



COMMON CODES – CAPITAL HR

APPOINTMENT <i>Common Nature of Action Codes</i>	
NOAC	Nature of Action
100	Career Appt
101	Career Conditional Appt
102	Career Executive Assign
103	Career Executive Assign-Cond
104	NonCareer Executive Assign
107	Emergency Appt
108	Term Appt NTE (date)
115	Appointment NTE (date)
117	Summer Appt NTE (date)
128	Limited Executive Assign
130	Transfer
132	Mass Transfer
140	Reinstatement Career
141	Reinstatement Career-Conditional
170	Excepted Appt
171	Excepted Appt NTE (date)

APPOINTMENT <i>Common Legal Authority Codes</i>		
Authority Code	Auth Code Descrp.	Notes
BWA	OPM Del Agr No. HHS NIH-1Cert #	
AYM	Reg. 337.201	Direct Hire Recruiting Authority (Select a second authority code from Table 9-B of the Guide to Processing Personnel Actions).
KQM	Reg. 315.401	Reinstatement (Employee has previously served on a Career or Career-Cond. Appointment).
L3M	Reg. 315.708	Fellow under the Presidential Management Fellows Program.
LYP	Reg. 315.712	Federal Career Intern Program.
ZJM	E.O. 12015	Appointments from the Student Career Experience Program.
ZLM	42 USC 209 (g) or 42 USC 209 (f)	Appointments under Title 42 USC 209.
Y*K	Sch B, 213.3202(a)	Appointments under the Student Temporary Employment Program.
Y*M	Sch B, 213.3202(a)	Appointments under the Student Career Experience Program.
J8M	Pub. Law 107-288	Appointments under the Veterans Recruitment Appt.

SEPARATION <i>Common Nature of Action Codes</i>	
NOAC	Nature of Action
300	Retirement - Mandatory
301	Retirement - Disability
302	Retirement - Voluntary
317	Resignation
330	Removal
350	Death
352	Termination Appt In (Agency)
353	Separation US Uniform Service
355	Termination - Expiration of Appt.
357	Termination
385	Termination During Prob/Trial Period
386	Discharge

SEPARATION <i>Common Legal Authority Codes</i>		
Authority Code	Auth Code Descrp.	Notes
RUM	Reg. 715.202 other	Resigns while serving an initial appointment probation or a trial period, or while serving on an appointment that does not afford the employee any appeal rights.
RPM	Reg. 715.202	Voluntary resignation and employee has appeal rights.
DFM	5 CFR part 715 Prom	Employee transfers to a new agency without a break in service to take a higher graded position.
DKM	5 CFR part 715 CLG	Employee transfers to a new agency without a break in service to accept a lower graded position.
DBM	5 CFR part 715	Employee transfers to a new agency without a break in service to accept a position at the same grade or different pay system.



COMMON CODES - CAPITAL HR

CONVERSION <i>Common Nature of Action Codes</i>	
NOAC	Nature of Action
500	Conv to Career Appt.
501	Conv to Career Conditional Appt.
502	Conv to Career Executive Assign
503	Conv to Career Executive Assign-Cond
504	Conv to NonCareer Executive Assign
507	Conv to Emergency Appt NTE (date)
508	Conv to Term Appt. NTE
512	Conv to Temp Appt-Pending Estab of a Register
515	Conv to Temp Appt. NTE
517	Conv to Summer Appt NTE (date)
520	Conv to Overseas Ltd Appt
524	Conv to Appt-Status Quo
528	Conv to Limited Executive Assign
540	Conv to Reinstatement Career
541	Conv to Reinstatement Career Cond
542	Conv to SES Career Appt
543	Conv to Reinstatement - SES Career
546	Conv to SES NonCareer Appt
570	Conv to Excepted Appt
571	Conv to Excepted Appt. NTE

CONVERSION <i>Common Legal Authority Codes</i>		
Authority Code	Auth Code Descrp.	Notes
BWA	OPM Del Agr No. HHS NIH-1, Cert #_____	
AYM	Re. 337.201	Select a second authority code from Table 9-B of the Guide to Processing Personnel Actions.
KQM	Reg. 315.401	Employee has previously served on a Career or Career-Cond. Appointment.
L3M	Reg. 315.708	Conv from a Fellow under the Presidential Management Fellows Program.
L1M	Reg. 315.709	Conv from an appt. which was made under Sch A 213.3102 (t), (u), or (gg).
LYP	Reg. 315.712	Conv from a Federal Career Intern Program.
LYM	Reg. 315.705	Conv from a Veterans Recruitment Appt.
ZJM	E.O. 12015	Conv from a Student Career Experience Program.
ZLM	42 USC 209 (g) or 42 USC 209 (f)	Conv under Title 42.
Y*K	Sch B, 213.3202(a)	Conv under the Student Temporary Employment Program.
Y*M	Sch B, 213.3202(a)	Conv under the Student Career Experience Program.
J8M	Pub. Law 107-288	Conv under the Veterans Recruitment Appt.

REASSIGNMENT <i>Common Nature of Action Codes</i>	
NOAC	Nature of Action
721	Reassignment
7211	Transfer: Agency to Agency
7213	Transfer: Program to Program-Same Agency
7216	Transfer: Into Training/Intraining Status Chg
7217	Transfer: From Training to General Duty
7218	Transfer: Into Lv Without Pay Status
721A	Reassignment SES
721X	Reassignment (Prior Action)

REASSIGNMENT <i>Common Legal Authority Codes</i>		
Authority Code	Auth Code Descrp.	Notes
N2M	Reg 335.102	Removes temporary limitation placed on an Promotion NTE by making it permanent without further competition.
N3M	Reg 335.102 Comp	Competitive selection from Merit Promotion or Merit Staffing procedures.
N7M	Reg 335.102 Reclass	Reclassification of position due to additional duties.
N8M	Reg 335.102 Exc to Comp	Competition is waived because employee is promoted to grade previously held.
VGP	5 USC 5107	The upgrading of a position due to new or revised OPM classification standards or job grading standards.