

**Chapter 10. Nonstatus Appointments in the Competitive Service  
(Natures of Action 107, 108, 112, 115, 120, 122, 124, 190, 507, 508, 512, 515,  
520, 522, 524, 590, 760, and 765)**

**Contents**

---

	<b>Page</b>
1. Coverage .....	10-3
2. Definitions .....	10-3
3. Special Conditions .....	10-3

**Job Aids**

Instructions for Processing Personnel Actions on Nonstatus Appointments in the Competitive Service .....	10-5
---	------

**Tables**

10-A. <b>Reserved</b>	
10-B. Appointment Not-to-Exceed .....	10-13
10-C. Provisional Appointment Not-to-Exceed .....	10-22
10-D. Temporary Appointment Pending Establishment of a Register .....	10-23
10-E. Term Appointment .....	10-27
10-F. Status Quo Employment .....	10-33
10-G. Emergency Appointment .....	10-37
10-H. Overseas Limited Appointment .....	10-41
10-I. Remarks to be Shown on the Standard Form 50 .....	10-47

**Page 10-2 is blank.**

## Chapter 10. Nonstatus Appointments in the Competitive Service

---

### 1. Coverage.

This chapter covers all competitive service appointments that are time-limited or nonpermanent and from which employees do not acquire competitive status.

### 2. Definitions.

**a. Appointment Not To Exceed** includes temporary or limited appointments made for periods up to one year or less.

**b. Provisional Appointment** is a temporary appointment to a continuing position when the agency intends later to convert the employee to a nontemporary appointment *and* has current authority for such conversion.

**c. Temporary Appointment Pending Establishment of a Register** (sometimes referred to as “TAPER” appointment) is a temporary appointment authorized by the Office of Personnel Management in the absence of eligibles who can be considered for permanent employment from a civil service register. The appointment is temporary, pending the establishment of a register from which permanent employees can be selected.

**d. Term Appointment** is an appointment made to a position that will last longer than 1 year but not more than 4 years and that is of

a project nature where the job will terminate upon completion of the project.

**e. Appointment-Status Quo** is an appointment that is used to keep an employee in a position when the position is moved into the competitive civil service and when the employee is not eligible for or selected for conversion to competitive service.

**f. Emergency Appointment** is an indefinite appointment made in a national emergency, as defined in 5 CFR part 230, subpart D.

**g. Overseas Limited Appointments** are appointments of United States citizens who are recruited either overseas or in the United States for overseas employment. The appointments can be made **(1)** on an indefinite basis, **(2)** for a term or period not-to-exceed 5 years under programs for rotating career and career-conditional employees between overseas areas and the United States or **(3)** on a temporary limited basis for a period not-to-exceed one year.

### 3. Special Conditions.

When making nonstatus appointments in the competitive service, certain special conditions may impact the documentation of the personnel actions and require additional instructions.

**a. Retired persons.** When the person being appointed is retired from Federal civilian service, \*\*\* you must follow the instructions in Chapter >3< as well as those in this chapter.

**b. Return to duty on the same date.** If an employee is being converted to a new appointment on the same date that he or she returns to duty from nonpay status, both the return to duty action 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 Standard Form 50, Notification of Personnel Action, 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. Changes to the work schedule or the number of hours.** If the employee's work schedule or the number of hours he or she works on a part-time basis, will change as a result of a conversion action, the new schedule/hours must be documented. Follow the instructions in Chapter 24 to select the nature of action, authority and remarks for the change in work schedule or hours. If the conversion and the change in work schedule or hours are being documented on a single

Standard Form 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.

If the conversion and the change in work schedule or hours are being documented on a single Standard Form 50, enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F; for a 782/Chg in Hours action, enter the new hours per pay period in block 33. 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 Standard Form 50, document the new work schedule in block 32 and the new hours in block 33; there is no need for a separate change in work schedule or change in hours action.

**d. Employee was separated by reduction in force.** If an employee who is to be separated by reduction in force procedures accepts a nonpermanent *appointment* in the same agency, each action must be documented separately regardless of when the new appointment begins: the losing office processes a 356/Separation-RIF action and the gaining office processes the new appointment.

**Job Aid**

**Instructions for Processing Personnel Actions on Nonstatus Appointments in the Competitive Service**

STEP	ACTION	
1	Use instructions in Chapter 4, to complete the Standard Form 52, Request for Personnel Action.  For actions involving persons already on the rolls of your agency, compare data on Standard Form 52 submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.	
2	Select the nature of action and authority from the tables listed below.	
	<i>For</i>	<i>Use</i>
3	Use Table 10-I to select remarks codes/remarks required by the Office of Personnel Management for the action and enter them in Part F of the Standard Form 52. Also enter in Part F any additional remarks codes/remarks that are required by your agency's instructions or that are necessary to explain the action.	
4	***	
5	Follow your agency's instructions to obtain an approval signature in Part C, block 2, of the Standard Form 52.	
6	Record the action and enter or update suspense/reminder dates in your service record system and in any other tickler system your agency maintains. Examples of such dates include: — not-to-exceed date for appointment — ending date for trial period	
<i>Continued on next page</i>		

## Job Aid

### Instructions for Processing Personnel Actions on Nonstatus Appointments in the Competitive Service, continued

STEP	ACTION	
7	Check <b>The Guide to Personnel Recordkeeping</b> 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 folder.	
8	Prepare and distribute required notices:	
	<i>IF...</i>	<i>THEN...</i>
	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 Standard Form 8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of the payroll office where the individual's records are maintained.
employee is coming from another agency with no break in service (or with a break of three calendar days or less)	<p>make another copy of the Standard Form 50, Notification of Personnel Action, (or list form of notice) and send it to the servicing personnel office in the "losing" agency, requesting that employee's Official Personnel Folder and leave record (Standard Form 1150) be forwarded to your office.</p> <p>If you cannot send a copy of the appointment Standard Form 50 (the "pick-up 50") to the losing agency within 5 days of the effective date of the appointment, send a copy of the appointment Standard Form 52 instead. The copy must be signed by the appointing official in Part C, block 2 of the Standard Form 52.</p> <p>When the gaining agency is using an &gt;OPM-approved electronic SF 52 or SF 52 signature system, use a letter or other written document as required by the losing agency to request the OPF. The request letter or other written document as required by the losing agency must be signed by the appointing official, and contain the information in Part B, blocks 1-6 and 15-22 of the SF 52.&lt;</p>	

**Job Aid****Instructions for Processing Personnel Actions on Nonstatus Appointments in the Competitive Service, continued**

STEP	ACTION	
8	Prepare and distribute required notices, continued:	
	<i>IF...</i>	<i>THEN...</i>
	***	***
9	Follow your agency instructions to distribute the Standard Form 50 copies.	

Pages 10-8 through 10-12 are blank.

**Table 10-B. Appointments Not to Exceed (See Note 1 of this table)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 &amp; 3 of this table)</i>	
1	Reserved							
2	Reserved							
3	Based on selection from a certificate issued from a civil service register maintained under delegation of competitive examining authority from the Office of Personnel Management or a special examining unit authorized by the Office of Personnel Management	>Is not employed by your agency<		115	Appt NTE (date)	BWA	OPM Delegation Agr (no.), (name of installation issuing certificate), Cert No. __	
4		>Is already employed by your agency<		515	Conv to Appt NTE (date)			
5		Is not an employee of your agency		115	Appt NTE (date)	AYM		Direct Hire Authority (Cite OPM authority and date)
6		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)			

**Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 &amp; 3 of this table)</i>	
7	Based on agency's authority to make temporary appointments by selection from a register or outside a register in accordance with procedures in 5 CFR part 333	Is not an employee of your agency		115	Appt NTE (date)	MXM	Reg. 316.402(a)	
8		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)			
9	Based on reinstatement eligibility	Is not an employee of your agency		115	Appte NTE (date)	M6M		Reg. 316.402(b)(1)
10		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)			



Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 &amp; 3 of this table)</i>	
11	Based on person's eligibility for career or career-conditional appointment under 5 CFR 315.601, 315.605, 315.606, 315.607, or 315.609	Is not an employee of your agency		115	Appt NTE (date)	M8M	Reg. 316.402(b)(3)	
12		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)			
13	Based on service overseas while a family member of a civilian employee, a nonappropriated fund employee, or a uniformed service member who is serving overseas (5 CFR 315.608)	Is not an employee of your agency		115	Appt NTE (date)	ZJK		E.O. 12721
14		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)			

**Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 &amp; 3 of this table)</i>
15	Of a former temporary employee of the agency who was originally appointed from a register or under the provisions of 5 CFR part 333	Meets the time limits for reappointment set out in 5 CFR 316.401	Is not an employee of your agency	115	Appt NTE (date)	NAM	Reg. 316.402(b)>(7)<
16			Is already employed in your agency in a different position or under a different appointing authority	515	Conv to Appt NTE (date)		
17	Based on eligibility for a Veterans' Readjustment Authority (VRA) appointment	Is not an employee of your agency		115	Appt NTE (date)	NCM	Reg. 316.402(b)(2)
18				Is already employed in your agency in a different position or under a different appointing authority	515		
19	Of a disabled veteran who has a service-connected disability of 30% or more	Is not an employee of your agency		115	Appt NTE (date)	NEM	Reg. 316.402(b)(4)
20				Is already employed in your agency in a different position or under a different appointing authority	515		

Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 &amp; 3 of this table)</i>
21	***	***		***	***	***	***
22		***		***	***		
23	Based on Postal Career service or Postal Rate Commission service	Is not an employee of your agency		115	Appt NTE (date)	V8L	39 U.S.C. 1006
24		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		
25	Based on service with the General Accounting Office	Is not an employee of your agency		115	Appt NTE (date)	ZQM	>31 U.S.C. 732(g)<
26		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		

**Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 &amp; 3 of this table)</i>
27	Based on service with the Administrative Office of the U.S. Courts	Is not an employee of your agency		115	Appt NTE (date)	ZTU	>28 U.S.C. 602<
28		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		
29	***	***	***	***	***	***	***
30			***	***	***		
31	Under delegated authority to fill a position based on special needs that cannot be met through some existing authority	Is an agency employee's relative who is being hired for a period not to exceed one month to meet urgent needs resulting from an emergency posing immediate threat to life or property or from a national emergency	Is not an employee of your agency	115	Appt NTE (date)	KLM	Reg. 310.202

**Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 &amp; 3 of this table)</i>
32	To a scientific or professional position established under 5 U.S.C. 3104	Is not an employee of your agency		115	Appt NTE (date)	VJM	5 U.S.C. 3325
33		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		
34	To retain an individual in a noncontinuing position taken over by Federal government from public or private enterprise	Is not an employee of your agency		115	Appt NTE (date)	NJM	Reg. 316.701
35	Based on person's eligibility for career appointment after involuntary separation from National Guard Technician Service					ZTM	P.L. 99-586
36	Based on service as an Administrative Law Judge					Is receiving an annuity under the Civil Service Retirement System	Is not already an employee of your agency
37			Is already employed in your agency	515	Conv to Appt NTE (date)		

**Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 &amp; 3 of this table)</i>
38	Retention of an employee who is serving in an excepted service position on an appointment limited to one year or less when that position is brought into the competitive service	Is already employed in your agency		515	Conv to Appt NTE (date)	NMM	Reg. 316.702
39	Based on restoration rights after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.		115	Appt NTE (date)	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)
40	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note >4< of this table)			115	Appt NTE (date)	ALM and (Cite authority code for appointment held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)

**Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 &amp; 3 of this table)</i>
41	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency		115	Appt NTE (date)	ABR	Reg. 330.608
42		Is already employed in your agency		515	Conv to Appt NTE (date)		
43	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency		115	Appt NTE (date)	NUM	Reg. 330.207
44		Is already employed in your agency		515	Conv to Appt NTE (date)		
45	Of a person selected from the Interagency Career Transition Assistance Plan	Is not an employee of your agency		115	Appt NTE (date)	ABS	Reg. 330.707
46		Is already employed in your agency		515	Conv to Appt NTE (date)		
47	Being extended to allow the employee to remain >employed in your agency< in the same or in a successor position for a period not to exceed one year or less			760	Ext of Temp Appt NTE (date)	(Cite legal authority code used to effect the temporary appointment)	(Cite legal authority used to effect the temporary appointment)

**NOTES:**

1. See 5 CFR part 316 for information about temporary limited appointments.
2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg. )" may be cited in addition to any other authority or authorities required by this table.\*\*\*
3. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50), "ABL: Bicultural/Bilingual Selective Factors."
4. If the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it.

**Table 10-C. Provisional Appointment NTE (date)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then the Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note below)</i>
1	Temporary to a continuing position when the agency intends to later convert the employee to a nontemporary appointment and has current authority for such conversion	Is not an employee of your agency	190	Provisional Appt NTE (date)	(Cite code that identifies the authority)	(Cite appropriate authority)
2		Is already employed in your agency	590	Conv to Provisional Appt NTE (date)		

NOTE: Authorities that may be used to make provisional appointments in the competitive service are shown in Table 10-B.



Table 10-D. Temporary Appointment Pending Establishment of a Register

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes &gt;1&amp;2&lt; of this table)</i>
1	Under a general Office of Personnel Management recruiting authority in the absence of eligibles for a Worker-Trainee Program position	Is not an employee of your agency	112	Temp Appt-PER	MBM	Reg. 316.201(b)
2		Is already employed by your agency	512	Conv to Temp Appt-PER		
3	Under a general OPM recruiting authority in the absence of eligibles for a position not described in Rules 1 and 2 that will last more than one year	Is not an employee of your agency	112	Temp Appt-PER	MAM	Reg. 316.201
4		Is already employed by your agency	512	Conv to Temp Appt-PER		
5	Under a specific recruiting authority in the absence of eligibles for a position that will last more than one year	Is not an employee of your agency	112	Temp Appt-PER	MAM and AYM	Reg. 316.201 and Direct-Hire Authority (Cite OPM authority, and date)
6		Is already employed by your agency	512	Conv to Temp Appt-PER		
7	Based on person's eligibility for a career appointment after involuntary separation from National Guard Technician service	Is not an employee of your agency	112	Temp Appt-PER	ZTM	P.L. 99-586
8	Based on service with the General Accounting Office	Is not an employee of your agency	112	Temp Appt-PER	ZQM	>31 U.S.C. 732(g)<
9		Is already employed by your agency	512	Conv to Temp Appt-PER		

**Table 10-D. Temporary Appointment Pending Establishment of a Register (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code Is</i>	<i>And Authority Is (See Notes &gt;1&amp;2&lt; of this table)</i>
10	Based on service under the personnel system of the Administrative Office of the U.S. Court	Is not an employee of your agency	112	Temp Appt-PER	ZTU	>28 U.S.C. 602<
11		Is already employed by your agency	512	Conv to Temp Appt-PER		
12	Based on exercise of restoration rights by employee after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.	112	Temp Appt-PER	QDK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.303 and (Cite authority for appointment held prior to separation upon which restoration is based)
13	Based on Merit Systems Protection Board directive when former employee appeals agency's failure to restore or improper restoration after uniformed service (see Note >3< of this table)				ALM and (Cite authority code for appointment held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
14	Based on exercise of statutory restoration rights by employee after full recovery from compensable injury				QDK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.303 and (Cite authority for appointment held prior to separation upon which restoration is based)

**Table 10-D. Temporary Appointment Pending Establishment of a Register (Continued)**

R U L E	A	B	C	D	E	F
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code Is</i>	<i>And Authority Is (See Notes &gt;1&amp;2&lt; of this table)</i>
15	Based on employee's partial recovery from compensable injury		112	Temp Appt-PER	QDK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.303 and (Cite authority for appointment held prior to separation upon which restoration is based)
16	Ordered by the Merit Systems Protection Board when former employee appeals agency's failure to restore or improper restoration after recovery from compensable injury (see Note >3< of this table)				AQM and (Cite authority code for appointment held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)
17	Based on exercise of reemployment rights under circumstances not covered in Rules 12-16				ZRM and (Cite authority code for appointment held prior to separation upon which reemployment is based)	Other citation (Cite authority for the reemployment) and (Cite authority for appointment held prior to separation upon which reemployment is based)
18		Is already on the rolls of your agency	512	Conv to Temp Appt-PER		

## NOTES:

1. *ZLM: Other Citation (Law, E.O. or Reg.)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.
2. On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use [The Guide to Personnel Data Standards](#) to identify the code for that legal authority.
3. When the Merit Systems Protection Board determines restoration was improper, cancel it following instructions in Chapter 32 of this **Guide**.

Page 10-26 is blank.

Table 10-E. Term Appointment

R U L E	A	B	C	D	E	F
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1&amp;2 of this table)</i>
1	***	***	***	***	***	***
2		***	***	***		
3	Based on selection from a certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from the Office of Personnel Management	Is not an employee of your agency	108	Term Appt NTE (date)	BWA	OPM Delegation Agr (no), (name of installation issuing certificate), Cert No ____
4		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
5	Under a direct hire authority	Is not an employee of your agency	108	Term Appt NTE (date)	AYM	Direct-Hire Authority (Cite OPM authority and date)
6		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
7	Based on employee's eligibility for reinstatement	Is not an employee of your agency	108	Term Appt NTE (date)	MEM	Reg. 316.302>(b)<(1)
8		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
9	Based on person's eligibility for Veterans' Readjustment Appointment	Is not an employee of your agency	108	Term Appt NTE (date)	MGM	Reg. 316.302>(b)<(2)
10		Is already employed in your agency	508	Conv to Term Appt NTE (date)		

**Table 10-E. Term Appointment, continued**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1&amp;2 of this table)</i>
11	Based on eligibility for career or career conditional employment under 5 CFR 315.601, 315.604, 315.605, 315.606, 315.607, 315.609, 315.703, or 315.711	Is not an employee of your agency	108	Term Appt NTE (date)	MJM	Reg. 316.302>(b)<(3)
12		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
13	Based on noncompetitive reappointment of a former term employee who left prior to the expiration of his or her appointment	Is not an employee of your agency	108	Term Appt NTE (date)	MLM	Reg. 316.302>(b)(7)<
14		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
15	Of a disabled veteran who has been retired from active military service with a disability rating of 30 percent or more, or who has been rated by the Veterans Administration within the preceding year as having a compensable service-connected disability of 30 percent or more	Is not an employee of your agency	108	Term Appt NTE (date)	MMM	Reg. 316.302>(b)(4)<
16		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
17	Based on eligibility for noncompetitive career or career-conditional appointment after employment with the Postal Service or Postal Rate Commission	Is not an employee of your agency	108	Term Appt NTE (date)	V8L	38 U.S.C. 1006

**Table 10-E. Term Appointment, continued**

R U L E	A	B	C	D	E	F
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1&amp;2 of this table)</i>
18	Based on the person's reemployment rights	Is not an employee of your agency	108	Term Appt NTE (date)	ZRM and (Cite authority code for appointment held prior to separation upon which reemployment is based)	(Cite authority for the reemployment.) and (Cite authority for appointment held prior to separation upon which reemployment is based)
19		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
20	***	***	***	***	***	***
21		***	***	***		
22	Based on service overseas while a family member of a civilian employee, a nonappropriated funds employee, or uniformed service member who is serving overseas >(5 CFR 315.608)<	Is not an employee of your agency	108	Term Appt NTE (date)	ZJK	E.O. 12721
23		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
24	***	***	***	***	***	***
25		***	***	***		
26	Based on person's eligibility for a career appointment after involuntary separation from National Guard Technician service	Is not an employee of your agency	108	Term Appt NTE (date)	ZTM	P.L. 99-586

**Table 10-E. Term Appointment, continued**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1&amp;2 of this table)</i>
27	Based on possession of special qualifications in a professional or scientific field for a position authorized under 5 U.S.C. 3104	Is not an employee of your agency	108	Term Appt NTE (date)	VJM	5 U.S.C. 3325
28		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
29	Of a temporary employee who was within reach previously for a term appointment, as described in 5 CFR 316.302>(b)(8)<	Is not an employee of your agency	108	Term Appt NTE (date)	MLK	Reg. 316.302>(b)(8)<
30		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
31	Based on service with the General Accounting Office	Is not an employee of your agency	108	Term Appt NTE (date)	ZQM	31 U.S.C. 732(g)
32		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
33	Based on exercise of restoration rights after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.	108	Term Appt NTE (date)	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)

Table 10-E. Term Appointment, continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1&amp;2 of this table)</i>
34	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note >3< of this table)		108	Term Appt NTE (date)	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
35	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency			ABR	Reg. 330.608
36		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
37	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency	108	Term Appt NTE (date)	NUM	Reg. 330.207
38		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
39	Of a person selected from the Interagency Career Transition Assistance Plan	Is not an employee of your agency	108	Term Appt NTE (date)	ABS	Reg. 330.707
40		Is already employed in your agency	508	Conv to Term Appt NTE (date)		



Table 10-E. Term Appointment, continued

R U L E	A	B	C	D	E	F
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1&amp;2 of this table)</i>
41	Retention of an employee who was serving under an excepted appointment with a definite time limit longer than 1 year	Is already employed in your agency	508	Conv to Term Appt NTE (date)	NMM	Reg. 316.702
42	Of a person who was serving under an appointment in the Student Career Experience Program	Is not an employee of your agency	108	Term Appt NTE (date)	ZJM	EO 12015
43		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
44	>Based on current or former employment with the Administrative Office of the U.S. Courts<	Is not an employee of your agency	108	Term Appt NTE (date)	>ZTU<	>28 U.S.C. 602<
45		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
46	Being extended		765	Ext of Term Appt NTE (date)	(Enter same auth code as for the initial appointment)	(Enter same authority as for the initial appointment)

## NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table. \*\*\*
2. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form \*\*\*50), *ABL: Bicultural/Bilingual Selective Factors*. When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite *ABK/ACWA Outstanding Scholar Program* as the second authority.
3. When the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it.

Table 10-F. Status Quo Employment

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is Based on</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
1	Completion of a course of training by a disabled veteran	Is not on your agency's rolls	124	Appt-Status Quo	LBM	Reg. 315.604
2		Is already on the rolls of your agency	524	Conv to Appt-Status Quo		
3	Retention of person whose position in public or private enterprise is taken over by the Federal Government		124	Appt-Status Quo	NJM	Reg. 316.701
4	Retention of an employee who is serving in an excepted service position when that position is brought into the competitive service	Is not on your agency's rolls			NMM	Reg. 316.702
5		Is already on the rolls of your agency	524	Conv to Appt-Status Quo		
6	A statute or Executive order waiving the civil service requirements when competitive status is not conferred by the authority	Is not on your agency's rolls	124	Appt-Status Quo	ZLM	(Enter Law, E.O., or Reg. that authorizes the appointment)
7		Is already on the rolls of your agency	524	Conv to Appt-Status Quo		
8	The person possessing rare skills	Is not on your agency's rolls	124	Appt-Status Quo	NFM	Reg. 316.601
9		Is already on the rolls of your agency	524	Conv to Appt-Status Quo		

Table 10-F. Status Quo Employment (Continued)

R U L E	A	B	C	D	E	F
	<i>If the Appointment is based on</i>	<i>And the Person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
10	Exercise of statutory restoration rights by employee upon full recovery from compensable injury		124	Appt-Status Quo	QBK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)
11	An order from MSPB issued after former employee appeals agency's failure to restore or improper restoration after recovery from compensable injury (see Note 2 of this table)				AQM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)
12	Employee's partial recovery from compensable injury				QCK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)
13	Exercise of restoration rights, after uniformed service				Exercises restoration rights under 38 U.S.C. 4301 et. seq.	QAK and (Cite auth code for appt held prior to separation upon which restoration is based)

Table 10-F. Status Quo Employment (Continued)

R U L E	A	B	C	D	E	F
	<i>If the Appointment is Based on</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
14	MSPB directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2 of this table)		124	Appt-Status Quo	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	
15	Exercise of reemployment rights not covered under Rules 10-14	Is not on the rolls of your agency			ZRM and (Cite auth code for appt held prior to separation upon which reemployment is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
16		Is already on the rolls of your agency	524	Conv to Appt-Status Quo		(Cite authority for the reemployment) and (Cite authority for appointment held prior to separation upon which reemployment is based)

## NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg.)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.

If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.

2. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this **Guide**.

>Page 10-36 is blank.<

Table 10-G. Emergency Appointment

R U L E	A	B	C	D	E	F
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
1	***	***	***	***	***	***
2		***	***	***		
3	>Based on selection from a certificate issued from a civil service register maintained under delegation of competitive examining authority from the Office of Personnel Management<	Is not an employee of your agency	107	Emergency Appt	>BWA<	>OPM Delegation Agr (no.), (name of installation issuing certificate), Cert No. __<
4		Is already employed in your agency	507	Conv to Emergency Appt		
5	From outside a civil service register in the absence of eligibles	Is not an employee of your agency	107	Emergency Appt	HDM	Reg. 230.402(c)
6		Is already employed in your agency	507	Conv to Emergency Appt		
7	Of a person recruited on a standby basis before a national emergency	Is not an employee of your agency	107	Emergency Appt	HGM	Reg. 230.402(d)(1)
8		Is already employed in your agency	507	Conv to Emergency Appt		
9	Of a member of the National Defense Executive Reserve	Is not an employee of your agency	107	Emergency Appt	HJM	Reg. 230.402(d)(2)
10		Is already employed in your agency	507	Conv to Emergency Appt		

**Table 10-G. Emergency Appointment (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
11	Based on reinstatement eligibility	Is not an employee of your agency	107	Emergency Appt	HLM	Reg. 230.402(d)(3)
12		Is already employed in your agency	507	Conv to Emergency Appt		
13	Based on exercise of statutory restoration rights by employee after full recovery from compensable injury		107	Emergency Appt	QBK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)
14	Based on Merit Systems Protection Board directive when former employee appeals agency's failure to restore or improper restoration after recovery from compensable injury (See Note 2 of this table)				AQM and (Cite authority code for appointment held prior to separation upon which restoration is based)	MSBP Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)
15	Based on employee's partial recovery from compensable injury				QCK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)
16	Based on exercise of restoration rights after uniformed service				Exercises restoration rights under 38 U.S.C. 4301 et. seq.	QAK and (Cite authority code for appointment held prior to separation upon which restoration is based)

Table 10-G. Emergency Appointment (Continued)

R U L E	A	B	C	D	E	F
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
17	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2 of this table)		107	Emergency Appt	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
18	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency			ABR	Reg. 330.608
19		Is already employed in your agency	507	Conv to Emergency Appt		
20	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency	107	Emergency Appt	NUM	Reg. 330.207
21		Is already employed in your agency	507	Conv to Emergency Appt		
22	Of a person selected through the Interagency Career Transition Assistance Plan	Is not an employee of your agency	107	Emergency Appt	ABS	Reg. 330.707
23		Is already employed in your agency	507	Conv to Emergency Appt		

**Table 10-G. Emergency Appointment (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
24	Based on restoration under circumstances not described in Rules 11-15	Is not an employee of your agency	107	Emergency Appt	ZRM and (Cite authority code for appointment held prior to separation upon which restoration is based)	(Cite the authority for the restoration) and (Cite authority for appointment held prior to separation upon which restoration is based)
25		Is already employed in your agency	507	Conv to Emergency Appt		

## NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.\*\*\*

2. When the Merit Systems Protection Board determines restoration was improper, cancel it following the instructions in Chapter 32 of this **Guide**.



Table 10-H. Overseas Limited Appointment

R U L E	A	B	C	D	E	F	G
	<i>If the appointee</i>	<i>And the appointment is</i>	<i>And the Person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>And Authority Is (See Note 1 of this table)</i>
1	Is a U.S. citizen recruited overseas	To a position overseas for an indefinite period of time	Is not on your agency's rolls	120	O/S Ltd Appt	HNM	Reg. 301.201
2			Is already on the rolls of your agency	520	Conv to O/S Ltd Appt		
3		To a position overseas for a limited term NTE five years when time limitation is part of a general program for rotating career and career-conditional employees between overseas areas and the U.S. after specified periods of service	Is not on your agency's rolls	122	O/S Ltd Appt NTE (date)		
4			Is already on the rolls of your agency	522	Conv to O/S Ltd Appt NTE (date)		
5	Is a U.S. citizen recruited (because of unusual or emergency conditions which make it infeasible to appoint from a register) in an area where overseas limited appointment is not authorized	To an overseas position for an indefinite period of time	Is not on your agency's rolls	120	O/S Ltd Appt	HRM	Reg. 301.202
6			Is already on the rolls of your agency	520	Conv to O/S Ltd Appt		

**Table 10-H. Overseas Limited Appointment (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the appointee</i>	<i>And the appointment is</i>	<i>And the Person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>And Authority Is (See Note 1 of this table)</i>
7	Is a U.S. citizen recruited (because of unusual or emergency conditions which make it infeasible to appoint from a register) in an area where overseas limited appointment is not authorized	To a position overseas for a term NTE five years when time limitation is part of a general program for rotating career and career-conditional employees between overseas areas and the U.S.	Is not on your agency's rolls	122	O/S Ltd Appt NTE (date)	HRM	Reg. 301.202
8			Is already on the rolls of your agency	522	Conv to O/S Ltd Appt NTE (date)		
9	Is hired for overseas temporary employment to meet administrative needs	For one year or less	Is not on your agency's rolls	122	O/S Ltd Appt NTE (date)	H3M	Reg. 301.203(c)
10			Is already on the rolls of your agency	522	Conv to O/S Ltd Appt NTE (date)		
11	Is exercising restoration rights under 38 U.S.C. 4301 et. seq. after return from unformed service	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	QAK and (Cite auth code for appt 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)
12		To a position overseas for a period NTE 5 years or less		122	O/S Ltd Appt NTE (date)		

Table 10-H. Overseas Limited Appointment (Continued)

R U L E	A	B	C	D	E	F	G
	<i>If the appointee</i>	<i>And the appointment is</i>	<i>And the Person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>And Authority Is (See Note 1 of this table)</i>
13	Is hired based on MSPB directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2 of this table)	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
14		To a position overseas for a period NTE 5 years or less		122	O/S Ltd Appt NTE (date)		
15	Is hired based on exercise of statutory restoration rights after full recovery from compensable injury			120	O/S Ltd Appt	QBK and (Cite auth for appt held prior to separation upon which restoration is based)	

**Table 10-H. Overseas Limited Appointment (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the appointee</i>	<i>And the appointment is</i>	<i>And the Person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>And Authority Is (See Note 1 of this table)</i>
16	Hired based on partial recovery from compensable injury	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	QCK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)
17	Is hired based on an MSPB directive when a former employee appeals agency's failure to restore or improper restoration upon recovery from compensable injury (see Note 2 of this table)					AQM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)

Table 10-H. Overseas Limited Appointment (Continued)

R U L E	A	B	C	D	E	F	G
	<i>If the appointee</i>	<i>And the appointment is</i>	<i>And the Person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>And Authority Is (See Note 1 of this table)</i>
18	Is hired based on exercise of reemployment rights not covered in Rules 11-17	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	ZRM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Cite the authority for the reemployment) and (Cite authority for appointment held prior to separation upon which reemployment is based)
19		To a position overseas for a term NTE five years when time limitation is part of general program for rotation of career and career-conditional employees between overseas areas and the U.S.		122	O/S Ltd Appt NTE (date)		

## NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.

If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.

2. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this **Guide**.

>Page 10-46 is blank.<

Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
1	Employee was required to complete a Standard Form 61, Appointment Affidavit		M01	Appointment affidavit executed (date).
2	Action is an appointment or a conversion to appointment		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, where there is no prior military service, enter "none;" otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]
3			M40	Previous Retirement Coverage: (enter "never covered" or "previously covered") ["Previously covered" indicates that employee was previously covered by the CSRS or the FERS.]
4	Position has promotion potential		K20	Full performance level of employee's position is (enter pay plan and grade).
5	Appointment requires employee to complete a trial period	Employee has already completed that trial period	E03	Trial period completed.
6		Employee has not completed trial period	E19	Appointment is subject to completion of 1-year trial period beginning (date).

Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
7	Action is a >190/Provisional Appt NTE or a 590/Conv to Provisional Appt NTE <		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.
8	Action is a 115/Appt NTE or >515/Conv to Appt NTE<		M06 and A21	Reason for temporary appointment: (state reason). Temporary employees serve under appointments limited to 1 year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to career-conditional appointment.
9	***		***	***
10	***		***	***
11	***		***	***
12	Employee qualified for a position under a training agreement under which he or she is placed directly into target occupation without first meeting qualification standards		E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.

**Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
13	Person is already employed in your agency	Will serve on two (or more) appointments at the same time	M36	Concurrent employment: (identify position or agency unit where concurrently employed)
14	Action is based on employee's eligibility for reinstatement	Agency modified the Office of Personnel Management's qualification standards to qualify employee for the position	K01	Qualification requirements modified because of general OPM amendment.
15	A career appointee in the Senior Executive Service voluntarily requests a change to a position in the competitive service		M20	Action at employee's request.
16	Employee is being retained by the agency under a temporary exception to reduction in force release	The retention has been documented with a 755/Exception to RIF Release action	K60	Action in lieu of RIF separation of employee retained under temporary exception.
17	Person is employed by another agency on a part-time or intermittent appointment ***		M34	On part-time or (intermittent) appointment in (agency).
18	Person is employed by another agency in a nonpay status ***	Will continue in that status after appointment in your agency	M33	On nonpay status in (agency).
19	Employee is a Special Government Employee as defined in sec. 202 of title 18, U.S. Code		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.
20	Employee is converted from a Senior Executive Service appointment	Action is because of employee's less than fully successful performance in the Senior Executive Service position or because of employee's failure to be recertified in the Senior Executive Service	M58	No SES reinstatement rights.



**Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
21	Employee declined conversion to a Senior Executive Service appointment		M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.
22	Appointment is at salary rate above minimum rate of the grade		P04	Superior qualifications appointment made under Reg. 531.203(b).
23	Employee is appointed to or converted to a position for which special higher-than-usual pay rate has been established under 5 U.S.C. 5305 to recruit and retain qualified employees		P05	Special rate under 5 U.S.C. 5305.
24	Employee is appointed to or converted to a supervisory General Schedule position in which he or she supervises higher paid employees under another pay system	Employee receives a supervisory differential	P72	Salary in block 20 includes supervisory differential of \$_____.
25	Employee's salary will be based on his or her highest previous rate of pay	Salary for current action is based on that higher rate	P01	Previously employed at (pay plan, grade, rate.)
26		Agency cannot verify salary before action is effected	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.
27	Rate increase (other than a within-grade increase) is due on effective date of action	A separate Standard Form 50 is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.

Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)

R U L E	A	B	C	D	
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>	
28	Employee is returning after service with the American Institute in Taiwan or an international organization, military service, or absence due to compensable injury	Rate of pay includes increases he or she earned while absent	P06	Pay rate includes WGI's or other rate changes to which employee would have been entitled had he or she remained continuously in Federal service.	
29		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade), effective (date).	
30	Employee is entitled to grade retention under 5 U.S.C. 5362		X37	Employee is entitled to retain grade of (pay plan and grade) through (date).	
31			X61	Retained grade will not be used for purposes of reduction-in-force.	
32			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.	
33			Retained grade is equivalent to grade actually held by the employee prior to reduction which entitled employee to grade retention	X35 (see Note 3 of this table)	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
34			Employee will be entitled another period of grade retention when the current period has ended	X38 (see Note 3 of this table)	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding pay period of grade retention is not terminated earlier.

Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)

R U L E	A	B	C	D
	If	And	Then Remark Code Is	And Remark Is
35	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to lower grade position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
36			X49	Change to lower grade is for personal cause.
37	Employee who is moved out of the Senior Executive Service is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed		X40	Employee is entitled to pay retention.
38	Employee is entitled to pay retention under 5 U.S.C. 5363			
39		Employee's salary is 150% of the maximum rate of the grade to which assigned	X41	Salary is 150% of maximum rate of grade to which assigned.
40	Employee was entitled to pay retention under 5 U.S.C. 5363 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade is for personal cause.
41			X42	Pay retention entitlement is terminated.
42	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.	Nature of Action Code for this appointment is 120 or 124	N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.
43		Nature of Action Code for this appointment is 107, 108, 112, 115, 117, or 122	N24	Severance pay suspended by (agency paying the severance pay) until termination of this appointment.
44	Employee's total salary includes payment for administratively uncontrollable overtime pay		P81	Salary in block 20 includes AUO of \$_____.

Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)

R U L E	A	B	C	D
	If	And	Then Remark Code Is	And Remark Is
45	***		***	***
46	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$_____.
47	Employee who is reemployed under Old Age, Survivor, and Disability Insurance (FICA) coverage, Civil Service Retirement System (CSRS) coverage or CSRS-Offset coverage, is eligible to elect Federal Employees Retirement System coverage as provided in <b>The CSRS and FERS Handbook for Personnel and Payroll Offices</b>	Employee has been given Standard Form 3109, FERS Election of Coverage, and receipt copy has been filed in employee's Official Personnel Folder	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.
48	Employee's retirement code will be "C," "E," "K," "L," "M," or "N"		M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos")
49	Employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under Federal Employees Retirement System	M46	Employee is covered by FERS because of previous election.
50		Rule 49 does not apply	M45	Employee is automatically covered under FERS.
51	Employee has elected to retain coverage under a retirement system for Non-appropriated Fund Instrumentality employees		B63	Elected to retain coverage under a retirement system for NAF employees.

**Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
52	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
53	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
54	<b>Reserved</b>			
55	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.
56	Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)	Elected not to enroll health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits.
57		Cancelled enrollment while in previous agency or office	B01	Cancelled health benefits.
58	Employment is on a short-term basis (meaning that employee is expected to work less than six months in each year) or is on an intermittent basis		B03	Ineligible for health benefits.
59	Action is a 115/Appt NTE or 515/Conv to Appt NTE	Action is not described in Rule 58 above	B52	Ineligible for health benefits until you complete one year of current continuous employment. Then you may elect health benefits for which you will be charged the full premium.
60	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.

Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
61	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 (for example, employee is located in Europe and Official Personnel Folder is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B)		M10	OPF maintained by (name and address of office).
>62	Will be reemployed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.
63		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	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
64			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 5 of this table)<

**Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)**

R U	A	B	C	D
L E	If	And	Then Remark Code Is	And Remark Is
>65	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 553	P10	Annuity at present is \$ pa. (See Note 6 of this table)<

NOTES:

1. Use as many remarks as are applicable.
2. \*\*\*
3. Use this remark in addition to those required by Rules 30-32.
4. \*\*\*
- >5. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
6. 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.<