

**Chapter 19. Continuance NTE
(Nature of Action 750)**

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Chapter 19. Continuance NTE

1. Coverage.

a. This chapter covers:

- Actions that document waiver from mandatory retirement, and
- Extension of the not-to-exceed (NTE) date of a previous waiver.

Mandatory retirement is explained in sections 8335 and 8425 of title 5, U.S. Code and in section 4052 of title 22, U.S. Code. Table 19 lists the groups of employees who are subject to it.

b. This chapter does not cover situations where an employee is reemployed immediately after retirement. In those cases, follow instructions in Chapter 30 to document the retirement. Then follow instructions in Chapter 8 and in the appropriate appointment chapter (Chapters 9-13) to document the subsequent appointment action.

2. Instructions.

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

b. Use Table 19-A to select the nature of action and legal authority and enter them in blocks A-D of the Standard Form 52. If the action is being taken under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by the Office of Personnel Management) instead of the authority and code shown in this chapter.

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

c. The effective date is the date following the date on which the employee would otherwise be separated for mandatory retirement or the date following the not-to-exceed date of the previous continuance. The not-to-exceed (NTE) date is the date specified in the Office of Personnel Management letter or agency order which approves the continuance.

d. Fill in remaining blocks on Standard Form 52 as required by instructions in Chapter 4. Then follow your agency's instructions to obtain approval signature in Part C, block 2, of Standard Form 52.

e. Follow instructions in Chapter 4 to complete the Standard Form 50, Notification of Personnel Action. Follow your agency's instructions to have it signed or authenticated.

f. Enter or update suspense or reminder dates in any suspense date system your agency maintains. These dates may include:

- NTE date for continuance, or
- date eligible for within-grade increase.

g. Check **The Guide to Personnel Recordkeeping** to decide if any of the documents submitted or created in connection with the continuance should be filed on the right side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.

h. ***

- i.** Distribute Standard Form 50 copies as appropriate.

Table 19. Documentation of Continuances

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>U</i>	<i>If the employee is</i>	<i>Then the Continuance Must be Approved by the</i>	<i>Nature of Action Code Is</i>	<i>Nature of Action Is</i>	<i>Legal Authority Code Is</i>	<i>And Legal Authority Is</i>
<i>L</i>						
<i>E</i>						
1	An Air Traffic Controller employed by the Department of Transportation who is under age 61	Secretary of Transportation	750	Continuance NTE (date)	UNM	(Cite agency document or order approving the continuance and its date).
2	An Air Traffic Controller employed by the Department of Defense who is under age 61	Secretary of Defense				
	A law enforcement officer or firefighter who is under age 60	Head of agency				
4	An air traffic controller age 61 or older, or a firefighter age 60 or older	Office of Personnel Management			AUM	(Cite OPM letter approving the continuance and its date).
5	Covered by the Foreign Service Retirement and Disability System	Secretary of State			UFM	FS Act of 1980.
> 6	A Nuclear Materials Courier employed by the Department of Energy who is 57 or older	Secretary of Energy			UGM	FY 99 National Defense Authorization Act, effective 10/17/98<

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