s)	Explanation of Change(s)
4-55 through 4-58	Update 45 August 6, 2006	4-55 through 4-58	Adds new Note 4, retroactive to October 2006, on page 5-58 and, consequently, adds references to Note 4 in rules 2-9, and 11-12 of Table 4-C.
6-7 through 6-12	Various	6-7 through 6-12	<ol style="list-style-type: none"> 1) Adds new section 1-6c on page 607, retroactive to October 17, 2006, providing guidance on crediting active duty uniformed service towards the SCD-Leave for employees appointed while on terminal leave pending retirement; and re-titles section previously shown as “c” to “d”. 2) Updates pages 6-11 through 6-12 to reflect the SF-813 as revised September 2006. (The revised pages are not included in this Update package. To obtain a copy of the revised SF-813 go to http://www.opm.gov/forms/html/sf.asap.)

Removed Page(s)	Removed Identification	Inserted Page(s)	Explanation of Change(s)
6-25 through 6-28	Various	6-25 through 6-29	<ol style="list-style-type: none"> 1) Revises title of the SF-144a shown on page 6-26 to “Statement of Prior Creditable Service – Worksheet; and modifies the section of the SF-144a entitled “Instructions” to read “Additional Instructions”. 2) Adds new rule 7 to Table 6-1 documenting a change in the SCD-Leave when an employee receiving credit of prior non-Federal service or active-duty uniformed service (5 U.S.C. 6303(e)) fails to complete one full year of continuous service with appointing agency. 3) Moves “Note” previously shown at end of Table 6-1 from page 6-28 to page 6-29.
9-35 through 9-36	Update 43 July 25 th , 2004	9-35 through 9-36	Deletes reference to Sec. 213.3102 “(t)” and “(gg)” in rules 30 and 31 of Table 9-G as these authorities are obsolete effective January 23, 2007.
14-15 through 14-16	Update 45 August 6, 2006	14-15 through 14-16	Deletes Rule 11 and abolishes legal authority “MBM” as Reg. 316.201(b) referencing TAPER promotions is obsolete.

Removed Page(s)	Removed Identification	Inserted Page(s)	Explanation of Change(s)
17-1 through 17-35	Various	17-1 through 17-35	<ol style="list-style-type: none"> 1) Reissues Chapter 17 in its entirety, and the changes that follows below are effective beginning with the first pay period occurring on or after January 1, 2007. 2) Updates NOACs shown in chapter heading to including 890, 896, and 897; and deletes reference to 895 in the heading and throughout the remainder of Chapter 17 as NOAC 895/Locality Payment is abolished. Actions previously documented with NOAC 895 will be documented with NOAC 894/Gen Adj. 3) Updates “Contents on page 17-1 to include reference to new Table 17-B “Pay Changes Under the Senior Executive Service Pay System; revises the title of Table 17-D to “Pay and Step Changes Under Pay Systems Not Captured in Tables 17-A through 17-C”” and deletes reference that Table 17-E is reserved as the Table formerly titled 17-F has been re-titled as 17-E.

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17-1 through 17-35 (con't)	Various	17-1 through 17-35	<p>4) Updates “Coverage” section on page 17-3 to include reference to Miscellaneous Pay Adjustment, Performance-based Pay Increase Provided on Regular Cycle, Performance-based Pay Increased Provided on Irregular Basis, Within-range Increase Provided on Regular Cycle, General Market or Structural Pay Adjustment, Group-based Pay Increase, and Within-range Reduction; deletes reference to Locality Payment, Pay Adjustment, Within-grade Increase and Quality Step Increase; and adds reference that guidance on processing bonuses, awards or other incentives is found in Chapter 29.</p> <p>5) Deletes definition for “IGA continued rate of pay” as the term is obsolete in this Guide.</p> <p>6) Updates the following definitions beginning on page 17-4; locality payment; pay adjustment; rate of basic pay; and step adjustment.</p> <p>7) Deletes definition for “Retention Incentives from page 17-4, and deletes references to NOAC 827/Retention Incentive throughout the chapter because guidance on retention incentives has been moved to Chapter 29.</p> <p>8) Revises the term “Special Salary Rates” to “Special Rates” and</p> <p>9) Adds new definition for “within-range increase (WRI)” on page 17-5 in lieu of the definition for Within-grade Increase (WGI).</p>

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17-1 through 17-35 (con't)	Various	17-1 through 17-35	<p>10) Updates references from “within-grade increase” to “within-range increase” in Section 5a.</p> <p>11) Updates the description for Tables 17-A and 17-D in Step 1 of the Job Aid on Page 17-7 and adds a reference to Table 17-B “Senior Executive Service Pay System” which has been newly added.</p> <p>12) Revises “change in allowance/differential” to “change in differential” in Step 4 of the Job Aid on page 17-7.</p> <p>13) Updates reference for “within-grade increase” to within-range increase” in Step 6 of the Job Aid on page 17-8.</p> <p>14) Reformats Tables 17-A, 7-C, and 17-D.</p> <p>15) Updates references in Rules 1, 3, and 5 in Table 17-A from “see Note 7” to “see Note 6”.</p> <p>16) Revises the translation for the NOAC 894 to “Gen Adj” in lieu of “Pay Adj” as appropriate throughout Tables 17-A, 17-C, 17-D, and 17-E.</p> <p>17) Adds references to new NOAC 890/Misc Pay Adj in Tables 17-A, 17-B, 17-C, 17-D, and 17-E.</p> <p>18) Updates description of basis for action in Rules 9-13 Table 17-A.</p> <p>19) Updates the description in column 3 in Rule 11 of Table 17-A.</p> <p>20) Revises translation for legal authority QUM to “Reg.531.242” in lieu of “Reg.531.242(a)” in Rule 13 of table 17-A, and adds new legal authority QUA/Reg. 531.241.</p>

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17-1 through 17-35 (con't)	Various	17-1 through 17-35	<p>21) Updates references in Rules 14 and 29 in Table 17-A from “see Notes 7 and 8” to “see Notes 6 and 7”.</p> <p>22) Updates description of basis for action in Rule 22 to reference “5 U.S.C. 5363(e)(2) in lieu of “5 U.S.C. 5363” in Table 17-A.</p> <p>23) Revises the translation for NOAC 810 to “Chg in Diff” in lieu of “Chg in Allow/Diff” in Rule 24 of Table 17-A.</p> <p>24) Revises the translation for legal authority code Z2S to “5 U.S.C. 5545a” in lieu of “P.L. 103-329, Sec. 633” in Rule 26 of Table 17-A and Rule 9 of Table 17-D.</p> <p>25) Updates description of basis for action in Rule 27 and 29 of Table 17-A.</p> <p>26) Updates description of basis for action in Rule 28 of Table 17-A; and adds new legal authority code QUB/Reg. 530.303(d).</p> <p>27) Revises Note 3 of Table 17-A on page 17-14; deletes notation that Note 5 has been deleted and renumbers remaining Notes thereafter.</p>

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17-1 through 17-35 (con't)	Various	17-1 through 17-35	<p>28) Adds new Table 17-B for pay changes under the SES pay system (SES pay changes were formerly captured in Table 17-D, but are now deleted from Table 17-D); establishes new legal authority codes Q3C/Reg. 534.404(b)(4). Q3D/Cite appropriate law, E.O., or regulation that authorizes the action), Q3E/Reg.534.404(h), and Q3F/Reg.534.404(b)(6); establishes new NOAC 897/Pay Reduct in rule 6 of Table 17-B and in rule 6 of Table 17-D; and abolishes legal authority codes VWT, VWZ, and VWH which were previously shown in Table 17-D and which documented SES pay changes.</p> <p>29) Updates regulatory citation in the description of basis for action in Rule 16 of Table 17-C to 5 U.S.C. 5363(e)(2) in lieu of 5 U.S.C 5363.</p> <p>30) Deletes reference to NOAC 810 in Table 17-C and 17-D as NOAC 810, as revised, is no longer applicable under the systems covered by these tables.</p> <p>31) Deletes reference on page 17-25 that Note 1 is reserved, and renumbers remaining Notes accordingly and updates such references throughout Table 17-C.</p> <p>32) Add new rule 1 for general market or structural pay adjustment.</p> <p>33) Establishes new NOAC 896/Group Inc in Rule 5 of Table 17-D.</p> <p>34) Updates description of basis for action in Rule 7 of Table 17-D for step adjustments.</p>

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17-1 through 17-35 (con't)	Various	17-1 through 17-35	<p>35) Adds new Notes 2 thru 4 to Table 17-D, and adds references to such Notes within the Table.</p> <p>36) Revises text of remark code X44 in Rule 9 of Table 17-E.</p> <p>37) Adds new Rule 11 to Table 17-E documenting the use of new remark code X67.</p> <p>38) Revises guidance for use of and the text of remark code X41 in Rule 19 of Table 17-E.</p> <p>39) Updates citation in column 3 of Rule 20 to “5 U.S.C. 5363(e)(2)” in lieu of “5 U.S.C.(c)(2)”.</p> <p>40) Adds new Rule 23 in Table 17-E documenting the use of remark code P07.</p> <p>41) Revises the text of remark codes P93 and P92 in rules 28 and 29, respectively, Table 17-E.</p> <p>42) Adds new Rule 31 to Table 17-E documenting the use of new remark code P11.</p>
29-1 through 29-7	Various	29-1 through 29-9	<p>1) Reissues Chapter 29 in its entirety and reformats Table 29. The changes that follow below are effectively beginning with the first pay period occurring on or after January 1, 2007.</p> <p>2) Renames Chapter 29 as “Bonuses, Awards, and Other Incentives” and updates such title references throughout the chapter.</p> <p>3) Adds reference to the following new NOACs under the chapter heading on page 29-1: 827; 885, 886, 887, and 889.</p>

Removed Page(s)	Removed Identification	Inserted Page(s)	Explanation of Change(s)
29-1 through 29-7 (con't)	Various	29-1 through 29-9	<p>4) Moves guidance on documenting NOAC 827/Retention Incentive from Chapter 17 to Chapter 29. Accordingly, reference to NOAC 827 has been added to the chapter heading on page 29-1; to Section 1a “Coverage” on page 29-3; to Section 4c “Standard Form 50” on page 29-4; and added to Table 29, rules 20-24.</p> <p>5) Revises translation throughout chapter for NOAC 840 to “Individual Cash Award RB” in lieu of “Individual Cash”.</p> <p>6) Revises translation throughout chapter for NOAC 841 to “Group Award – Chapter 45” in lieu of “Group Cash Award”.</p> <p>7) Updates Section 1a “Coverage” on page 29-3 to include the following: 827/Retention Incentive; 849/Individual Cash Award NRB; 885/Lump Sum Performance Payment RB-ILPA; 886/ Lump Sum Performance Payment RB-NILPA; 887/Lump Sum Performance Payment RB-NRB; and 889/Group Award – Other.</p> <p>8) Updates translation NOAC 878 in Section 1a on page 29-1 to reference “Presidential Rank Award” in lieu of “SES Rank Award” consistent with change implemented in Update 45.</p>

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29-1 through 29-7 (con't)	Various	29-1 through 29-9	<p>9) Updates heading for Section 3 and text within sections 3b and 4c to reference “Presidential Rank Awards in lieu of “Senior Executive Service Rank, and Senior Career Employee Rank Awards” consistent with change.</p> <p>10) Adds reference to following new actions Section 4c “Standard Form 50” on page 29-4 to include: Individual Cash Award NRB; Lump Sum Performance Payment RB-ILPA; Lump Sum Performance Payment RB-NILPA; Lump Sum Performance Payment NRB; and Group Award – Other.</p> <p>11) Adds reference to the following new actions in Table 29, Rule 2, and Rules 29-33, respectively: 889/Group Award – Other; 849/Individual Cash Award NRB; 885/Lump Sum Performance Payment RB-ILPA; 886/Lump Sum performance Payment RB-NILPA; and 887/Lump Sum Performance Payment NRB.</p> <p>12) Adds new column 4 in Rule 1 of Table 29 which limits the use of NOAC 841 to actions under chapter 45.</p> <p>13) Clarifies text in Table 29, column 3, rules 4 and 35.</p> <p>14) Corrects typographical error in Rule 10 of Table 29 such that the legal authority referenced ins “V9N” in lieu of “VPN”.</p>

Removed Page(s)	Removed Identification	Inserted Page(s)	Explanation of Change(s)
29-1 through 29-7 (con't)	Various	29-1 through 29-9	<p>15) Revises translation for legal authority VPX in Rule 21 of table 29 to reference "Reg. 575.311".</p> <p>16) Revises translation for legal authority VPY in Rule 24 of Table 29 to reference "reg. 575.311".</p> <p>17) Establishes new legal authority code "V3A/(Cite law, E.O., or regulation that authorizes action)" to be cited with NOAC 885 in Rule 30 of Table 29.</p> <p>18) Establishes new legal authority code "V3B/(Cite law, E.O., or regulation that authorizes action)" to be cited with NOAC 885 in Rule 31 of Table 29.</p> <p>19) Adds new Note 3 to Table 29 on page 29-9 defining the following new abbreviations: RB, NRB, RB-ILPA, and RB-NILPA.</p>
34-1 through 34-2	Update 43 July 25, 2004	34-1 through 34-2	Updates reference under "Changes To or In" from "Lower grade" to "Lower grade, level or band" consistent with change made in Update 45.
34-9 through 34-10	Update 42 September 7, 2003	34-9 through 34-10	Changes topic from "Retention Allowance" to "Retention Incentive" and changes reference to Chapter 29.

Removed Page(s)	Removed Identification	Inserted Page(s)	Explanation of Change(s)
35-5 through 35-16	Various	35-5 through 35-16	<ol style="list-style-type: none"> 1) Adds reference to the definition for “IGA Continued Rate of Pay” indicating that the term has been deleted from this Guide. 2) Revises the term “Locality Adjustment” to “Locality Payment” and updates the definition. 3) Adds reference to the definition for “Locality-Based Comparability Payment” indicating that the term has been deleted from this Guide. 4) Updates the definitions for “Pay Adjustment” and “Rate of Basic Pay”. 5) Adds reference to the definition for “Special Salary Adjustment for Law Enforcement Officers” indicating that the term has been deleted from this Guide. 6) Revises the term “Special Salary Rates” to “Special Rates” and updates the definition. 7) Updates the definition for “Step Adjustment”. 8) Adds new definition for “Within-range Increase (WRI)”.