

**Chapter 26. Change in Tenure Group
(Nature of Action 880)**

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<i>For related information on</i>	<i>See</i>
Use of tenure group in reduction in force	5 CFR part 351, subpart E

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Chapter 26. Change in Tenure Group

1. Coverage.

a. This chapter covers changes in tenure group that occur *without* a change in the appointment on which the employee is serving. Tenure groups are the categories in which competitive service and excepted service employees are grouped for reduction in force purposes. Figure 26 contains definitions of the tenure groups and Table 26 lists the circumstances when a tenure group may change.

b. This chapter does not cover:

(1) Changes in tenure group that result from a change in the appointment on which the employee is serving. These changes are processed as appointments or conversions to appointments (see Chapters 9-13).

(2) Correction of an erroneous tenure group code on a previous Standard Form 50, Notification of Personnel Action (see Chapter 32).

2. Effective Date.

A change in tenure group is effective on the first calendar day following the day on which the required service period is completed. For example, if an employee **completes the service** for career tenure **on 03-16-99**, the employee's change to tenure group 1 is **effective on 03-17-99**.

3. Use of Standard Form 52.

Although a Standard Form 52, Request for Personnel Action, is needed to process many actions, its use for change in tenure group actions is optional. The Standard Form 50, for the change in tenure group can

be prepared directly from the information in the employee's Official Personnel Folder or in your agency's automated system. When a Standard Form 52 is used, it is prepared in the personnel office and is used only as a working document to prepare the Standard Form 50. No requesting official signatures are needed.

4. Instructions.

a. Use Figure 26 to determine the tenure group in which the employee belongs.

b. Use Table 26 to select the nature of action and authority and enter them in blocks 5A-5D of the Standard Form 52/50. 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.

c. Select from Table 26 the remark code and remark required by the Office of Personnel Management for the action and enter them in Part F of the Standard Form 52 or block 45 of the Standard Form 50. Also enter any additional remarks/remarks codes that are necessary to explain the action.

d. When a Standard Form 52 is used, follow the instructions in Chapter 4 to complete the form; follow your agency's instructions to obtain the approval signature in Part C, block 2, of the Standard Form 52. (When a Standard Form 52 has *not* been used, the Standard Form 50 must be signed on or before the effective date of the action.)

e. Follow the 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. Post the change in tenure on any other agency's records that show tenure groups, such as retention registers for reduction in force.

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

h. Distribute Standard Form 50.

Figure 26. Tenure Group Definitions

<i>Tenure Group</i>	<i>Competitive Service</i>	<i>Excepted Service</i>
0	Employees who are not in tenure groups 1, 2, or 3	Employees who are not in tenure groups 1, 2 or 3
1	Employees who are serving under career appointments and a) Have completed initial appointment probation or b) Are not required to serve initial appointment probation	Employees whose appointments carry no restrictions or conditions such as conditional, indefinite, specific time limitation, or trial period
2	Employees serving under career-conditional appointments and career employees serving initial appointment probation	Employees who are serving trial periods and employees whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system
3	Employees who are serving under: a) Temporary appointments pending establishment of register (TAPER), b) Term appointments, c) Appointment-Status Quo, d) Any appointments designated as indefinite, e) Any other nonstatus nontemporary appointments which meet the definition of provisional appointments as defined in title 5, Code of Federal Regulations, parts 316.401 and 316.403.	Employees who: a) are serving under indefinite appointments, that is appointments without specific time limitation but not actually (or potentially) permanent; b) are serving under appointments with specific time limitations of more than one year; or c) though currently under appointments limited to one year or less, complete one year of current, continuous service.

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Table 26. Change in Tenure Group

<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>H</i>		
	<i>If employee's Position is in the</i>	<i>And the change results from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>Remark is</i>		
1	Competitive Service	Completion of service requirement for career tenure	880	Chg in Tenure Group	KMM	Reg. 315.202	T07	Completed service requirement for career tenure from (date) to (date).		
2		Career employee's completion of an initial appointment probationary period					PGM	Reg. 351.501	E04	Initial probationary period completed.
3		Reasons other than those in Rules 1 or 2							T29	(Briefly state reason for change in tenure group.)
4	Excepted Service	Completion of trial period			PKM	Reg. 351.502	E03	Trial period completed.		
5		Completion of one year of continuous excepted service under a temporary appointment					T11	Completed one year of current, continuous service.		
6		Reasons other than those in Rules 4 and 5					T29	(Briefly state reason for change in tenure group.)		

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