

U.S Office of Personnel Management
Operating Manual Update

The Guide to Processing Personnel Actions

Update 84

Notice

This Guide and its Updates are available for viewing/printing on the [OPM.gov website](https://www.opm.gov). In lieu of contacting OPM, agency Human Resources representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive Updates electronically.

Distribution: Operating Manual, The Guide to Processing Personnel Actions

U.S. Office of Personnel Management

Summary of Changes, Chapter 19 (Update 84)

Removed Pages	Identification	Insert Page	Explanation of Changes
19-1 thru 19-4	N/A	1 thru 4	Chapter 19, in its' entirety has been updated, to include: (1) reformatted page numbers from 19-1, 19-2, 19-3, etc., to new format of 1,2,3, etc.; (2) added a footnote to each page to reflect Chapter number and title of guide; (3) reformatted text from column to paragraph to meet 508 compliance requirements; (4) distinguished new text changes and/or additions in >dark red font surrounded by angled brackets< ; (5) distinguished deletion/removal of text with *** in green font ; and, (6) removed all symbols annotating historical changes throughout the chapter.

Listing of Specific Changes to Chapter 19

Chapter	Page Number(s)	Explanation of Changes
19	Various	Incorporated hyperlinks to regulatory items and Standard Forms throughout Chapter 19. Removed the words "Standard Form" and added SF- as appropriate.
19	2	Section 1: Coverage: a: Removed retirement. Added: separation. Section 2: Instructions; c. Added: mandatorily. Added NTE.
19	3	Item d.: Added: the.

Chapter	Page Number(s)	Explanation of Changes
19	4	Table 19-A: Added: Notes and Remarks columns have been added. Added: 1. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58) . Added: Reserved for Future Use.

Chapter 19: Continuance NTE (Nature of Action 750)

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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**.

1. Coverage

- a. This chapter covers:
 - i. Actions that document waiver from mandatory separation, and
 - ii. Extension of the not-to-exceed (NTE) date of a previous waiver.

Mandatory *****>separation<** is explained in [sections 8335 and 8425 of title 5, U.S. Code](#) and in [section 4052 of title 22, U.S. Code](#). [Table 19-A](#) lists the groups of employees who are subject to it.

- b. This chapter does not cover situations where an employee is reemployed immediately after retirement. In those cases, follow instructions in Chapter 30 to document the retirement. Then follow instructions in the appropriate appointment chapter (Chapters 9-13) to document the subsequent appointment action.

2. Instructions

- a. Compare data on the *****>SF-52<**, Request for Personnel Action, submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.
- b. Use [Table 19-A](#) to select the nature of action and legal authority and enter them in blocks A-D of the *****>SF-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.

Enter in Part F any remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.

- c. The effective date is the date following the date on which the employee would otherwise be **>mandatorily<** separated or the date following the not-to-exceed **>(NTE)<** date of the previous

continuance. The ***NTE date is the date specified in the Office of Personnel Management letter or agency order which approves the continuance.

- d. Fill in remaining blocks on ***>[SF-52](#)< as required by instructions in Chapter 4. Then follow your agency's instructions to obtain approval signature in Part C, block 2, of >the< ***>[SF-52](#)<.
- e. Follow instructions in Chapter 4 to complete the ***>[SF-50](#)<, Notification of Personnel Action. Follow your agency's instructions to have it signed or authenticated.
- f. Enter or update suspense or reminder dates in any suspense date system your agency maintains. These dates may include:
 - i. NTE date for continuance, or
 - ii. Date eligible for within-grade increase.
- g. Check [The Guide to Personnel Recordkeeping](#) to decide if any of the documents submitted or created in connection with the continuance should be filed on the right side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.
- h. Distribute ***>[SF-50](#)< copies as appropriate.

Tables

Table 19-A. Documentation of Continuances

>Notes and Remarks columns have been added.<

<i>Rule</i>	<i>If the employee is</i>	<i>Then the Continuance Must be Approved by the</i>	<i>Nature of Action Code Is</i>	<i>Nature of Action Is</i>	<i>Legal Authority Code Is</i>	<i>And Legal Authority Is</i>	<i>Notes</i>	<i>Remarks</i>
1	An Air Traffic Controller employed by the Department of Transportation who is under age 61	Secretary of Transportation	750	Continuance NTE (date)	UNM	(Cite agency document or order approving the continuance and its date)	>1. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58) <.	>Reserved for Future Use<
2	An Air Traffic Controller employed by the Department of Defense who is under age 61	Secretary of Defense						
3	A law enforcement officer or firefighter who is under age 60	Head of agency						
4	An Air Traffic Controller age 61 or older, or a firefighter age 60 or older	Office of Personnel Management			AUM	(Cite OPM letter approving the continuance and its date)		
5	Covered by the Foreign Service Retirement and Disability System	Secretary of State			UFM	FS Act of 1980		
6	A Nuclear Materials Courier employed by the Department of Energy who is 57 or older	Secretary of Energy			UGM	FY 99 National Defense Authorization Act, effective 10/17/98		
7	A Customs and Border Protection Officer employed by the Department of Homeland Security and first appointed under Pub. Law 110-161, section 535 after July 5, 2008, who is under age 60	Secretary of Homeland Security			UEM	(Cite agency document or order approving the continuance and its date)		