COURSE SYLLABUS

Processing Federal Personnel Actions Course (Washington, D.C.)

Learn to accurately prepare, process, and approve federal personnel actions using the Guide to Processing Personnel Actions, including SF-52 and SF-50 forms.

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



CustomerRelations@graduateschool.edu • (888) 744-4723

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.