

U.S. OFFICE OF PERSONNEL MANAGEMENT OPERATING MANUAL UPDATE

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The Guide to Processing Personnel Actions

Update 56

***** NOTICE *****

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Distribution: Operating Manual, THE GUIDE TO PROCESSING PERSONNEL ACTIONS

The Guide to Processing Personnel Actions (2)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
15-13 thru 15-17	Update 52 March 28, 2010	15-13 thru 15-17	<ol style="list-style-type: none"> 1) Adds reference to new Note 6 in Rule 28 of Table 15-A. 2) Revises the instructions in the second column of Table 15-A/Rule 35 to reflect that a personnel action is initiated at the beginning of unpaid leave (LWOP). 3) Adds reference to new Note 6 in Rules 35 and 36 of Table 15-A. 4) Adds new Note 6 at the end of Table 15-A which provides guidance on when an NOAC 292/RTD is not required.
16-3 thru 16-7	Update 52 March 28, 2010	16-3 thru 16-8	<ol style="list-style-type: none"> 1) Adds reference to new Note 3 of Table 16-A under existing Section 2 entitled “When to Process a Return to Duty”. 2) Deletes reference to reduction in force in Rule 7 of the Job Aid. For guidance on reduction in force, refer to http://www.opm.gov/reduction_in_force/. 3) Adds reference to new Note 3 to Rules 2 thru 4 of Table 16-A. 4) Adds reference at the bottom of page 16-7 that “Notes” continue on next page. 5) Inserts new page 16-8 reflecting new Note 3 of Table 16-A instructing as to when NOAC 292/RTD is not required.

Table 15-A. Documenting Placements in Nonpay/Nonduty Status

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
> 1 <	Furlough on one or more consecutive or continuous days	Is during a reduction in force notice period	472	Furlough NTE (Date)	L9K	Reg. 351.806	M72	Reason for furlough: (state reason)
> 2 <		The furlough is more than 30 calendar days and not covered under Rule >1<			PNM	Reg. 351.603		
> 3 <		The furlough is for 30 calendar days or less based on decision of an administrative officer and is effected under 5 U.S.C. chapter 75			VAJ	5 U.S.C. 75		
> 4 <		Employee is a Senior Executive Service appointee			VDR	5 U.S.C. 3595a		
> 5 <		The furlough is for 30 calendar days or less and is not effected under 5 U.S.C. chapter 75			USM	(Cite agency authority for furlough)		

Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
> 6 <	Furlough that occurs during parts of one or more pay periods which is interrupted by days in pay and duty status (i.e., furlough on nonconsecutive days)	Is during a reduction in force notice period	471	Furlough	L9K	Reg. 351.806	M72 and M73	Reason for furlough: (state reason). To be furloughed on (list dates) for a total of (number) hours.
> 7 <		Is for more than 30 calendar days (or 22 workdays a year) and is effected under 5 U.S.C. chapter 75			PNM	Reg. 351.603		
> 8 <		Is for 30 calendar days (or 22 workdays a year) or less and is effected under 5 U.S.C. chapter 75			VAJ	5 U.S.C. 75		
> 9 <		Is for 30 calendar days (or 22 workdays a year) or less and is effected under other than 5 U.S.C. chapter 75			USM	(Cite agency authority for furlough)		
> 10 <		Employee is a Senior Executive Service appointee			VDR	5 U.S.C. 3595a		

Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
> 11 <	An indefinite suspension pending outcome of legal or investigative proceedings	Suspension is effected under 5 U.S.C. chapter 75	452	Suspension-Indefinite	VAJ	5 U.S.C. 75	S49	Reason for suspension: (state reason)
> 12 <		Suspension is effected under agency procedures equivalent to those required under 5 U.S.C. chapter 75			VHJ	5 U.S.C. 75 Eq		
> 13 <		Suspension is not covered by Rule 12 or 13			USM	(Enter agency authority for suspension)		
> 14 <	Suspension that is directed by the Merit Systems Protection Board (see Note 1 of this table)	Is for 14 calendar days or less	450	Suspension NTE (date)	VAA	5 U.S.C. 1204		
> 15 <		Is for more than 14 calendar days			VAB	5 U.S.C. 1204-MFD (see Note 2 of this table)		
> 16 <	Suspension that is taken in the interest of national security (see Note 1 of this table)	Is for 14 calendar days or less			V4J and ZEM	5 U.S.C. 7352 and E.O. 10450		
> 17 <		Is for more than 14 calendar days			VAV and ZEM	5 U.S.C. 7532-MFD and E.O. 10450 (see Note 2 of this table)		

Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
> 18 <	Suspension that is effected under 5 U.S.C. chapter 75, i.e., under civil service adverse action procedures (see Note 1 of this table)	Is for 14 calendar days or less	450	Suspension NTE (date)	VAC	5 U.S.C. 7502	S49	Reason for suspension: (state reason)
> 19 <		Is for more than 14 calendar days			VWJ	5 U.S.C. 7512		
> 20 <	Suspension that is effected under an agency authority, following procedures that are equivalent to those required under 5 U.S.C. chapter 75 (see Note 1 of this table)	Is for 14 calendar days or less			VAD and USP	5 U.S.C. 7502 Eq and (cite agency authority for suspension for 1-14 calendar days)		
> 21 <		Is for more than 14 calendar days			VAE and USR	5 U.S.C. 7512 Eq and (cite agency authority for suspension for more than 14 calendar days)		
> 22 <		Is for 14 calendar days or less			USP	(cite agency authority for suspension for 1-14 calendar days)		
> 23 <	Suspension that is effected under an agency authority that is not described in rules >11-21< (See Note 1 of this Table)	Is for more than 14 calendar days			USR	(cite agency authority for suspension for more than 14 calendar days)		

Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
24	Leave without pay (LWOP)	LWOP is for temporary assignment to a State or local government, or an institution of higher learning	460	LWOP NTE (date)	NYM	Reg 334.101		
25		LWOP is granted because of an on-the-job injury or illness and extends, or is expected to extend, for 80 hours or more (see Note 3 of this table)			Q3K	5 CFR part 353	N10	To (or expected to) be paid under 5 U.S.C. chapter 81
26		LWOP is for more than 30 calendar days during a reduction in force notice period			L9K	Reg. 351.806		

Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
27	Leave without pay (LWOP)	LWOP, scheduled for more than 30 calendar days, was requested by employee in lieu of annual leave during advance notice period of a separation for failure to accept new assignment or to relocate with position	460	LWOP NTE (date)	DAK	Reg. 630.101-Decl	M76	Requested, in lieu of annual leave, after declining offer of (position title, series, grade, and location)
28		Documents the beginning of LWOP to perform duty with the uniformed services when the employee <i>does not</i> have restoration rights under 38 U.S.C. 4301 et. seq. (i.e., rules 35 or 36 of this table are not applicable) >See note 6<			DAM	Reg. 630.101		
29		LWOP, that is not covered by Rules 24-28, is scheduled to exceed 30 calendar days						

Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
30	Extension of Leave without Pay	Employee is on an assignment with a State or local government or an institution of higher learning	773	Ext of LWOP NTE (date)	N1M	Reg. 334.104		
31					(enter same code as for the LWOP NTE)	(enter the same authority as for the LWOP NTE)		
32	Extension of Furlough NTE		772	Ext of Furlough NTE (date)	(enter same code as for the Furlough NTE)	(enter the same authority as for the Furlough NTE)		
33	Sabbatical (see Note 4 of this table)		480	Sabbatical NTE (date)	V3M	5 U.S.C. 3396(c)(1)	M53	Employee is to suffer no loss of, or reduction in: pay, leave, credit for time or service, or performance or efficiency rating.
34	Release of seasonal employee to nonpay and nonduty status to meet workload requirements		430	Placement in Nonpay Status	CUL	5 CFR part 340	M71	Reason for placement in nonpay status: (state reason)

Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
35	>To document the <i>beginning of unpaid leave of absence (LWOP)</i> to perform duty with the uniformed services when the employee has restoration rights under 38 U.S.C. 4301 et. seq.<	Service <i>is not qualifying</i> for reservist differential provision in 5 U.S.C. 5538	473	Absent – Uniformed Service (See notes 5 >and 6 below)<	Q3K	5 CFR part 353		
36	To document the <i>beginning of an employee's absence (whether in pay or nonpay status)</i> to perform duty with the uniformed services when the employee has restoration rights under 38 U.S.C. 4301 et. seq.	Service <i>is qualifying</i> for reservist differential provision in 5 U.S.C. 5538 (i.e., service is qualifying regardless of whether differential is actually payable)			Q3K and QRD	5 CFR part 353 and 5 U.S.C. 5538		

NOTES:

1. In counting days to determine length of suspension, and thus the procedures which must be followed and the authority for the action, count consecutive or calendar days, not workdays. When the suspension is not imposed on consecutive workdays, also use remark S77, "Suspension to be imposed on (list specific workdays or dates)."
2. The legal authority suffix "MFD" means more than 14 days."
3. Rule 25 only applies when the injury or illness is compensable under the provisions of 5 U.S.C. chapter 81, subchapter I.
4. Because an employee who is on Sabbatical is still in pay status, there is no need for a return to duty action at the end of the Sabbatical.
5. Periods of Absent - Uniformed Service may include periods of paid leave or other paid time off without any additional personnel action processing.
- >6. If an employee provides multiple military orders documenting *continuous* periods of service, an agency must determine whether all periods of service covered by the orders are subject solely to this rule. If this rule *is not* applicable to all periods of service and additional documentation is required under another rule, NOAC 292/RTD *is not* required when: 1) NOAC 473 is immediately followed by another NOAC 473 action; or 2) an NOAC 460 action effected per rule 28 is immediately followed by NOAC 473 (or vice versa). **Example:** Employee submits three military orders to agency documenting *continuous* military service that begins on January 2, 2012, and ends on December 31, 2012. Military order #1 reflect rule 35 service from January 2, 2012, to February 15, 2012; military order #2 reflect rule 35 service from February 16, 2012, to April 30, 2012; and military order #3 reflect rule 36 service from May 1, 2012, to December 31, 2012. The employee uses paid leave during absence in January 2012, begins use of unpaid leave (LWOP) on February 1, 2012, and returns to duty on January 1, 2013. *Per rule 35*, process NOAC 473 effective February 1, 2012, *to document the beginning of unpaid leave (LWOP)*. This single personnel action documents the period of continuous service that is subject to rule 35 per orders #1 and #2. Additionally, process an NOAC 473 effective May 1, 2012, *to document the beginning of the employee's absence* for the continuing service under order #3 as required by *rule 36*. An NOAC 292/RTD *is not* required between the back-to-back actions required per rules 35 and 36. On January 1, 2013, process an NOAC 292/RTD.<

Table 15-B. Additional Remarks Required for Some Placements in Nonpay/Nonduty Status

<i>R U L E</i>	<i>If</i>	<i>And Employee</i>	<i>And</i>	<i>Then Required code is</i>	<i>And Remark is</i>
1	Agency may need to write to the employee while employee is in nonpay status			M67	Forwarding address:
2	Nature of action code is 430, 450, 452, 460, 471, or 472	Is on a full-time or part-time work schedule		G33	Service credit for retirement, reduction in force, and leave accrual continues for up to a maximum of 6 calendar months of nonpay time per calendar year. (See Note 1 of this table)
3	Nature of action code is 430, 450, 452, 460, 471, or 472	Has Federal Employees Group Life Insurance coverage		B72	FEGLI coverage continues until your time in nonpay status totals 12 months. Contact your servicing Human Resources Office or see the FEGLI Handbook at http://www.opm.gov/insure for detailed information. (See Note 3 of this table)
4	Nature of action code is 430, 450, 452, 460, 471, or 472	Has Federal Employees Health Benefits Program coverage	Is a Schedule B work-study employee who is expected to be in pay status at least one-third of the total time between appointment and completion of the work-study program (see 5 CFR 890.303(e)(2))	B41	Health benefits will continue as long as you participate in the work-study program if you pay the employee's share of costs. Contact your servicing Human Resources Office or see the FEHB Handbook at http://www.opm.gov/insure for detailed information. (See Note 3 of this table)

Table 15-B. Additional Remarks Required for Some Placements in Nonpay/Nonduty Status, continued

<i>R U L E</i>	<i>If</i>	<i>And Employee</i>	<i>Then Required code is</i>	<i>And Remark is</i>
5	Nature of action code is 430, 450, 452, 460 471, or 472	Has Federal Employees Health Benefits Program coverage	B71	You must elect to either: (1) terminate your enrollment in FEHB, or (2) continue it for up to 365 days and agree to pay the premium or incur a debt. If you do not elect to terminate or continue your enrollment, it automatically terminates at the end of the last pay period in which you paid premiums. Contact your servicing Human Resources Office or see the FEHB Handbook at http://www.opm.gov/insure for detailed information. (See Notes 2 >and 3< of this table)
6	Nature of action code is 473 >or is 460 when rule 28 of Table 15-A is applicable<	Has Federal Employees Health Benefits Program coverage	B66	An employee subject to the provisions of P.L. 108-375 is eligible for continued FEHB coverage up to 24 months when called to active duty and certain requirements (including serving in support of a contingency operation) are met. An employee subject to the provisions of P.L. 108-454 is eligible for FEHB coverage for 24 months when absent because of service in the uniformed service and certain requirements are met. Contact your servicing Human Resources Office or see the FEHB Handbook at http://www.opm.gov/insure for detailed information.
7		Has Federal Employees Group Life Insurance coverage	B76	FEGLI coverage continues at no cost to you until your time in nonpay status totals 12 months. If you are in active duty military status, you may elect to continue FEGLI coverage for an additional 12 months by paying both the employee and agency premiums (Basic coverage) and by paying the entire cost (Optional coverage). Per Section 1102 of Public Law 110-181, you must make the election before the end of your first 12 months in nonpay status. Contact your servicing Human Resources Office or see the FEGLI Handbook at http://www.opm.gov/insure/life for detailed information.

NOTES:

1. Do not use this remark when leave without pay is due to work-related injury for which employee is receiving, or is expected to receive, workers' compensation or if absence on leave without pay is for duty with the uniformed services. In these cases, there is no reduction in service credit. Use of this remark on suspension actions (Nature of action code 450) for periods of a week or less is optional.
2. Do not use this remark when leave without pay is due to work-related injury for which employee is receiving, or is expected to receive, workers' compensation.
- >3. Do not use this remark when rule 28 of Table 15-A is applicable.<

Chapter 16. Return to Duty from Nonpay Status

1. Coverage.

a. This chapter covers actions that bring an employee back to pay status and duty after a 460/LWOP, 473/Absent -Uniformed Service, 430/Placement in Nonpay Status, 472/Furlough NTE, or a Suspension Action.

b. This chapter does not cover return to duty from:

(1) a brief period of leave without pay for which no Standard Form 50, Notification of Personnel Action, was processed; a Standard Form 50 for a return to duty is not needed in these cases.

(2) Other paid leave, such as annual leave granted for a vacation or sick leave. A Standard Form 50 is not issued for these purposes.

(3) Discontinuous furlough or discontinuous suspension; a Standard Form 50 for return to duty is not needed in these cases.

2. When to Process a Return to Duty.

You must process a return to duty action whenever an employee returns from a nonpay status that was documented by a Standard Form 50, except as noted in 1b(3) above and as referenced in Note 3 of Table 16-A. If an employee is approved leave through the Leave Transfer Program (5 CFR 630.901) while on leave without pay that was documented by a Standard Form 50, a return to duty action must be processed prior to placing that person on paid leave.

3. Instructions.

a. Compare data on the Standard Form 52, Request for Personnel Action, submitted by requesting office with the last action in the employee's Official Personnel Folder to be sure they are correct.

b. Use job aid, **Effect of Nonpay Status on Service Dates**, to decide if service dates will change due to the length of time the employee was in nonpay status. If the service computation date for leave accrual (SCD-leave) will change, compute the new one and enter it in item 31 of the Standard Form 52 and in any suspense date system your agency maintains.

c. Follow instructions in [The Federal Employees' Health Benefits Handbook for Personnel and Payroll Offices](#) to take action on health benefits by which the employee was covered before the period of time in nonpay status began. Follow instructions in [The Federal Employees' Group Life Insurance - Handbook for Employees, Annuitants, Compensationers and Employing Offices](#) to take action if employee had life insurance coverage.

d. Use Table 16-A to select nature of action and authority for the action, and put them in blocks 5A-F of the Standard Form 52. If the action is being taken 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.

e. Use Table 16-B to select the remarks/remarks codes required by the Office of Personnel Management for the action and enter them in Part F. Also enter in Part F any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.

f. If another action is effective on the same date as the return to duty, use the chapter that covers the second action to select the nature of action, authority and remarks for the second action. Document them in blocks 6A-F and Part F of the return to duty action or on a separate action. If both actions are documented on the same Standard Form 50, show in blocks 15-22 the position and pay to which the second action moves the employee.

g. Complete Standard Form 52 as required by instructions in Chapter 4. Follow your agency's instructions to obtain approval signature in Part C, block 2, of the Standard Form 52.

h. Follow instructions in Chapter 4 to complete the Standard Form 50. Follow your agency's instructions to have it signed or authenticated.

i. Update any suspense dates in any reminder system your agency uses. These dates may include:

- ending date for trial or probationary period;
- date for change in tenure action; or
- date eligible for within-grade increase.

j. Check [The Guide to Personnel Recordkeeping](#) 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 Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.

k. Prepare and distribute required notices.
- Follow your agency's instructions to distribute documentation of the personnel action.

Job Aid**Effect of Nonpay Status on Service Dates**

Instructions: Use this table to determine whether time in nonpay status affects the employee's benefits or status. More than one rule may apply.

<i>R U L E</i>	<i>If time in nonpay status was more than (See note below)</i>	<i>Then</i>	<i>And you must</i>
1	40 hours since last within-grade increase under the Federal Wage System	Next Federal Wage System within-grade increase may be delayed	Extend the within-grade increase ending date by the amount of time in nonpay status in excess of 40 hours for the step 2 waiting period, 120 hours for the step 3 waiting period, and 160 hours for the steps 4 and 5 waiting periods.
2	80 hours since last General Schedule within-grade increase	next General Schedule within-grade increase may be delayed	Extend the within-grade increase ending date by the amount of time in nonpay status in excess of 80 hours for the steps 2, 3, and 4 waiting periods, in excess of 160 hours for the steps 5, 6, and 7 waiting periods, and in excess of 240 hours for the steps 8, 9, and 10 waiting periods.
3	22 workdays since initial probationary period began	Probationary/trial period completion (ending) date may be adjusted	Extend the completion date by the number of workdays in nonpay status in excess of 22.
4	22 workdays since supervisory/managerial probationary period began		
5	22 workdays since term appointment trial period began		
6	30 calendar days during the period of nonpay that ends with the return to duty or Placement in Pay Status action you are processing	Career tenure due date must be adjusted	Compute a new date for completion of service for career tenure. Extend the completion date by the number of calendar days in nonpay status in excess of 30 for each period of absence.
7	6 months total in the calendar year	Service computation dates for leave accrual *** must be adjusted	Add to employee's current service computation date the amount of nonpay time in excess of 6 months in one calendar year. See Chapter 6 of this Guide .

NOTE: If absence is to perform duty with the uniformed services and employee exercises restoration rights, or because of compensable injury, there is no penalty for the nonpay status—time is credited for length of service purposes just as though the employee had remained in pay and duty status.

Page 16-6 is blank.

Table 16-A. Documenting Return to Duty Actions

<i>R U L E</i>	<i>see Note 1 If return to duty is from</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority code is</i>	<i>Authority is</i>
1	Placement in Nonpay Status	Seasonal employee is returned to pay and duty status	280	Placement in Pay Status	CUL	5 CFR part 340
2	Absent - Uniformed Service (see Notes 2 >and 3)<	Employee is exercising restoration rights after serving on duty with the uniformed services and such service <i>is not</i> qualifying for reservist differential (5 U.S.C. 5538)	292	RTD	Q3K	5 CFR part 353
3		Employee is exercising restoration rights after serving on duty with the uniformed services and such service <i>is</i> qualifying for reservist differential regardless of whether differential is actually payable (5 U.S.C. 5538)			Q3K and QRD	5 CFR part 353 and 5 U.S.C. 5538
4		Return is directed by the Merit Systems Protection Board after employee serves on duty with the uniformed services			ALM	MSPB Directive-US
5		Furlough			Employee is recalled to work after reduction in force furlough	PSM
6		Employee was furloughed for less than 30 days under circumstances not described in Rule 4			CGM	5 U.S.C. 552a(e)(5)
7	Suspension					
8	LWOP	Employee is returning from temporary assignment to state or local government or institution of higher learning			NYM	Reg. 334.101
9		Leave without pay was granted because of an on-the-job injury			Q3K	5 CFR part 353
10		Return is directed by the Merit Systems Protection Board after employee recovers from compensable injury			AQM	MSPB Directive-Inj
11		Leave without pay was granted for other reasons not covered in Rules 7-9			DAM	Reg. 630.101

Notes:

1. Column A reflects natures of action placing employee in nonpay status. Refer to Chapter 15 of this **Guide** for information on those natures of action.
2. Periods of Absent - Uniformed Service may include periods of paid leave or other paid time off without any additional personnel action processing.

>Notes continue on next page.<

>Notes continued:

3. When an action required by Table 15-A/rule 35 is immediately followed by an action required by Table 15-A/36 (or vice versa), an NOAC 292/RTD is not required between the two NOAC 473/Absent – Uniformed Service actions. Likewise, when an action required by Table 15-A/rule 28 is immediately followed by an action requiring an NOAC 473 (i.e., Table 15-A/rule 35 or 36), an NOAC 292/RTD is not required between the two actions (or vice versa).<