COURSE SYLLABUS

Personnel Actions & Recordkeeping Bootcamp (Self-Paced)

This bootcamp equips federal HR professionals with the technical knowledge and regulatory grounding to manage the full personnel action lifecycle. Spanning four integrated courses, participants will develop skills in personnel recordkeeping, service computation date calculations, and processing appointments, pay changes, and separations in full compliance with OPM regulations.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/personnel-actions-recordkeeping-bootcamp-self-paced



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Course Outline

This package includes these courses

- The Guide to Federal Personnel Recordkeeping Course (Self-Paced) (6 Hours)
- Using the Guide to Federal Processing Personnel Actions Course (Self-Paced) (6 Hours)
- Calculating Service Computation Dates Course (Self-Paced) (6 Hours)
- Processing Federal Personnel Actions Course (Self-Paced) (30 Hours)

The Guide to Federal Personnel Recordkeeping Course (Self-Paced)

This self-paced course teaches federal HR specialists how to establish, maintain, transfer, and safeguard Official Personnel Folders (OPF) and Employee Medical Folders (EMF) in accordance with OPM's Guide to Personnel Recordkeeping, including Update 14.

- Explain the legal and regulatory framework governing federal civilian personnel records (5 CFR Part 293, Privacy Act, NARA)
- Establish, maintain, and safeguard Official Personnel Folders (OPF) and Employee Medical Folders (EMF)
- Apply Update 14 (January 2026) OPM guidance classifying EMF records as long-term (29 CFR 1910.1020) or short-term
- Execute proper procedures for transferring records between agencies and to the National Personnel Records Center (NPRC)
- Respond accurately to requests for information from EMF and OPF records under the Privacy Act
- Identify and correct the ten most common recordkeeping errors

Using the Guide to Federal Processing Personnel Actions Course (Self-Paced)

This course provides federal HR specialists and personnelists with the knowledge and skills to accurately select and document

Nature of Action codes, legal authorities, and remarks when preparing the SF-52 and SF-50 using OPM's Guide to Processing Personnel Actions.

- Explain the legal authority and structure of the GPPA
- Identify the correct Nature of Action (NOA) code for any given personnel action
- Select the correct legal authority and authority code for each action
- Choose appropriate remarks and remarks codes for personnel actions
- Complete the SF-52 and SF-50 accurately using NOA, authority, and remarks
- Identify and correct common errors in personnel action documentation

Calculating Service Computation Dates Course (Self-Paced)

Learn to determine creditable service and compute all types of Service Computation Dates accurately. This course emphasizes hands-on exercises to verify service, apply SCD rules, and make necessary updates.

- Understanding what Service Computation Dates (SCDs) are and their importance.
- Determining creditable service for civil and uniformed employment.
- Verifying prior service and computing SCDs for leave, RIF, TSP, and retirement.
- Recognizing when and how to update an employee's SCD.
- Applying differences between SCD types, including severance pay.

Processing Federal Personnel Actions Course (Self-Paced)

Gain the expertise to document and process federal personnel actions with precision and compliance. This course covers essential forms, terminology, and procedures to ensure accurate and efficient HR operations.

- Utilizing the Guide to Processing Personnel Actions for SF-52 and SF-50 forms.
- Selecting the appropriate nature of action codes, legal authorities, and remarks.
- Computing service computation dates and determining retirement coverage.
- Adjudicating and documenting veterans' preference entitlements.
- Managing within-grade increases, probationary periods, and career tenure requirements.
- Understanding the impact of allowable non-pay time on personnel actions.