

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

This one-day course teaches federal HR specialists how to accurately prepare, review, and process personnel actions using the Guide to Processing Personnel Actions (GPPA), the SF-52, and the SF-50.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/using-the-guide-to-processing-personnel-actions-course-self-paced>



support@graduateschool.edu •

[\(888\) 744-4723](tel:(888)744-4723)

Course Outline

Module 1: Legal Framework and Regulatory Authority

- Identify the legal basis for federal personnel actions under 5 U.S.C. § 2951 and Civil Service Rule IX
- Describe the structure and purpose of the Guide to Processing Personnel Actions (GPPA)
- Explain EHRI reporting requirements and data standards
- Distinguish between long-term and temporary OPF document rules

Module 2: The SF-52 — Requesting Personnel Actions

- Explain the purpose and users of the SF-52, Request for Personnel Action
- Complete Parts A, B, C-1, and C-2 of the SF-52 for common action types
- Apply appointing authority and delegation rules under 5 U.S.C. § 302
- Identify electronic forms requirements and Section 508 compliance

Module 3: The SF-50 — Documenting Personnel Actions

- Explain the legal status of the SF-50 and when it is and is not required
- Apply effective date rules using GPPA Tables 3-A and 3-B
- Complete an SF-50 block by block, including employee name rules and notification requirements
- Identify the 22 actions exempt from SF-50 documentation

Module 4: NOA, Legal Authorities, and Remarks

- Select the correct Nature of Action (NOA) code from the 100–900 series for common personnel actions
- Apply legal authority selection rules and identify agency-created codes
- Assign appropriate remarks codes (categories A through Z) and recognize unauthorized remarks restrictions
- Match common NOA, authority, and remarks combinations for standard action types

Module 5: Effective Dates, Corrections, and OPF Management

- Apply effective date rules from Tables 3-A and 3-B to complex scenarios
- Process corrections, cancellations, and retroactive actions under GPPA Chapter 32
- Manage OPF documentation requirements, including right-side vs. left-side filing and veterans' preference documentation
- Identify and correct the ten most common personnel documentation errors