

Operating Manual Update

The Guide to Processing Personnel Actions

Update 75

Notice

This Guide and its Updates are available for viewing/printing on [our website](#). In lieu of contacting OPM, agency Human Resources representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive Updates electronically.

Distribution: Operating Manual, The Guide to Processing Personnel Actions

U.S. Office of Personnel Management

Summary of Changes, Chapter 15 (Update 75)

Removed Pages	Identification	Insert Page	Explanation of Changes
15-1 thru 15-19	N/A	1 thru 24	Chapter 15, in its' entirety has been updated, to include: (1) reformatted page numbers from 15-1, 15-2, 15-3, etc., to new format of 1,2,3, etc.; (2) added a footnote to each page to reflect Chapter number and title of guide; (3) reformatted text from column to paragraph to meet 508 compliance requirements; (4) distinguished new text changes and/or additions in >dark red font surrounded by angled brackets< ; (5) distinguished deletion/removal of text with *** in green font ; and, (6) removed all symbols annotating historical changes throughout the chapter.

Listing of Specific Changes to Chapter 15 (Update 75)

Chapter	Page Number(s)	Explanation of Changes
15	2	Reformatted text from column to paragraph to meet 508 compliance requirements.
15	3 thru 5	Incorporated or updated regulatory hyperlinks throughout Chapter 15.
15	7	Step 10, removed reference to "him/her" and added "they are".
15	10	Note section updated to include hyperlink to OPM Fact Sheet: OPM's "Fact Sheet: Effect of Extended Leave Without Pay (LWOP) (or Other Nonpay Status) on Federal Benefits and Programs" .

Chapter	Page Number(s)	Explanation of Changes
15	11 thru 21	Incorporated regulatory hyperlinks, notes, and jump to links to remarks in Table 15-A, rules 1 through 43.
15	12	Table 15-A, Rule 6: added jump to link to Table 15-B in "Required Remark Column"
15	16	Added new Rules 25 -30 in reserve for pending regulation and accordingly, renumbered the remaining rules in this table.
15	17	Table 15-A/Rule 32/Note 3: updated rule number in the Notes column to reflect renumbered rule.
15	18	Table 15-A/Rule 35/"And Column"/Note 6: updated rule numbers in the "And" column and the "Notes" column to reflect renumbered rules.
15	19	Table 15-A/Rule 36/"And" Column: updated rule numbers in the "And" column to reflect renumbered rules.
15	20	Table 15-A/Rule 42/Note 6: updated rule numbers in the "Notes" column to reflect renumbered rules.
15	21	Table 15-A/Rule 43/Note 6: updated rule numbers in the "Notes" column to reflect renumbered rules.
15	22-24	Incorporated regulatory hyperlinks and notes, throughout Table 15-B, rules 1 through 9.
15	22	Table 15-B/Rule 3/Note 3: updated rule number in the "Notes" column to reflect renumbered rule.
15	22	Table 15-B/Rule 4/Note 3: updated rule number in the "Notes" column to reflect renumbered rule.
15	23	Table 15-B/Rule 5/Note 3: updated rule number in the "Notes" column to reflect renumbered rule.
15	23	Table 15-B/Rule 6/"If" Column: updated rule number in the "If" column to reflect renumbered rule.

Summary of Changes, Chapter 16 (Update 75)

Removed Pages	Identification	Insert Page	Explanation of Changes
16-1 thru 16-10	N/A	1 thru 11	Chapter 16, in its' entirety has been updated, to include: (1) reformatted page numbers from 16-1, 16-2, 16-3, etc., to new format of 1,2,3, etc.; (2) added a footnote to each page to reflect Chapter number and title of guide; (3) reformatted text from column to paragraph to meet 508 compliance requirements; (4) distinguished new text changes and/or additions in >dark red font surrounded by angled brackets< ; (5) distinguished deletion/removal of text with *** in green font ; and, (6) removed all symbols annotating historical changes throughout the chapter.

Listing of Specific Changes to Chapter 16 (Update 75)

Chapter	Page Number(s)	Explanation of Changes
16	2	Section 1, Coverage: Incorporated Nature of Action Code (NOAC) 450/Suspension for clarity.
16	2 thru 4	Incorporated or updated regulatory hyperlinks.
16	5 thru 6	Incorporated regulatory hyperlinks to Job Aid, rules 1 through 7.
16	7 thru 10	Incorporated regulatory hyperlinks, notes, and jump to links to remarks in Table 16-A, rules 1 through 11.
16	11	Incorporated regulatory hyperlinks, and jump to links to Table 16-B, rules 1 through 9.