COURSE SYLLABUS

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

This course is an overview of the structure and use of the Guide to Processing Personnel Actions by walking through the Guide and related manuals. In this course, you will see what is covered, how information is organized, and how DLTs and other GPPA content are used. Content is enriched with video and other multimedia. Blogs and discussions are designed specifically for students. There is limited instructor assistance.

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



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Course Outline

Module 1: Processing Personnel Actions

- Review the purpose and importance of personnel actions in federal HR.
- Identify the forms most commonly used (SF-52, SF-50) and their functions.
- Understand how personnel actions are recorded and tracked for compliance.

Module 2: Organization of the Guide

- Navigate the structure of the Guide to Processing Personnel Actions (GPPA).
- Locate Decision Logic Tables (DLTs), figures, and job aids.
- Recognize how related references (Guide to Personnel Recordkeeping, Data Standards, HR Reporting) are organized.

Module 3: Chapters 1 through 7 of the Guide

- Summarize the key topics covered in Chapters 1–7.
- Apply rules for data collection, classification, and reporting.
- Identify how each chapter supports HR processing functions.

Module 4: Using the Guide to Process Personnel Actions

- Apply the GPPA to real-world HR scenarios using DLTs and examples.
- Cross-reference supporting manuals to validate actions.
- Practice finding, interpreting, and applying the correct information for accurate processing.