

Operating Manual Update

The Guide to Processing Personnel Actions

Update 111 – Chapters 9, 10, 11, 13, 14, 28, 30, 31, and 32

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U.S. Office of Personnel Management

At-a-glance release summary

Summary of major changes

Update 111 (September 2026) makes targeted changes to Chapters 9, 10, 11, 13, 14, 28, 30, 31, and 32. The main themes are: remark P07 is now required wherever remark P05 is required in the affected rules of Chapters 9, 10, 11, 14, 30, and 31; the abbreviation "NAF" was corrected to "NAFI" in remark B63 across Chapters 10, 13, 30, and 31; four Schedule Policy/Career rules (11A-59, 11A-61, 11A-62, and 11A-64) were removed from Table 11-A and the legal authority code "YEJ" was removed from Figure 11-1 because it is being retired; "REG" citations were standardized to "5 CFR" in Chapter 11; Rule 30B-33 was corrected to state the employee is not eligible to continue health benefits and to add the condition "Retirement is not described in Rule 32," correcting a change in the July 2026 edition; the missing Note 4 was added at Rule 31B-61; Chapter 32 remark language was refined for Rules 32C-3/4, Remark C18 (Rule 32H-16), and Remark 32D-1; the link to OMB Circular A-76 was updated in Chapter 10; and minor corrections were made to note numbering and formatting in Chapter 14 and to erroneously published draft text in Chapter 28.

What did not change

All chapters other than 9, 10, 11, 13, 14, 28, 30, 31, and 32 are unchanged in this release. The overall structure of the affected chapters is unchanged: tables, rules, notes, and remarks keep their existing organization, and no NOA, NOAC, or LAC definitions were added or redefined other than the removals identified in Chapter 11. SF-52 and SF-50 processing requirements, legal authorities, and effective-date rules otherwise remain as published in the July 2026 edition.

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GPPA Chapter 9 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- Remark P07 was added as a required remark, alongside remark P05, at Table 9-I Rule 29 (9I-29).

What did not change:

- All other Chapter 9 rules, tables, notes, and remarks are unchanged from the July 2026 edition.
- Coverage, special conditions, and the appointment authority tables are otherwise unchanged.

2. Change type legend

Change Type	Use for	Meaning
Critical change	Required behavior changed	Affects compliance, approvals, required steps, deadlines, or decision-making.
Process change	Work must be done differently	Operational change that affects how work is performed.
Clarification only	Meaning did not change	Wording or examples improved; no required behavior changed.
Moved	Location changed	Content relocated without changing meaning.
Removed	Content deleted	Obsolete, duplicate, or replaced content was removed.

3. High-impact changes

High-impact change 1

Entry	High-impact change 1
Change type	Process change
Location	Table 9-I, Rule 29 (9I-29)
What changed	Where remark P05 is required, remark P07 was added as also required.
Why it changed	To ensure both required remarks are documented together on affected actions.
Who is affected	HR Specialists
Action / impact	Add remark P07 wherever remark P05 is required under this rule; update local guides and system remark tables.

4. Other changes

Instructions: Use this as the final record for the chapter release. Sort by importance first, then by section or workflow.

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Process change	Add remark	Table 9-I, Rule 29 (9I-29)	Where remark P05 is required, remark P07 was added as also required.	HR Specialists	Include remark P07 on any action where remark P05 applies under this rule.	Update

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review processing tables, SF-50/SF-52 completion impacts, and required remarks before processing actions under this chapter.
HR IT Systems Specialist	Review EHRI/data-standard references, system-required fields, effective-date handling, and downstream reporting impacts.
Agency HR Policy Specialist	Update local SOPs, training, desk guides, templates, and cross-chapter references to match the revised chapter structure.
Staffing Specialist	Review appointment, conversion, onboarding, and documentation changes that affect selection or entrance-on-duty workflows.
Payroll System Specialist	Review changes that may affect pay, leave, effective dates, corrections, and system records.
Chief Human Capital Officer (CHCO) Council Member	Review government-wide standardization, plain-language revisions, and cross-agency implementation impacts.
Senior OPM Leadership	Review policy modernization, consistency across GPPA chapters, governance, and operational risk reduction.

6. Expert-only quick reference

- Table 9-I Rule 29 - remark P07 is now required wherever remark P05 is required.

7. New-user quick guidance

- If you are processing an action under Table 9-I Rule 29 that requires remark P05, also enter remark P07.

GPPA Chapter 10 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- Remark P07 was added as a required remark, alongside remark P05, at Table 10-I Rule 23 (10I-23).
- In Table 10-I Rule 51, remark B63, "NAF" was corrected to "NAFI."
- The link to OMB Circular A-76 in Table 10-B Note 2 was updated.

What did not change:

- All other Chapter 10 rules, tables, notes, and remarks are unchanged from the July 2026 edition.
- No rule criteria, authorities, or NOACs changed.

2. Change type legend

Change Type	Use for	Meaning
Critical change	Required behavior changed	Affects compliance, approvals, required steps, deadlines, or decision-making.
Process change	Work must be done differently	Operational change that affects how work is performed.
Clarification only	Meaning did not change	Wording or examples improved; no required behavior changed.
Moved	Location changed	Content relocated without changing meaning.
Removed	Content deleted	Obsolete, duplicate, or replaced content was removed.

3. High-impact changes

High-impact change 1

Entry	High-impact change 1
Change type	Process change
Location	Table 10-I, Rule 23 (10I-23)
What changed	Where remark P05 is required, remark P07 was added as also required.
Why it changed	To ensure both required remarks are documented together on affected actions.
Who is affected	HR Specialists
Action / impact	Add remark P07 wherever remark P05 is required under this rule; update local guides and system remark tables.

4. Other changes

Instructions: Use this as the final record for the chapter release. Sort by importance first, then by section or workflow.

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Process change	Add remark	Table 10-I, Rule 23 (10I-23)	Where remark P05 is required, remark P07 was added as also required.	HR Specialists	Include remark P07 on any action where remark P05 applies under this rule.	Update

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Clarification only	Table 10-I	Rule 51, Remark B63	Replaced "NAF" with "NAFI" as NAFI is the correct abbreviation.	HR Specialists	The remark text now uses the correct abbreviation; no processing change.	None
Clarification only	Table 10-B, Note 2	Various pages	Updated the link to OMB Circular A-76.	HR Specialists	Use the updated link when referencing OMB Circular A-76.	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review processing tables, SF-50/SF-52 completion impacts, and required remarks before processing actions under this chapter.
HR IT Systems Specialist	Review EHRI/data-standard references, system-required fields, effective-date handling, and downstream reporting impacts.
Agency HR Policy Specialist	Update local SOPs, training, desk guides, templates, and cross-chapter references to match the revised chapter structure.
Staffing Specialist	Review appointment, conversion, onboarding, and documentation changes that affect selection or entrance-on-duty workflows.
Payroll System Specialist	Review changes that may affect pay, leave, effective dates, corrections, and system records.
Chief Human Capital Officer (CHCO) Council Member	Review government-wide standardization, plain-language revisions, and cross-agency implementation impacts.
Senior OPM Leadership	Review policy modernization, consistency across GPPA chapters, governance, and operational risk reduction.

6. Expert-only quick reference

- Table 10-I Rule 23 - remark P07 is now required wherever remark P05 is required.
- Table 10-I Rule 51 - remark B63 now reads "NAFI" instead of "NAF."
- Table 10-B Note 2 - the OMB Circular A-76 link was updated.

7. New-user quick guidance

- If an action under Table 10-I Rule 23 requires remark P05, also enter remark P07.
- Use the corrected "NAFI" abbreviation when citing remark B63.

GPPA Chapter 11 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- Four Schedule Policy/Career rules were removed from Table 11-A (Rules 11A-59, 11A-61, 11A-62, and 11A-64) per Workforce Policy and Innovation (WPI).
- The legal authority code "YEJ" was removed from Figure 11-1 because it is being retired.
- Remark P07 was added as a required remark, alongside remark P05, at Table 11-C Rule 39 (11C-39).
- "REG" citations were standardized to "5 CFR" in Table 11-A Note 2 and in the Rule 11A-24 criteria.

What did not change:

- All other Chapter 11 rules, tables, notes, and remarks are unchanged from the July 2026 edition.
- The remaining Table 11-A rules and their numbering are unchanged.

2. Change type legend

Change Type	Use for	Meaning
Critical change	Required behavior changed	Affects compliance, approvals, required steps, deadlines, or decision-making.
Process change	Work must be done differently	Operational change that affects how work is performed.
Clarification only	Meaning did not change	Wording or examples improved; no required behavior changed.
Moved	Location changed	Content relocated without changing meaning.
Removed	Content deleted	Obsolete, duplicate, or replaced content was removed.

3. High-impact changes

High-impact change 1

Entry	High-impact change 1
Change type	Removed
Location	Table 11-A, Rules 11A-59, 11A-61, 11A-62, and 11A-64
What changed	Four Schedule Policy/Career rules were removed from Table 11-A per Workforce Policy and Innovation (WPI).
Why it changed	WPI directed removal of these rules.
Who is affected	HR Specialists
Action / impact	Do not cite these rules for new actions; update local guides and system table lookups.

High-impact change 2

Entry	High-impact change 2
Change type	Removed
Location	Figure 11-1, page 25
What changed	The legal authority code "YEJ" was removed from Figure 11-1 because it is being retired.
Why it changed	YEJ is being retired.
Who is affected	HR Specialists
Action / impact	Do not use YEJ; update any local reference material that lists it.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Table 11-C, Rule 39 (11C-39)
What changed	Where remark P05 is required, remark P07 was added as also required.
Why it changed	To ensure both required remarks are documented together on affected actions.
Who is affected	HR Specialists
Action / impact	Add remark P07 wherever remark P05 is required under this rule; update local guides and system remark tables.

4. Other changes

Instructions: Use this as the final record for the chapter release. Sort by importance first, then by section or workflow.

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Table 11-A (Schedule P/C)	Rule 11A-59	Rule removed per Workforce Policy and Innovation (WPI).	HR Specialists	Do not cite this rule for new actions.	Update
Removed	Table 11-A (Schedule P/C)	Rule 11A-61	Rule removed per Workforce Policy and Innovation (WPI).	HR Specialists	Do not cite this rule for new actions.	Update
Removed	Table 11-A (Schedule P/C)	Rule 11A-62	Rule removed per Workforce Policy and Innovation (WPI).	HR Specialists	Do not cite this rule for new actions.	Update
Removed	Table 11-A (Schedule P/C)	Rule 11A-64	Rule removed per Workforce Policy and Innovation (WPI).	HR Specialists	Do not cite this rule for new actions.	Update
Removed	Figure 11-1	Page 25	Removed "YEJ" because it is being retired.	HR Specialists	Do not use legal authority code YEJ.	Update
Process change	Add remark	Table 11-C, Rule 39 (11C-39)	Where remark P05 is required, remark P07 was added as also required.	HR Specialists	Include remark P07 on any action where remark P05 applies under this rule.	Update
Clarification only	Notes	Table 11-A, Note 2	Replaced "REG" with "5 CFR" to standardize the reference.	HR Specialists	Citations now use the standard 5 CFR format.	None
Clarification only	Rule criteria	Rule 11A-24	Replaced "REG" with "5 CFR" in "Reg. 362.203(d)(ii))."	HR Specialists	Citations now use the standard 5 CFR format.	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review processing tables, SF-50/SF-52 completion impacts, and required remarks before processing actions under this chapter.
HR IT Systems Specialist	Review EHRI/data-standard references, system-required fields, effective-date handling, and downstream reporting impacts.
Agency HR Policy Specialist	Update local SOPs, training, desk guides, templates, and cross-chapter references to match the revised chapter structure.
Staffing Specialist	Review appointment, conversion, onboarding, and documentation changes that affect selection or entrance-on-duty workflows.

Role or audience	What to review in this release
Payroll System Specialist	Review changes that may affect pay, leave, effective dates, corrections, and system records.
Chief Human Capital Officer (CHCO) Council Member	Review government-wide standardization, plain-language revisions, and cross-agency implementation impacts.
Senior OPM Leadership	Review policy modernization, consistency across GPPA chapters, governance, and operational risk reduction.

6. Expert-only quick reference

- Table 11-A - Rules 11A-59, 11A-61, 11A-62, and 11A-64 removed per WPI.
- Figure 11-1 - YEJ removed (being retired).
- Table 11-C Rule 39 - remark P07 is now required wherever remark P05 is required.
- Table 11-A Note 2 and Rule 11A-24 - "REG" replaced by "5 CFR."

7. New-user quick guidance

- Do not use Table 11-A Rules 59, 61, 62, or 64, or legal authority code YEJ; they were removed in this update.
- If an action under Table 11-C Rule 39 requires remark P05, also enter remark P07.

GPPA Chapter 13 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- In Table 13-D Rule 4, remark B63, "NAF" was corrected to "NAFI."

What did not change:

- All other Chapter 13 rules, tables, notes, and remarks are unchanged from the July 2026 edition.

2. Change type legend

Change Type	Use for	Meaning
Critical change	Required behavior changed	Affects compliance, approvals, required steps, deadlines, or decision-making.
Process change	Work must be done differently	Operational change that affects how work is performed.
Clarification only	Meaning did not change	Wording or examples improved; no required behavior changed.
Moved	Location changed	Content relocated without changing meaning.
Removed	Content deleted	Obsolete, duplicate, or replaced content was removed.

3. High-impact changes

No high-impact changes were identified for this chapter in Update 111. All changes are listed in section 4.

4. Other changes

Instructions: Use this as the final record for the chapter release. Sort by importance first, then by section or workflow.

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Clarification only	Table 13-D	Rule 4, Remark B63	Replaced "NAF" with "NAFI" as NAFI is the correct abbreviation.	HR Specialists	The remark text now uses the correct abbreviation; no processing change.	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review processing tables, SF-50/SF-52 completion impacts, and required remarks before processing actions under this chapter.
HR IT Systems Specialist	Review EHRI/data-standard references, system-required fields, effective-date handling, and downstream reporting impacts.
Agency HR Policy Specialist	Update local SOPs, training, desk guides, templates, and cross-chapter references to match the revised chapter structure.
Staffing Specialist	Review appointment, conversion, onboarding, and documentation changes that affect selection or entrance-on-duty workflows.
Payroll System Specialist	Review changes that may affect pay, leave, effective dates, corrections, and system records.
Chief Human Capital Officer (CHCO) Council Member	Review government-wide standardization, plain-language revisions, and cross-agency implementation impacts.

Role or audience	What to review in this release
Senior OPM Leadership	Review policy modernization, consistency across GPPA chapters, governance, and operational risk reduction.

6. Expert-only quick reference

- Table 13-D Rule 4 - remark B63 now reads "NAFI" instead of "NAF."

7. New-user quick guidance

- Use the corrected "NAFI" abbreviation when citing remark B63.

GPPA Chapter 14 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- Remark P07 was added as a required remark, alongside remark P05, at Table 14-K Rule 22 (14K-22).
- The note number for note 5 in the Table 14-D notes was corrected from "4" to "5."
- A stray paragraph border beneath Note 5 in Table 14-I (Rule 29) was removed.

What did not change:

- All other Chapter 14 rules, tables, notes, and remarks are unchanged from the July 2026 edition.

2. Change type legend

Change Type	Use for	Meaning
Critical change	Required behavior changed	Affects compliance, approvals, required steps, deadlines, or decision-making.
Process change	Work must be done differently	Operational change that affects how work is performed.
Clarification only	Meaning did not change	Wording or examples improved; no required behavior changed.
Moved	Location changed	Content relocated without changing meaning.
Removed	Content deleted	Obsolete, duplicate, or replaced content was removed.

3. High-impact changes

High-impact change 1

Entry	High-impact change 1
Change type	Process change
Location	Table 14-K, Rule 22 (14K-22)
What changed	Where remark P05 is required, remark P07 was added as also required.
Why it changed	To ensure both required remarks are documented together on affected actions.
Who is affected	HR Specialists
Action / impact	Add remark P07 wherever remark P05 is required under this rule; update local guides and system remark tables.

4. Other changes

Instructions: Use this as the final record for the chapter release. Sort by importance first, then by section or workflow.

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Process change	Add remark	Table 14-K, Rule 22 (14K-22)	Where remark P05 is required, remark P07 was added as also required.	HR Specialists	Include remark P07 on any action where remark P05 applies under this rule.	Update
Clarification only	Notes	Table 14-D notes	Corrected the note number for note 5 from "4" to "5."	HR Specialists	Note numbering now matches the note references.	None

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Table 14-I	Rule 29	Removed the paragraph border from beneath Note 5.	HR Specialists	Formatting correction only; no content changed.	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review processing tables, SF-50/SF-52 completion impacts, and required remarks before processing actions under this chapter.
HR IT Systems Specialist	Review EHRI/data-standard references, system-required fields, effective-date handling, and downstream reporting impacts.
Agency HR Policy Specialist	Update local SOPs, training, desk guides, templates, and cross-chapter references to match the revised chapter structure.
Staffing Specialist	Review appointment, conversion, onboarding, and documentation changes that affect selection or entrance-on-duty workflows.
Payroll System Specialist	Review changes that may affect pay, leave, effective dates, corrections, and system records.
Chief Human Capital Officer (CHCO) Council Member	Review government-wide standardization, plain-language revisions, and cross-agency implementation impacts.
Senior OPM Leadership	Review policy modernization, consistency across GPPA chapters, governance, and operational risk reduction.

6. Expert-only quick reference

- Table 14-K Rule 22 - remark P07 is now required wherever remark P05 is required.
- Table 14-D notes - note 5 is now correctly numbered.

7. New-user quick guidance

- If an action under Table 14-K Rule 22 requires remark P05, also enter remark P07.

GPPA Chapter 28 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- A pending edit and an edit-comment remark that should not have appeared in the published Coverage section were removed.

What did not change:

- All Chapter 28 rules, tables, notes, and remarks are unchanged from the July 2026 edition; this update only removed erroneously published draft text.

2. Change type legend

Change Type	Use for	Meaning
Critical change	Required behavior changed	Affects compliance, approvals, required steps, deadlines, or decision-making.
Process change	Work must be done differently	Operational change that affects how work is performed.
Clarification only	Meaning did not change	Wording or examples improved; no required behavior changed.
Moved	Location changed	Content relocated without changing meaning.
Removed	Content deleted	Obsolete, duplicate, or replaced content was removed.

3. High-impact changes

High-impact change 1

Entry	High-impact change 1
Change type	Removed
Location	Coverage section
What changed	Removed a pending edit and an edit-comment remark that should not have appeared in the published chapter.
Why it changed	Draft markup was published in error in the July 2026 edition.
Who is affected	None (no processing impact)
Action / impact	None; the published text now reads as intended.

4. Other changes

Instructions: Use this as the final record for the chapter release. Sort by importance first, then by section or workflow.

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Coverage	Coverage section	Removed a pending edit and an edit-comment remark that should not have appeared.	None	The published text now reads as intended; no processing change.	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review processing tables, SF-50/SF-52 completion impacts, and required remarks before processing actions under this chapter.
HR IT Systems Specialist	Review EHRI/data-standard references, system-required fields, effective-date handling, and downstream reporting impacts.
Agency HR Policy Specialist	Update local SOPs, training, desk guides, templates, and cross-chapter references to match the revised chapter structure.
Staffing Specialist	Review appointment, conversion, onboarding, and documentation changes that affect selection or entrance-on-duty workflows.
Payroll System Specialist	Review changes that may affect pay, leave, effective dates, corrections, and system records.
Chief Human Capital Officer (CHCO) Council Member	Review government-wide standardization, plain-language revisions, and cross-agency implementation impacts.
Senior OPM Leadership	Review policy modernization, consistency across GPPA chapters, governance, and operational risk reduction.

6. Expert-only quick reference

- Coverage - erroneously published draft markup was removed; content is otherwise unchanged.

7. New-user quick guidance

- No processing changes in this chapter for Update 111.

GPPA Chapter 30 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- Remark P07 was added as a required remark, alongside remark P05, at Rule 30B-35 and in Table 30-C.
- Rule 30B-33 was corrected to state that the employee is not eligible to continue health benefits and to add the condition "Retirement is not described in Rule 32," correcting a change in the July 2026 edition.
- In Table 30-C, remark B63, "NAF" was corrected to "NAFI."

What did not change:

- All other Chapter 30 rules, tables, notes, and remarks are unchanged from the July 2026 edition.

2. Change type legend

Change Type	Use for	Meaning
Critical change	Required behavior changed	Affects compliance, approvals, required steps, deadlines, or decision-making.
Process change	Work must be done differently	Operational change that affects how work is performed.
Clarification only	Meaning did not change	Wording or examples improved; no required behavior changed.
Moved	Location changed	Content relocated without changing meaning.
Removed	Content deleted	Obsolete, duplicate, or replaced content was removed.

3. High-impact changes

High-impact change 1

Entry	High-impact change 1
Change type	Process change
Location	Rule 30B-35 and Table 30-C
What changed	Where remark P05 is required, remark P07 was added as also required.
Why it changed	To ensure both required remarks are documented together on affected actions.
Who is affected	HR Specialists
Action / impact	Add remark P07 wherever remark P05 is required under this rule; update local guides and system remark tables.

High-impact change 2

Entry	High-impact change 2
Change type	Clarification only
Location	Rule 30B-33
What changed	The rule was corrected to indicate the employee is not eligible to continue health benefits, and the second condition "Retirement is not described in Rule 32" was added. This corrects a change in the July 2026 edition and differentiates that, because the retirement is not due to gross misconduct, the employee is "eligible for temporary continuation of your FEHBP coverage for up to 18 months," as indicated in note B53.

Why it changed	To correct an error introduced in the July 2026 edition and align the rule with note B53.
Who is affected	HR Specialists
Action / impact	Review any actions processed under Rule 30B-33 since the July 2026 edition and apply the corrected criteria.

4. Other changes

Instructions: Use this as the final record for the chapter release. Sort by importance first, then by section or workflow.

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Process change	Add remark	Rule 30B-35 and Table 30-C	Where remark P05 is required, remark P07 was added as also required.	HR Specialists	Include remark P07 on any action where remark P05 applies under this rule.	Update
Clarification only	Chapter 30 correction	Rule 30B-33	Corrected the rule to indicate not eligible to continue health benefits and added the second condition "Retirement is not described in Rule 32." This corrects a change in the July 2026 edition and differentiates that, since the retirement is not due to gross misconduct, the employee is "eligible for temporary continuation of your FEHBP coverage for up to 18 months," as indicated in note B53.	HR Specialists	Apply the corrected rule criteria and conditions.	Review
Clarification only	Table 30-C	Remark B63	Replaced "NAF" with "NAFI" as NAFI is the correct abbreviation.	HR Specialists	The remark text now uses the correct abbreviation; no processing change.	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review processing tables, SF-50/SF-52 completion impacts, and required remarks before processing actions under this chapter.
HR IT Systems Specialist	Review EHRI/data-standard references, system-required fields, effective-date handling, and downstream reporting impacts.
Agency HR Policy Specialist	Update local SOPs, training, desk guides, templates, and cross-chapter references to match the revised chapter structure.
Staffing Specialist	Review appointment, conversion, onboarding, and documentation changes that affect selection or entrance-on-duty workflows.
Payroll System Specialist	Review changes that may affect pay, leave, effective dates, corrections, and system records.
Chief Human Capital Officer (CHCO) Council Member	Review government-wide standardization, plain-language revisions, and cross-agency implementation impacts.
Senior OPM Leadership	Review policy modernization, consistency across GPPA chapters, governance, and operational risk reduction.

6. Expert-only quick reference

- Rule 30B-35 and Table 30-C - remark P07 is now required wherever remark P05 is required.
- Rule 30B-33 - corrected health benefits eligibility language and added the "Retirement is not described in Rule 32" condition.
- Table 30-C - remark B63 now reads "NAFI."

7. New-user quick guidance

- If an action under Rule 30B-35 or Table 30-C requires remark P05, also enter remark P07.
- Use the corrected Rule 30B-33 criteria when processing the affected retirement actions.

GPPA Chapter 31 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- Remark P07 was added as a required remark, alongside remark P05, at Table 31-C Rule 42 (31C-42).
- The missing Note 4 was added at Rule 31B-61, remark B63.
- In Table 31-C (Rule 67) and Table 31-D, remark B63, "NAF" was corrected to "NAFI."

What did not change:

- All other Chapter 31 rules, tables, notes, and remarks are unchanged from the July 2026 edition.

2. Change type legend

Change Type	Use for	Meaning
Critical change	Required behavior changed	Affects compliance, approvals, required steps, deadlines, or decision-making.
Process change	Work must be done differently	Operational change that affects how work is performed.
Clarification only	Meaning did not change	Wording or examples improved; no required behavior changed.
Moved	Location changed	Content relocated without changing meaning.
Removed	Content deleted	Obsolete, duplicate, or replaced content was removed.

3. High-impact changes

High-impact change 1

Entry	High-impact change 1
Change type	Process change
Location	Table 31-C, Rule 42 (31C-42)
What changed	Where remark P05 is required, remark P07 was added as also required.
Why it changed	To ensure both required remarks are documented together on affected actions.
Who is affected	HR Specialists
Action / impact	Add remark P07 wherever remark P05 is required under this rule; update local guides and system remark tables.

4. Other changes

Instructions: Use this as the final record for the chapter release. Sort by importance first, then by section or workflow.

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Process change	Add remark	Table 31-C, Rule 42 (31C-42)	Where remark P05 is required, remark P07 was added as also required.	HR Specialists	Include remark P07 on any action where remark P05 applies under this rule.	Update
Clarification only	Table 31-C	Rule 67, Remark B63	Replaced "NAF" with "NAFI" as NAFI is the correct abbreviation.	HR Specialists	The remark text now uses the correct abbreviation; no processing change.	None

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Clarification only	Table 31-D	Remark B63	Replaced "NAF" with "NAFI" as NAFI is the correct abbreviation.	HR Specialists	The remark text now uses the correct abbreviation; no processing change.	None
Clarification only	Table 31-B	Rule 31B-61, Remark B63	Added the missing Note 4.	HR Specialists	The rule now shows the note that applies to it.	Review

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review processing tables, SF-50/SF-52 completion impacts, and required remarks before processing actions under this chapter.
HR IT Systems Specialist	Review EHRI/data-standard references, system-required fields, effective-date handling, and downstream reporting impacts.
Agency HR Policy Specialist	Update local SOPs, training, desk guides, templates, and cross-chapter references to match the revised chapter structure.
Staffing Specialist	Review appointment, conversion, onboarding, and documentation changes that affect selection or entrance-on-duty workflows.
Payroll System Specialist	Review changes that may affect pay, leave, effective dates, corrections, and system records.
Chief Human Capital Officer (CHCO) Council Member	Review government-wide standardization, plain-language revisions, and cross-agency implementation impacts.
Senior OPM Leadership	Review policy modernization, consistency across GPPA chapters, governance, and operational risk reduction.

6. Expert-only quick reference

- Table 31-C Rule 42 - remark P07 is now required wherever remark P05 is required.
- Rule 31B-61 - Note 4 added.
- Tables 31-C (Rule 67) and 31-D - remark B63 now reads "NAFI."

7. New-user quick guidance

- If an action under Table 31-C Rule 42 requires remark P05, also enter remark P07.
- Check Note 4 when applying Rule 31B-61.

GPPA Chapter 32 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- The block 45 language in Rules 32C-3/4 now refers the reader to Rules 32C-1 and 2 instead of repeating them.
- The Remark C18 text (Rule 32H-16) was revised so a corrected remark makes no reference to the incorrect remark.
- The Remark 32D-1 description was revised.

What did not change:

- All other Chapter 32 rules, tables, notes, and remarks are unchanged from the July 2026 edition.

2. Change type legend

Change Type	Use for	Meaning
Critical change	Required behavior changed	Affects compliance, approvals, required steps, deadlines, or decision-making.
Process change	Work must be done differently	Operational change that affects how work is performed.
Clarification only	Meaning did not change	Wording or examples improved; no required behavior changed.
Moved	Location changed	Content relocated without changing meaning.
Removed	Content deleted	Obsolete, duplicate, or replaced content was removed.

3. High-impact changes

No high-impact changes were identified for this chapter in Update 111. All changes are listed in section 4.

4. Other changes

Instructions: Use this as the final record for the chapter release. Sort by importance first, then by section or workflow.

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Clarification only	Rule	Rules 32C-3/4	Updated language for block 45; instead of repeating Rules 32C-1 and 2, the rules now refer the reader to those rules.	HR Specialists	Follow the cross-reference to Rules 32C-1 and 2 for block 45.	Review

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Clarification only	Remark	Rule 32H-16	Per Rule 32C-1, Remark C18 (Rule 32H-16) is used to correct a remark, making no reference to the incorrect remark. The text changed from "Corrects block (number) to read: (enter only the correct remarks)" to "Corrects item (number) to read: (enter only the corrected remark). (Note: If deleting a previous remark, do not enter a new remark in its place)."	HR Specialists	Use the revised C18 remark text when correcting remarks.	Review
Clarification only	Remark	Remark 32D-1	Changed from "Delete, add, or change a remark to align with the purpose of the code and EHRI language" to "Correct or change a remark (No information is added when an "item" is deleted.)"	HR Specialists	Use the revised 32D-1 description.	Review

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review processing tables, SF-50/SF-52 completion impacts, and required remarks before processing actions under this chapter.
HR IT Systems Specialist	Review EHRI/data-standard references, system-required fields, effective-date handling, and downstream reporting impacts.
Agency HR Policy Specialist	Update local SOPs, training, desk guides, templates, and cross-chapter references to match the revised chapter structure.
Staffing Specialist	Review appointment, conversion, onboarding, and documentation changes that affect selection or entrance-on-duty workflows.
Payroll System Specialist	Review changes that may affect pay, leave, effective dates, corrections, and system records.
Chief Human Capital Officer (CHCO) Council Member	Review government-wide standardization, plain-language revisions, and cross-agency implementation impacts.
Senior OPM Leadership	Review policy modernization, consistency across GPPA chapters, governance, and operational risk reduction.

6. Expert-only quick reference

- Rules 32C-3/4 - block 45 language now cross-references Rules 32C-1 and 2.
- Remark C18 (Rule 32H-16) - revised text; the corrected remark makes no reference to the incorrect remark.
- Remark 32D-1 - revised description.

7. New-user quick guidance

- When correcting a remark, use the revised C18 text and do not reference the incorrect remark.