

NATURE OF ACTIONS

The following Nature of Actions, and their Authority, are to be used when documenting actions on the Individual Retirement Records (IRR's) for former Federal appointees employed by the Cooperative Extension Service (CES). Questions regarding these Nature of Actions, or their use, should be addressed to the U. S. Department of Agriculture (USDA), Agricultural Research Service, Human Resources Division, Metropolitan Services Branch, Cooperative Extension Team. Some of the Nature of Actions are unique to the USDA, Cooperative Extension Service.

APPOINTMENT ACTIONS

AUTHORITY

1 Re-Appointment

CHANGE ACTIONS

3 Promotion
4 Administrative Pay Increase
5 Administrative Pay Decrease
6 Reassignments (that result in a pay change)
7 Sabbatical NTE
8 Military Furlough NTE
9 LWOP NTE
10 Ext of LWOP NTE
11 Return to Duty
12 Change in SCD for Retirement
13 Change in Retirement Plan
13 Change in TSP (from enrolled to not enrolled or vice versa) Show the change in Remarks

14 Change In FEGLI (from enrolled to not enrolled or vice versa) “ ” “ ”
15 Change In FEHB (from enrolled to not enrolled or vice versa) “ ” “ ”
16 Name Change from
17 Change in Work Schedule
18 Change in Hours
19 Change in Source of Funding
20 Change in Duty Station
21 Elected Full Living Benefits
22 Elected Partial Living Benefits
23 Military Service History and Deposit Record
24 Deposit for Non-Deducted Service
25 Redeposit for prior CSRS service
26 No Post -1956 Military Service Credit
Deposit Made with This Agency
27 (Year) Part-Time Paid Hours xxx

SEPARATION ACTIONS

AUTHORITY & CODE

Resignation		
Resignation ILIA		
Term Appt in (Agency)		
Termination - Inefficiency		
Termination - Reduction in Force		
Termination		
Retirement-Disability (CSRS or FERS)		
Retirement-Voluntary (CSRS or FERS)		
Retirement Special Option (CSRS Early Out)	*V3P and AZM	*5U.S.C. 8336 (d) (2) *OPM Authorization
Retirement Special Option (FERS Early Out)	*USM and AZM	*5 U.S.C. Chapter 84 *OPM Authorization
Retirement-In Lieu of Involuntary Action (ILIA) (CSRS DSR or FERS DSR))		
Retirement Mandatory (CSRS or FERS)		
Death		

Note: Nature of Actions that have Authorities and Authority Codes must include the Authority and Code on the IRR's.

* These authorities may change. The proper authority will be included in the letter of approval for the Voluntary Early Out request.

Revised 11/9/2004