COURSE SYLLABUS

Using the Guide to Processing Personnel Actions Course

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.

> 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/using-the-guide-to-processing-personnel-actions-course



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Course Outline

Module 1: Introduction to the GPPA and Personnel Actions

- Identify the statutory authorities and legal framework that govern federal personnel action documentation
- Describe the purpose and legal status of the SF-52 and SF-50 in the personnel action process
- Explain the structure and organization of the Guide to Processing Personnel Actions (GPPA)
- Identify when an SF-50 is required and how completed actions are filed in the Official Personnel Folder (OPF)

Module 2: Nature of Actions — Structure and Code Series

- Identify the nine NOA code series and the category of personnel action each series represents
- Describe the structure of a three-digit NOA code and how each digit narrows the type of action
- Select the correct NOA phrase and code for a given personnel action using the GPPA decision logic table
- Distinguish between common NOA codes that are frequently confused, such as promotions and reassignments

Module 3: Legal Authority — Purpose, Selection, and Coding

- Explain the role of legal authority on the SF-50 and how it differs from the Nature of Action
- Identify the difference between OPM-reserved authority codes and agency-created authority codes
- Select the correct legal authority and code for common personnel action types
- Apply GPPA sequencing rules when more than one legal authority applies to an action

Module 4: Remarks — Purpose, Categories, and Restrictions

- Describe the purpose of remarks on an SF-50 and the audiences they serve
- Identify the remarks code categories (A through Z) and the type of information each category conveys
- Distinguish between required and discretionary remarks for common action types
- Identify the restrictions on remarks, including information that may never appear on a personnel action

Module 5: Completing the SF-52 and SF-50

- Describe the parts of the SF-52 and the flow of approvals required before an action can be documented
- Identify the key data blocks on the SF-50 and the rules governing their completion
- Apply effective date rules for different action types, including the distinction between beginning-of-day and end-of-day actions
- Recognize and correct the most common errors in federal personnel action documentation

Module 6: Exercises 5–11 — Applying NOA, Legal Authority, and Remarks

- Apply NOA, legal authority, and remarks codes to complete personnel actions across a range of scenarios
- Determine the correct effective date rule and OPF filing requirement for each action type
- Identify errors in personnel action documentation and select the appropriate correction
- Integrate all course elements to accurately complete SF-50 data blocks for complex, multi-condition actions