

U.S. Office of Personnel Management
Operating Manual Update

The Guide to Processing Personnel Actions

Update 23

Washington, DC 20415
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Inquiries: For inquiries about instructions in this update call Human Resource Systems Service, Office of Workforce Information, at 202-606-2704 (email address owi@opm.gov).

Summary of Changes

Corrections to Update 22:

Included with this update are the pages missing from Chapter 14 published in Update 22. Pages 14-47 through 14-52 correctly show Update 22 as the issuance and should be filed in Chapter 14.

All pages of Chapter 10, Nonstatus Appointments in the Competitive Service, were republished as part of Update 22, issued on April 14, 1996. The pages in Chapter 10 failed to identify the accurate update number and issuance date. Pen and ink changes should be made to each page to correct the update number and date.

Removed Page(s)	Removed Identification	Inserted Page(s)	Explanation of Change(s)
9-9 through 9-10	Update 22	9-9 through 9-10	Deletes use of authority code, "BFS," and changes Rules 15-18 to show "BWA" as the correct authority code.
10-13 through 10-14	Update 22	10-13 through 10-14	Deletes use of authority code, "BFS," and changes Rules 3 and 4 to show "BWA" as the correct authority code.
10-19 through 10-22	Update 22	10-19 through 10-22	Corrects the erroneous NOACs for Rules 42 through 47. Deletes Note 4 from Table 10-B.
10-27 through 10-28	Update 22	10-27 through 10-28	Changes Rules 3 and 4 to show "BWA" as the correct authority code.
10-31 through 10-32	Update 22	10-31 through 10-32	Adds legal authority code, "NMM" for processing term appointments when an expected appointment is brought into the competitive service. Deletes Note 3 from Table 10-E.
11-1 through 11-34	Various	11-1 through 11-37	Reissues instructions for documenting appointments in the excepted service. Revises instructions for the appointment of experts and consultants.

Removed Page(s)	Removed Identification	Inserted Page(s)	Explanation of Change(s)
17-1 through 17-37	Various	17-1 through 17-35	<p>Reissues instructions for documenting pay and step changes. Deletes instructions for the establishment or change in interim geographic establishment or change in interim geographic adjustment (IGA). Deletes remarks P89 and P94. Also deletes legal authority code ZTT.</p> <p>Note 6 on Table 17-A and the information formerly found in paragraph 4e have been deleted, consolidating into a single personnel action the step adjustment, or termination of grade retention, with the change in the PRD code.</p>
29-1 through 29-9	Various	29-1 through 29-11	<p>Reissues instructions for documenting bonuses and awards. Adds the legal authority code “ZAA” for separation incentives that are authorized since the expiration of authority under P.L. 103-226. Updates the legal authority for code “Q4M” and broadens the scope of coverage for both “Q4M” and “V4R”.</p>
33-1 through 33-6	Update 7	33-1 through 33-6	<p>Reissues instructions for documenting volunteer service. Adds to the list of negotiated agreements between certain agencies and OPM that waive requirements to document volunteer service through the use of the SF 50.</p>