COURSE SYLLABUS

Processing Federal Personnel Actions Course (Blended)

Learn about the Guide to Processing Personnel Actions and how to use the Guide to document personnel actions. Understand how to prepare, process, and approve Requests for Personnel Actions (SF-52) and Notifications of Personnel Actions (SF-50), the essential personnel records for Federal employees. Use the correct and appropriate forms, terminology, codes, remarks, processes and procedures that affect personnel actions.

Group classes (Washington, DC) and onsite training are available for this course.
For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/processing-federal-personnel-actions-blended



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Course Outline

Module 1: Introduction to the Guide and Establishing Personnel Folders

- Understanding the structure and contents of the Guide to Processing Personnel Actions.
- Learning how to establish and manage Official Personnel Folders (OPF) for documenting federal employee actions.
- How to use decision logic tables to make determinations about personnel actions and ensure accurate documentation.

Module 2: Documenting Personnel Actions – Accessions

- Exploring the steps for documenting accessions, including appointment actions, service computation dates, veterans' preference, and career tenure.
- Learning how to complete the SF 52 and SF 50 for accession personnel actions and the related legal authorities and remarks.
- Understanding the various appointment types: Career, career-conditional, non-status, and excepted service appointments.

Module 3: Processing Actions for Retirees

- Understanding the procedures for processing retirements and retirement-related actions in federal HR systems.
- How to handle retiree actions, including determining the retirement plan, service computation date, and related benefits.

Module 4: Within-Grade Increases (WGIs)

- Exploring the process for processing within-grade increases (WGIs) and understanding the criteria for eligibility.
- Determining the correct documentation and coding for within-grade increases in the SF 52 and SF 50.

Module 5: Processing Other Actions for Current Employees

- Understanding how to process actions for current employees, such as position changes, promotions, and extended leave without pay (LWOP).
- How to manage and document non-pay status actions, including suspension, furlough, and transfer actions.

Module 6: Processing Separation Actions

- Learning how to handle separations, including resignations, retirements, and terminations, and their associated documentation.
- Understanding the impact of separation actions on employee benefits and entitlements, and ensuring the accurate coding of separation actions on the SF 52 and SF 50.

Module 7: Processing Correction and Cancellation Actions

- Understanding how to process corrections and cancellations of personnel actions, ensuring the accuracy of the employee's personnel records.
- How to complete the necessary paperwork for corrections, including the appropriate remarks and codes for adjustments.