U.S. Office of Personnel Management
Operating Manual Update

The Guide to Processing Personnel Actions

Update 98 – Chapter 34

Notice

This Guide and its Updates are available for viewing/printing on the OPM.gov website. 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 34 (Update 98)

Removed Pages	Insert Pages	Explanation of Changes
Entire chapter	Entire chapter	Chapter 34 has been updated in its entirety to include: 1. Reformatting page numbers from 34-1, 34-2, 34-3, 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. Incorporated hyperlinks to regulatory references and Reference Guides throughout

Listing of Specific Changes to Chapter 34

Chapter	Page Number(s)	Explanation of Changes
34	1	Added a table of contents with tables for each Topic listed in alphabetical order (e.g., Table 1. Topics: A; Table 2. Topics B; etc.).
34	3	**Academic Discipline** Added phrase in the reference: "in The Guide to Data Standards"

Chapter	Page Number(s)	Explanation of Changes
34	3	**Appointments (How to document on SF-52/SF-50)** Added sub-entry for "College Graduate under 5 USC 3115" to Chapter 9.
34	4	**Appointments (How to document on SF-52/SF-50)** Added sub entry for "Post-Secondary Students under 5 USC 3116" to Chapter 10.
34	6	**Bargaining Unit Status (BUS) > Definition of codes** Updated reference from "Union Recognition in the Federal Government" to "Federal Labor Management Information System."
34	7	**Codes > Instructions for processing action** Updated reference from "See chapter covering action being processed" to "See chapter for action type."
34	8	**Conversion (to Appointment) Actions** Added sub-entry for "Post-Secondary Student Program" to Chapter 9.
34	9	**Disability code (reportable disability)** Updated sub-entry from "When and how to report to Enterprise Human Resources Integration" to "When and how to report to OPM."
34	10	**Domestic Employees Teleworking Overseas (DETO)** Added entry for DETO to Chapter 17.
34	11	**Effective date** Updated sub-entry from "Policy on setting effective dates" to "How to determine."

Chapter	Page Number(s)	Explanation of Changes
34	18	**Location code** Update reference from "Listed in the duty station file that is electronically issued by the Office of Personnel Management" to "OPM Duty Station Locator file."
34	25	**Race and ethnicity** Updated sub-entry from "When and how to report to Enterprise Human Resources Integration" to "When and how to report to OPM."
34	25	**Recruitment, relocation, or retention incentives** Added "recruitment and relocation" to entry.
34	25	**Remarks on SF-50** Added sub-entry for "Definitions of codes" that references The Guide to Data Standards.
34	26	**Reportable handicap** Updated from "see handicap code" to "see disability code."
34	27	**RNO** Updated from "see Race and National Origin Code" to "see Race and ethnicity."
34	28	**Senior Executive Service (SES)** Added sub-entry "12-month rule" that references Chapter 13.
34	32	**Veterans' preference** Added sub-entry "Eligibility for preference categories" with reference to the Vet Guide.

Chapter 34: Topic Index
Contents

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.

Tables

Table 1. Topics: A

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Absent-Uniformed Service	Absent-Uniformed Service	GPPA Chapter 15
	How to process action to place employee on	GPPA Chapter 15
	Effect of Absent-Uniformed Service on service dates and benefits	GPPA Chapter 15
	How to return employee to duty from	GPPA Chapter 15 and GPPA Chapter 16
Academic discipline	Academic discipline	See Instructional Program >in The Guide to Data Standards<
Adverse actions, how to document	Reductions in grade (also called change to lower grade)	GPPA Chapter 14
	Separations	GPPA Chapter 31
	Suspensions	GPPA Chapter 15
Agency Code	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52/SF-50	GPPA Chapter 4
	How to process a change in	GPPA Chapter 28
Annuitant indicator	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52/SF-50	GPPA Chapter 4
	How to process a change in	GPPA Chapter 28
Appointments (how to document on SF-52/SF-50)	Career	GPPA Chapter 9
	Career-conditional	GPPA Chapter 9
	>College Graduate Program under 5 USC 3115<	>GPPA Chapter 9<

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Appointments (how to document on SF–52/SF–50)	Critical hiring need	GPPA Chapter 11
	Emergency	GPPA Chapter 10
	Excepted service	GPPA Chapter 11
	Indefinite	GPPA Chapter 11
	Nonstatus in the competitive service	GPPA Chapter 10
	NTE (not-to-exceed)	GPPA Chapter 10; GPPA Chapter 11; and GPPA Chapter 13
	Overseas Limited	GPPA Chapter 10
	Pathways Programs (Interns, Recent Graduates, and Presidential Management Fellows)	GPPA Chapter 11
	>Post-secondary Student Program under 5 USC 3116<	>GPPA Chapter 10<
	Provisional in the competitive service	GPPA Chapter 10
	Provisional in the excepted service	GPPA Chapter 11
	Provisional in the Senior Executive Service (SES)	GPPA Chapter 13
	Retirees	GPPA Chapter 3
	Schedule A	GPPA Chapter 11
	Schedule B	GPPA Chapter 11
	Schedule C	GPPA Chapter 11
	Schedule D	GPPA Chapter 11
	Senior Executive Service (SES)	GPPA Chapter 13
	Status Quo	GPPA Chapter 10
	Temporary in the competitive service	GPPA Chapter 10

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Appointments (how to document on SF-52/SF-50)	Temporary in the excepted service	GPPA Chapter 11
	Term	GPPA Chapter 10
	Veterans' Recruitment Appointment (VRA)	GPPA Chapter 11
Administratively Uncontrollable Overtime (AUO)	Actions to grant or change	GPPA Chapter 17
Authority/authority code	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52/SF-50	GPPA Chapter 4
Availability pay	Actions to grant or terminate	GPPA Chapter 17
Awards	Awards	GPPA Chapter 29

Table 2. Topics: B

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Bargaining Unit Status (BUS) Code	Definitions of codes	>Federal Labor Management Information System<
	When and how to record on SF-52/ SF-50	GPPA Chapter 4
Bonuses	Bonuses	GPPA Chapter 29

Table 3. Topics: C

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Cancellations of personnel actions	Cancellations of personnel actions	GPPA Chapter 3; and GPPA Chapter 32
Career/Career-conditional appointments	Career/Career-conditional appointments	GPPA Chapter 9
Changes to or in	Data element	GPPA Chapter 28
	Duty station	GPPA Chapter 23
	Federal Employees Group Life Insurance (FEGLI)	GPPA Chapter 22
	Hours of work	GPPA Chapter 24
	Lower grade, level, or band	GPPA Chapter 14
	Name	GPPA Chapter 20
	Pay	GPPA Chapter 17
	Position	GPPA Chapter 14
	Service Computation Date (SCD)	GPPA Chapter 6
	Step	GPPA Chapter 17
	Tenure group	GPPA Chapter 26
	Veterans' preference	GPPA Chapter 7
	Work Schedule	GPPA Chapter 24
Citizenship	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52	GPPA Chapter 4
Codes	Definitions	The Guide to Data Standards
	Explanation of codes used for nature of action, legal authority, and remarks	GPPA Chapter 1
	Instructions for processing actions	See chapter >for action type<
Concurrent appointments	How to document	GPPA Chapter 4

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Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Continuance NTE (Not-To-Exceed)	Continuance NTE (Not-To-Exceed)	GPPA Chapter 19
Conversion (to Appointment) actions	Career Appointment	GPPA Chapter 9
	Career-conditional appointment	GPPA Chapter 9
	Nonstatus competitive service appointment	GPPA Chapter 10
	Excepted service appointment	GPPA Chapter 11
	Temporary appointment	GPPA Chapter 10; GPPA Chapter 11; GPPA Chapter 12; and GPPA Chapter 13
	Senior Executive Service (SES)	GPPA Chapter 13
	>Post-Secondary Student Program<	>GPPA Chapter 9<
Corrections	Corrections	GPPA Chapter 32
Creditable military service	How to compute	GPPA Chapter 6
	How to document	GPPA Chapter 28
Creditable service	How to determine for leave accrual	GPPA Chapter 6

Table 4. Topics: D

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Data elements	Actions to record changes in or to	GPPA Chapter 28
	When and how to record on SF-52/SF-50	GPPA Chapter 4
	Explanation of (definitions of) codes	The Guide to Data Standards
Date of birth	When and how to record on SF-52/SF-50/list of forms of notice	GPPA Chapter 4
Deaths	How to document	GPPA Chapter 31
	Actions to take when employee dies	GPPA Chapter 31
Decision Logic Table (DLT)	How to use	GPPA Chapter 1
Definitions	Of terms used in this Guide and in processing personnel actions	GPPA Chapter 35
	Of codes used on SF-52/SF-50	The Guide to Data Standards
Demotions (see Adverse actions, Reduction in grade) Details	When to use an SF-52 to document	GPPA Chapter 14
Disability code (reportable disability)	Definitions of codes	The Guide to Data Standards
	When and how to report to >OPM<	The Guide to Human Resources Reporting
Disability, Programs for the (see Diversity Programs)		
Distributions of SF-50	Distributions of SF-50	See chapter >for action type<
Diversity Programs	Competitive service appointment based on person's disability	GPPA Chapter 10

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Diversity Programs	Excepted service appointment based on person's disability	GPPA Chapter 11
	Veterans' Recruitment Appointment (VRA)	GPPA Chapter 11
>Domestic Employees Teleworking Overseas (DETO)<	>Domestic Employees Teleworking Overseas (DETO)<	>GPPA Chapter 17<
Duty station	When and how to record on SF-52/SF-50	GPPA Chapter 4
	How to process change in	GPPA Chapter 23

Table 5. Topics: E

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Educational level (ed. level)	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52	GPPA Chapter 4
Effective date	When and how to record on SF-52/SF-50	GPPA Chapter 4
	>How to determine<	GPPA Chapter 3
Employing department or agency	When and how to record on SF-52/SF-50	GPPA Chapter 4
Employing office, name and location of	When and how to record on SF-52/SF-50	GPPA Chapter 4
Excepted service appointments	Excepted service appointments	GPPA Chapter 11
Exceptions to Reduction in Force release	Exceptions to Reduction in Force release	GPPA Chapter 18
Extension of temporary actions	Appointments in the competitive service	GPPA Chapter 10
	Appointments in the excepted service	GPPA Chapter 11
	Appointments in the Senior Executive Service (SES)	GPPA Chapter 13
	Furlough Not to Exceed (NTE)	GPPA Chapter 15
	Leave Without Pay (LWOP) NTE	GPPA Chapter 15
	Position Change NTE	GPPA Chapter 14
	Promotion NTE	GPPA Chapter 14

Table 6. Topics: F

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Federal Employees Health Benefits Program (FEHBP)	How to determine eligibility	The FEHB Handbook
Federal Employees Group Life Insurance (FEGLI)	How to determine eligibility	The FEGLI Handbook
	How to process change in	GPPA Chapter 22
	Election of Living Benefit, how to document	GPPA Chapter 22
Fair Labor Standards Act (FLSA) exemption status	Definition of codes	The Guide to Data Standards
	When and how to record on SF-52/SF-50	GPPA Chapter 4
	How to process a change in	GPPA Chapter 28
Frozen service	How to compute	GPPA Chapter 6
	How to document	GPPA Chapter 28
Functional classification of scientists and engineers	Definitions	The Guide to Data Standards
	When and how to record on SF-52	GPPA Chapter 4
Furlough	Definitions	GPPA Chapter 15; and GPPA Chapter 35
	How to document on SF-50	GPPA Chapter 15

Table 7. Topics: G

Topic	Sub-Topic	Reference(s) and/or [GPPA Chapter(s) on OPM.gov](#)
Glossary	Glossary	GPPA Chapter 35
Grade	Definitions of codes	[The Guide to Data Standards](#)
	When and how to record on SF-52/SF-50	GPPA Chapter 4
Grade retention	How to document actions that result in	GPPA Chapter 14
	How to document actions that record termination of	GPPA Chapter 17
	How to record position title, series, grade, step, and salary on SF-52/SF-50 when employee is entitled to	GPPA Chapter 4

Table 8. Topics: H

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Health benefits (see Federal Employees Health Benefits Program)		
Hours of duty/work	How to record on SF-52/SF-50	GPPA Chapter 4
	How to process change in	GPPA Chapter 24

Table 9. Topics: I

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Illegal appointments	Policy on cancellations and retroactive personnel actions	GPPA Chapter 3
Instructional program	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52	GPPA Chapter 4
Interim relief	Actions to effectuate	GPPA Chapter 32
Introduction (to the Guide)	Introduction (to the Guide)	GPPA Chapter 1

Table 10. Topics: J

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Job aids	Getting ready to process personnel actions	GPPA Chapter 1
	How to use a decision logic table	GPPA Chapter 1
	Instructions for Processing Personnel Actions	GPPA Chapter 1
Job aids - Instructions for processing personnel actions	Appointments in the Competitive Service	GPPA Chapter 9
	Appointments in the Expected Service	GPPA Chapter 11
	Change in Duty Station	GPPA Chapter 23
	List Forms of Notice to Document Actions for Realignment and Mass Transfer	GPPA Chapter 21
	Nonstatus Appointments in the Competitive Service	GPPA Chapter 10
	Pay and Step Changes	GPPA Chapter 17
	Promotions, Changes to Lower Grade, Reassignments, Position Changes, and Details	GPPA Chapter 14
	Sample notice that name of organization has changed	GPPA Chapter 21
	When to process a promotion, change to lower grade, reassignment, position change, or detail	GPPA Chapter 14

Table 11. Topics: K

Topic	Sub-Topic	Reference(s) and/or [GPPA Chapter(s) on OPM.gov](#)
No entries		

Table 12. Topics: L

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Level (see Grade)		
List of forms of notice	Use in lieu of SF-50	GPPA Chapter 4
	Contents/format of	GPPA Chapter 4
Locality payment	Locality payment	GPPA Chapter 17
Location code	Definitions of codes	***> OPM Duty Station Locator file<
	When and how to record on SF-52/SF-50	GPPA Chapter 4
Leave Without Pay (LWOP)	How to process action to place employee onto	GPPA Chapter 15
	Effect on service dates and benefits	GPPA Chapter 15; and GPPA Chapter 16
	How to return employee to duty from	GPPA Chapter 16

Table 13. Topics: M

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Mass Transfer	Mass Transfer	GPPA Chapter 21

Table 14. Topics: N

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Name Change	Name Change	GPPA Chapter 20
Name, employee	Policy on use in employee records	GPPA Chapter 4
	When and how to record on SF-52/SF-50	GPPA Chapter 4
Nature of Action (NOA) and Nature of Action Code (NOAC)	Definitions of Codes	The Guide to Data Standards
	When and how to record on SF-52/SF-50	GPPA Chapter 4
Nonduty status	Effect on service dates and benefits	GPPA Chapter 15; and GPPA Chapter 16
	Return to duty from	GPPA Chapter 16
	Effect on service computation date (SCD)	GPPA Chapter 6
	How to recompute SCD after nonpay status	GPPA Chapter 6
Nonduty status - How to document on SF-50	Absent-Uniformed Service	GPPA Chapter 15
	Furlough	GPPA Chapter 15
	Leave Without Pay (LWOP)	GPPA Chapter 15
	Sabbatical for Employee	GPPA Chapter 15
	Suspension	GPPA Chapter 15
Nonstatus appointments in the competitive service	Nonstatus appointments in the competitive service	GPPA Chapter 10
Notification of Personnel Action (SF-50)	Notification of Personnel Action (SF-50)	GPPA Chapter 4

Table 15. Topics: O

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Occupational code	Definitions of codes	The Guide to Data Standards
	How to process change in definitions of codes	GPPA Chapter 28
	When and how to record on SF-52/SF-50	GPPA Chapter 4
Official Personnel Folder (OPF), including an approved electronic equivalent of the same (i.e., eOPF)	eOPF, establishment of	The Guide to Personnel Recordkeeping
	eOPF, disposition of upon retirement	GPPA Chapter 30; and The Guide to Personnel Recordkeeping
	eOPF, disposition of when employee separates by other than retirement	GPPA Chapter 31; and The Guide to Personnel Recordkeeping
Organization of this Guide	Organization of this Guide	GPPA Chapter 1
Overseas employment	Overseas appointments	GPPA Chapter 10
	Appointment based on service overseas while a family member of a civilian, Nonappropriated Fund Instrumentality (NAFI), or uniformed service member who is serving overseas Career-conditional	GPPA Chapter 9
	Temporary	GPPA Chapter 10

Table 16. Topics: P

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Pay adjustments	Pay adjustments	GPPA Chapter 17
Pay basis	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52/SF-50	GPPA Chapter 4
Pay Plan	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52/SF-50	GPPA Chapter 4
Pay Rate Determinant (PRD)	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52/SF-50	GPPA Chapter 4
	How to process a change in	GPPA Chapter 28
Personnel Office Identifier (POI)	How to record on SF-52/SF-50	GPPA Chapter 4
	How to process a change in	GPPA Chapter 28
Phased employment/phased retirement	How to process action to place employee in phased retirement status	GPPA Chapter 27
	How to process action to terminate phased retirement status	GPPA Chapter 27
	Move from phased retirement status to full retirement status	GPPA Chapter 30
	Setting effective dates	GPPA Chapter 4
Position change actions	Position change actions	GPPA Chapter 14
Positions occupied	Definitions of codes	GPPA Chapter 4; and The Guide to Data Standards
	How to process a change in	GPPA Chapter 28
	When and how to record on SF-52/SF-50	GPPA Chapter 4
Position title	When and how to record on SF-52/SF-50	GPPA Chapter 4

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Preference (see Veterans' Preference)		
Promotions	Promotions	GPPA Chapter 14
Previous retirement coverage	How to document	GPPA Chapter 28
Provisional appointments	Provisional appointments	GPPA Chapter 10; GPPA Chapter 11; and GPPA Chapter 13

Table 17. Topics: Q

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Quality (Step) increases	Quality (Step) increases	GPPA Chapter 17

Table 18. Topics: R

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Race and ethnicity	Definitions of codes	The Guide to Data Standards
	When and how to report to >OPM<	The Guide to Human Resources Reporting
Rate (see Step)	Rate (see Step)	GPPA Chapter 17
Realignments	Realignments	GPPA Chapter 21
Reassignments	Reassignments	GPPA Chapter 14
>Recruitment, relocation, or< retention incentives	>Recruitment, relocation, or< retention incentives	GPPA Chapter 29
Reduction in Force actions (see RIF actions)	Reduction in Force actions (see RIF actions)	GPPA Chapter 14
Reemployed annuitants, appointments of	Reemployed annuitants, appointments of	GPPA Chapter 3
Reference materials needed with this Guide	Reference materials needed with this Guide	GPPA Chapter 1
Reinstatement	To career appointment	GPPA Chapter 9
	To career-conditional appointment	GPPA Chapter 9
	To temporary appointment based on eligibility	GPPA Chapter 10
Remarks on SF–50	Agency findings	GPPA Chapter 30; and GPPA Chapter 31
	Explanation of remarks codes	GPPA Chapter 1
	>Definitions of codes<	>The Guide to Data Standards<
	When and how to record on SF-52/SF-50	GPPA Chapter 4
	Selection of remarks	See chapter >for action type<
Removals	Removals	GPPA Chapter 31

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Request for Personnel Action (SF-52)	Request for Personnel Action (SF-52)	GPPA Chapter 4
Replacement actions	Actions to replace the ones that have been canceled	GPPA Chapter 3; and GPPA Chapter 32
Reportable handicap (see >disability code<)	Reportable handicap (see >disability code<)	GPPA Chapter 4
Resignations	Resignations	GPPA Chapter 31
Restoration	To career appointment	GPPA Chapter 9
	To career-conditional appointment	GPPA Chapter 9
	To emergency appointment	GPPA Chapter 10
	To excepted service appointment	GPPA Chapter 11
	To overseas appointment	GPPA Chapter 10
	To status quo appointment	GPPA Chapter 10
Retirees, actions when appointed	Retirees, actions when appointed	GPPA Chapter 3
Retirement	How to determine coverage for the Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS)	The CSRS and FERS Handbook, Ch. 10
	Mandatory retirement, who is subject to	GPPA Chapter 19

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Retirement	Actions when employee retires	GPPA Chapter 30
	Actions when employee is separated by other than retirement	GPPA Chapter 31
	When and how to record on SF-52/SF-50	GPPA Chapter 4
	How to process change in	GPPA Chapter 28
	Definitions of codes	The Guide to Data Standards
Retroactive personnel actions, policy on processing	Retroactive personnel actions, policy on processing	GPPA Chapter 3
Return to duty actions	Return to duty actions	GPPA Chapter 16
RIF (Reduction in Force) actions	Exceptions to RIF release	GPPA Chapter 18
	Furloughs	GPPA Chapter 15
	Position changes	GPPA Chapter 14
	Reassignments	GPPA Chapter 14
	Changes to lower grade	GPPA Chapter 14
	Resignations	GPPA Chapter 31
	Retirements	GPPA Chapter 30
	Separations by RIF	GPPA Chapter 31
RNO (see Race and * >ethnicity<)**		

Table 19. Topics: S

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Sabbatical	Definition	GPPA Chapter 15; and GPPA Chapter 35
	How to record on SF-52/SF-50	GPPA Chapter 15
Salary	When and how to record on SF-52/SF-50	GPPA Chapter 4
Seasonal employees	Definition	GPPA Chapter 15; and GPPA Chapter 35
	How to document placement in pay status	GPPA Chapter 16
	How to document placement in nonpay status	GPPA Chapter 15
Selective Placement Programs (see Diversity Programs)		
Senior Executive Service (SES)	>12-month rule<	>GPPA Chapter 13<
Separation actions	By death	GPPA Chapter 31
	To move to another agency	GPPA Chapter 31
	By removal	GPPA Chapter 31
	By retirement	GPPA Chapter 30
	Due to reduction in force (RIF)	GPPA Chapter 31
	Due to relocations of sponsor	GPPA Chapter 31
	To accept employment with a non-federal entity	GPPA Chapter 31
	Upon entry on duty with the uniformed services	GPPA Chapter 31
	By termination	GPPA Chapter 31
	By termination during probation/trial period	GPPA Chapter 31
Separation incentive	Separation incentive	GPPA Chapter 29

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Service Computation Dates (SCDs)	When and how to record on SF-50	GPPA Chapter 4
	How to compute	GPPA Chapter 6
	Effect of time in nonpay status on	GPPA Chapter 6; GPPA Chapter 15; and GPPA Chapter 16
	How to process change in	GPPA Chapter 6
SF-50, Notification of Personnel Action	SF-50, Notification of Personnel Action	GPPA Chapter 4
SF-50, data elements (see Data Elements)	SF-50, data elements (see Data Elements)	GPPA Chapter 4
SF-52, Request for Personnel Action	SF-52, Request for Personnel Action	GPPA Chapter 4
Signatures	On SF-52	GPPA Chapter 4
	On SF-50	GPPA Chapter 4
	Electronic signatures	GPPA Chapter 3
Social Security Number (SSN)	How to establish a pseudo-SSN	GPPA Chapter 4
	When and how to record on SF-52	GPPA Chapter 4
Step	When and how to record on SF-52/SF-50	GPPA Chapter 4
	When and how to process change in	GPPA Chapter 17
Step (pay step) changes	Step (pay step) changes	GPPA Chapter 17
Supervisory differential	Supervisory differential	GPPA Chapter 17
Supervisory status	Definitions of codes	[The Guide to Data Standards](#)
	When and how to record on SF-52	GPPA Chapter 4
Suspension	Definition	GPPA Chapter 15; and GPPA Chapter 35
	How to document on SF-50	GPPA Chapter 15

Table 20. Topics: T

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Temporary actions	Competitive service appointment	GPPA Chapter 10
	Excepted service appointments	GPPA Chapter 11
	Exceptions to RIF release	GPPA Chapter 18
	Senior Executive Service (SES) appointments	GPPA Chapter 13
	Promotions	GPPA Chapter 14
	Position changes	GPPA Chapter 14
	Details	GPPA Chapter 14
Terminations	Terminations	GPPA Chapter 31
Terms used in processing personnel actions	Terms used in processing personnel actions	GPPA Chapter 35
Tenure (tenure group)	When and how to record on SF-52/SF-50	GPPA Chapter 4
	How to process change in	GPPA Chapter 26
	Definitions of	GPPA Chapter 4; GPPA Chapter 26; and The Guide to Data Standards
Transfer	Competitive service appointment based on eligibility for	GPPA Chapter 9
	Veterans' Recruitment Appointment (VRA) based on eligibility for	GPPA Chapter 11
	Senior Executive Service (SES) appointment based on eligibility for	GPPA Chapter 13
	Action to separate employee who is moving to another agency (Termination-Appointment In)	GPPA Chapter 31

Table 21. Topics: U

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Using the Guide, instructions for	Using the Guide, instructions for	GPPA Chapter 1

Table 22. Topics: V

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Veterans' status	When and how to record on SF-50	GPPA Chapter 4
	Definitions of codes	The Guide to Data Standards
Veterans' preference	When and how to record on SF-52/SF-50	GPPA Chapter 4
	Definitions of codes	The Guide to Data Standards
	>Eligibility for preference categories<	>The Vet Guide for HR Professionals<
	How to process change in for reduction in force	GPPA Chapter 7
Veterans' Recruitment Appointment (VRA)	Veterans' Recruitment Appointment (VRA)	GPPA Chapter 11
Volunteer service, documentation of	Volunteer service, documentation of	GPPA Chapter 33

Table 23. Topics: W

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Within-Range Increase (WRI)/ * Within-Grade Increase (WGI) *** **	Action to record granting of WRI/WGI	GPPA Chapter 17
	Action to record denial of WGI/WRI	GPPA Chapter 17
Work schedule	When and how to record on SF-52/SF-50	GPPA Chapter 4
	How to process change in	GPPA Chapter 24
	Definitions of codes	GPPA Chapter 4; and The Guide to Data Standards

Table 24. Topics: X

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
No entries		

Table 25. Topics: Y

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Year degree or certificate attained	Definition	The Guide to Data Standards
	When and how to record on SF-52	GPPA Chapter 4

Table 26. Topics: Z

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
No entries		