

U.S. Office of Personnel Management
Operating Manual Update

The Guide to Processing Personnel Actions

Update 94 – Chapter 13

Notice

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Distribution: Operating Manual, The Guide to Processing Personnel Actions

U.S. Office of Personnel Management

Summary of Changes, Chapter 13 (Update 94)

Removed Pages	Identification	Insert Page	Explanation of Changes
13-1 thru 13-17	N/A	1 through 17	<p>Chapter 13 has been updated in its entirety to include:</p> <ol style="list-style-type: none"> 1. Reformatting page numbers from 13-1, 13-2, 13-3, 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. Replacing all instances of "he or she with gender-neutral language ("they/their" or "the employee") 8. Creating "Notes" and "Remarks" columns for all decision logic tables in the chapter; transferring applicable notes into new column within the same page

Listing of Specific Changes to Chapter 4

Chapter	Page Number(s)	Explanation of Changes
13	1	<p>Table of Contents</p> <p>Added language: "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."</p>
13	2-3	<p>Sections 2-3</p> <p>Made minor edits to ensure the definitions and instructions mirror the language contained in updates that have already made to other GPPA chapters (e.g., Chapters 9, 11).</p>
13	5	<p>Section 4</p> <p>Added ZBB legal authority to conform to the updated language in Table 13-5, Note 5, and Table 13-B, Note 2, of this chapter.</p>
13	6-11	<p>Table 13-A, Note 2</p> <p>Note 2 updated to read: "In addition to any other authorities required by this table, you may cite 'ZLM: Other Citation (law, E.O., or Reg.)' as a second authority when appropriate."</p>
13	6-11	<p>Table 13-A, Note 5</p> <p>Added language: "Use Secondary LAC 'ZBB' for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58)."</p>

Chapter	Page Number(s)	Explanation of Changes
13	9-10	<p>Table 13-A, Note 4</p> <p>Added language: "All other limited SES appointment authorities require OPM approval. OPM Form 1652 must be submitted by the requesting agency and approved by OPM prior to appointment, unless the appointment is made using delegated authority provided to the agency under Reg 317.601(c). Agencies must cite the following as the second authority on the SF-52: AWM: OPM Form 1652, if the agency's delegated authority is not used. See Reg 317.601(c) for conditions of limited appointment authority."</p>
13	9-10	<p>Table 13-A, Note 6</p> <p>Added language: "OPM Form 1652 must be submitted by the requesting agency and approved by OPM prior to appointment or reassignment (See Reg 317.601(b), 317.604(a) for conditions of noncareer appointment authority)."</p>
13	9-10	<p>Table 13-A, Note 7</p> <p>Added language: "See 5 CFR 316.403(b) for conditions of limited term or limited emergency appointment treated as provisional <u>appointment authority</u>)."</p>
13	9-10	<p>Table 13-A, Rules 19-23</p> <p>Added second legal authority AWM for use when making SES Limited Term Appointments of 3 years or less that require OPM approval prior to the appointment under 5 CFR 317.601(c).</p>
13	12	<p>Table 13-B, Note 2</p> <p>Added language: "Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58)."</p>

Chapter	Page Number(s)	Explanation of Changes
13	17	<p>Table 13-D, Rule 23</p> <p>Revised text for remark code P83 to remove the time limitation previously placed on the pay freeze for certain senior political officials.</p> <p>Removed language: "Employee is a senior political appointee whose position is subject to the pay freeze for certain senior political officials."</p> <p>Added language: "The employee occupies a position subject to the pay freeze for certain senior political officials. Notwithstanding otherwise applicable pay statutes and regulations, pay may be set and adjusted only in accordance with applicable provisions of the pay freeze statute."</p> <p>Note: The entry for code P83 has been updated in The Guide to Data Standards as of September 1, 2023.</p>

Chapter	Page Number(s)	Explanation of Changes
4	3	<p>Section 3: SF-50: Notification of Personnel Action</p> <p>Removed language: "It is available in several versions. The Standard Form 50 is a 5-part form designed to be completed by typewriter. The Standard Form 50-B is a continuous pinfeed form that comes in both 5-part and 3-part versions. The copies in the 5-part Standard Form 50 and Standard Form 50-B are marked as Employee, Official Personnel Folder, Payroll, Chronological Journal File, and Utility copies. The copies in the 3-part Standard Form 50-B are marked as Employee, Official Personnel Folder, and Chronological Journal File copies. Agencies may use whichever version of the form suits their needs. The Office of Personnel Management does not require agencies retain a Chronological Journal File of personnel actions. Agencies may do so at their option. Unused copies of the Standard Form 50 should be destroyed in a way that protects employees' privacy. >To view the SF-50, go to http://www.opm.gov/forms/."</p> <p>Added language: "... a paper or system-generated version of the form."</p>
4	3-4	<p>Subsection 3a: Use of the SF-50</p> <p>Updated on bulleted list:</p> <p>Time-off awards were updated to separate group awards from individual ones and to distinguish awards authorized under Title 5, Chapter 45 and awards authorized under a different statute ("Other").</p> <p>Added to bulleted list:</p> <ul style="list-style-type: none"> Individual Cash Award NRB Group Award-Other Individual Suggestion/Invention Award Group Suggestion/Invention Award Lump Sum Performance Payment RB-ILPA Lump Sum Performance Payment RB-NILPA

Chapter	Page Number(s)	Explanation of Changes
4	4	<p>Subsection 3b: Additional copies of SF-50s</p> <p>Removed language: “Both the Standard Form 50 and Standard Form 50-B are available in a version with a ‘utility’ copy that may be used to meet any special needs your agency may have.”</p>
4	7	<p>Subsection 3d: Instructions</p> <p>Removed language: “... go to http://www.opm.gov/forms/ to view the...”</p> <p>Added language: “review.”</p>
4	8	<p>Section 5: Exceptions to the SF-50 and SF-52</p> <p>Updated address for the Forms Officer at the U.S. Office of Personnel Management.</p>
4	12	<p>Subsection 7c: Summary of options</p> <p>Removed language: “computer.”</p> <p>Added language: “electronic.”</p>
4	16	<p>Renamed job aid.</p> <p>Removed title: “Instructions for Completing the Standard Form 50 and for Completing Part B (Blocks 1-39) and Parts C, E, and F of the Standard Form 52.”</p> <p>Added title: “Instructions for Completing SF-50 and Corresponding Parts of the SF-52.”</p>
4	36	<p>Block 37: Bargaining Unit Status Code > How to Complete</p> <p>Revised contact information for Bargaining Unit Status (BUS) codes to the Office of Personnel Management’s Accountability and Workforce Relations Office.</p>
4	40	<p>Renamed job aid.</p> <p>Removed title: “Instructions for Completing Parts A, B, and D of the Standard Form 52.”</p> <p>Added title: “Completing Parts of the SF-52 Not Otherwise on the SF-50.”</p>

Chapter	Page Number(s)	Explanation of Changes
4	40	<p>Block 46: Year Degree Attained > How to Complete</p> <p>Updated example from 1980 to 2023.</p>
4	45	<p>Job Aid. Sample List of Notice</p> <p>Updated effective date from 10-10-98 to 10-10-22. Updated signature date from 09-27-98 to 09-27-22.</p>
4	46	<p>Table 4-A. Setting Effective Dates</p> <p>Added language: "Notes and Remarks columns have been added." Added "Reserved for Future Use" to Notes and Remarks columns.</p>
4	49	<p>Table 4-B: Effective Dates Set without Prior Approval of the Appointing Official</p> <p>Added language: "Notes and Remarks columns have been added." Added "Reserved for Future Use" to Notes and Remarks columns.</p>
4	50	<p>Table 4-B, Rule 14</p> <p>Updated effective date from 07-23-96 to 07-23-23 and from 07-22-98 to 07-22-25.</p>
4	51	<p>Table 4-C. Determining the Pay Rate Determinant.</p> <p>Added language: "Notes and Remarks columns have been added." Added "Reserved for Future Use" to Notes and Remarks columns.</p>
4	58	<p>Table 4-D. Annuitant Status</p> <p>Added language: "Notes and Remarks columns have been added." Added "Reserved for Future Use" to Notes and Remarks columns.</p>

Chapter 13: Senior Executive Service (SES) Natures of Action 142, 143, 145, 146, 147, 148, 149, 190, 542, 543, 546, 548, 549, 590, and 762

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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

This chapter covers all appointments, conversions to appointments, and extensions of limited appointments in the Senior Executive Service.

2. Definitions

- a. **An appointment** is any personnel action that brings an individual onto the rolls (staff) of an agency. ***
- b. **A conversion** changes an employee from one appointment to another appointment in the same agency (under the same or a different authority) with no break in service or with a break of 3 days or less. Examples include moving an employee from the competitive service to the Senior Executive Service, from a Senior Executive Service Noncareer to a Senior Executive Service Career Appointment or vice versa, or from the excepted service to the Senior Executive Service.
- c. **A Provisional Appt NTE** is the nature of action used for a temporary appointment *** under an authority established by law, Executive order, or regulation or granted by OPM when the agency intends later to convert the employee to a nontemporary appointment when required conditions are met.

3. Instructions

When the person being appointed is retired from Federal civilian service, follow the instructions in Chapter 3 (Figure 3-4), in addition to the instructions in this chapter ***.

- a. For actions involving employees already on the rolls of your agency ***, compare data on the [SF-52](#) submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure they are correct.
- b. If the employee is being converted to a new appointment on the same date that *** they return to duty from nonpay status, both the return to duty and the conversion must be documented. Follow the instructions in Chapter 16 to document the return to duty and the instructions in this chapter to document the conversion. If the actions are being documented on a single >[SF-](#)

[52/SF-50](#)<, enter the nature of action and authority for the return to duty in blocks 5A-5F and those for the conversion in blocks 6A-6F.

- c. If the employee's work schedule or the number of hours >they work< *** on a part-time basis will change as a result of a conversion action, >you may document the Change in Work Schedule or Change in Work Hours action on the same [SF-52/SF-50](#) on the same form used to document the conversion action.< *** Follow the instructions in Chapter 24 to select the nature of action, authority, and remarks for the change in work schedule or hours.
- i. When the conversion and the change in work schedule or hours are being documented on a single >[SF-52/SF-50](#)<, enter the nature of action and authority for the >conversion in blocks 5A-5F< and *** enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F. >If the action includes a change in the number of hours a part-time employee works per biweekly pay period,< *** enter the new hours per pay period in block 33.
 - ii. When a return to duty and a conversion are effective on the same date as a change in work schedule or hours, and the return to duty and conversion are being recorded on the same >[SF-52/SF-50](#)<, document the >return to duty in blocks 5A-5F, the conversion in blocks 6A-6F,< the new work schedule in block 32 and the new hours in block 33. *** >You do not need an additional [SF-52/SF-50](#) to document the change in work schedule or hours.<
- d. Use [Table 13-A](#) or [13-B](#) to select the nature of action, legal authority, and remarks for the appointment or conversion and put them in blocks 5A-5F and Part F 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 OPM) instead of the authority and code shown in this chapter.

- e. Use [Table 13-C](#) to select codes for remarks required in special situations.
- f. Use [Table 13-D](#) to convert remarks codes into remarks and enter remarks in Part F of the [>SF-52<](#).
- g. Fill in remaining blocks on the [>SF-52<](#) as required by instructions in Chapter 4. Follow your agency's instructions to obtain approval signature in Part C, block 2 of the [>SF-52<](#).
- h. Follow instructions in Chapter 4 to complete the [>SF-50<](#). Follow your agency's instructions to have it signed or authenticated.
- i. 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 employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the Official Personnel Folder.
- j. Prepare and distribute required notices:
 - i. If the person is being converted to a new appointment and will be serviced by a new payroll office, give the employee, before the effective date of the conversion, a completed [SF 8, Notice to Federal Employee About Unemployment Insurance](#). Show the full name and address of the office where the individual's payroll records are maintained.
 - ii. If the employee is coming from another agency, follow instructions in the Office of Personnel Management's operating manual, [The Guide to Personnel Recordkeeping](#), to request the Official Personnel Folder.
- k. Distribute [>SF-50<](#) copies as appropriate.

4. Special Conditions

>Some appointments are cited with a second legal authority to document that they are funded by a specific law. For these appointments, cite the first legal authority code(s) according to Tables 9-A through 9-H and cite the second legal authority as: <

Law Number	Law Title	Effective Date	Second LAC/Authority
Public Law 111-5	American Recovery and Reinvestment Act of 2009 (ARRA)	February 17, 2009	ZEA: Pub. L. 111-5
> Public Law 117-58 <	> Infrastructure Investment and Jobs Act (IIJA) <	>November 15, 2021<	> ZBB: P.L. 117-58<

Tables

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES)

>Notes and Remarks columns have been added.<

Rule	If Employee	And	And	Then NOAC Is	Nature of Action Is	Auth Code Is (See Note 5)	Authority Is (See Note 2)	Required Remarks (See Note 3)	Notes	Remarks
1	Elects conversion to SES when ***>the employee's< position is converted to SES	Is currently under a career or career-conditional appointment or similar type of appointment in the excepted service		542	Conv to SES Career Appt	NRM	Reg. 317.304	E23, E24, P48, and T55	<ol style="list-style-type: none"> Reserved >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate.< *** Use Table 13-C to select other remarks which may be required. Then use Table 13-D to translate codes into actual remarks. Remark E23 is used only when employee is a preference eligible. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58)< 	Use as many remarks from Table 13-C as applicable.
2	Requests conversion to an SES Career Appointment when ***>the employee's< position is converted to the SES	Has reinstatement eligibility to a position in the competitive service or had substantial career-oriented service under a career-type appointment in the excepted service	Is currently serving under a Schedule C appointment, or in a position in the Executive Schedule excepted by law, or similar position		NTM	Reg. 317.305(b)(3)				
3	Elects conversion to SES when ***>the employee's< position is converted to SES	Has reinstatement eligibility to a position in the competitive service >or had substantial career-oriented service under a career-type appointment in the excepted service<	Is currently serving under a time-limited appointment in the excepted service which followed, without a break in service, a career-type appointment in a position which has been designated as in the SES			NXM	Reg. 317.306(b)(3)			

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES), Continued

Rule	If Employee	And	And	Then NOAC Is	Nature of Action Is	Auth Code Is (See Note 5)	Authority Is (See Note 2)	Required Remarks (See Note 3)	Notes	Remarks
4	Elects conversion to SES when ***>the employee's< position is converted to SES	Is currently serving under a Schedule C appointment, or in a position in the Executive Schedule excepted by law, or in a similar position	The employee's position is designated as SES general	546	Conv to SES Noncareer Appt	NSM and AUM	Reg. 317.305(b) and OPM letter	E23, P48, and T55	2. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate.< ***	Use as many remarks from Table 13-C as applicable.
The position is designated as SES career reserved and the agency reassigns the employee to an SES general position										
Is currently serving under a time limited appointment in a position which will not terminate within three years		The employee's position is designated as SES general	NWM and AUM			Reg. 317.306 (b)(2) and OPM letter				
		The position is designated as SES career reserved and the agency assigns the employee to an SES general position								
8	Elects conversion to SES when ***>the employee's< position is converted to SES	Is currently serving under a time-limited appointment in the excepted service in a position which will terminate within three years from the date of the proposed conversion action		548	Conv to SES Ltd Term Appt NTE (date)	NVM	Reg. 317.306 (b)(1)	E23, P48, and T55		

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES), Continued

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Rule	If Employee	And	And	Then NOAC Is	Nature of Action Is	Auth Code Is (See Note 5)	Authority Is (See Note 2)	Required Remarks (See Note 3)	Notes	Remarks
9	Is selected competitively for SES Career Appointment	Qualifications Review Board at OPM has certified the executive's qualifications	The person is not on your agency's rolls	142	SES Career Appt	V2M	5 U.S.C. 3393	E23 and T55	<p>2. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate.< ***</p> <p>3. Use Table 13-C to select other remarks which may be required. Then use Table 13-D to translate codes into actual remarks. Remark E23 is used only when employee is a preference eligible.</p> <p>5. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58)<</p>	Use as many remarks from Table 13-C as applicable.
10			The person is already on your agency's rolls	542	Conv to SES Career Appt					
11	Is selected for SES Career Appointment based on reinstatement eligibility from a previous Career Appointment	Is reinstated after serving under Presidential appointment	Is not on your agency's rolls	143	Reins-SES Career	VCJ	5 U.S.C. 3593(b)			
12			Is already on your agency's rolls	543	Conv to Reins-SES Career					
13	Action is not covered under Rules 11 and 12	Action is not covered under Rules 11 and 12	Is not on your agency's rolls	143	Reins-SES Career	VBJ	5 U.S.C. 3593(a)			
14			Is already on your agency's rolls	543	Conv to Reins-SES Career					

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES), Continued

Rule	If Employee	And	And	Then NOAC Is	Nature of Action Is	Auth Code Is (See Note 5)	Authority Is (See Note 2)	Required Remarks (See Note 3)	Notes	Remarks	
15	Moves without a break in service from an SES Career Appointment in one agency to an SES Career Appointment in another agency			145	Transfer SES Career	V6M	5 U.S.C. 3395(a)(1)(B)	E23 and T55	<p>2. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate.< ***</p> <p>3. Use Table 13-C to select other remarks which may be required. Then use Table 13-D to translate codes into actual remarks. Remark E23 is used only when employee is a preference eligible.</p> <p>4. Agencies are delegated the authority to use up to 3% of their SES allocations for limited term or limited emergency SES appointments for career non-SES employees. >All other limited SES appointment authorities require OPM approval. OPM Form 1652 must be submitted by the requesting agency and approved by OPM prior to appointment, unless the appointment is made using delegated authority provided to the agency under Reg 317.601(c). Agencies must cite the following as the second authority on the SF-52: AWM: OPM Form 1652, if the agency's delegated authority is not used. See Reg 317.601(c) for conditions of limited appointment authority.<</p> <p>5. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58).</p> <p>6. >OPM Form 1652 must be submitted by the requesting agency and approved by OPM prior to appointment or reassignment (See Reg 317.601(b), 317.604(a) for conditions of noncareer appointment authority).</p> <p>7. >See 5 CFR 316.403(b) for conditions of limited term or limited emergency appointment treated as provisional appointment authority).<</p>	Use as many remarks from Table 13-C as applicable.	
16	Is selected for SES Noncareer Appointment	Moves without a break in service from an SES Noncareer Appointment in one agency to an SES Noncareer Appointment in another agency	147	Transfer SES Noncareer	VAG and AWM	5 U.S.C. 3395(d)(2) Reg. and OPM Form 1652 > (See Note 6)<	E23 and T55				
17		Action is not covered by Rule 16 above	The person is not on your agency's rolls	146	SES Non-career Appt	V4L and AWM	5 U.S.C. 3394(a) Noncareer and OPM Form 1652 >(See Note 6)<				
18			The person is already on your agency's rolls	546	Conv to SES Non-career Appt						
19	Is selected for SES Limited Term Appointment of 3 years or less	Rules 21 and 22 do not apply	The person is not on your agency's rolls	148	SES Ltd Term Appt NTE (date)	V4M >and AWM<	5 U.S.C. 3394(a) >OPM Form 1652< Limited Term (See Notes 4 >and 6)<	E23 and T55	<p>5. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58).</p> <p>6. >OPM Form 1652 must be submitted by the requesting agency and approved by OPM prior to appointment or reassignment (See Reg 317.601(b), 317.604(a) for conditions of noncareer appointment authority).</p> <p>7. >See 5 CFR 316.403(b) for conditions of limited term or limited emergency appointment treated as provisional appointment authority).<</p>		
20			The person is already on your agency's rolls	548	Conv to SES LTD Term Appt NTE (date)						
21			***>Appointment is treated as provisional and< agency intends later to convert the employee to a nontemporary appointment	The person is not on your agency's rolls	190						Provisional Appt NTE (date)
22				The person is already on your agency's rolls	590						Conv to Provisional Appt NTE (date)

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES), Continued

Rule	If Employee	And	And	Then NOAC Is	Nature of Action Is	Auth Code Is (See Note 5)	Authority Is (See Note 2)	Required Remarks (See Note 3)	Notes	Remarks
23	Is serving on an SES Limited Term Appointment NTE	Appointment is being extended		762	Ext of SES Limited Appt NTE (date)	V4M >and AWM<	>5 U.S.C. 3394(a) OPM Form 1652 Limited Term (See Notes 4, 6, and 7)<	E23 and T55	2. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate.< ***	Use as many remarks from Table 13-C as applicable.
24	Is selected for SES Limited Emergency Appointment for 18 months or less to meet a bona fide emergency need	Rules 26 and 27 do not apply	The person is not on your agency's rolls	149	SES Ltd Emergency Appt NTE (date)	V4P and AWM	5 U.S.C. 3394(a) Limited Emergency OPM Form 1652 (See Notes 4 >and 6<)	E23 and T55	4. Agencies are delegated the authority to use up to 3% of their SES allocations for limited term or limited emergency SES appointments for career non-SES employees. >All other limited SES appointment authorities require OPM approval. OPM Form 1652 must be submitted by the requesting agency and approved by OPM prior to appointment, unless the appointment is made using delegated authority provided to the agency under Reg 317.601(c). Agencies must cite the following as the second authority on the SF-52: AWM : OPM Form 1652, if the agency's delegated authority is not used. See Reg 317.601(c) for conditions of limited appointment authority.<	
25	Is selected for SES Limited Emergency Appointment for 18 months or less to meet a bona fide emergency need	Rules 26 and 27 do not apply	The person is already on your agency's rolls	549	Conv to SES Ltd Emergency Appt NTE (date)	V4P and AWM	5 U.S.C. 3394(a) Limited Emergency OPM Form 1652 >(See Notes 4, 6 and 7)<	E23 and T55		
26		Appointment is treated as provisional and the agency intends later to convert the employee to a nontemporary appointment	The person is not on your agency's rolls	190	Provisional Appt NTE (date)		>5 U.S.C. 3394(a) Limited Emergency OPM Form 1652 (See notes 4, 6, and 7)<	E23, E58, and T55	5. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58).	6. >OPM Form 1652 must be submitted by the requesting agency and approved by OPM prior to appointment or reassignment (See Reg 317.601(b), 317.604(a) for conditions of noncareer appointment authority).
27			The person is already on your agency's rolls	590	Conv to Provisional Appt NTE (date)					
28	Is serving on an SES Limited Emergency Appointment NTE	Appointment is being extended		762	Ext of SES Limited Appt NTE (date)			E23 and T55	7. >See 5 CFR 316.403(b) for conditions of limited term or limited emergency appointment treated as provisional appointment authority).<	

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES), Continued

Rule	If Employee	And	And	Then NOAC Is	Nature of Action Is	Auth Code Is (See Note 5)	Authority Is (See Note 2)	Required Remarks (See Note 3)	Notes	Remarks
29	Elects conversion to SES when ***>the employee's< position is converted to SES	Is currently under a career or career-conditional appointment or similar type of appointment in the excepted service	The action is not covered under Rules 1-3	542	Conv to SES Career Appt	ZLM	(Enter Law, E.O., or Reg. that authorizes the conversion)	E23, E24, T55	2. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate.< *** 3. Use Table 13-C to select other remarks which may be required. Then use Table 13-D to translate codes into actual remarks. Remark E23 is used only when employee is a preference eligible. 5. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58)<	Use as many remarks from Table 13-C as applicable.
30		Is currently serving under a Schedule C appointment or in a similar position	The action is not covered under Rules 4-5	546	Conv to SES Non-career Appt			E23, T55		

Table 13-B. Appointment Based on Reemployment Rights

>Notes and Remarks columns have been added<

Rule	If the Basis for the Action Is	And Employee	Then NOAC Is	Nature of Action Is	Legal Authority Code Is	Legal Authority Is (See Note 2)	Required Remarks (See Note 1)	Notes	Remarks
1	Senior Executive Service (SES) Career Appointment after service with an international organization	Is not on your agency's rolls	142	SES Career Appt	P3M	Reg. 352.311	E23 and T55	1. Use Table 13-D to translate codes into actual remarks. Remark E23 used only when employee is a preference eligible. 2. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58).<	Use as many remarks from Table 13-C as applicable.
2	SES Career Appointment after service under sections 233(d) and 625(b) of the Foreign Assistance Act of 1961				P5M	Reg. 352.507			
3	SES Career Appointment after service with the American Institute in Taiwan				P7M	Reg. 352.803			
4	SES Career Appointment by reemployment under 5 CFR 352.405 , 352.705 , or 352.907				P2M	5 CFR part 352			
5	Return from unformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.	142	SES Career Appt	QAK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)			
6			146	SES Non-career Appt					
7			148	SES Ltd Term Appt NTE					
8			149	SES Ltd Emergency Appt NTE					

Table 13-C. Remarks Required in Special Situations

>Notes and Remarks columns have been added<

Rule	If	And	And the Employee	Then Codes for Remarks Are (See Notes)	Notes	Remarks
1	Employee was required to complete appointment affidavit, SF 61			M01	1. In addition to other required remarks, use Remark E23 if employee is a preference eligible.	See Table 13-D to translate codes into actual remarks.
2	Action is a Senior Executive Service (SES) Career Appointment (includes conversion, reinstatement, or transfer)	The employee has not satisfactorily completed the probationary period under a previous SES appointment	Was appointed without a break in service from a civil service position held under a career or career-conditional appointment or one of equivalent tenure	E25 and E51		
3			Was not appointed without a break in service from a civil service position held under a career or career-conditional appointment or one of equivalent tenure	E25		
4	Action is an SES Noncareer Appointment	Appointment has been designated as indefinite		E01		
5	Employee is a Senior Executive Service (SES) Career appointee who voluntarily requests a change to an SES Noncareer or Limited appointment			M20		
6	Action is an appointment or a conversion to appointment			M39 and M40		
7	Employee is subject to post-employment restrictions under 18 USC 207(c)			M97		
8	Action is an appointment or a conversion to appointment under which employee's retirement code will be C, E, K, L, M, or N			M38		

Table 13-C. Remarks Required in Special Situations, Continued

Rule	If	And	And the Employee	Then Codes for Remarks Are (See Notes)	Notes	Remarks
9	Employee is a senior political appointee whose position is subject to the pay freeze for certain senior political officials			P83	1. In addition to other required remarks, use Remark E23 if employee is a preference eligible.	See Table 13-D to translate codes into actual remarks.
10	Action is an appointment or a conversion to appointment under which employee's retirement code will be K, L, M, or N	Employee previously elected coverage under the Federal Employees Retirement System (FERS)		M46		
11	Employee's retirement code will be K, KF, KR, L, LF, LR, M, MF, MR, N, NF, NR, or OF	Rule 10 does not apply		M45		
12	Employee is eligible to elect Federal Employees Retirement System (FERS) as provided in Chapter 11 of The CSRS and FERS Handbook for Personnel and Payroll Offices	Employee has been given Standard Form 3109, FERS Election of Coverage, and receipt copy has been filed in his or her Official Personnel Folder		B60		
13	Employee has elected to retain coverage under a retirement system for employees of a Nonappropriated Fund Instrumentality.			B63		
14	Office that provides personnel service (including Official Personnel Folder maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B).			M10		
15	Will be reemployed annuitant			A17		

Table 13-C. Remarks Required in Special Situations, Continued

Rule	If	And	And the Employee	Then Codes for Remarks Are (See Notes)	Notes	Remarks
16	Will be reemployed annuitant	Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 533		P08	<ol style="list-style-type: none"> 1. In addition to other required remarks, use Remark E23 if employee is a preference eligible. 2. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office. 3. To determine the annual (pa) rate, multiply by 12 the gross monthly annuity shown on the notice of annuity adjustment from the Office of Personnel Management. 	See Table 13-D to translate codes into actual remarks.
17				P10 (See Note 3)		
18				P90 (See Note 2)		
19	Appointment is for a temporary, seasonal, or intermittent employee	Employee is expected to work a schedule of less than 130 hours in a calendar month or is expected to work at least 130 hours in a calendar month for less than 90 days		B07		

Table 13-D. Codes and Remarks for Senior Executive Service (SES) Actions

>Notes column has been added.<

Return to Tables [13-A](#), [13-B](#), [13-C](#)

Rule	If Code Is	Then Remark Is	Notes
1	A17	As a reemployed annuitant, you serve at the will of the appointing officer.	1. Remark E23 is used only when employee is a preference eligible.
2	B07	Ineligible for health benefits if you are a temporary, seasonal, or intermittent employee who is expected to work a schedule of less than 130 hours in a calendar month or you are expected to work at least 130 hours in a calendar month but for less than 90 days.	
3	B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. SF 3109 provided to employee.	
4	B63	Elected to retain coverage under a retirement system for NAF employees.	
5	E01	Appointment is indefinite.	
6	E23	Veterans' preference is not applicable to the Senior Executive Service. (See Note 1)	
7	E24	Probationary period for SES position is not required.	
8	E25	Subject to satisfactory completion of 1-year SES probationary period beginning (date).	
9	E51	Employee has guaranteed placement rights during probation	
10	E58	Appointment is on a provisional basis. You are eligible for retirement coverage and for health benefits and life insurance. If your performance is satisfactory, and you meet all legal qualifications, and other applicable requirements, you may be converted to a nontemporary appointment before this appointment expires.	
11	M01	Appointment affidavit executed (date).	
12	M10	OPF maintained by (name and address of office).	
13	M20	Action at employee's request.	
14	M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos").	
15	M39	Creditable Military Service: (enter yrs and mos, e.g., "6 yrs, 7 mos"). [This remark is not required for reemployed Civil Service annuitants. For other employees, when there is no prior military service, enter "none;" otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]	
16	M40	Previous Retirement coverage: (enter "never covered" or "previously covered"). ["Previously covered" indicates that employee was previously covered by the CSRS or the FERS.]	
17	M45	Employee is automatically covered under FERS, FERS-RAE or FERS-FRAE.	

Table 13-C. Remarks Required in Special Situations, Continued

Rule	If Code Is	Then Remark Is	Notes
18	M46	Employee is covered by FERS because of previous election.	2. To determine the annual (pa) rate, multiply by 12 the gross monthly annuity shown on the notice of annuity adjustment from the Office of Personnel Management. 3. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
19	M97	Employee subject to post-employment restrictions under 18 USC 207(c) .	
20	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.	
21	P10	Annuity at present is \$ pa. (See Note 2)	
22	P48	Salary may not be reduced below salary earned immediately prior to SES conversion with any future involuntary action while continuously employed.	
23	P83	>The employee occupies a position subject to the pay freeze for certain senior political officials. Notwithstanding otherwise applicable pay statutes and regulations, pay may be set and adjusted only in accordance with applicable provisions of the pay freeze statute.<	
24	P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. (See Note 3)	
25	T55	Tenure as used for 5 U.S.C. 3502 is not applicable to the Senior Executive Service.	