

OPM Guide to Processing Personnel Actions (GPPA)

Quick Sheet: Understanding the Basics

This quick sheet provides a basic understanding of the Office of Personnel Management (OPM) Guide to Processing Personnel Actions (GPPA) and the Standard Forms (SFs) used to process personnel actions for federal civilian employees.

GPPA Quick Facts

- ✓ Contains OPM's sub-regulatory guidance on preparing and documenting personnel actions for civil service employees across Government.
- ✓ Impacts records that span the careers of over 2 million employees.
- ✓ Impacts government-wide data that supports strategic decision-making around federal employment and the future of the civilian workforce.

Standard Form 52 (SF-52): Request for Personnel Action

The SF-52 is used by supervisors, managers, HR offices, and employees to:

- Request personnel changes and actions (e.g., appointments, promotions, resignations, etc.).
- Capture several pieces of key information:

Part A: Requesting Office

Part B: Information for SF-50*

Part C: Reviews and Approvals

Part D: Remarks by Requesting Office

Part E: Reasons for Resignations and Retirements

Part F: Remark for SF-50

**Important: Part B contains critical employee data for successfully processing personnel actions!*

Standard Form 50 (SF-50): Notification of Personnel Action

The SF-50 is produced based on information on the SF-52.

Code for Accuracy

Nature of Action Codes (NOACs) represent the action type (hire, promotion, transfer, etc.).

- **NOACs 000-899** are used as authorized by OPM.
- **NOACs 900-999** are used to document personnel matters of interest to an agency.

Legal Authority Codes (LACs) identify the authorizing statute, such as the U.S. Code, Executive Orders, Federal Register, Code of Federal Regulations, OPM operating manuals and handbooks, or agency policies and procedures.

Remark Codes represent additional details about the personnel action.

Helpful Tips

- ✓ Use the same GPPA Chapter for the NOAC, LAC **and** Remark Codes.
- ✓ Complete listing of all codes is in the [Guide to Data Standards \(GDS\)](#).
- ✓ Agencies may have local codes.

***** Due to the complexity of the GPPA, you are encouraged to reference the Chapter 35: Glossary for unfamiliar terms and to seek help from experienced personnel specialists for complex situations.**

Structure of the GPPA

Section	Description
Table of Contents	Provides a roadmap to relevant chapters.
General Instructions Chapters 1, 3, 4, 6, 7, and 33	<p>Explain how to:</p> <ul style="list-style-type: none"> • Complete SF-52s and SF-50s. • Document veteran's preference. • Calculate service computation dates. <p>Chapter 3, Subchapter 4 provides information on the entry-on-duty process.</p> <p>Chapter 4 offers a specific job aid for SF-52 and SF-50 completion and Table 4-A for setting effective dates.</p>
Chapters 2, 5, 8, 12, and 25	Reserved for future use.
Chapters 9-32	<p>Address specific personnel actions (appointments, promotions, resignations, etc.) with</p> <ul style="list-style-type: none"> • Introductions that explain the actions and definitions. • Step-by-step processing instructions. • Decision Logic Tables that help determine the correct codes to use for SFs.
Chapter 34: Topic Index	Helps locate information by keyword (e.g., type of action).
Chapter 35: Glossary	Defines key terms.

Revisions, Changes and Deletions to GPPA Chapters

The following annotations are used to reflect revisions, changes and/or deletions to information in GPPA chapters:

- New text changes and additions are annotated using dark red font and angled right and left brackets surrounding the changed text.
- Deleted text is annotated using three asterisks in green font.
- Symbols that referenced historical changes to previous versions have been removed.

GPPA Change Examples

Text Change or Addition:
>new text added or changed<

Deleted Text:
*****text that has been deleted**

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