



Hiring an NSEP Award Recipient

A Guide to Non-Competitively
Appointing NSEP Award Recipients to
Federal Jobs

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Introduction

Thank you for your interest in hiring a National Security Education Program (NSEP) award recipient! This guide provides a step-by-step overview on non-competitively appointing NSEP award recipients (e.g. Boren Scholars, Boren Fellows, and English for Heritage Language Speakers (EHLS) Scholars) to federal positions.

All active NSEP award recipients with an unfulfilled federal service requirement are eligible for non-competitive hire. Federal agencies have the authority to conduct non-competitive hiring thanks to the David L. Boren National Security Education Act (50 U.S. Code § 1902), as amended by the National Defense Authorization Acts of Fiscal Year 2013 and Fiscal Year 2018, and Schedule A 213.3102 (r). The text of and references to both of these legal authorities are included in this guide.

To facilitate the recruitment and hiring of NSEP award recipients, the NSEP Office offers a number of free services to federal agencies, including the hosting of exclusive recruitment events and advertising positions on the NSEPnet Job Board.

This guide was developed by NSEP, a component of the Defense Language and National Security Education Office (DLNSEO) at the U.S. Department of Defense.

If you have questions about the NSEP hiring process, please contact the NSEP Service Team at nsep@nsep.gov, or reach out directly to Ms. Rachel Jovert at rachel.f.jovert.civ@mail.mil or Mr. Michael Alston at michael.a.alston29.ctr@mail.mil.

Chapter 1: The National Security Education Program (NSEP)

The National Security Education Program (NSEP) was established by the [David L. Boren National Security Education Act of 1991 \(U.S. Code 50, 1901 et seq.\)](#). NSEP represents an investment in vital expertise in languages and regions critical to U.S. national security. The program is implemented by the Secretary of Defense, who has delegated their authority to the Under Secretary of Defense for Personnel and Readiness.

NSEP is a key component of the Defense Language and National Security Education Office (DLNSEO) in the U.S Department of Defense (DoD). DLNSEO's mission is to provide strategic direction and programmatic oversight to the Military Departments, Defense field activities, and the Combatant Commands on present and future requirements related to language and regional expertise. As part of DLNSEO, NSEP plays an ever-increasing role in building a workforce ready to serve critical national security needs.

The DLNSEO office oversees the eight National Security Education Programs, which are:

- [David L. Boren Scholarships](#)
- [David L. Boren Fellowships](#)
- [Regional Flagship Languages Initiative](#)
- [The Language Flagship](#)
- [Project Global Officer \(Project GO\)](#)
- [English for Heritage Language Speakers](#)
- [Language Training Centers](#)
- [National Language Service Corps](#)



More information about DLNSEO, NSEP, and each of the programs listed above can be found on the DLNSEO website at [DLNSEO.mil](https://dlnseo.mil).

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FAQs – About NSEP

Who receives awards/support from NSEP?

NSEP provides funding and training opportunities for critical language to students at US institutions of higher education through the **Boren Awards** program (**Boren Scholarships** for undergraduates and **Boren Fellowships** for graduate students), the **Regional Language Flagship Initiative**, and the **Language Flagship**. The **English for Heritage Language Speakers (EHLS)** Scholarship program provides funding for native speakers of critical languages to complete intensive, professional-level English studies at Georgetown University through an eight-month program.

NSEP also provides language training to Reserve Officer Training Corps (ROTC) students through **Project Global Officer**, and to active-duty military personnel through the **Language Training Centers**.

Additionally, NSEP provides surge capability for federal organizations that have immediate translation and interpretation needs through the **National Language Service Corps (NLSC)**, which is composed of volunteers with critical language skills who can be activated for missions as needed.

More information about all of NSEP's programs is available at [DLNSEO.mil](https://dlnseo.mil).

Are NSEP award recipients U.S. citizens?

Yes, U.S. citizenship is one criterion for receiving an NSEP award.

Who funds NSEP's programs?

NSEP was established by Congress through the [David L. Boren National Security Education Act \(NSEA of 1991 \(P.L. 102-183\), as amended, codified in 50 U.S.C. 1901 et seq.](#) The Department of Defense executes and sustains NSEP's programs.

Who oversees NSEP's programs?

NSEP's parent office DLNSEO is a directorate of the Defense Human Resources Activity (DHRA), a U.S. Department of Defense field activity. Additionally, oversight of NSEP programs is provided by the Under Secretary of Defense for Personnel and Readiness (USD(P&R)). The USD(P&R) or their designee chairs the National Security Education Board (NSEB). The NSEB is composed of representatives from eight federal departments and six Presidential appointees, who together provide industry insight and interagency input on NSEP programs.

What languages do NSEP award recipients study?

NSEP award recipients study a wide variety of languages critical to U.S. interests. The emphasis for programs is on studying languages that are not commonly taught at U.S. institutions of higher education, and which are spoken outside of Western Europe. For example, the Boren Awards program includes a prioritized list of approved languages like Mandarin Chinese, Farsi, many dialects of Arabic, Russian, Korean, Indonesian, Hindi, Gan, Twi, Swahili, Portuguese, and many more.

What academic backgrounds do NSEP award recipients have?

NSEP award recipients have a wide variety of academic backgrounds. Undergraduate students of any major can apply for the Boren Scholarship to support overseas language study, and in addition to international affairs, students with backgrounds in STEM, history, political science, business, and even

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art programs routinely receive Boren Scholarships. Graduate students (including Masters of Arts, Masters of Science, Masters of Business Administration, and even Juris Doctor and Medical Doctor students) can apply for Boren Fellowships from any academic discipline.

Participants in the Language Flagship Program commit to a 4-year course of study in their chosen critical language but may also complete majors in other academic disciplines along with their language studies.

Why should I hire an NSEP award recipient?

In addition to their commitment to public service, NSEP award recipients typically come from the top 10% of their academic classes, offer unmatched professional expertise, and possess advanced regional and linguistic skills in less-frequently studied geographic areas that are considered critical to U.S. national security.

Which NSEP award recipients could I hire?

Those who receive a Boren Award, either a Scholarship or Fellowship, and English for Heritage Language Speakers (EHLS) Scholars are the award recipients who commit to working for the U.S. federal government upon completion of their studies, and they are the two groups most immediately available for non-competitive hire through NSEP. More about hiring award recipients is included in Chapter 2.

How many NSEP award recipients are currently looking for qualifying employment?

As of September 2024, there were approximately 1,000 NSEP award recipients with active service requirements still seeking qualifying employment. These individuals have many different academic backgrounds, are proficient in a variety of languages, and many of them have extensive overseas experience, making them flexible, adaptable, and extremely capable future employees.

Chapter 2: The NSEP Hiring Authorities

A major benefit to those who receive a Boren Award or an English for Heritage Language Speakers (EHLS) Scholarship from NSEP (besides funding for their studies) is the non-competitive eligibility (NCE) for federal hiring afforded to recipients upon completion of their studies. Additionally, NSEP award recipients make a formal commitment to bring their skills into federal service after completing their program and are driven by the opportunity to work in support of U.S. national security interests.

An individual with NCE may be hired outside of the competitive process, without respect to the standard hiring provisions of Title 5 hiring regulations. Candidates with NCE do not need to apply for positions advertised to the public on USAJOBS.gov or other hiring sites and can be hired through a streamlined process. Some other programs that afford NCE to program alumni include the Peace Corps, the Department of State's Critical Language Scholarship (CLS), and certain groups of people including family of military service members also have NCE under various legal authorities.

There are **two distinct special hiring authorities** (also known as "hiring exemptions") that confer NCE upon NSEP award recipients:

1. **Schedule A (r); and**
2. **The National Defense Authorization Act of Fiscal Year 2013 (NDAA'13)**

Under **Schedule A (5 CFR 213.3102(r))**, any federal agency without exception can appoint an NSEP award recipient to a term position in the excepted service, not to exceed (NTE) four years. The term position may be for a duration of anywhere from one to four years, depending on the needs of the hiring agency.

Under the **National Defense Authorization Act of Fiscal Year 2013 (NDAA'13)**, designated federal agencies with national security responsibilities may non-competitively appoint an NSEP award recipient to the excepted service. Under this authority, they may also later convert that appointee after 2 years of continuous employment to a career or career-conditional status in the competitive service.

The NDAA'13 hiring authority can only be utilized by federal agencies with national security responsibilities. A full list of the organizations currently approved to hire and convert NSEP award recipients under NDAA'13 is included on pages 14-16 of this guide. New organizations may also petition the National Security Education Board (NSEB), the Board which oversees NSEP programs, to be authorized to use this appointing authority. For more information about the petition process, reach out to the NSEP Service Team at nsep@nsep.gov.

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Summary of NSEP Hiring Authorities

References:

- A. Excepted Service Appointing Authority, Schedule A - 5 CFR 213.3102 (r), dated 28 November 1997
- B. Section 802 (k) of the David L. Boren National Security Education Act of 1991 (50 U.S.C. 1902 (k)), as amended by Section 956 - **Expansion of Persons Eligible for Expedited Federal Hiring Following Completion of National Security Education Program Scholarship**, Public Law 112-239 (NDAA FY 2013), dated 2 January 2013
- C. Section 802 (k) of the David L. Boren National Security Education Act of 1991 (50 U.S.C. 1902 (k)), as amended by Section 1625 - **Consideration of Service by Recipients of Boren Scholarships and Fellowships in Excepted Service Positions as Service by such Recipients Under Career Appointments for Purposes of Career Tenure**, Public Law 115-91 (NDAA FY 2018), dated 12 December 2017

Guidelines

Federal organizations may make non-competitive appointments of NSEP award recipients under the David L. Boren National Security Education Act of 1991 without regard to the provisions of Title 5 governing appointments in the competitive service. The two distinct hiring authorities are (1) Schedule A, 5 CFR 213.3102 (r) and (2) the National Defense Authorization Act for FY 2013 (NDAA'13).

- 1. Under 5 CFR 213.3102 (r), any federal agency may non-competitively appoint an NSEP Scholarship or Fellowship recipient to a term position lasting up to four years. The only restriction is that appointees must have an unfulfilled NSEP service requirement.

The Schedule A appointing authority does not have a non-competitive conversion option at the conclusion of the appointment period. However, individuals serving under Schedule A, who have not completed their NSEP service obligation, may be reappointed under NDAA' 13 to take advantage of the non-competitive conversion to career or career-conditional status after two years of service.

- 2. Under NDAA' 13, any federal agency with national security responsibilities may non-competitively appoint an NSEP award recipient to the excepted service and later convert that appointee to career or career conditional status in the competitive service. Those eligible for appointment under this expanded authority are:
 - a. NSEP award recipients who have an existing service requirement to the federal government; or
 - b. Award recipients who have completed their service requirement and are currently employed by the federal government in temporary or term appointments in the excepted service; or
 - c. Award recipients who have been separated from federal service for less than one year,

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and, at the time of separation, were serving in temporary or term appointments in the excepted service.

The conversion occurs after the appointee has completed two years of continuous federal service. Under NDAA' 18, Reference C, all time served prior to conversion to career or career-conditional status is creditable toward career tenure in the competitive service. Candidates must meet all qualification requirements, in addition to special selective factors for the position.

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Schedule A (r)

§ 213.3102 Entire executive civil service.

- (r) Positions established in support of fellowship and similar programs that are filled from limited applicant pools and operate under specific criteria developed by the employing agency and/or a non-Federal organization. These programs may include: internship or fellowship programs that provide developmental or professional experiences to individuals who have completed their formal education; training and associateship programs designed to increase the pool of qualified candidates in a particular occupational specialty; professional/industry exchange programs that provide for a cross-fertilization between the agency and the private sector to foster mutual understanding, an exchange of ideas, or to bring experienced practitioners to the agency; residency programs through which participants gain experience in a Federal clinical environment; and programs that require a period of Government service in exchange for educational, financial or other assistance. Appointments under this authority may not exceed 4 years.

Full text of 5 CFR Section 213.3102 may be found in the electronic CFR, maintained by the National Archives and Records Administration: <https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-213/subpart-C/subject-group-ECFR2a2db745208d125/section-213.3102>

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NDAA'13

Modifies the David L. Boren National Security Education Act of 1991, Chapter 50 of the U.S. Code of Federal Regulations (§ 1902)

Section (k) Employment of program participants

(1) Appointment authority

The Secretary of Defense, the Secretary of Homeland Security, the Secretary of State, or the head of a Federal agency or office identified by the Secretary of Defense under subsection (g) as having national security responsibilities-

(A) may, without regard to any provision of title 5, governing appointments in the competitive service, appoint an eligible program participant-

(i) to a position in the excepted service that is certified by the Secretary of Defense under clause (i) of subsection (b) (2) (A) as contributing to the national security of the United States; or

(ii) subject to clause (ii) of such subsection, to a position in the excepted service in such Federal agency or office identified by the Secretary; and

(B) may, upon satisfactory completion of two years of substantially continuous service by an incumbent who was appointed to an excepted service position under the authority of subparagraph (A), convert the appointment of such individual, without competition, to a career or career-conditional appointment.

Full text of 50 U.S.C. § 1902 is available at the official House of Representatives website:

<https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title50-section1902&num=0&edition=prelim>

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Which authority to use: Schedule A (r) or NDAA'13?

Two of the most common questions NSEP gets from hiring managers are: 1) what are the differences between Schedule A (r) and NDAA'13? and 2) which authority should I use to hire an award recipient?

Generally, NSEP recommends that if an organization is authorized to use NDAA'13 and they intend to keep a new hire on long-term (if they're a good fit), they should initially appoint that new hire under the NDAA'13 authority. Organizations that are not authorized to use NDAA'13 may use Schedule A (r) to hire an NSEP award recipient into a term appointment, but under that authority they cannot retain the new hire for more than 4 years.

Organizations who have a short-term hiring need can hire NSEP award recipients for 1 to 4 years using Schedule A (r). **If you have a short-term hiring need, be sure to specify that the position would be time-limited when advertising the vacancy.** NSEP award recipients who do not have past federal service may now know what a "term" appointment is, and may need clarification on this.

Below is a chart that compares the two authorities side-by-side so you can best determine which fits your hiring needs.

Authority:	Schedule A (r)	NDAA'13
Appointment Type:	Excepted service, time limited	Excepted service, not time limited
Time limit:	Appointment can last 1-4 years	None
Non-competitive conversion option?	No	Yes, option to convert from the excepted service to the competitive service after 2 years
Best for:	Short-term hiring needs	Keeping employee on permanently (at the discretion of the agency)
May be used by:	Any federal organization, without exception	Only orgs that have national security responsibilities, listed on pages 14-16
Personnel/staffing numbers:	For some agencies, term Schedule A (r) appointments might not count against personnel/staffing numbers. Check with agency HR on this.	Usually counts against personnel/staffing numbers and a billet needs to be available for the initial hire. Check with agency HR on this.

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Organizations Authorized to Use NDAA'13

Below, you will find the list of federal agencies and offices that have national security responsibilities and are authorized to appoint NSEP award recipients using the NDAA'13 hiring authority, as determined by the National Security Education Board (NSEB). New agencies can petition the NSEB to be added to this list. For information about the petition process, contact the NSEP Service Team at nsep@nsep.gov.

List of Federal Agencies with National Security Responsibilities

Department of Defense

- All departments, agencies, commands, and activities

Department of State

- All bureaus, agencies and offices including the following:
 - Bureau of Intelligence and Research
 - U.S. Embassies
 - National Foreign Affairs Training Center
 - Regional and functional bureaus
 - U.S. Agency for International Development

Department of Homeland Security

- All agencies and offices

Intelligence Community

- All agencies and offices

Department of Commerce

- Bureau of Industry and Security
- International Trade Administration
- Commercial Law Development Program

Department of Energy

- National Nuclear and Security Administration
- Office of Nuclear Energy, Science and Technology
- Office of Policy and International Affairs
- National laboratories

Department of Health and Human Services

- Centers for Disease Control and Prevention
- Assistant Secretary of Public Affairs

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List of Federal Agencies with National Security Responsibilities (Continued)

Department of Housing and Urban Development

- Office of Field Policy and Management

Department of Justice

- Criminal Division
- Drug Enforcement Administration
- Federal Bureau of Investigation
- National Drug Intelligence Center
- National Virtual Translation Center

Department of Labor

- Bureau of International Labor Affairs

Department of Transportation

- Federal Motor Carrier Safety Administration

Department of the Treasury

- Office of Foreign Assets Control
- Office of International Affairs

Department of Veterans Affairs

Environmental Protection Agency

Executive Office of the President

- National Security Council Staff
- Office of Management and Budget - National Security and International Affairs Division
- Office of National Drug Control Policy
- Office of Science and Technology Policy
- Office of the U.S. Trade Representative

Independent Agencies

- Export-Import Bank of the U.S.
- Overseas Private Investment Corporation
- Millennium Challenge Corporation
- National Aeronautics and Space Administration - Office of International and Interagency Relations
- National Labor Relations Board
- Office of Personnel Management - National Background Investigations Bureau
- Peace Corps
- United States International Trade Commission
- United States African Development Foundation

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List of Federal Agencies with National Security Responsibilities (Continued)

United States Congress

- Congressional Budget Office: Defense and International Affairs
- Congressional Research Service
- United States Congressional Committees
 - Senate
 - Appropriations
 - Armed Services
 - Commerce, Science, and Transportation
 - Energy and Natural Resources
 - Finance
 - Foreign Relations
 - Homeland Security and Governmental Affairs
 - Judiciary
 - Select Committee on Intelligence
 - House of Representatives
 - Appropriations
 - Banking and Financial Services
 - Budget
 - Commerce
 - Foreign Affairs
 - National Security
 - Resources
 - Science
 - Transportation and Infrastructure
 - Ways and Means
 - Permanent Select Committee on Intelligence
 - Select Committee on Homeland Security

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NCE and the NSEP Service Requirement

NSEP award recipients sign a formal service agreement that stipulates that they will work for the federal government upon completion of their NSEP-funded program. This term of service is referred to by NSEP as the “service requirement”.

The majority of NSEP award recipients have a service requirement equal to 12 months of full-time work for the federal government. Award recipients have several years from the time they complete their studies until they need to start fulfilling this requirement, with the NSEP Service Team providing job search support along the way.

One important criterion for NCE under the NSEP special hiring authorities is that **in order for an NSEP award recipient to be hired non-competitively under either of the NSEP special hiring authorities, they must still have some portion of their service requirement unfulfilled.** Award recipients who have been working for the federal government full-time for more than 12 months have effectively fulfilled their service requirement, and need to report their service to NSEP under the terms of their service agreement.

To put it another way, NCE under the NSEP special hiring authorities does not expire on a fixed date; it expires once they have fulfilled this service requirement through qualifying service.

NSEP verifies NCE for award recipients by providing Letters of Certification (shown at right). These letters are on official letterhead, include a date of issue, and they expire 6 months after the date of issue. They also include more detail about the Schedule A (r) and NDAA’13 hiring authorities.

If you would like to verify a candidate’s NCE, please reach out to the NSEP Service Team at nsep@nsep.gov.

The image shows a sample of an official NSEP Letter of Certification. At the top left is the Department of Defense seal. To its right is the header: "DEPARTMENT OF DEFENSE NATIONAL SECURITY EDUCATION PROGRAM" followed by the address "4800 MARK CENTER DRIVE, SUITE 06P09-02 ALEXANDRIA, VIRGINIA 22304-7008". The letter is dated and includes a validity period: "Letter Issued: [Current Date] Letter Valid Until: [180 days after Letter Issued Date]". The recipient's information is listed in brackets: "[Department] [Bureau] [Office] [Recipient Street Address] [Recipient Office/Room/Suite Number] [Recipient City], [Recipient State] [Recipient Zip Code]". The salutation is "Dear [Point of Contact Title] [Point of Contact Name],". The body of the letter confirms the status of the recipient as a National Security Education Program (NSEP) award recipient and states that they may be hired under the Schedule A Excepted Service Appointing Authority. It also mentions that the recipient may be appointed to the excepted service with non-competitive conversion eligibility to a career or career-conditional appointment upon completion of two years of substantially continuous service. The letter concludes with a signature line and the name "Associate Director, Outreach and Service Boren Awards".

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Conversion under NDAA'13

Let's say that 21 months ago, you hired a great NSEP award recipient into an excepted service appointment using NDAA'13. For the past 21 months, they have been doing an amazing job (as we are confident they will). They've gotten great performance reviews and are a good fit for your organization. You want to keep them on long-term and make them a permanent federal employee.

Good news! You can use NDAA'13 to non-competitively convert them from their excepted service appointment to career or career-conditional status in the competitive service after 2 years of substantially continuous employment.

If you plan to exercise the conversion option under NDAA'13, start following these steps for conversion about 2-3 months before their 2-year anniversary of work:

1. Have a conversation with your employee about conversion, and explain what this means. Let them know that the agency would like to exercise the option to make them a permanent federal employee under NDAA'13.
2. If they have not already done so, have them submit their final Service Agreement Report (SAR) form (also called a DD 2753) to NSEP through their NSEPnet.org profile. This is the form that award recipients use to report completion of their service requirement.
3. NSEP will process their SAR. This process can take 4-6 weeks total since it entails a committee review, so it's important that they submit their final SAR early.
4. Once their SAR is approved by the NSEP Service Committee, have the award recipient reach out to the NSEP Service Team via email at nsep@nsep.gov to request the following documents:
 - i. Their final, approved DD 2753 (SAR)
 - ii. A letter from NSEP verifying their eligibility for non-competitive conversion
5. NSEP will send these documents to the award recipient directly. Once they pass them along to you, prepare an SF-52 Request for Personnel Action (or other personnel form as appropriate for your agency) for their conversion action. Two template SF-52s for conversion under NDAA'13 are included in Appendix C for reference, one for if they are being converted and receiving career-conditional status, and one for career status after conversion.
6. Provide these documents to your agency's human resources staff for processing.

If you are unsure when conversion should happen or at what point to process various personnel actions, Appendix A includes a sample personnel action event timeline for hiring and converting a candidate under NDAA'13. A flow chart of various possible personnel actions is included in Appendix B.

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FAQs – NSEP Hiring Authorities

What special hiring authorities do NSEP award recipients possess?

NSEP award recipients with an active service requirement have two special hiring authorities: **Schedule A (r) and NDAA'13**. See pages 9 to 12 of this guide for more detail on each authority.

Do the NSEP special hiring authorities expire?

NSEP award recipients retain their special hiring authorities as long as they have an unfulfilled federal service requirement. As long as the award recipient has a remaining service requirement, they can continue to apply and be appointed non-competitively to federal positions. If you would like to verify the non-competitive eligibility of a particular candidate, please feel free to reach out to nsep@nsep.gov.

My federal agency is not recognized as having national security responsibilities. Can I still hire an NSEP award recipient?

Yes. Any federal agency without exception can utilize the Schedule A (r) hiring authority to non-competitively appoint an NSEP awardee to a term position NTE four years. However, unlike NDAA'13, the Schedule A (r) appointment does not offer a conversion option.

Can my organization be added to the NSEP List of Federal Agencies with National Security Responsibilities?

Yes. The National Security Education Board (NSEB)—a board comprised of cabinet level and presidentially-appointed members—determines which federal agencies have national security responsibilities. The NSEB reviews all agency requests to be added to the national security list annually. Please reach out to nsep@nsep.gov for more information on how to submit a petition requesting that your office or agency be added to the list.

My organization is on the NSEP List of Federal Agencies with National Security Responsibilities. Are there advantages to hiring an NSEP award recipient using Schedule A (r) instead of NDAA'13?

Possibly, depending on your agency's hiring needs. Organizations that are authorized to use NDAA'13 may still choose to use Schedule A (r) to appoint NSEP award recipients for several reasons, including:

1. **Short-term appointments for specific projects or hiring needs.** Since Schedule A (r) leads to a term appointment NTE 4 years, organizations may hire NSEP award recipients under this authority for any length of time between 1 and 4 years.
2. **Schedule A (r) appointments may not count against hiring ceilings for some federal organizations.** Most agencies have a limit on the number of civilian staff they may hire; however, if funds and an agency's regulations allow, a Schedule A (r) hire may be brought on board without counting against that limit. Consult with your HR department on what your agency's specific regulations on staffing numbers are, and whether Schedule A (r) hires might be a potential advantage in this way.

However, Schedule A (r) does not have a conversion option and does not lead to a permanent position. For this reason, if you are planning to keep an award recipient employed long-term, NSEP recommends using NDAA'13 for their initial hiring action.

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Could my organization initially appoint an NSEP award recipient under Schedule A (r), and then later decide to keep them on as a permanent federal employee?

Yes. Individuals serving under Schedule A (r), who have not completed their NSEP federal service obligation, may be reappointed under NDAA'13 to take advantage of the non-competitive conversion to career or career-conditional status after two years of service. All time served under Schedule A (r) may count towards the 2 years of service for non-competitive conversion under the NDAA'13 authorities.

Reappointment (officially a conversion to a different excepted service appointment) may be completed by filling out a new SF-52 Request for Personnel Action and submitting it your human resources office. A template of the SF-52 for reappointing an award recipient is provided in Appendix C.

Can I reappoint an NSEP award recipient under NDAA'13 if they have already completed their federal service requirement?

Yes. Some NSEP award recipients who have already completed their federal service requirement to NSEP under a Schedule A (r) appointment or a different, non-permanent appointment may still take advantage of reappointment under NDAA'13 if they are currently employed by the federal government in temporary or term appointment in the excepted service.

What happens if an NSEP award recipient serving on a Schedule A (r) appointment reaches their NTE date after 4 years?

Since Schedule A (r) does not offer a conversion option and it is time limited NTE 4 years, if an NSEP award recipient is serving on a Schedule A (r) appointment with an organization not authorized to use NDAA'13, that individual would need to separate from the agency and re-apply for their job through the competitive process.

Is conversion under NDAA'13 required or automatic after 2 years?

No, conversion under NDAA'13 is not required or automatic; it only takes place at the discretion of the hiring office. Once an NSEP award recipient has been serving for close to 2 years, it would be helpful to have a conversation with them about the conversion option if the agency is willing to exercise that.

When conversion happens, does the award recipient get career-conditional or career status in the competitive service?

This depends on whether the award recipient had any prior federal service before being appointed to their current position under NDAA'13. For example, say an award recipient worked full-time for 12 months in a federal internship before going to graduate school. While in graduate school, they receive a Boren Fellowship, and then secure a full-time federal job under the NDAA'13 authority after graduation. The agency they now work for has the option to wait until they have been working for 2 years to convert them from the excepted service to the competitive service. However, upon conversion, the award recipient would have 3 years total of federal service accrued. Considering this, the converting agency would convert the individual from the excepted service to the competitive service with career status, since they have completed the service requirement for career tenure.

This situation is not very common. Most award recipients will not have prior federal service, and so after 2 years of work under NDAA'13, their agency can convert them and then proceed with a change in tenure group after 1 additional year (meaning 3 years total) of employment.

Chapter 3: Hiring Process

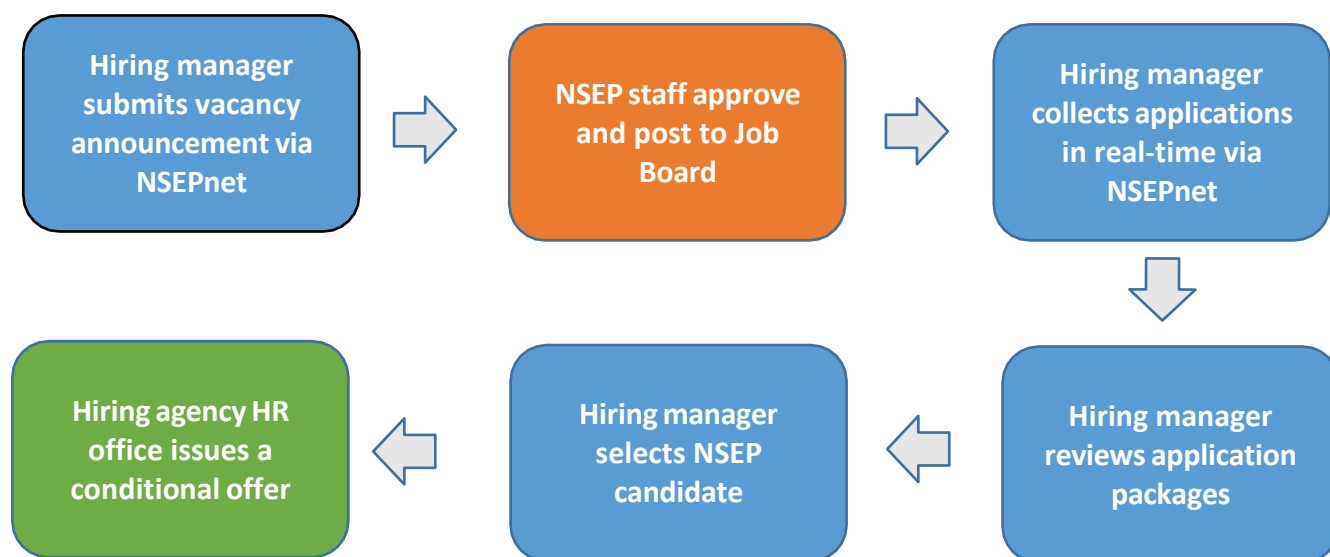
Now that we've covered some background on NSEP and the two NSEP hiring authorities, you are probably wondering about how the rubber meets the road: how can you get NSEP award recipients into vacancies within your organization?

This chapter will address the specific logistics of how to use NSEPnet.org to advertise your vacancy or conduct a targeted candidate search in our resume database, and the steps you will need to take from there. The NCE afforded to NSEP award recipients by their two hiring authorities will allow you to hire candidate quickly, without having to jump through all the hoops of advertising on USAJOBS.

Advertising vacancies with NSEP through our online platform, NSEPnet.org, is fast and easy, and hiring managers can not only post the vacancy announcement anytime, but can also access submitted applications in real-time, giving them full control over the hiring process.

Hiring Process Overview

The below process is a high-level view of how a federal agency can hire an NSEP awardee non-competitively. The blue boxes contain tasks for the agency hiring manager, the orange boxes show tasks that NSEP handles, and, lastly, the green box includes the hiring agency's responsibility of issuing a conditional offer of employment.



Hiring an NSEP Award Recipient:

A Guide to Non-Competitively Appointing NSEP Award Recipients to Federal Jobs

Detailed Steps for Hiring an NSEP Award Recipient

Below, you will find a step-by-step guide that describes the above non-competitive hiring process in more detail. These steps follow a start-to-finish model that dozens of federal agencies have used since 2010 to hire NSEP award recipients.

Developing and Distributing the Vacancy Announcement

1. The agency hiring manager develops a vacancy announcement in accordance with their agency-specific guidance, and with input from their human resources staff.
2. Once the announcement is ready, the hiring manager posts the vacancy announcement to the NSEP Job Board through the NSEPnet portal. (New hiring managers can register for NSEPnet hiring official account using this link: <https://www.nsepnet.org/OfficialRegister.aspx>)
3. NSEP reviews and approves the vacancy announcement. Once the announcement is approved by NSEP, the vacancy is posted to the NSEP Job Board and an automatic mass email is sent to all eligible award recipients notifying them of the opportunity. This email includes the vacancy announcement, instructions about how to apply for the vacancy, and contact information for questions. NSEP answers the majority of questions posed by applicants, but we also forward more difficult inquiries to the hiring office.

Reviewing Applications and Selecting a Candidate

4. Agency hiring managers can view and download application packages in real-time from their NSEPnet portal. Hiring managers have the option to download the application packages individually or in bulk.
5. After downloading the application package, the hiring manager at the selecting office reviews the applications and conducts interviews. The hiring manager then selects a candidate for hire.
6. The hiring office should notify NSEP of their selection via an email to nsep@nsep.gov. NSEP will verify that the candidate retains non-competitive eligibility for federal hiring if needed.

Issuing a Conditional Offer of Employment

7. With assistance from the hiring office's human resources division, the hiring manager completes a Standard Form 52 (SF-52), Request for Personnel Action. **NOTE:** In Appendix C of this guide, you will find several SF-52 templates based on NSEP hires at the Department of Defense Human Resources Activity (DHRA). Please note that some federal agencies, particularly elements of the Intelligence Community, do not use the SF-52 to initiate personnel actions. Agencies should consult with their HR office to determine what hiring forms may need to be completed in lieu of the SF-52.

Hiring an NSEP Award Recipient:

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8. In addition to completing the SF-52, the hiring agency also requests a Letter of Certification from NSEP for the selected NSEP applicant(s). This letter certifies that the applicant is eligible for non-competitive hire.
9. The hiring office's human resources division sends the following materials to the servicing agency that typically makes conditional offers of employment to new hires:
 - i. Selectee's application package
 - ii. Completed SF-52 (or agency equivalent)
 - iii. Letter of Certification from NSEP
10. The servicing agency that received the hiring package makes a conditional offer to the new hire.

After Issuing the Conditional Offer of Employment

11. If you have questions about the NSEP hiring process after selecting a candidate, please contact Rachel Jovert at rachel.f.jovert.civ@mail.mil or Mr. Michael Alston at michael.a.alston29.ctr@mail.mil

Consult the Personnel Action Event Timelines in Appendix A to learn more about how to hire your NSEP candidate under either of the two the NSEP hiring authorities, and for information about additional non-competitive personnel actions.

Hiring an NSEP Award Recipient:

A Guide to Non-Competitively Appointing NSEP Award Recipients to Federal Jobs

How to Post a Vacancy Announcement to NSEPnet

Follow these steps to post an NSEP Exclusive or featured job announcement as appropriate.

NSEP Exclusive announcements are for jobs which are only open to NSEP award recipients, and for which the hiring manager intends to appoint a candidate using the NSEP special hiring authorities.

Featured job announcements are advertised elsewhere, such as on USAJOBS, and are generally open to the public. NSEP shares them to the Job Board for increased visibility.

Posting a Vacancy Announcement

1. Login to your NSEPnet hiring official account at NSEPnet.org. If you don't have an NSEPnet account, you can register here: <https://www.nsepnet.org/OfficialRegister.aspx>
2. Click the 'Post a Job' link on the homepage of your NSEPnet portal. Fill out all **required** vacancy template fields including: Position Title, Employer Type, Office/Organization, Open Date, Closing Date, Work Schedule, Appointment Type, State, Position Summary, Minimum Requirements, Security Clearance, Required Materials, and Application Instructions.
3. Please note that once logged in to the NSEPnet portal, the server will automatically log out your account after a period of twenty minutes. Any job posting not submitted within that time period will be lost. To counter this, NSEP has created a word document template of the job board which hiring managers can first complete in order to copy and paste their position's details in a timely manner. Please find attached the editable version with this email. For additional assistance with the job board or to request a blank copy of the template, please contact nsep@nsep.gov.
4. For the 'Who May Be Considered' field, select "NSEP award recipients who have not completed the service requirement in full" if posting an NSEP Exclusive vacancy. If posting a Featured vacancy, select "Open to the Public".
5. If you would like to collect applications via the NSEPnet site, select 'NSEPnet Portal' in the Application Instructions field. To instead direct applicants to USAJOBS or an external site, select 'External Agency Website.' You can also enter an email address instead of a URL to collect applications via email. If entering a URL, please remove the <https://>; otherwise, the link will not work. For example, instead of entering "https://nsepnet.org" you should enter "nsepnet.org".
6. Click 'Submit' to send your vacancy announcement to the NSEP staff for review and approval, or click 'Save and Exit' to save your progress and return later.
7. You will receive a confirmation email once NSEP has approved your vacancy announcement. Live announcements can be viewed on the NSEP Job Board: <https://www.nsepnet.org/JobBoard.aspx>

Hiring an NSEP Award Recipient:

A Guide to Non-Competitively Appointing NSEP Award Recipients to Federal Jobs

Accessing the Application Package

- 8.** Click 'Manage Jobs' on the homepage of your NSEPnet portal to download application packages in real-time. Hiring managers have the option to download the applications packages individually or in bulk.
- 9.** Review resumes, schedule interviews, and make your selection. Notify NSEP of your selected candidate(s) and ask NSEP to verify their Letter of Certification. We are confident that you will receive excellent applications!

Hiring an NSEP Award Recipient:

A Guide to Non-Competitively Appointing NSEP Award Recipients to Federal Jobs

FAQs – Hiring NSEP Award Recipients

How long does the hiring process usually take when advertising a vacancy on NSEPnet?

This depends on the needs of the hiring office and the specifics of the position. The hiring manager can post a vacancy announcement on NSEPnet for as little as a few days to a year or more. Generally, most vacancies are posted to NSEPnet for about 14 days. Once the applications have been collected, the timeline for reviewing resumes, scheduling interviews, making a selection, and extending an offer is totally up to the hiring office. Anecdotally, most NSEP Exclusive vacancies are filled within 3-6 months of posting the announcement, depending on whether a security clearance investigation is required.

Who can post a vacancy announcement to NSEPnet?

Any staff member with an NSEPnet Hiring Official profile may post a vacancy announcement to NSEPnet. This could be a human resources staff member, the position supervisor, or the person managing the hiring action.

How quickly are requests for NSEPnet Hiring Official profiles approved?

Within 1-2 business days.

At what points in the hiring process should I check in with NSEP?

Please feel free to reach out to the NSEP Office at any time if you have any questions during the hiring process. However, the only time we will specifically request that you contact our office is to notify us when you have selected a candidate so we can verify their NCE under the NSEP hiring authorities.

Who provides the funding to pay NSEP award recipients?

The hiring agency provides the funds to pay the salaries of NSEP award recipients. NSEP does not provide funding for federal agencies to hire NSEP award recipients, but does provide hiring and recruitment services to federal agencies at no cost.

Are NSEP award recipients eligible for employment benefits such as monetary bonuses, awards, quality step increases, training, tuition reimbursement, recruitment incentives, etc.?

Yes. In accordance with your agency's policies regarding these benefits, individuals appointed under the NSEP special hiring authorities are eligible to receive the same employment benefits as other excepted service employees at your agency.

Can NSEP award recipients be appointed to career ladder developmental positions?

Yes. In accordance with your agency's policies on career ladder developmental positions, NSEP award recipients can (and frequently are) appointed to developmental positions on career ladders in the excepted service.

Does NSEP provide a suitability review or make eligibility determinations on applications for NSEP Exclusive jobs advertised on NSEPnet?

No. NSEP can advise on whether candidates still have non-competitive eligibility under the NSEP special hiring authorities, but NSEP does not conduct suitability reviews on applications for NSEP Exclusive job announcements.

Appendix A: Sample Personnel Action Event Timelines

Unsure of when or how to take specific personnel actions related to your NSEP award recipient candidate or employee? This appendix contains two sample personnel action event timelines to illustrate which actions should be taken at what points after the initial hiring action.

Please reference this and share these resources with supervisors of NSEP award recipients, or anyone else responsible for managing personnel actions in your organization.

More information on processing personnel actions can be found at the Office of Personnel Management informational page here: <https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/#url=Processing-Personnel-Actions>.

Actions under Schedule A (r)

Personnel Action Event Timeline

Action	Time Elapsed Since Employee Start Date	SF-52 Tenure Status	Nature of Action Code (Chapter #, Rule #)	Nature of Action	Authority Code	Authority Citation
Non-competitive appointment to the excepted service, NTE 4 years	N/A (This is the initial hiring action)	Indefinite (3)	171 (Chapter 11, Table 11-A, Rule 3) ¹	Exc Appt NTE (date)	W9S (Chapter 11, Figure 11-1 Legal Authority Codes) ²	Sch. A, 213.3102(r)
Non-competitive conversion to excepted service appointment under NDAA'13*	While award recipient is still in non-permanent appointment	Conditional (2)	570 (Chapter 11, Table 11-A, Rule 53) ³	Conv to Exc Appt	ZLM	Sec 802(k) David Boren NS Act [50 USC 1902(K)]; Sec 956, PL 112-239 (NDAA '13) dtd 01-02-13

*This action is **OPTIONAL**, and only possible for federal organizations with national security responsibilities listed on pages 14-16. Once the award recipient has been converted to NDAA'13 appointment, follow steps in table on next page for conversion to the competitive service.

¹The Guide to Processing Personnel Actions. (Revised March 2017). [Chapter 11, Table 11-A, Page 11.](#)

²The Guide to Processing Personnel Actions. (Revised March 2017). [Chapter 11, Figure 11-1, Page 40.](#)

³The Guide to Processing Personnel Actions. (Revised March 2017). [Chapter 11, Table 11-A, Page 17.](#)

Actions under NDAA'13

Personnel Action Event Timeline

Action	Time Elapsed Since Employee Start Date	Time Elapsed Since Last Action	SF-52 Tenure Status	Nature of Action Code (Chapter #, Rule #)	Nature of Action	Authority Code	Authority Citation
Non-competitive appointment to the excepted service	N/A (This is the initial hiring action)	N/A (This is the initial hiring action)	Conditional (2)	170 (Chapter 11, Table 11-A, Rule 52) ¹	Exc Appt	ZLM	Sec 802(k) David Boren NS Act [50 USC 1902(K)]; Sec 956, PL 112-239 (NDAA '13) dtd 01-02-13
Non-competitive conversion to competitive service with career-conditional* status	2 years	2 years	Conditional (2)	501 (Chapter 9, Table 9-G, Rule 72) ²	Conv to Career-Cond Appt	ZLM	Sec 802(k) David Boren NS Act [50 USC 1902(K)]; Sec 956, PL 112-239 (NDAA '13) dtd 01-02-13
Change in tenure group; career status	3 years	1 year	Permanent (1)	880 (Chapter 26, Table 26, Rule 1) ³	Chg in Tenure Group	KMM	Reg. 315.202; Completed service requirement for career tenure from (date) to(date).

*If the individual has accrued a total of 3 years or more of federal service at the time of conversion, they would be converted to a competitive service appointment with **career status**, instead of career-conditional status. This would make their SF-52 Tenure Status “(1) Permanent”. See Appendices B and C for more detail.

¹The Guide to Processing Personnel Actions. (Revised March 2017). [Chapter 11, Table 11-A, Page 17](#).

²The Guide to Processing Personnel Actions. (Revised July 14, 2022). [Chapter 9, Table 9-G, Page 36](#).

³The Guide to Processing Personnel Actions. (Revised March 2017). [Chapter 26, Table 26, Page 7](#)

Appendix B: Sample Personnel Action Event Flow Chart

This appendix contains a flow chart visualization of a few different personnel action event scenarios that might apply to NSEP award recipients. To read the chart on the following page, start with the appropriate initial appointment (either Schedule A (r) or NDAA'13) on the left and follow the flow chart to the right to the ultimate status. Note that some timeframes might vary depending on individual circumstances.

Below also are text descriptions of five different scenarios that might occur with NSEP award recipients as they move through their federal service time:

- Scenario 1: Initial appointment under Schedule A (r). No prior federal service. Serves 4 years, reaches NTE date. Reapplies for job through the competitive process.
- Scenario 2: Initial appointment under Schedule A (r). No prior federal service. Serves 6 months and is then reappointed under NDAA'13. Serves 18 additional months (2 years total) and is converted to the competitive service with career-conditional status. Serves 1 additional year (3 years total) and gains career status.
- Scenario 3: Initial appointment under Schedule A (r). 1 year prior federal service from before NSEP award was received. Serves 6 months and is then reappointed under NDAA'13. Serves 18 additional months and is converted to the competitive service with career status (2 years with current federal agency + 1 year prior service = 3 years total).
- Scenario 4: **MOST COMMON SCENARIO:** Initial appointment under NDAA'13. No prior federal service. Serves 2 years and is converted to the competitive service with career-conditional status. Serves 1 additional year and gains career status (3 years total).
- Scenario 5: Initial appointment under NDAA'13. 1 year prior federal service from before NSEP award was received. Serves 2 years and is converted to competitive service with career status (2 years with current federal agency + 1 year prior service = 3 years total).

Personnel Action Events Scenarios

Appointment Type Color Key:

Excepted Service

Competitive Service
(career-conditional)

Competitive Service
(career status)

Initial Appointment

Final Status

Appointment under
Schedule A (r)
(Sample 1)

1 to 4 years

Appointment ends.
Award recipient
must reapply
through
competitive process

During the 1-4 years they
are in non-permanent
federal appt...

Reappointment
under NDAA'13
(Sample 2)

If 3+ years
of service
accrued...

Conversion to
competitive
service, career
status
(Sample 5)

If less than 3
years of service
accrued...

Most
Common
Scenario

Appointment
under NDAA'13
(Sample 3)

2 years

Conversion to
competitive service,
career-conditional
status
(Sample 4)

1 year

Change in tenure
group, career status
(Sample 6)

If 3+ years
of service
accrued...

Conversion to
competitive
service, career
status
(Sample 5)

Appendix C: Sample SF-52 Request for Personnel Action Forms

This section contains six sample SF-52s that hiring managers and supervisors can use when appointing, re-appointing, or converting NSEP award recipients. Simply fill in the candidate/employee's information and the agency info as appropriate. These templates are also available for download as fillable PDF forms on NSEPnet in the 'Resources' tab, or via email at nsep@nsep.gov.

Please note that these sample SF-52 forms should only be used when taking personnel actions under the two NSEP special hiring authorities, and that you should always consult with your human resources staff on these forms to ensure that any agency-specific requirements are followed.

The sample SF-52s in this appendix are tailored to the following personnel actions:

- Sample 1 – Initial excepted term appointment under Schedule A (r)
- Sample 2 – Reappointment (non-competitive conversion) from Schedule A (r) appointment to NDAA'13 appointment
- Sample 3 – Initial excepted appointment under NDAA'13
- Sample 4 – Non-competitive conversion under NDAA'13 (career-conditional status)
 - Non-competitively convert from excepted service to competitive service with career-conditional status after 2 years of substantially continuous service
 - Use when award recipient has accrued less than 3 years of total federal service (prior federal service combined with time under NDAA'13)
- Sample 5 – Non-competitive conversion under NDAA'13 (career status)
 - Non-competitively convert from excepted service to competitive service with career status
 - Use when award recipient has accrued 3 years or more of total federal service (prior federal service combined with time under NDAA'13)
- Sample 6 – Career tenure
 - Change in tenure group for award recipient who was previously converted to the competitive service with career-conditional status under NDAA'13
 - Tenure group changes automatically from 'Conditional' to 'Permanent' after 3 total years of federal service

Sample 1 – Initial excepted term appointment under Schedule A (r)

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested Hire; Excepted term appointment, not to exceed [date]	2. Request Number
3. For Additional Information Call (Name and Telephone Number) [ENTER DIRECT SUPERVISOR NAME AND PHONE NUMBER]	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date) [ENTER REQUESTER NAME AND TITLE]	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) [ENTER AUTHORIZER NAME AND TITLE]

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (f. 1st, First, Middle) [ENTER NAME AND INFO FOR NEW EMPLOYEE]	10. Social Security Number	13. Date of Birth	4. Effective Date
5-A. Code 5-B. Nature of Action 171 Excepted Appointment NTE [date]		6-A. Code 6-B. Nature of Action	
5-C. Code 5-D. Legal Authority W9S Sch. A, 213.3102(r)		6-C. Code 6-D. Legal Authority	
5-E. Code 5-F. Legal Authority		6-E. Code 6-F. Legal Authority	

7. FROM: Position Title and Number

SECOND ACTION

15. TO: Position Title and Number [ENTER POSITION TITLE] [ENTER POSITION NUMBER, EXAMPLE: JX05894] [BELOW ENTER BLOCK 16-21 POSITION INFO]

8. Pay Plan 9. Occ. Code 10. Grade or Level 11. Step or Rate 12. Total Salary 12A. Basic Pay 12B. Locality Adj. 12C. Adj. Basic Pay 12D. Other Pay	13. Pay Basis 16. Pay Plan 17. Occ. Code 18. Grade or Level 19. Step or Rate 20. Total Salary/Award 21. Pay Basis 20A. Basic Pay 20B. Locality Adj. 20C. Adj. Basic Pay 20D. Other Pay
14. Name and Location of Position's Organization	22. Name and Location of Position's Organization [ENTER NAME AND LOCATION OF POSITION] [FOR BLOCKS 23-51 (EXCEPT BLOCKS 24/34/49), ENTER DATA ACCORDING TO INDIVIDUAL APPLICANT. CONSULT WITH AGENCY HR SPECIALIST.]

EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%	2. Tenure 1 - None 2 - Conditional 25. Agency Use 3 1 - Permanent 3 - Indefinite	26. Veterans Pref for RI YES NO 29. Pay Rate Determinant
27. FEGLI	28. Annuitant Indicator	30. Retirement Plan -----
31. Service Comp. Date (Leave)	32. Work Schedule []	Time Hours Per Biweekly Pay Period

POSITION DATA

32. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career	3. FLSA: Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location)		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
50. Veterans Status		51. Supervisory Status		

PART C - Review and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature	Approval Date
-----------	---------------

PART D - Remarks b). Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

Hiring Authority: 5 CFR 213.3102(r)

This action is requested to appoint [EMPLOYEE NAME] to a term, excepted service appointment, not to exceed 4 years in duration. This authority is specified in Title 5 of the Code of Federal Regulations, Schedule A, Section 213.3102 (r).

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

-
1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

PART F - Remarks for SF 50

[ENTER ANY REMARKS ABOUT PROMOTION POTENTIAL HERE EXAMPLE: Career ladder with promotion potential to GS-301-11, PD# JX05698.]

Sample 2 – Reappointment from Schedule A (r) to NDAA'13

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested

2. Request Number

Conversion to excepted service appointment

3. For Additional Information Call (Name and Telephone Number,

4. Proposed Effective Date

[ENTER DIRECT SUPERVISOR NAME AND PHONE NUMBER]

5. Action Requested By (Typed Name, Title, Signature, and Request Date/

[ENTER REQUESTER NAME AND TITLE]

6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date/

[ENTER AUTHORIZER NAME AND TITLE]

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (li, st, First, Middle/

72. Social Security Number

13. Date of Birth

14. Effective Date

[ENTER NAME AND INFO FOR EMPLOYEE]

FIRST ACTION

5-A. Code/5-B. Nature of Action

570 Conv to Exe Appt

5-C. Code/5-D. Legal Authority

ZLM 50 U.S.C. 1902, Section 802 (k)

5-E. Code/5-F. Legal Authority

SECOND ACTION

6-A. Code/6-B. Nature of Action

6-C. Code/6-D. Legal Authority

6-E. Code/6-F. Legal Authority

15. 10: Position Title and Number

[ENTER POSITION TITLE]

[ENTER POSITION NUMBER, EXAMPLE: JX05894]

[BELOW ENTER BLOCK 16-21 POSITION INFO]

FROM: Position Title and Number

[ENTER POSITION TITLE]

[ENTER POSITION NUMBER, EXAMPLE: JX05894]

[BELOW ENTER BLOCK 8-13 POSITION INFO]

8. Pay Plan 9. Occ. Code/10. Grade or Level 11. Step or Rate 12. Total Salary 13. Pay Basis

12A. Basic Pay

12B. Locality Adj.

12C. Adj. Basic Pay

12D. Other Pay

16. Pay Plan

17. Occ. Code

18. Grade or Level

19. Step or Rate

20. Total Salary/Award 21. Pay Basis

20A. Basic Pay

20B. Locality Adj.

20C. Adj. Basic Pay

20D. Other Pay

14. Name and Location of Position's Organization

[ENTER NAME AND LOCATION OF POSITION]

22. Name and Location of Position's Organization

[ENTER NAME AND LOCATION OF POSITION]

[FOR BLOCKS 23-51 (EXCEPT BLOCKS 24/34/49),
ENTER DATA ACCORDING TO INDIVIDUAL EMPLOYEE.
CONSULT WITH AGENCY HR SPECIALIST.)

EMPLOYEE DATA

23. Veterans Preference

1 - None

2 - 5-Point

3 - 10-Point/Disability

4 - 10-Point/Compensable

5 - 10-Point/Other

6 - 10-Point/Compensable/30%

24. Tenure

0 - None

2 - Conditional

1 - Permanent

3 - Indefinite

25. Agency Use

26. Veterans Pref for RIF

YES

NO

27. FEGLI

28. Annuitant Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

Time Hours Per
Biweekly
= --i_!ay Period

POSITION DATA

33. Position Code

1 - Competitive Service

2 - Excepted Service

3 - SES General

4 - SES Career

35. HSA: Category

E - Exempt

N - Nonexempt

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Location/

40. Agency Data

41.

42.

43.

44.

45. Educational Level

46. Year Degree Attained 47. Academic Discipline

48. Functional Class

49. Citizenship

50. Veterans Status

51. Supervisory Status

1 1- USA 8- other 7 - --, = i - - - -

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

PART D - Remarks b)'. Re uesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?

If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES

☐ NO

Legal Authority: Section 802 (k) of the David L. Boren National Security Education Act of 1991 (50 U.S.C. 1902)

This action is requested to convert [EMPLOYEE NAME], currently serving in a non-permanent term appointment NTE 4 years in the excepted service, to a new excepted service appointment which is without time limitation. New appointment allows for non-competitive conversion to career-conditional status in the competitive service after 2 years of substantially continuous service. All time served by [EMPLOYEE NAME] in previous excepted service appointment counts towards 2 years of service necessary for conversion.

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

[ENTER ANY REMARKS ABOUT PROMOTION POTENTIAL HERE EXAMPLE: Career ladder with promotion potential to GS-301-11, PD# JX05698.]

Remark Code Tl0: Service counting toward career tenure from (initial appointment in federal position).

Sample 3 – Initial excepted appointment under NDAA'13

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested

2. Request Number

Hire; Excepted appointment w/ option to non-competitively convert in two years

3. For Additional Information Call (Name and Telephone Number)

4. Proposed Effective Date

[ENTER DIRECT SUPERVISOR NAME AND PHONE NUMBER]

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

[ENTER REQUESTER NAME AND TITLE]

6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date)

[ENTER AUTHORIZER NAME AND TITLE]

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)

2. Social Security Number

3. Date of Birth

4. Effective Date

[ENTER NAME AND INFO FOR NEW EMPLOYEE]

FIRST ACTION

5-A. Code

5-B. Nature of Action

170

Excepted Appointment

5-C. Code

5-D. Legal Authority

ZLM

50 U.S.C. 1902, Section 802 (k)

5-E. Code

5-F. Legal Authority

SECOND ACTION

6-A. Code

6-B. Nature of Action

6-C. Code

6-D. Legal Authority

6-E. Code

6-F. Legal Authority

7. Position Title and Number

15. Position Title and Number

[ENTER POSITION TITLE]

[ENTER POSITION NUMBER, EXAMPLE: JX05894]

[BELOW ENTER BLOCK 16-21 POSITION INFO]

8. Pay Plan

9. Occ. Code

10. Grade or level

11. Step or Rate

12. Total Salary

113. Pay Basis

16. Pay Plan

17. Occ. Code

18. Grade or level

19. Step or Rate

120. Total Salary/Award

121. Pay Basis

12A. Basic Pay

12B. Locality Adj.

12C. Adj. Basic Pay

12D. Other Pay

20A. Basic Pay

20B. Locality Adj.

120C. Adj. Basic Pay

120D. Other Pay

14. Name and Location of Position's Organization

22. Name and Location of Position's Organization

[ENTER NAME AND LOCATION OF POSITION]

[FOR BLOCKS 23-51 (EXCEPT BLOCKS 24/34/49),
ENTER DATA ACCORDING TO INDIVIDUAL APPLICANT.
CONSULT WITH AGENCY HR SPECIALIST.)

EMPLOYEE DATA

23. Veterans' Preference

1 - None

2 - 5-Point

3 - 10-Point/Disability

4 - 10-Point/Compensable

5 - 10-Point/Other

6 - 10-Point/Compensable/30%

24. Annuitant

25. Service

0 - None

1 - Permanent

2 - Conditional

3 - Indefinite

26. Veterans' Pref. for RIF

YES

NO

27. FEGLI

28. Annuitant Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

Time Hours Per
Biweekly
Pay Period

POSITION DATA

32. Position Code

1 - Competitive Service

2 - Excepted Service

3 - SES General

4 - SES Career

35. FLSI Category

E - Exempt

N - Nonexempt

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station (City - County - State or Overseas location)

40. Agency Data

41.

42.

43.

44.

45. Educational Level

46. Year Degree Attained

47. Academic Discipline

48. Functional Class

49. Citizenship

1 1 - USA 8 - Other

7

50. Veterans Status

7

51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

CONTINUED ON REVERSE SIDE

VER

7/ 1 Are Not Usabl

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

Hiring Authority: Section 802 (k) of the David L. Boren National Security Education Act of 1991 (50 U.S.C. 1902)

This action is requested to appoint [EMPLOYEE NAME] to an excepted service appointment with non-competitive conversion eligibility to the competitive service. This authority is specified in Section 802 of the David L. Boren National Security Education Act of 1991 (50 U.S.C. 1902 (k)) as amended by section 1101 of Public Law 111-84 National Defense Authorization Act Fiscal Year 2010 (NDAA 2010) and section 956 of H.R. 4310-268 National Defense Authorization Act Fiscal Year 2013 (NDAA FY 2013).

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)

PART F - Remarks for SF 50

[ENTER ANY REMARKS ABOUT PROMOTION POTENTIAL HERE EXAMPLE: Career ladder with promotion potential to GS-301-11, PD# JX05698.]

Sample 4 – Conversion under NDAA'13 (career-conditional status)

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part 8; Items 1; 7-22; 32; 33; 36; and 39,J)

1. Actions Requested

Conversion to career-conditional appointment

2. Request Number

3. For Additional Information Call (Name and Telephone Number)

4. Proposed Effective Date

[ENTER DIRECT SUPERVISOR NAME AND PHONE NUMBER]

5. Action Requested By (Typed Name, Title, Signature, and Request Date/

[ENTER REQUESTER NAME AND TITLE]

6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date/

[ENTER AUTHORIZER NAME AND TITLE]

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (u, st, First, Middle/

[ENTER NAME AND INFO FOR EMPLOYEE]

Social Security Number

73

Date of Birth

14. Effective Date

FIRST ACTION

5-A. Code 5-B. Nature of Action

501 Conv to Career-Cond Appt

5-C. Code 5-D. Legal Authority

ZLM 50 U.S.C. 1902, Section 802 (k)

5-E. Code 5-F. Legal Authority

SECOND ACTION

6-A. Code 6-B. Nature of Action

6-C. Code 6-D. Legal Authority

6-E. Code 6-F. Legal Authority

15. 10: Position Title and Number

[ENTER POSITION TITLE]

[ENTER POSITION NUMBER, EXAMPLE: JX05894]

[BELOW ENTER BLOCK 16-21 POSITION INFO]

FROM: Position Title and Number

[ENTER POSITION TITLE]

[ENTER POSITION NUMBER, EXAMPLE: JX05894]

[BELOW ENTER BLOCK 8-13 POSITION INFO]

8. Pay Plan 9. Occ. Code 10. Grade or Level 11. Step or Rate 12. Total Salary 13. Pay Basis

12A. Basic Pay 12B. Locality Adj. 12C. Adj. Basic Pay 12D. Other Pay

16. Pay Plan 17. Occ. Code 18. Grade or Level 19. Step or Rate 20. Total Salary/Award 21. Pay Basis

20A. Basic Pay 20B. Locality Adj. 20C. Adj. Basic Pay 20D. Other Pay

14. Name and Location of Position's Organization

[ENTER NAME AND LOCATION OF POSITION]

22. Name and Location of Position's Organization

[ENTER NAME AND LOCATION OF POSITION]

[FOR BLOCKS 23-51 (EXCEPT BLOCKS 24/34/49),
ENTER DATA ACCORDING TO INDIVIDUAL EMPLOYEE.
CONSULT WITH AGENCY HR SPECIALIST.]

EMPLOYEE DATA

23. Veterans Preference

1 - None

3 - 10-Point/Disability

5 - 10-Point/Other

2 - 5-Point

4 - 10-Point/Compensable

6 - 10-Point/Compensable/30%

22I. Tenure

0 - None

2 - Conditional

1 - Permanent 3 - Indefinite

25. Agency Use

26. Veterans Pref for RIF

YES

NO

27. FEGLI

28. Annuitant Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

Time Hours Per

Biweekly
Pay Period

POSITION DATA

34. Position Occupied

1 - Competitive Service

3 - SES General

2 - Excepted Service

4 - SES Career

3FESA: Category

E - Exempt

N - Nonexempt

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Location/

40. Agency Data

41.

42.

43.

44.

45. Educational Level

46. Year Degree Attained

47. Academic Discipline

48. Functional Class

49. Citizenship

50. Veterans Status

51. Supervisory Status

1 - USA 8 - Other

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function

Initials/Signature

Date

Office/Function

Initials/Signature

Date

A.

D.

B.

E.

C.

F.

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?

If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES

☐ NO

Legal Authority: Section 802 (k) of the David L. Boren National Security Education Act of 1991 (50 U.S.C. 1902)

This action is requested to non-competitively convert [EMPLOYEE NAME] to career-conditional status in the competitive service after 2 years of substantially continuous service. This authority is specified in Section 802 of the David L. Boren National Security Education Act of 1991 (50 U.S.C. 1902 (k)) as amended by section 1101 of Public Law 111-84 National Defense Authorization Act Fiscal Year 2010 (NDAA 2010) and section 956 of H.R. 4310-268 National Defense Authorization Act Fiscal Year 2013 (NDAA FY 2013).

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

[ENTER ANY REMARKS ABOUT PROMOTION POTENTIAL HERE EXAMPLE: Career ladder with promotion potential to GS-301-11, PD# JX05698.]

Remark Code T10: Service counting toward career tenure from (initial appointment date).

Sample 5 – Conversion under NDAA'13 (career status)

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested Conversion to career appointment	2. Request Number
3. For Additional Information Call (Name and Telephone Number) [ENTER DIRECT SUPERVISOR NAME AND PHONE NUMBER]	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date) [ENTER REQUESTER NAME AND TITLE]	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) [ENTER AUTHORIZER NAME AND TITLE]

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (List, First, Middle) [ENTER NAME AND INFO FOR EMPLOYEE]	Social Security Number	3. Date of Birth	14. Effective Date
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FIRST ACTION

5-A. Code 500	5-8. Nature of Action Conv to Career Appt
5-C. Code ZLM	5-D. Legal Authority 50 U.S.C. 1902, Section 802 (k)
5-E. Code	5-F. Legal Authority

7. FROM: Position Title and Number

[ENTER POSITION TITLE]
[ENTER POSITION NUMBER, EXAMPLE: JX05894]
[BELOW ENTER BLOCK 8-13 POSITION INFO]

8. Pay Plan	9. Occ. Code	10. Grade or Leve	11. Step or Rate	12. Total Salary	13. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay		

14. Name and Location of Position's Organization [ENTER NAME AND LOCATION OF POSITION]

SECOND ACTION

6-A. Code	6-8. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

15. TO: Position Title and Number

[ENTER POSITION TITLE]
[ENTER POSITION NUMBER, EXAMPLE: JX05894]
[BELOW ENTER BLOCK 16-21 POSITION INFO]

16. Pay Plan	17. Occ. Code	18. Grade or Leve	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay		

22. Name and Location of Position's Organization [ENTER NAME AND LOCATION OF POSITION] [FOR BLOCKS 23-51 (EXCEPT BLOCKS 24/34/49), ENTER DATA ACCORDING TO INDIVIDUAL EMPLOYEE. CONSULT WITH AGENCY HR SPECIALIST.]

EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%	27. FEGLI
30. Retirement Plan	31. Service Comp. Date (Leave)

POSITION DATA

32. Position 33. FCSA Category 34. SES General 35. SES Career 36. Appropriation Code 37. Bargaining Unit Status 38. Duty Station Code 39. Duty Station (City - County - State or Overseas location/
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24. Tenure 1 - Permanent 2 - Conditional 3 - Indefinite 25. Agency Use 26. Veterans Pref for RLI 27. YES 28. NO 29. Pay Rate Determinant 30. Time 31. Hours Per 32. Biweekly 33. Pay Period

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature	Approval Date
VER	7/ 1 AreNotUsable

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

Legal Authority: Section 802 (k) of the David L. Boren National Security Education Act of 1991 (50 U.S.C. 1902).

This action is requested to non-competitively convert [EMPLOYEE NAME] to career status in the competitive service after 2 years of substantially continuous service. This authority is specified in Section 802 of the David L. Boren National Security Education Act of 1991 (50 U.S.C. 1902 (k)) as amended by section 1101 of Public Law 111-84 National Defense Authorization Act Fiscal Year 2010 (NDAA 2010) and section 956 of H.R. 4310-268 National Defense Authorization Act Fiscal Year 2013 (NDAA FY 2013).

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code/
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PART F - Remarks for SF 50

[ENTER ANY REMARKS ABOUT PROMOTION POTENTIAL HERE EXAMPLE: Career ladder with promotion potential to GS-301-11, PD# JX05698.]

Remark Code T07: Completed service requirement for career tenure from (date) to (date).

Sample 6 – Career tenure

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39,)

1. Actions Requested Change in tenure group; career status	2. Request Number
3. For Additional Information Call (Name and Telephone Number) [ENTER DIRECT SUPERVISOR NAME AND PHONE NUMBER]	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date/ [ENTER REQUESTER NAME AND TITLE]	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date/ [ENTER AUTHORIZER NAME AND TITLE]

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) [ENTER NAME AND INFO FOR EMPLOYEE]	2. Social Security Number	73. Date of Birth	14. Effective Date
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FIRST ACTION

5-A. Code 5-B. Nature of Action 880 Chg in Tenure Group
5-C. Code 5-D. Legal Authority KMM Reg. 315.202
5-E. Code 5-F. Legal Authority
FROM: Position Title and Number [ENTER POSITION TITLE] [ENTER POSITION NUMBER, EXAMPLE: JX05894] [BELOW ENTER BLOCK 8-13 POSITION INFO]

SECOND ACTION

6-A. Code 6-B. Nature of Action
6-C. Code 6-D. Legal Authority
6-E. Code 6-F. Legal Authority
15. 10: Position Title and Number [ENTER POSITION TITLE] [ENTER POSITION NUMBER, EXAMPLE: JX05894] [BELOW ENTER BLOCK 16-21 POSITION INFO]

8. Pay Plan 9. Occ. Code 10. Grade or Level 11. Step or Rate 12. Total Salary 13. Pay Basis	16. Pay Plan 17. Occ. Code 18. Grade or Level 19. Step or Rate 20. Total Salary/Award 21. Pay Basis
12A. Basic Pay 12B. Locality Adj. 12C. Adj. Basic Pay 12D. Other Pay	20A. Basic Pay 20B. Locality Adj. 20C. Adj. Basic Pay 20D. Other Pay
14. Name and Location of Position's Organization [ENTER NAME AND LOCATION OF POSITION]	22. Name and Location of Position's Organization [ENTER NAME AND LOCATION OF POSITION] [FOR BLOCKS 23-51 (EXCEPT BLOCKS 24/34/49), ENTER DATA ACCORDING TO INDIVIDUAL EMPLOYEE. CONSULT WITH AGENCY HR SPECIALIST.]

EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%	24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Pref for RIF YES NO
27. FEGLI	28. Annuitant Indicator		29. Pay Rate Determinant
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupancy 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location/		

40. Agency Data	41.	42.	43.	44.	
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship	
				50. Veterans Status	51. Supervisory Status
				1 - USA	8 - Other

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES

Remark Code T07: Reg. 315.202; Completed service requirement for career tenure from (date) to (date).

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 552 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of the documents you should have; (2) pay or other compensation due you; (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)

PART F - Remarks for SF 50

[ENTER ANY REMARKS ABOUT PROMOTION POTENTIAL HERE EXAMPLE: Career ladder with promotion potential to GS-301-11, PD# JX05698.]

Remark Code T07: Completed service requirement for career tenure from (date) to (date).