

Operating Manual Update

The Guide to Processing Personnel Actions

Update 110 – All Chapters

Effective Date: 07-15-2026

Distribution: Operating Manual, The Guide to Processing Personnel Actions

U.S. Office of Personnel Management

At-A-Glance Release Summary

NOTE: To navigate this document more easily, open the navigation pane under the View tab to use bookmarks

Summary of major changes

This release modernizes the GPPA changes across all chapters by centralizing common SF-52/SF-50 processing, approval, notification, filing, and distribution rules in Chapter 4; moving definitions out of the individual processing chapters and into the consolidated glossary structure in Chapter 35; rewriting many chapters in plainer, shorter, table-driven language; strengthening accessibility to EHRI/GHRR, OPF/eOPF, and records-management guidance; and adding or correcting key coding and remark requirements for Schedule Policy/Career, Tech Force, deferred resignation programs, return to in-person work, IIJA secondary legal authorities, SCD-Leave, veterans' preference, nonpay/nonduty status, pay actions, corrections/cancellations, separations, and retirements.

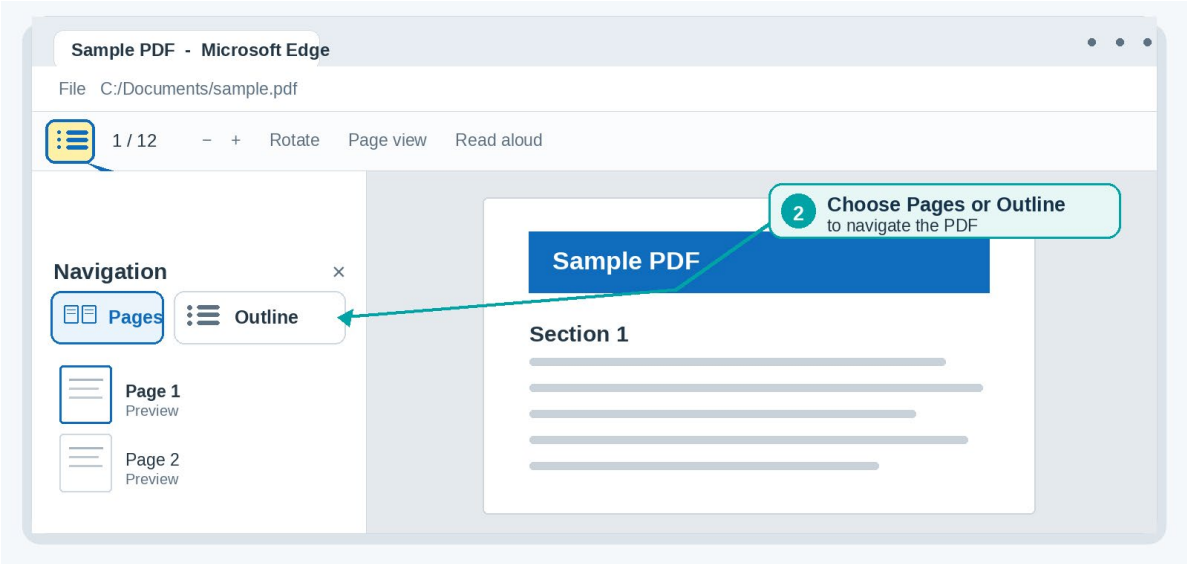
What did not change

Stable areas users may worry about did not change: OPM remains the Government-wide source for personnel action processing guidance; the SF-52 remains the request/approval vehicle where required and the SF-50 remains the official notice and long-term documentation where required; agencies must still select the correct NOA/NOAC, legal authority code, legal authority, effective date, and required remarks from the applicable chapter tables; core appointment, conversion, position-change, pay, nonpay, separation, retirement, correction/cancellation, EHRI reporting, employee notification, and OPF/GPR recordkeeping obligations remain in place; and agency-specific supplemental procedures still apply where the GPPA permits or requires agency instruction.

PDF Navigation guide

Use page thumbnails to jump by page or use bookmarks / the table of contents to jump by section.

Microsoft Edge		
1. Open the PDF in Edge. Move the pointer over the document if the PDF toolbar is hidden.	2. Select the Table of contents icon on the PDF toolbar. It looks like four lines with dots.	3. In the left pane, select the Pages (thumbnail) view or the Outline / list view.

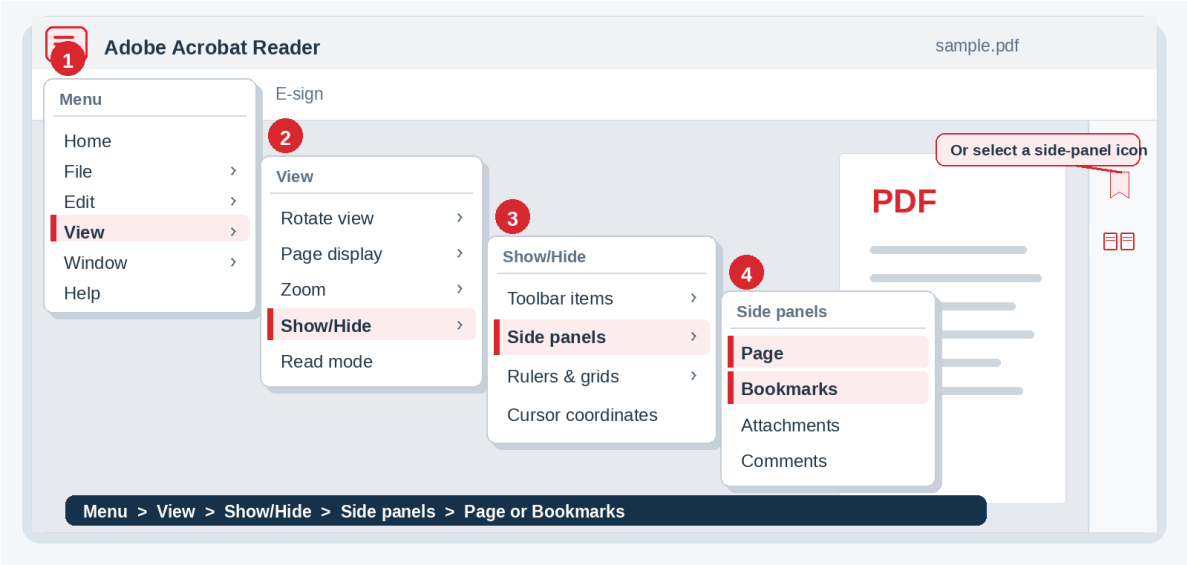


Menu illustration - highlighted items are the selections to make.

QUICK TIP The outline is blank when the PDF was created without bookmarks or a document outline.

Adobe Acrobat Reader

1. Open the PDF in Acrobat Reader.	2. On Windows, select Menu > View > Show/Hide > Side panels.	3. Select Page for page thumbnails or Bookmarks for a clickable section list.
------------------------------------	--	---



Menu illustration - highlighted items are the selections to make.

QUICK TIP You can also select the Page Thumbnails or Bookmarks icon on the side rail. The rail may appear on the left or right.

macOS: start with the View menu, then choose Show/Hide > Side panels. **Version note:** menu placement may vary slightly, but Page/Thumbnails and Bookmarks/Outline perform the same navigation tasks.

Table of Contents

AT-A-GLANCE RELEASE SUMMARY	1
GPPA CHAPTER 1 CHANGE LOG	4
GPPA CHAPTER 3 CHANGE LOG	9
GPPA CHAPTER 4 CHANGE LOG	14
GPPA CHAPTER 6 CHANGE LOG	19
GPPA CHAPTER 7 CHANGE LOG	24
GPPA CHAPTER 9 CHANGE LOG	28
GPPA CHAPTER 10 CHANGE LOG	33
GPPA CHAPTER 11 CHANGE LOG	38
GPPA CHAPTER 13 CHANGE LOG	42
GPPA CHAPTER 14 CHANGE LOG	46
GPPA CHAPTER 15 CHANGE LOG	50
GPPA CHAPTER 16 CHANGE LOG	54
GPPA CHAPTER 17 CHANGE LOG	58
GPPA CHAPTER 18 CHANGE LOG	61
GPPA CHAPTER 19 CHANGE LOG	65
GPPA CHAPTER 20 CHANGE LOG	69
GPPA CHAPTER 21 CHANGE LOG	74
GPPA CHAPTER 22 CHANGE LOG	78
GPPA CHAPTER 23 CHANGE LOG	82
GPPA CHAPTER 24 CHANGE LOG	85
GPPA CHAPTER 26 CHANGE LOG	89
GPPA CHAPTER 27 CHANGE LOG	93
GPPA CHAPTER 28 CHANGE LOG	97
GPPA CHAPTER 29 CHANGE LOG	101
GPPA CHAPTER 30 CHANGE LOG	105
GPPA CHAPTER 31 CHANGE LOG	109
GPPA CHAPTER 32 CHANGE LOG	114
GPPA CHAPTER 33 CHANGE LOG	119
GPPA GLOSSARY CHANGE LOG	123

GPPA Chapter 1 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- The chapter was retitled and rewritten in clearer plain language, with the opening guidance and subchapter headings standardized.
- Documentation instructions were modernized for SF-52, SF-50, EHRI reporting, NOA/NOAC/LAC usage, and remarks guidance.
- The Chapter 1 job aid and decision-logic guidance were streamlined; Chapter 34 references were removed and duplicate example tables were consolidated.

What did not change:

- OPM remains the source of the Government-wide personnel action guidance.
- Agencies may still supplement the GPPA where allowed, but they may not add unauthorized derogatory or medical information.
- Personnel actions still require the correct coding, legal authority, and supporting remarks when required.

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 the work is done.
Clarification only	Meaning did not change	Wording or examples improved; no required behavior changed.
Moved	Location changed	Content was 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	Clarification only
Location	Chapter title; Subchapter 1 heading; opening note
What changed	The chapter title changed from "The Guide to Processing Personnel Actions" to "Introduction to the Guide to Processing Personnel Actions," the legacy red/green change-marking note was removed, and the subchapter heading was shortened to "Introduction."
Why it changed	To align the released chapter with the updated GPPA style and remove obsolete revision instructions.
Who is affected	All readers, especially new users and trainers
Action / impact	No process change. Use the new chapter heading and do not rely on the old change-marking convention.

High-impact change 2

Entry	High-impact change 2
Change type	Clarification only
Location	Subchapter 1 - Authority and Coverage
What changed	The authority text was shortened to cite 5 USC 2951 and 5 CFR 9, the GPPA acronym replaced older "Guide" wording, and the coverage language was simplified. The prior OPF/eOPF authority sentence was moved out of Chapter 1.
Why it changed	To simplify the introduction and relocate OPF/eOPF authority guidance to Chapter 3.
Who is affected	HR Policy Specialists, HR Specialists, HR IT Systems Specialists
Action / impact	Review Chapter 3 for OPF/eOPF guidance. No separate Chapter 1 action is required.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Documentation of Personnel Actions
What changed	The SF-52 and SF-50 guidance was rewritten in plain language, mass-action/list-form language was clarified, the list of actions that do not require a notification was reworded, and the EHRI paragraph now points to GHRR.
Why it changed	To modernize the documentation instructions and align Chapter 1 with current Government-wide reporting language.
Who is affected	HR Specialists, Staffing Specialists, Payroll System Specialists, HR IT Systems Specialists
Action / impact	Use the updated wording when documenting and reviewing personnel actions, and verify local procedures still match the revised guidance.

High-impact change 4

Entry	High-impact change 4
Change type	Process change
Location	Nature of Action, Legal Authority, and Remarks
What changed	The chapter now identifies NOA/NOAC/LAC terminology more explicitly, clarifies the 000/100/200/etc. series, explains how agencies use their own codes, and updates remarks language and restrictions.
Why it changed	To improve coding consistency, support EHRI reporting, and reduce processing errors.
Who is affected	HR Specialists, Staffing Specialists, Agency HR Policy Specialists, HR IT Systems Specialists
Action / impact	Review coding references and training materials, and make sure local code tables and remark handling align with the revised guidance.

High-impact change 5

Entry	High-impact change 5
Change type	Clarification only
Location	Cancellations and Retroactive Personnel Action; Need for Accuracy and Use of Personnel Action Data; Questions Regarding Unusual Cases

What changed	The chapter now points users directly to Chapter 32 for corrections and cancellations, adds NPRC to the list of data users, and streamlines the contact line for unusual cases.
Why it changed	To tighten cross-references and clarify who uses the data and where to send questions.
Who is affected	HR Specialists, Agency HR Policy Specialists, Senior OPM Leadership
Action / impact	Use Chapter 32 for corrections and cancellations. No separate local action is required unless your agency cross-references need updating.

High-impact change 6

Entry	High-impact change 6
Change type	Process change
Location	Subchapter 2 - How to Use the GPPA; Job Aid; How to Use a Decision Logic Table
What changed	The subchapter was retitled, the Job Aid was renamed "Preparing to Process Personnel Actions," the instructions were shortened, Chapter 34 references were removed, and the decision-logic table explanation was rewritten with a cleaner example. The old duplicate Rule 2 and Rule 3 tables were removed and the example table set was consolidated.
Why it changed	To improve navigation, remove obsolete references, and make the chapter easier to use.
Who is affected	All GPPA users, especially new staff and trainers
Action / impact	Use the updated job aid and the simplified decision-logic guidance; stop relying on Chapter 34 references in Chapter 1.

High-impact change 7

Entry	High-impact change 7
Change type	Table updated / Removed
Location	Table 0, Table 1, Table 2, Table 3, Table 4; old Tables 5 and 6 removed
What changed	Table labels were standardized (for example, "SF-52" and "Then NOA is a"), the reference-materials list was updated, the preparation steps were rewritten, the reader-aid instructions were simplified, and the old duplicate decision-logic example tables were removed.
Why it changed	To align the tables with the rewritten chapter and eliminate duplication.
Who is affected	HR Specialists, HR IT Systems Specialists, Staffing Specialists, trainers
Action / impact	Review the revised tables before using them in operations or training.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Clarification only	Chapter title	Title / front matter	The chapter title and the introductory note were cleaned up and the old change-marking instructions were removed.	All users	The chapter now reads as a released guide rather than a revision copy.	None
Clarification only	Terminology	Subchapter 1	The chapter consistently uses GPPA, SF-52, SF-50, NOA, NOAC, and LAC language.	All users	Improved readability and less terminology drift.	None
Moved	OPF/eOPF guidance	Authority section	The OPF/eOPF authority sentence was moved out of Chapter 1.	HR Policy Specialists, HR Specialists	Use Chapter 3 for that guidance.	Review
Process change	Documentation	Documentation of Personnel Actions	SF-52/SF-50 explanation, notification rules, and EHRI language were rewritten.	HR, Staffing, Payroll, HR IT	Use the new narrative when processing or training.	Review
Process change	Coding	Nature of Action / Legal Authority / Remarks	NOAC, LAC, and remarks guidance was expanded and clarified.	HR Specialists, Staffing Specialists	Update code references and local training materials.	Review
Clarification only	Retroactive actions	Cancellations and Retroactive Personnel Action	The section now points directly to Chapter 32.	HR Specialists	Follow Chapter 32 for corrections and cancellations.	Review
Removed	Legacy guidance	How to use this Guide	Chapter 34 references and the old change-tracking explanation were removed.	All users	The chapter now relies on direct internal navigation and cleaner prose.	None
Removed	Duplicate tables	Decision-logic example	The duplicate Rule 2 and Rule 3 tables were removed and the example set was consolidated.	All users	Use the consolidated decision logic table instead of the older duplicate examples.	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Documentation of Personnel Actions; Nature of Action, Legal Authority, and Remarks; Cancellations and Retroactive Personnel Action.
HR IT Systems Specialist	EHRI/GHRR references, NOAC/LAC terminology, and any downstream reporting or configuration impacts.
Agency HR Policy Specialist	Authority and coverage wording, agency supplementation limits, and remarks restrictions.
Staffing Specialist	SF-52 / SF-50 documentation guidance, NOA examples, and the revised job aid.
Payroll System Specialist	EHRI reporting language and any personnel-action details that affect payroll interfaces or corrections.
Chief Human Capital Officer (CHCO) Council Member	Government-wide standardization, removal of obsolete references, and overall usability improvements.
Senior OPM Leadership	Strategic alignment, plain-language revisions, data quality, and consistency across agencies.

6. Expert-only quick reference

- Authority and Coverage - revised opening guidance and the relocated OPF/eOPF material.
- Documentation of Personnel Actions - updated SF-52, SF-50, notification, and EHRI/GHRR language.
- Nature of Action, Legal Authority, and Remarks - expanded NOAC/LAC and remarks guidance.
- Cancellations and Retroactive Personnel Action - direct reference to Chapter 32.
- How to Use the GPPA / Job Aid / Decision Logic Table - simplified navigation and consolidated examples.

7. New-user quick guidance

- Chapter 1 now serves as a clearer introduction to the GPPA and its core processing rules.
- The revised documentation section explains how SF-52 and SF-50 actions connect to reporting, remarks, and official documentation.
- The new job-aid wording and decision-logic example are the quickest way to understand how to read the processing tables.

GPPA Chapter 3 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- Chapter 3 was reorganized and expanded to centralize authority and approval guidance for personnel records.
- Cancellations and retroactive actions were rewritten in plain language, with clearer instructions for decisions, responsibilities, records, and unusual cases.
- A new Entrance-on-Duty process subchapter was added, including appointment documents and onboarding guidance.

What did not change:

- Chapter 3 remains the source for general instructions affecting personnel action processing and recordkeeping.
- Agencies must still use accurate legal authority, maintain records correctly, and follow approved processing steps.
- Personnel actions continue to require proper documentation, approval, and supporting information where required.

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	Authority section
What changed	The authority language was updated and the OPF/eOPF authority guidance was centralized in Chapter 3.
Why it changed	To consolidate personnel records authority guidance into the chapter that governs personnel documentation and recordkeeping.
Who is affected	HR Specialists, Agency HR Policy Specialists, HR IT Systems Specialists, Senior OPM Leadership
Action / impact	Review agency references, training materials, SOPs, and internal guidance that previously cited Chapter 1.

High-impact change 2

Entry	High-impact change 2
-------	----------------------

Change type	Process change
Location	Approval of Personnel Actions
What changed	The approval language was rewritten in plain language and the criteria for appointing officers were clarified.
Why it changed	To simplify the instructions and make approval responsibilities easier to apply consistently.
Who is affected	HR Specialists, Staffing Specialists, Agency HR Policy Specialists
Action / impact	Review approval procedures, delegation references, and any local instructions that support personnel action review.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Cancellations and Retroactive Actions
What changed	The cancellations and retroactive actions section was rewritten to clarify coverage, reasons, and the types of decisions that do and do not require personnel actions.
Why it changed	To provide a clearer corrective-action framework and improve consistency in processing decisions.
Who is affected	HR Specialists, Agency HR Policy Specialists, Payroll System Specialists
Action / impact	Use the revised cancellation and retroactive-action instructions when implementing decisions or corrective actions.

High-impact change 4

Entry	High-impact change 4
Change type	Process change
Location	Responsibilities of the Agency to Implement a Decision or Take Corrective Action
What changed	Agency responsibilities for implementing decisions, filing records, distributing actions, and handling payroll, retirement, leave, and other records were reorganized and expanded.
Why it changed	To make corrective-action responsibilities more explicit and easier to follow.
Who is affected	HR Specialists, HR IT Systems Specialists, Payroll System Specialists
Action / impact	Review filing, distribution, and correction procedures to ensure local processes match the revised instructions.

High-impact change 5

Entry	High-impact change 5
Change type	Process change
Location	System Records; Questions Regarding Unusual Cases
What changed	System record maintenance guidance and escalation instructions for unusual cases were updated and streamlined.

Why it changed	To clarify system-record responsibilities and provide a cleaner path for unusual-case questions.
Who is affected	HR Specialists, HR IT Systems Specialists, Senior OPM Leadership
Action / impact	Review system-record procedures and update any local escalation references if needed.

High-impact change 6

Entry	High-impact change 6
Change type	Process change
Location	Subchapter 3 - Entrance-On-Duty Process
What changed	A new entrance-on-duty process was added, including appointments, date of acceptance, EOD processing, and prior-agency records guidance.
Why it changed	To provide onboarding instructions in the revised chapter structure and support consistent initial processing.
Who is affected	HR Specialists, Staffing Specialists, Agency HR Policy Specialists
Action / impact	Use the new EOD process when onboarding employees and reviewing appointment timing requirements.

High-impact change 7

Entry	High-impact change 7
Change type	Process change
Location	Appointment Documents and Information
What changed	The list of onboarding documents and the information needed to complete the SF-50 were added and clarified.
Why it changed	To ensure consistent onboarding documentation and support accurate personnel action setup.
Who is affected	HR Specialists, Staffing Specialists, HR IT Systems Specialists
Action / impact	Use the revised onboarding document list when completing appointment packages and preparing the SF-50.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Clarification only	Chapter title / front matter	The chapter title and introductory note were cleaned up and the old change-marking instructions were removed.	All users	The chapter now reads as a released guide rather than a revision copy.	None	None
Clarification only	Terminology	The chapter consistently uses GPPA, SF-52, SF-50, NOA, NOAC, and LAC language.	All users	Improved readability and less terminology drift.	None	None
Moved	OPF/eOPF guidance	The OPF/eOPF authority sentence was moved into Chapter 3.	HR Policy Specialists, HR Specialists	Use Chapter 3 for the relocated OPF/eOPF guidance.	Review	Review
Moved	Employee Name guidance	Employee Name processing guidance was moved to Chapter 4.	HR Specialists, Staffing Specialists	Use Chapter 4 for current employee name guidance.	Review	Review
Moved	Effective Dates guidance	Effective Date processing guidance was moved to Chapter 4.	HR Specialists, Staffing Specialists, Payroll Specialists	Use Chapter 4 for effective date requirements.	Review	Review
Removed	Legacy guidance	Legacy change-marking and revision-copy instructions were removed.	All users	The chapter now uses cleaner released-guide prose.	None	Review
Removed	Duplicate or relocated content	Content duplicated in Chapter 4 and other chapters was removed from Chapter 3.	All users	Use the consolidated source chapter for those topics.	None	None
Removed	Prior structure	Obsolete references tied to the prior chapter structure were removed as part of the rewrite.	HR Specialists, HR IT Systems Specialists	Review any local references that still point to removed chapter structure.	Review	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Authority and approval guidance; cancellations and retroactive actions; EOD and onboarding documentation.
HR IT Systems Specialist	System records, reporting references, and any downstream impacts tied to corrected or new personnel action processes.
Agency HR Policy Specialist	Authority wording, approval responsibilities, cross-chapter references, and local process updates.
Staffing Specialist	Appointment timing, date of acceptance, EOD process, and onboarding document requirements.
Payroll System Specialist	Cancellation/retroactive action instructions and other personnel-action details that affect pay or corrections.
Chief Human Capital Officer (CHCO) Council Member	Government-wide standardization, reduction of duplication, and overall usability improvements.
Senior OPM Leadership	Strategic alignment, records governance, plain-language revisions, and consistency across agencies.

6. Expert-only quick reference

- Authority and Approval - revised guidance for reporting requirements and appointing officer approval.
- Cancellations and Retroactive Actions - rewritten coverage, reasons, and corrective-action steps.
- Responsibilities of the Agency - expanded duties for implementing decisions and maintaining records.
- Entrance-On-Duty Process - new onboarding flow for appointments, acceptance, and EOD.
- Appointment Documents and Information - updated onboarding forms and SF-50 inputs.

7. New-user quick guidance

- Chapter 3 now focuses on the core instructions needed to process personnel actions, corrections, and onboarding steps.
- The cancellations and retroactive-actions section is the best starting point for understanding corrective processing.
- The new EOD process and appointment document list are the quickest way to understand the chapter's onboarding flow.

GPPA Chapter 4 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- Chapter 4 was rewritten as the main operational chapter for completing SF-52 and SF-50 actions, with more direct instructions and a much larger block-by-block job aid.
- Electronic form exception authority, accessibility, EHRI data standards, employee notification requirements, and privacy controls were elevated into the chapter.
- The chapter now consolidates key processing instructions for effective dates, appointing-officer approval, legal authorities, remarks, OPF/SF-1150 requests, and employee notice requirements.

What did not change:

- SF-52 remains the request vehicle for personnel actions and SF-50 remains the official notice and long-term documentation for actions that require it.
- Agencies still must follow the chapter tables, legal authorities, required remarks, approval requirements, and agency distribution instructions.
- The chapter continues to support processing of accessions, conversions, separations, pay and position actions, corrections, cancellations, and other personnel actions.

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	Critical change
Location	Coverage and electronic forms authority
What changed	The coverage section now explicitly addresses electronic personnel form exceptions, GSA/OPM approval, EHRI Data Standards, and Section 508/accessibility obligations.
Why it changed	To align the chapter with modern electronic personnel processing and controlled-form governance.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists, Senior OPM Leadership
Action / impact	Confirm agency electronic SF-52/SF-50 processes use approved data-element coding and accessible electronic information and communication technology.

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	SF-52 and SF-50 use
What changed	The SF-52 description was simplified and now states that a processed and signed SF-52 becomes

	the SF-50; the SF-50 section now lists the approved employee notice methods.
Why it changed	To make the relationship between request, approval, and notification easier to follow.
Who is affected	HR Specialists, Staffing Specialists, Agency HR Policy Specialists
Action / impact	Review local request-to-notice workflows and update desk guides that still describe only paper or older system-generated forms.

High-impact change 3

Entry	High-impact change 3
Change type	Critical change
Location	Completing the SF-50; approval of personnel actions
What changed	The chapter now states that only an appointing officer may approve actions and expands the appointing officer responsibility for legal, qualification, pay, suitability, citizenship, veteran preference, age-limit, and position-classification determinations.
Why it changed	To clarify who may approve personnel actions and the scope of the approval responsibility.
Who is affected	HR Specialists, Staffing Specialists, Agency HR Policy Specialists, Senior OPM Leadership
Action / impact	Review delegation instruments, approval controls, and training for officials who certify SF-52/SF-50 actions.

High-impact change 4

Entry	High-impact change 4
Change type	Process change
Location	Employee notification requirements
What changed	A new employee-notification section distinguishes when an SF-50 is required from when another official agency issuance may be used, and lists the minimum content required for non-SF-50 notices.
Why it changed	To provide agencies with clearer employee notice requirements and avoid undocumented changes in conditions of employment.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Validate that electronic or paper notices include NOA, effective date, NTE date where applicable, required remarks, old/new changed values, and the employee name.

High-impact change 5

Entry	High-impact change 5
Change type	Critical change
Location	List form of notice and Privacy Act requirements
What changed	The list-form instructions were expanded to define mass-action conditions, authorized actions, and Privacy Act requirements for sanitizing lists containing personally identifiable information.
Why it changed	To reduce privacy risk and clarify when list forms may replace individual personnel action notices.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Review mass-action procedures and ensure employee and OPF copies are sanitized before distribution or filing.

High-impact change 6

Entry	High-impact change 6
Change type	Critical change

Location	Ethnicity, race, and disability identification data
What changed	The chapter now states that ethnicity, race, and disability data are used only for aggregate statistical reporting, are not populated on SF-52/50, and must be stored and destroyed under strict confidentiality controls.
Why it changed	To strengthen privacy protections and align data collection with reporting-only use.
Who is affected	HR Specialists, Equal Employment staff, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Confirm local systems, forms, and file practices do not place individually identifiable ethnicity or race data in the OPF.

High-impact change 7

Entry	High-impact change 7
Change type	Process change
Location	Processing action instructions and cross-chapter workflow
What changed	The chapter now provides a unified processing checklist covering comparison with the OPF, selecting NOA/LAC/authority, additional authorities in remarks, EHRI reporting, filing, distribution, OPF/SF-1150 requests, SF-8, and appointment funding authorities.
Why it changed	To create a common processing baseline for all GPPA chapters.
Who is affected	HR Specialists, Staffing Specialists, Payroll System Specialists, HR IT Systems Specialists
Action / impact	Use Chapter 4 as the default process-control checklist when processing chapter-specific actions.

High-impact change 8

Entry	High-impact change 8
Change type	Process change
Location	Job Aid: Completing the SF-50 and corresponding SF-52 fields
What changed	The job aid was expanded and updated for blocks 1 through 50, including name, SSN, date of birth, action blocks, pay fields, veterans' preference, tenure, FEGLI, annuitant status, PRD, retirement plan, SCD-Leave, work schedule, BUS, duty station, remarks, POI, approval date, and authentication.
Why it changed	To make Chapter 4 the detailed reference for completing SF-50/SF-52 data elements.
Who is affected	HR Specialists, HR IT Systems Specialists, Payroll System Specialists
Action / impact	Use the updated job aid when mapping system fields, auditing SF-50 accuracy, or training new processors.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Clarification only	Chapter title and form names	Sections 1-3	The chapter now uses shorter names for Request for Personnel Action, SF-52, and Notification of Personnel Action, SF-50.	All users	The chapter is easier to scan and uses current form terminology.	Review
Moved	Employee name instructions	Section 4 / Job Aid block 1	Employee name guidance is now concentrated in the SF-50 completion job aid.	HR Specialists, Staffing Specialists	Use Chapter 4 for name-format questions.	Review
Clarification only	Effective date rule	Section 4 and Table 4-A/B	Effective-date language now highlights approval-date limits and how separations and most other actions take effect.	HR Specialists, Payroll Specialists	Use the revised tables and block 4 instructions for effective-date decisions.	Review
Process change	Corrections handling	Section 4(d)	The chapter states that agencies may not use x-out, pen-and-ink, white-out, or erasures to correct data reported to OPM.	HR Specialists, HR IT Systems Specialists	Use Chapter 32 correction procedures for reported data.	Review
Clarification only	Exceptions to SF-50/SF-52	Section 5	The exception process now routes requests through agency forms liaison to OPM for GSA transmittal.	Agency HR Policy Specialists	Update internal form-exception instructions.	Update
Process change	List form of notice	Section 6	Mass action list use is limited to same action, same effective date, no appointment/position/grade/pay change, and same authority.	HR Specialists, HR IT Systems Specialists	Validate mass action eligibility before using a list notice.	Review
Critical change	Sanitized lists	Section 6(d)-(e)	Employee and OPF copies of lists containing PII must be sanitized before distribution or filing.	HR Specialists, HR IT Systems Specialists	Protect employees from disclosure of other employees' PII.	Update
Process change	Official agency notices	Section 7	Non-SF-50 notices may be electronic or paper, must be printable if electronic, and must contain required action data.	HR Specialists, HR IT Systems Specialists	Ensure notices meet minimum required content.	Update
Critical change	Race/ethnicity/disability records	Section 8	Data is not populated on SF-52/50 and must not be filed in the OPF.	HR Specialists, EEO staff	Protect sensitive data and destroy collection forms after system entry unless otherwise allowed.	Update
Clarification only	Funding authorities	Section 9(j)	ARRA and IJA second legal authority instructions are included.	HR Specialists, Agency HR Policy Specialists	Apply ZEA or ZBB when appointment funding authorities require 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

- Electronic form exceptions - GSA/OPM approval, EHRI coding, and Section 508 language added to Coverage.
- SF-50 notices - SF-50 required for accessions, conversions, separations, corrections, and cancellations of those actions.
- Agency issuances - permitted for other actions only when they meet official notice requirements.
- List form of notice - expanded mass-action criteria and Privacy Act sanitization requirements.
- Block 45 Remarks - additional authorities and overflow remarks handling clarified.
- Blocks 49-50 - approval date and signature/authentication instructions updated.
- Section 9 processing instructions - cross-chapter checklist for NOA/LAC selection, EHRI reporting, OPF filing, distribution, and pick-up 50 handling.

7. New-user quick guidance

- Start with Chapter 4 whenever you need to know how to complete the SF-52 or SF-50.
- Use the chapter-specific table for the action, but use Chapter 4 to understand the form blocks, approval, effective date, remarks, notice, and filing steps.
- For electronic notices and list notices, check the special notification rules before assuming an SF-50 copy is or is not required.
- Never file race or ethnicity collection forms in an OPF, and do not distribute list notices that show another employee's PII.

GPPA Chapter 6 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- Chapter 6 was reduced from a detailed creditable-service determination and calculation chapter to a concise processing chapter for NOA 882, Change in SCD-Leave.
- Detailed rules for identifying, verifying, crediting, and calculating service were removed from the chapter and redirected to the OPM GPPA Quick Sheet: Determining Creditable Service for Leave.
- The revised chapter now centers on block 31 of the SF-50, Table 6-A for the action/authority, and Table 6-B for effective dates and required remarks.

What did not change:

- The SCD-Leave concept remains the date used for leave benefit eligibility and must still be based on identified and verified creditable service.
- Agencies still must determine and verify service before computing the date or processing an SCD-Leave change.
- NOA 882 remains the action used to document a Change in SCD-Leave.

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	Critical change
Location	Chapter scope and coverage
What changed	The chapter no longer contains the full service-credit determination framework. It now covers instructions for processing an SCD-Leave change and points users to the GPPA Quick Sheet for determining creditable service and computing the date.
Why it changed	To separate detailed determination guidance from the processing chapter and simplify the GPPA chapter structure.
Who is affected	HR Specialists, Agency HR Policy Specialists, Staffing Specialists
Action / impact	Use the Quick Sheet for creditable-service determinations and Chapter 6 for documenting the change on the SF-50.

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	Service Computation Date - Leave section
What changed	The revised section states that the SCD-Leave determines eligibility for leave benefits and that the new SCD-Leave must be entered in block 31 of the SF-50.
Why it changed	To focus users on the processing output needed on the personnel action.
Who is affected	HR Specialists, HR IT Systems Specialists, Payroll System Specialists
Action / impact	Ensure systems and SF-50 review procedures validate block 31 when processing NOA 882.

High-impact change 3

Entry	High-impact change 3
Change type	Critical change
Location	Retroactive appointment-date note
What changed	A new note explains what to do when an agency system will not accept a change effective on the appointment date because intervening actions have occurred.
Why it changed	To provide a practical processing rule for system limitations while preserving the correct retroactive effect in remarks.
Who is affected	HR Specialists, HR IT Systems Specialists, Payroll System Specialists
Action / impact	Use the effective date of the most recent action and explain in remarks that the change is retroactive to the appointment date when the system limitation applies.

High-impact change 4

Entry	High-impact change 4
Change type	Process change
Location	Table 6-A - Change in SCD-Leave
What changed	The action table was reduced to the essential processing data: NOAC 882, NOA Change in SCD-Leave, authority code VZM, and authority 5 USC 6303.
Why it changed	To make the action/authority selection quick and unambiguous.
Who is affected	HR Specialists, HR IT Systems Specialists
Action / impact	Update any local tables or system rules for NOA 882 to match the revised Table 6-A.

High-impact change 5

Entry	High-impact change 5
Change type	Critical change
Location	Table 6-B - effective dates and remarks
What changed	The revised chapter uses Table 6-B as the control point for effective dates and required remarks, including B33, B34, B35, B36, B73, B74, M39, B75, B30, and B37.
Why it changed	To standardize effective-date selection and required employee-facing remarks for SCD-Leave changes.
Who is affected	HR Specialists, Payroll System Specialists, HR IT Systems Specialists
Action / impact	Select the correct Table 6-B rule before processing an SCD-Leave change; do not use a generic effective date or omit required remarks.

High-impact change 6

Entry	High-impact change 6
Change type	Moved
Location	Detailed creditable-service and computation rules
What changed	Prior detailed material on civilian service, uniformed service, other creditable service, 260-day and 2087-hour charts, calendar-date conversion, and SF-144A documentation was removed from Chapter 6 and redirected to other guidance.
Why it changed	To streamline the GPPA chapter and reduce duplication with specialized guidance.
Who is affected	HR Specialists, Agency HR Policy Specialists, Training Coordinators
Action / impact	Update training and desk guides that previously cited Chapter 6 pages for calculation details.

High-impact change 7

Entry	High-impact change 7
Change type	Removed
Location	Figures and calculation examples
What changed	Figures such as SF-813, uniformed service retirement contacts, work-year charts, calendar conversion, and sample SCD-Leave calculation are no longer part of the processing chapter.
Why it changed	To keep the chapter focused on processing NOA 882 rather than teaching every underlying calculation.
Who is affected	HR Specialists, Staffing Specialists
Action / impact	Use the designated Quick Sheet or other OPM guidance for calculation examples and documentation support.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Moved	Determining creditable service	Coverage	Detailed determination guidance is now referenced outside the chapter.	HR Specialists, Agency HR Policy Specialists	Chapter 6 is no longer the primary calculation manual.	Update
Clarification only	SCD-Leave definition	Service Computation Date - Leave	The new text says SCD-Leave determines eligibility for leave benefits.	All users	Use a shorter definition for processing purposes.	None
Process change	Block 31 instruction	Service Computation Date - Leave	The chapter explicitly instructs users to enter the new SCD-Leave in SF-50 block 31.	HR Specialists, HR IT Systems Specialists	Confirm block 31 is populated correctly for NOA 882.	Review
Critical change	System limitation note	Service Computation Date - Leave note	When a system rejects the appointment-date effective date, use the most recent action date and explain retroactivity in remarks.	HR Specialists, HR IT Systems Specialists	Avoid failed system transactions while documenting the correct retroactive basis.	Update
Process change	Action table	Table 6-A	The action table now has one rule for NOAC 882 and authority VZM / 5 USC 6303.	HR Specialists	Use the concise table for processing.	Review
Process change	Previously unclaimed service	Table 6-B Rule 2	Evidence receipt date controls the effective date and B34 is required.	HR Specialists	Use the personnel office evidence receipt date.	Review
Process change	Verified/improperly denied service	Table 6-B Rule 4	If service claimed at appointment is now verified or was improperly denied, use appointment date and B35.	HR Specialists, Payroll Specialists	Expect possible retroactive pay/leave impacts.	Review
Critical change	Non-Federal service credit	Table 6-B Rule 6	Agency-approved non-Federal service credit uses appointment date and B73 with one-year continuous service condition.	HR Specialists, Staffing Specialists	Ensure approval occurred before entry on duty.	Review
Critical change	Military service credit under 6303(e)	Table 6-B Rule 7	Agency-approved active-duty military service credit uses B74 and M39.	HR Specialists, Staffing Specialists	Enter creditable military service years/months.	Review
Process change	Failure to complete one year	Table 6-B Rule 8	If the employee fails to complete one full year with the appointing agency, use B75.	HR Specialists, Payroll Specialists	Recompute and process the SCD-Leave change at separation/transfer.	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

- NOA 882 - Change in SCD-Leave remains the central personnel action.
- Table 6-A - NOAC 882, NOA Change in SCD-Leave, LAC VZM, authority 5 USC 6303.
- Table 6-B - main source for effective date and remarks selection.
- Block 31 - new SCD-Leave must be entered on the SF-50.
- B73/B74 - discretionary service credit remarks require the service periods and one-year continuous service condition.
- M39 - used with creditable military service years and months.
- Quick Sheet - new location for detailed creditable-service determination and computation guidance.

7. New-user quick guidance

- Use Chapter 6 only after you know the SCD-Leave must be changed.
- First identify and verify the creditable service using the Quick Sheet or applicable OPM guidance; then use Chapter 6 to process the action.
- Pick the Table 6-B rule before choosing the effective date because different situations use different dates.
- Always include the required remark because the remark explains why the employee's SCD-Leave changed.

GPPA Chapter 7 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- Chapter 7 was shortened and reorganized into a concise processing chapter for documenting veterans' preference and NOA 883, Change in Veterans' Preference for RIF.
- The revised chapter removes the separate subchapter structure and replaces longer procedural text with direct instructions for coverage, legal basis, SF-50 blocks 23 and 26, the job aid, and Table 7-A.
- The job aid now emphasizes reviewing supporting veterans preference documentation, including DD-214 and, for 10-point claims, SF-15 with supporting VA or military disability documentation.

What did not change:

- Veterans' preference remains based on the Veterans' Preference Act of 1944, as amended, and 5 USC 2108 and related title 5 provisions.
- Block 23 still records the type of veterans' preference and block 26 still records whether the employee is eligible for veterans' preference in RIF.
- Code 7 still requires remark E59 for Sole Survivorship Preference.

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	Chapter structure and coverage
What changed	The old subchapter structure was removed. The revised chapter now covers documentation requirements and changes in veterans' preference in a shorter, direct format.
Why it changed	To make the chapter faster to use for processing and reduce duplication with adjudication guidance.
Who is affected	HR Specialists, Agency HR Policy Specialists, Staffing Specialists
Action / impact	Update desk guides that still reference Subchapter 1 or Subchapter 2 headings.

High-impact change 2

Entry	High-impact change 2
Change type	Clarification only
Location	Adjudication not covered
What changed	The revised coverage statement says the chapter does not cover adjudication of veterans'

	preference and directs users to the Workforce Reshaping Operations Handbook, Appendix D.
Why it changed	To distinguish documentation from eligibility adjudication.
Who is affected	HR Specialists, Staffing Specialists, Agency HR Policy Specialists
Action / impact	Use Chapter 7 for documenting the result, not for making every underlying entitlement determination.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Recording veterans' preference on the SF-50
What changed	The revised section directly identifies block 23 for type of veterans' preference and block 26 for RIF preference eligibility, and tells users to use the job aid and table at appointment or conversion.
Why it changed	To simplify form completion and reduce confusion between preference for appointment/adverse/performance/RIF purposes and RIF eligibility.
Who is affected	HR Specialists, Staffing Specialists, HR IT Systems Specialists
Action / impact	Confirm systems and SF-50 review procedures distinguish block 23 from block 26.

High-impact change 4

Entry	High-impact change 4
Change type	Critical change
Location	Job Aid documentation review
What changed	The job aid now tells users to review the application and supporting veterans' preference documentation such as DD-214 and, for 10-point preference, SF-15 with supporting VA/military disability documentation.
Why it changed	To make supporting documentation expectations clearer at the start of the workflow.
Who is affected	HR Specialists, Staffing Specialists
Action / impact	Ensure appointment packages contain the supporting documents needed to justify the code entered in block 23.

High-impact change 5

Entry	High-impact change 5
Change type	Clarification only
Location	Preference codes
What changed	The job aid now presents the block 23 codes in a concise list, including 1=None, 2=5-point, 3=10-point/disability, 4=10-point/compensable, 5=10-point/other, 6=10-point compensable/30%, and 7=0-Point/Sole Survivorship Preference.
Why it changed	To make the code list easier to use and align terms with current wording.
Who is affected	HR Specialists, HR IT Systems Specialists
Action / impact	Update local code references and data-entry instructions.

High-impact change 6

Entry	High-impact change 6
Change type	Process change
Location	Table 7-A - Change in Veterans' Preference for RIF
What changed	Table 7-A was simplified to one processing rule for NOAC 883, NOA Change in Vet Pref for RIF,

	authority code CCM, and authority 5 USC 2108.
Why it changed	To provide a single concise rule for changes after entrance on duty.
Who is affected	HR Specialists, HR IT Systems Specialists
Action / impact	Use Table 7-A for post-EOD changes and ensure E59 is included when code 7 applies.

High-impact change 7

Entry	High-impact change 7
Change type	Clarification only
Location	Chapter 4 cross-reference
What changed	The revised chapter directs users to Chapter 4 for additional processing action instructions.
Why it changed	To avoid duplicating SF-50/SF-52 completion rules and align the chapter with the modernized GPPA structure.
Who is affected	HR Specialists, Agency HR Policy Specialists
Action / impact	Use Chapter 4 for form completion, approval, notification, and processing steps not repeated in Chapter 7.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Subchapter structure	Overall chapter	Subchapter 1 and Subchapter 2 organization was removed.	All users	The chapter is now a short processing reference.	Review
Clarification only	Coverage	Section 1	Coverage now says the chapter covers documentation requirements and changes in veterans' preference.	All users	Use the chapter for documenting, not adjudicating, preference.	None
Moved	Competitive examination adjudication reference	Coverage	Older wording pointing to Vet Guide for adjudication was shortened; WROH Appendix D is retained for RIF adjudication.	HR Specialists, Staffing Specialists	Use external adjudication guidance when entitlement is unclear.	Review
Clarification only	Legal basis	Section 2	The legal basis was shortened but retains the Veterans' Preference Act of 1944 and 5 USC 2108.	All users	No substantive change to the legal basis.	None
Process change	Block 23	Section 3 / Job Aid Step 2	Block 23 instructions now emphasize preference type for appointment, adverse action, performance-based action, or RIF purposes.	HR Specialists	Enter the correct preference code.	Review
Process change	Block 26	Section 3 / Job Aid Step 3	Block 26 instructions now directly require an X in Yes or No for RIF preference eligibility.	HR Specialists	Do not infer block 26 solely from block 23.	Review
Critical change	Code 7 remark	Job Aid / Table 7-A	Code 7 is now shown as 0-Point/Sole Survivorship Preference and still requires E59.	HR Specialists, HR IT Systems Specialists	System edits should require E59 when code 7 is used.	Update
Process change	NOA 883 wording	Table 7-A	NOA wording changed from Chg in Vet Pref for RIF to Change in Vet Pref for RIF.	HR Specialists, HR IT Systems Specialists	Update local references where exact NOA wording is used.	Review
Clarification only	Supporting evidence	Job Aid Step 1	Examples now include DD-214 and SF-15 with supporting VA/military disability documentation for 10-point claims.	HR Specialists, Staffing Specialists	Check appointment files for required evidence.	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

- Block 23 - records the type of veterans' preference.
- Block 26 - records whether the employee is eligible for veterans' preference during RIF.
- Code 7 - 0-Point/Sole Survivorship Preference; E59 required.
- Table 7-A - NOAC 883, Change in Vet Pref for RIF, LAC CCM, 5 USC 2108.
- Job Aid Step 1 - review supporting documentation such as DD-214 and SF-15 with VA/military disability documentation for 10-point claims.
- Chapter 4 - use for additional processing action instructions.

7. New-user quick guidance

- Use Chapter 7 when you need to record veterans' preference on the SF-50 or change veterans' preference for RIF after EOD.
- Do not use this chapter as the full adjudication guide; use the applicable veterans' preference guidance when you need to determine eligibility.
- Block 23 and block 26 answer different questions, so both must be reviewed.
- When code 7 is used, include remark E59.

GPPA Chapter 9 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- Chapter 9 was updated to modernize permanent competitive service appointment, conversion, transfer, and reinstatement instructions for NOACs 100, 101, 130, 140, 141, 500, 501, 540, and 541.
- The old job aid was removed and the chapter now relies on special conditions, Chapter 4 processing instructions, and the appointment authority tables as the main processing structure.
- Tables were updated for ACWA removal, direct-hire authorities, RIF-related separations, Schedule Policy/Career provisions, revised legal citations, and current terminology.

What did not change:

- Chapter 9 still covers permanent appointments in the competitive service, including certificate appointments, direct hire or special authority appointments, conversions, transfers, reinstatements, and restoration or reemployment rights.
- The core NOAC families for career/career-conditional appointments and conversions remain in scope.
- Users still must select the correct table based on the appointment basis and apply as many applicable remarks as required.

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	Critical change
Location	Special Conditions - retired persons
What changed	The retired-person special condition no longer points to Chapter 3 Figure 3-4; it now points to Reemployed Annuitants guidance.
Why it changed	To update the reference used when appointing a retired federal civilian employee.
Who is affected	HR Specialists, Staffing Specialists, Agency HR Policy Specialists
Action / impact	Update SOPs and training that still cite Chapter 3 Figure 3-4 for retired-person appointments.

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	Special Conditions - RTD and work schedule/hour changes
What changed	Return-to-duty and work schedule/hour instructions were condensed and now use NOA/LAC terminology and cross-reference Chapter 16 and Chapter 24.

Why it changed	To simplify multi-action documentation instructions and align with the modern Chapter 4 processing framework.
Who is affected	HR Specialists, HR IT Systems Specialists, Payroll System Specialists
Action / impact	Review system workflows for same-day RTD, conversion, change in work schedule, and change in hours actions.

High-impact change 3

Entry	High-impact change 3
Change type	Critical change
Location	Special Conditions - separations by RIF
What changed	A new special condition explains that if an employee who is to be separated by RIF accepts a nonpermanent appointment in the same agency, each action must be documented separately; if the employee accepts assignment under RIF regulations to a specifically temporary position, process the movement as a reassignment under Chapter 14.
Why it changed	To prevent combining RIF separation and new appointment actions incorrectly.
Who is affected	HR Specialists, Staffing Specialists, Agency HR Policy Specialists, Payroll System Specialists
Action / impact	Review RIF-related appointment processing and ensure the losing and gaining offices process the correct actions separately when required.

High-impact change 4

Entry	High-impact change 4
Change type	Removed
Location	Job Aid for processing appointments
What changed	The old Chapter 9 job aid was removed. The revised chapter directs users to Chapter 4 for additional processing action instructions.
Why it changed	To reduce duplication and make Chapter 4 the common processing reference for SF-52/SF-50 completion.
Who is affected	HR Specialists, Staffing Specialists, Training Coordinators
Action / impact	Update training materials that relied on the old Chapter 9 job aid steps.

High-impact change 5

Entry	High-impact change 5
Change type	Critical change
Location	Table 9-A - ACWA removal
What changed	Rules 1-4 for Administrative Careers with America were removed from the active table and archived, with the table noting ACWA ended February 24, 2026, and was removed from GPPA on June 4, 2026.
Why it changed	To remove an obsolete examination authority from active processing rules.
Who is affected	HR Specialists, Staffing Specialists, HR IT Systems Specialists
Action / impact	Do not use ACWA rules for new actions; update automated table lookups and local guides.

High-impact change 6

Entry	High-impact change 6
Change type	Process change
Location	Table 9-B - Direct Hire Recruiting Authority
What changed	The direct-hire table and addendum were updated, including a note that the addendum is also included in Chapter 10 Table 10-B in the GPPA Navigator and revised government-wide codes such

	as GW-001 through GW-009.
Why it changed	To standardize direct-hire authority instructions across appointment chapters.
Who is affected	HR Specialists, Staffing Specialists, Agency HR Policy Specialists
Action / impact	Use AYM as the first authority and the appropriate second authority from the addendum.

High-impact change 7

Entry	High-impact change 7
Change type	Critical change
Location	Table 9-E - Schedule Policy/Career provisions
What changed	New rules were added for an employee serving in an excepted service position under Schedule Policy/Career provisions in 5 CFR 213.3601 who is brought back to competitive service, using LAC YEO and required remarks E65 and E66.
Why it changed	To incorporate a new conversion pathway and employee notice language.
Who is affected	HR Specialists, Staffing Specialists, HR IT Systems Specialists
Action / impact	Add these rules, legal authority, and required remarks to local processing tools and system edits.

High-impact change 8

Entry	High-impact change 8
Change type	Process change
Location	Tables 9-C through 9-H and authority citations
What changed	Appointment tables were revised to use current citation style, shorter wording, updated terminology, and repeated IJJA secondary LAC ZBB notes where applicable.
Why it changed	To improve consistency, readability, and alignment with the revised GPPA format.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Review automated NOAC/LAC mapping and local quick-reference tables for citation and terminology changes.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Clarification only	NOA title line	Front matter	The title line now labels the covered codes as Nature of Action rather than Natures of Action.	All users	No processing change; terminology is cleaner.	None
Clarification only	Coverage	Section 1	Coverage now uses shorter wording and includes special authority (DHA).	HR Specialists, Staffing Specialists	Direct-hire terminology is more visible.	Review
Process change	Chapter 4 cross-reference	Special Conditions	A new processing-action instruction points users to Chapter 4 for additional requirements.	All users	Use Chapter 4 as the form-processing reference.	Review
Removed	Appointments funded by certain laws special condition	Special Conditions	The stand-alone special condition was removed from Chapter 9; funding authority guidance is addressed in Chapter 4 and table notes.	Agency HR Policy Specialists, HR Specialists	Update references that pointed to Chapter 9 special condition 2d.	Update
Critical change	RIF nonpermanent appointment handling	Special Conditions 2d	RIF separation and same-agency nonpermanent appointment must be documented separately.	HR Specialists, Payroll Specialists	Do not combine these actions on one SF-50.	Update
Removed	ACWA rules	Table 9-A Rules 1-4	ACWA was removed from active GPPA and archived.	HR Specialists, Staffing Specialists	Do not process new ACWA appointments.	Update
Clarification only	Worker trainee terminology	Table 9-A	Worker-trainee language was shortened to WT developmental job.	HR Specialists	No substantive change to rules 5-8.	None
Process change	Direct hire code formatting	Table 9-B Addendum	Government-wide direct-hire identifiers now use formats such as GW-001 rather than GW001.	HR IT Systems Specialists, HR Specialists	Update reference lists and edits where exact text matters.	Update
Clarification only	Transfer and reinstatement wording	Table 9-C	The table title capitalizes Only and includes cleaner wording for same grade/different pay plan and CTAP/ICTAP references.	HR Specialists	Improves readability.	None
Process change	NAFI terminology	Table 9-D	NAFI references were updated to Department of War (DoW) in the revised table.	HR Specialists, Agency HR Policy Specialists	Review local NAFI references against current agency terminology.	Review
Critical change	Schedule Policy/Career return	Table 9-E Rules 15-16	New YEO authority and E65/E66 remarks were added for returning from 5 CFR 213.3601 excepted service positions.	HR Specialists, HR IT Systems Specialists	Add new rules to processing systems.	Update
Clarification only	Table headings	Tables 9-E and 9-F	Headings now read Brought into Competitive Service and Nonstatus Appointment in Competitive Service.	All users	Terminology is shorter and more consistent.	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

- Covered NOACs - 100, 101, 130, 140, 141, 500, 501, 540, and 541.
- Special Conditions - retired person reference updated; RTD/work schedule instructions condensed; RIF nonpermanent appointment processing added.
- Table 9-A - ACWA removed/archived; WT and certificate rules remain.
- Table 9-B - direct-hire authority requires AYM plus a second authority from the addendum.
- Table 9-C - transfer and reinstatement authority table remains the default for transfer/reinstatement-only actions.
- Table 9-D - other merit-system rules updated, including NAFI terminology.
- Table 9-E - new 5 CFR 213.3601 Schedule Policy/Career return rules use YEO with E65/E66.
- Chapter 4 - use for additional SF-52/SF-50 processing requirements.

7. New-user quick guidance

- Start by identifying why the person is eligible for the appointment or conversion; then go to the matching Chapter 9 table.
- Do not use ACWA as an active appointment basis; those rules were removed and archived.
- For direct hire, remember that AYM is only the first authority; the second authority comes from the addendum.
- When the action happens on the same date as RTD or a change in work schedule/hours, follow the special condition and Chapter 4 processing rules.
- For RIF-related movement, pay close attention to whether the chapter requires separate actions or a reassignment under Chapter 14.

GPPA Chapter 10 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- Chapter 10 was streamlined so that special-condition guidance for retired persons, return-to-duty on the same date, work schedule or hours changes, and RIF-related situations now points users to Chapter 9 instead of repeating those instructions in Chapter 10.
- The chapter-specific processing job aid was removed from Chapter 10; users are now directed to Chapter 4 for processing action instructions and SF-52/SF-50 workflow requirements.
- The appointment tables were retained but reformatted and modernized for the May 2026 release, including direct-hire secondary legal authority coding, GPPA Navigator language, updated legal citation style, and revised required remarks guidance.

What did not change:

- Chapter 10 still covers competitive service appointments that are time-limited or nonpermanent and from which employees do not acquire competitive status.
- The chapter continues to cover the same Chapter 10 nature-of-action families, including temporary, term, provisional, status quo, emergency, overseas limited, conversion, and extension actions.
- Users must still select the correct NOA, NOAC, legal authority code, legal authority, and required remarks from the applicable Chapter 10 table before processing the personnel action.

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	Section 2 - Special Conditions
What changed	Chapter 10 now sends users to Chapter 9 for retired-person guidance, return-to-duty on the same date, work schedule or hours changes, and employees separated by RIF instead of restating those instructions in Chapter 10.
Why it changed	To remove duplicate content and align Chapter 10 with the cross-chapter format used for appointment processing guidance.
Who is affected	HR Specialists, Staffing Specialists, Agency HR Policy Specialists, HR IT Systems Specialists
Action / impact	Before processing a Chapter 10 action with one of these special conditions, review Chapter 9 and apply the Chapter 10 table only after the cross-reference is addressed.

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	Section 2(e); former Job Aid - Instructions for Processing Personnel Actions on Nonstatus Appointments in the Competitive Service
What changed	The old step-by-step Chapter 10 job aid was removed from the chapter workflow and replaced by a direction to use Chapter 4 for processing action instructions.
Why it changed	To centralize generic SF-52/SF-50 processing requirements, approval, distribution, OPF/SF-1150, SF-8, and system update instructions in Chapter 4.
Who is affected	HR Specialists, HR IT Systems Specialists, Payroll System Specialists, Staffing Specialists
Action / impact	Use Chapter 4 for processing mechanics and use Chapter 10 only for the appointment-specific NOA, NOAC, LAC, authority, and remarks tables.

High-impact change 3

Entry	High-impact change 3
Change type	Critical change
Location	Table 10-B addendum; Tables 10-B, 10-E, 10-G, and 10-H direct-hire rows
What changed	Direct-hire appointment rows continue to rely on AYM as the first authority and a second legal authority from the Chapter 10 direct-hire addendum, including agency-specific BYO entries and government-wide LACs such as BAB/GW-001 through BAJ/GW-009.
Why it changed	To standardize direct-hire authority documentation and support consistent use of the GPPA Navigator and agency HR systems.
Who is affected	HR Specialists, Staffing Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Review local code tables, templates, and HR system edits for AYM plus the correct second LAC before processing direct-hire temporary, term, emergency, or overseas limited appointments.

High-impact change 4

Entry	High-impact change 4
Change type	Critical change
Location	Tables 10-B, 10-C, 10-E, 10-F, 10-G, and 10-H notes
What changed	The table notes consistently preserve the requirement to use secondary LAC ZBB for actions in support of the Infrastructure Investment and Jobs Act, PL 117-58, where applicable.
Why it changed	To keep funding-related secondary authority coding visible across Chapter 10 appointment types.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists, Payroll System Specialists
Action / impact	When a Chapter 10 appointment is connected to Infrastructure Investment and Jobs Act funding, confirm that the secondary LAC is applied according to the applicable table note.

High-impact change 5

Entry	High-impact change 5
Change type	Critical change
Location	Table 10-I - Remarks to be Shown on the SF-50
What changed	Required remarks guidance was updated and cleaned up, including reemployed-annuitant salary-offset remarks tied to 5 CFR 553 and service-credit remarks B73 and B74 tied to 5 USC 6303(e).
Why it changed	To align required remarks with current citation style and remove obsolete reserve-note clutter from active remarks rows.
Who is affected	HR Specialists, Payroll System Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Review remark templates and system-generated remark text before release, especially P08, P10, B73, and B74, because required remark language affects employee notices and downstream payroll/benefits interpretation.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Definitions section	Former Section 2	The definitions for Appointment NTE, provisional appointment, term appointment, status quo appointment, emergency appointment, and overseas limited appointment were removed from the chapter body.	All users	Users should rely on current GPPA terminology and any centralized definitions rather than the former Chapter 10 definition section.	Review
Clarification only	Coverage language	Section 1	Coverage was rewritten in shorter plain language to describe time-limited or nonpermanent competitive service appointments that do not confer competitive status.	All users	The chapter scope is easier to read; the covered action families remain the same.	None
Moved	Special-condition detail	Section 2	Detailed instructions for retired persons, return-to-duty, work schedule or hours changes, and RIF-related situations were replaced by Chapter 9 cross-references.	HR Specialists, Staffing Specialists	Use Chapter 9 for the special-condition workflow.	Review
Moved	Processing workflow	Section 2(e); former Job Aid	Detailed processing steps formerly in the Chapter 10 job aid are now handled by Chapter 4 processing action instructions.	HR Specialists, HR IT Systems Specialists	Use Chapter 4 for SF-52/SF-50 processing, approvals, distribution, and OPF-related steps.	Review
Removed	Appointment funding special condition	Former Section 3(e)	The old special-condition table for appointments funded by certain laws was removed from the Chapter 10 narrative.	Agency HR Policy Specialists, HR Specialists	Use applicable table notes and cross-chapter guidance for ARRA/IIJA secondary authority handling.	Review
Removed	Change-marking note	Front matter	The old red/green change-marking notice was removed from the released chapter.	All users	The chapter now reads as a clean release copy rather than a marked-up revision copy.	None
Clarification only	Direct-hire addendum title	Table 10-B addendum	The direct-hire addendum was retained and now states that the information is included in Chapter 10 rules in the GPPA Navigator.	HR IT Systems Specialists, HR Specialists	Use the addendum as part of table-driven processing and Navigator validation.	Review
Clarification only	Agency-specific direct hire codes	Table 10-B addendum	The addendum now uses 5 CFR citations for the severe-shortage and critical-hiring-need entries and lists BYO: DA-001 and BYO: DA-002.	Staffing Specialists, HR IT Systems Specialists	Update local desk guides and rule tables if they still omit 5 CFR from those entries.	Review
Clarification only	Government-wide direct hire codes	Table 10-B addendum	Government-wide direct-hire LAC suffixes now appear with hyphenated GW codes, including GW-001 through GW-009.	HR Specialists, HR IT Systems Specialists	Check data standards and system code values before using copied table text.	Review
Clarification only	Legal citation style	Multiple tables	Citation style was standardized to 5 CFR, 5 USC, EO, PL, OMB Circular A-76, and	All users	This improves consistency but should be checked against local	Review

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
			MSPB wording.		templates and automated text.	
Clarification only	Government Accountability Office wording	Tables 10-B and 10-E	The former reference to GAO was updated to Government Accountability Office.	HR Specialists	Use the updated agency name in training materials and table references.	None
Removed	Reserved-for-future-use notes	Table 10-I	Obsolete reserve notes were removed from many active remark rows.	HR Specialists, HR IT Systems Specialists	Do not carry forward obsolete reserve notes into employee-facing remarks or system templates.	Review
Clarification only	Reemployed annuitant remarks	Table 10-I, Rules 62-65	The annuitant salary-offset text was cleaned up and now cites 5 CFR 553 without the older "part" wording.	Payroll System Specialists, HR Specialists	Review P08, P90, and P10 language in local templates.	Review
Clarification only	B73/B74 service-credit remarks	Table 10-I, Rules 66-67	Service-credit remarks were updated to cite 5 USC 6303(e) in plain language.	HR Specialists, Payroll System Specialists	Review B73/B74 language carefully before system release.	Review
Clarification only	Remarks references	Table remarks columns	Older internal jump-link wording was simplified to "Use as many remarks as are applicable" or equivalent wording.	All users	Use Table 10-I as the remarks source for each Chapter 10 action.	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review Section 2 cross-references to Chapters 9 and 4; Tables 10-B through 10-H for NOA/NOAC/LAC selection; and Table 10-I for required remarks.
HR IT Systems Specialist	Review system rule tables for Chapter 10 action families, direct-hire second LACs, ZBB secondary authority handling, Table 10-I remark generation, and GPPA Navigator alignment.
Agency HR Policy Specialist	Update agency SOPs, desk guides, and training that still repeat Chapter 10 special-condition or job-aid instructions now handled by Chapters 9 and 4.
Staffing Specialist	Review temporary, term, provisional, status quo, emergency, overseas limited, direct-hire, CTAP/ICTAP, RPL, and reinstatement-related appointment rows before processing selections.
Payroll System Specialist	Review effective appointment and conversion data that may affect pay, benefits, annuity offsets, service credit, health benefits eligibility, leave eligibility, and required SF-50 remarks.
Chief Human Capital Officer (CHCO) Council Member	Review the modernization approach that reduces duplicate chapter instructions and supports table-driven appointment processing.
Senior OPM Leadership	Review Chapter 10 for policy consistency, standardization of appointment authority coding, and alignment with the May 2026 GPPA modernization approach.

6. Expert-only quick reference

- Section 2 - Special Conditions: Chapter 10 now points to Chapter 9 for retired-person, RTD, work schedule/hour, and RIF special-condition handling.
- Former Job Aid: detailed processing steps are no longer in Chapter 10; use Chapter 4 for processing action instructions.
- Table 10-B addendum: direct-hire second LACs include agency-specific BYO entries and government-wide BAB/GW-001 through BAJ/GW-009 entries.
- Tables 10-B, 10-C, 10-E, 10-F, 10-G, 10-H: check secondary LAC ZBB where IIJA funding applies.
- Table 10-I: required remarks for temporary appointments, provisional appointments, reemployed annuitants, benefits, service credit, and SCD-Leave remain the primary remarks control point.

7. New-user quick guidance

- Use Chapter 10 to select the correct action code, legal authority, and remarks for nonstatus competitive service appointments.
- Do not expect Chapter 10 to explain every special condition; use Chapter 9 for special-condition cases and Chapter 4 for SF-52/SF-50 processing mechanics.
- For direct-hire actions, select AYM first and then use the Chapter 10 direct-hire addendum to identify the correct second LAC; always check Table 10-I before finalizing the SF-50 because required remarks can affect employee notice, benefits, payroll, and downstream records.

GPPA Chapter 11 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- Chapter 11 was streamlined to focus on excepted service appointment documentation while directing users to Chapter 9 and Chapter 4 for recurring special-condition and processing instructions.
- The Special Conditions/Instructions section was rewritten, including a new instruction to obtain an employee statement when the employee voluntarily converts from a competitive service appointment to an excepted service appointment.
- Excepted-service appointment tables were modernized to include Tech Force coding, Schedule Policy/Career appointment and conversion rules, updated Schedule A/B/C/D/P/C references, and WPI-approved NOA/LAC/remark information.
- Presidential Management Fellow readmission rules that are no longer used were deleted from Table 11-A.

What did not change:

- Chapter 11 continues to cover appointments, conversions to appointments, and extensions of temporary appointments made without regard to competitive civil service appointment requirements.
- Users must still select the applicable NOAC, NOA, legal authority code, legal authority, and remarks from Chapter 11 tables.
- Reemployment and restoration-right appointments remain documented through Table 11-B.

2. Change type legend

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

3. High-impact changes

Only Critical change and Process change items are listed in this section. Clarification, Moved, and Removed items are captured in Section 4.

High-impact change 1

Entry	High-impact change 1
Change type	Process change
Location	Section 2 - Special Conditions/Instructions
What changed	Detailed special-condition text for retired persons, return-to-duty on the same date, and work schedule/hour changes was replaced with cross-references to Chapter 9. Processing action instructions now point to Chapter 4.
Why it changed	To eliminate duplicate instructions across appointment chapters and keep common appointment processing rules in a single source.
Who is affected	HR Specialists, Staffing Specialists, Agency HR Policy Specialists, HR IT Systems Specialists
Action / impact	Use Chapter 9 and Chapter 4 for the repeated processing steps instead of relying on duplicated Chapter 11 language. Update SOPs and training materials that quote the former Chapter 11 text.

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	Section 2.f - Voluntary conversion statement
What changed	A new instruction requires a statement from an employee voluntarily converting from a competitive service appointment to an excepted service appointment, acknowledging that the employee is leaving the competitive service voluntarily.
Why it changed	To document employee acknowledgement and reduce ambiguity when an employee voluntarily leaves the competitive service for excepted service.
Who is affected	HR Specialists, Staffing Specialists, Agency HR Policy Specialists
Action / impact	Add the employee statement to local conversion workflows and confirm recordkeeping procedures for the statement.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Table 11-A and Table 11-C - Tech Force
What changed	Tech Force processing information was added, including use of LAC W9S as Legal Authority 1 and YTF as Legal Authority 2, with required remark A42 when LAC 2 is YTF.
Why it changed	To incorporate WPI-approved processing instructions and ensure consistent documentation of Tech Force appointments.
Who is affected	HR Specialists, Staffing Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Update HR systems, coding guides, and quality review checklists to validate the new LAC/remark combination.

High-impact change 4

Entry	High-impact change 4
Change type	Process change
Location	Table 11-A, Rules 58-64 - Schedule Policy/Career
What changed	New rules were added for Schedule Policy/Career appointment and conversion scenarios, including conversions from competitive service or Schedule A/B authority into Schedule Policy/Career positions under 5 CFR 213.3601.
Why it changed	To incorporate WPI-approved NOA, LAC, and remark guidance for Schedule Policy/Career actions.
Who is affected	HR Specialists, Staffing Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Use the new Table 11-A rules when processing Schedule Policy/Career appointments or conversions; update system edits and downstream reporting logic.

High-impact change 5

Entry	High-impact change 5
Change type	Process change
Location	Table 11-C, Rules 90-95 - Schedule Policy/Career remarks
What changed	Required remarks were added for Schedule Policy/Career actions, including remark codes associated with competitive-to-excepted movement, appointment limitations, and Schedule Policy/Career conditions.
Why it changed	To ensure the SF-50 includes required employee-facing explanatory remarks for the new Schedule Policy/Career scenarios.
Who is affected	HR Specialists, HR IT Systems Specialists, Staffing Specialists
Action / impact	Validate remark selection in HR systems and review remarks during quality control before finalizing SF-50s.

High-impact change 6

Entry	High-impact change 6
Change type	Process change
Location	Figure 11-1 - Legal Authority Codes
What changed	Figure 11-1 was updated to include Schedule A, B, C, D, and P/C appointment authorities and to align users with EHRI Data Standards.
Why it changed	To provide an updated authority-code reference for excepted service processing.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Use the updated figure and EHRI Data Standards when selecting Schedule authority codes.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Definitions	Former Section 2	Definitions for appointment, conversion, extension, provisional appointment, provisional appointment NTE, and time-limited appointment were removed from Chapter 11 as part of the release-wide movement of definitions to Chapter 35.	All users	Definitions are no longer maintained in Chapter 11; use Chapter 35 for definitions.	Review
Removed	Concurrent employment	Former Special Conditions 3.c	The concurrent employment special condition was removed from Chapter 11.	HR Specialists, Staffing Specialists	Do not look to Chapter 11 for concurrent employment instructions; use the appropriate benefits and processing guidance.	Review
Removed	PMF readmission rules	Table 11-A, former Rules 47-48	Rules for "Is being readmitted as a Presidential Management Fellow" under 5 CFR 362.407 were deleted.	HR Specialists, Staffing Specialists, HR IT Systems Specialists	Do not use former PMF readmission rules 47 and 48 for new processing.	Required
Moved	Recurring appointment conditions	Section 2	Detailed retired-person, return-to-duty, work schedule/hour, and RIF-related instructions were consolidated by reference to Chapter 9 rather than repeated in Chapter 11.	HR Specialists, Staffing Specialists	Use Chapter 9 for those recurring conditions.	Review
Clarification only	SES scope	Coverage	Coverage now states that SES appointment information is in Chapter 13.	All users	Users are directed to the SES chapter for SES appointments.	None
Clarification only	Release-wide formatting	Chapter-wide	Page numbers, headers, fonts, spacing, and OPM branding were standardized; prior red/green markup indicators and symbols were removed.	All users	The released chapter is clean copy; do not rely on redline symbols as part of the official text.	None
Clarification only	Plain language and terminology	Chapter-wide	Text was rewritten for plain language, abbreviations/acronyms were edited, and references to "the Guide" were corrected to "GPPA."	All users	Content is easier to read and should align with the release vocabulary.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; hyperlinks to other GPPA chapters/sections were removed where they will be added later as applicable.	All users	Use chapter names and table references until final links are restored.	Review
Clarification only	SF terminology	Chapter-wide	Most instances of "Standard Form" were replaced with "SF."	All users	Terminology is shorter; meaning is unchanged.	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review new Schedule Policy/Career rules, Tech Force LAC/remark requirements, and the new voluntary competitive-to-excepted conversion statement requirement.
Staffing Specialist	Use Chapter 11 tables for excepted appointments and Chapter 9/4 cross-references for recurring appointment processing conditions.
HR IT Systems Specialist	Update system validation for W9S/YTF/A42, Schedule Policy/Career LAC/remarks, and deleted PMF readmission rules.
Agency HR Policy Specialist	Update agency SOPs, desk guides, and training references that cite removed definitions, concurrent employment text, or former PMF rules.
Payroll System Specialist	Review downstream impacts from new Schedule Policy/Career and Tech Force coding where payroll interfaces consume appointment or remark data.
Chief Human Capital Officer (CHCO) Council Member	Review the standardization of appointment chapters and the integration of WPI-approved Schedule Policy/Career guidance.
Senior OPM Leadership	Review modernization impacts, simplification of duplicative instructions, and alignment with EHRI and GPPA Navigator needs.

6. Expert-only quick reference

- Section 2 now uses Chapter 9 and Chapter 4 cross-references for recurring appointment processing conditions.
- Section 2.f adds a voluntary conversion statement for competitive-to-excepted service moves.
- Table 11-A includes Schedule Policy/Career rules 58-64 and deletes PMF readmission rules 47-48.
- Tech Force: W9S as LAC 1, YTF as LAC 2, and A42 when LAC 2 is YTF.
- Table 11-C includes new Schedule Policy/Career remarks rules 90-95.

7. New-user quick guidance

- Use Chapter 11 for excepted service appointments and conversions, but use Chapter 9 for recurring appointment special conditions and Chapter 4 for general processing action instructions.
- For voluntary movement from competitive service to excepted service, obtain the employee statement required by Chapter 11.
- Use the updated tables and Figure 11-1 for Schedule authority codes, Tech Force, and Schedule Policy/Career actions.

GPPA Chapter 13 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- Chapter 13 was streamlined to focus on Senior Executive Service appointment, conversion, and limited appointment extension processing.
- Definitions were removed from Chapter 13 and moved to the centralized definitions structure in Chapter 35.
- Special Conditions/Instructions were rewritten to mirror the structure of Chapters 9-11, with cross-references to Chapter 9 and Chapter 4 for recurring processing requirements.
- SES tables were modernized with Notes and Remarks columns, clearer required-remark references, and Infrastructure Investment and Jobs Act secondary LAC guidance.

What did not change:

- Chapter 13 continues to cover SES career, noncareer, limited term, limited emergency, provisional, reinstatement, transfer, and reemployment-right appointment actions.
- Agencies must still use the applicable SES table to select the NOAC, NOA, LAC, legal authority, and required remarks.
- The Senior Executive Service Desk Guide remains the source for in-depth procedural and reporting requirements.

2. Change type legend

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

3. High-impact changes

Only Critical change and Process change items are listed in this section. Clarification, Moved, and Removed items are captured in Section 4.

High-impact change 1

Entry	High-impact change 1
Change type	Process change
Location	Section 2 - Special Conditions/Instructions
What changed	Special conditions were edited to mirror Chapters 9-11 and now direct users to Chapter 9 for retired-person, return-to-duty, work schedule/hour, and RIF-related conditions, and to Chapter 4 for additional processing requirements.
Why it changed	To standardize appointment chapters and eliminate repeated instructions.
Who is affected	HR Specialists, Agency HR Policy Specialists, HR IT Systems Specialists, Senior OPM Leadership
Action / impact	Update training and SOPs to use the cross-referenced chapters instead of duplicative Chapter 13 text.

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	Instructions / Chapter structure
What changed	Detailed processing instructions were restructured into the new chapter format and table-driven approach, with users directed to Chapter 4 for processing action instructions.
Why it changed	To align Chapter 13 with the revised GPPA layout used for appointment chapters.
Who is affected	HR Specialists, Staffing Specialists, Agency HR Policy Specialists
Action / impact	Use the revised table sequence and Chapter 4 processing requirements when documenting SES actions.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Table 13-A - SES appointment and conversion
What changed	SES appointment and conversion rules were retained but modernized with clearer required-remark references, Notes and Remarks columns, and Infrastructure Investment and Jobs Act secondary LAC guidance.
Why it changed	To improve table usability and support consistent SES action coding.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Review system table builds and QA checklists for SES appointment/conversion actions and ZBB secondary LAC handling.

High-impact change 4

Entry	High-impact change 4
Change type	Process change
Location	Table 13-B - Reemployment rights
What changed	Notes and Remarks columns were added to reemployment-right actions, including guidance on applicable remarks, preference-eligible remark E23, and ZBB use for Infrastructure Investment and Jobs Act actions.
Why it changed	To make required remarks and secondary authority use visible at the point of processing.
Who is affected	HR Specialists, HR IT Systems Specialists, Staffing Specialists
Action / impact	Use the revised table columns when processing SES reemployment and restoration-right actions.

High-impact change 5

Entry	High-impact change 5
Change type	Process change
Location	Table 13-C - Remarks required in special situations
What changed	Notes and Remarks columns were added, and instructions now clarify selection of applicable remarks, including preference-eligible use of E23 and annuitant/retirement-related processing notes.
Why it changed	To improve consistency in SES SF-50 remarks and reduce missed required remarks.
Who is affected	HR Specialists, Payroll System Specialists, HR IT Systems Specialists
Action / impact	Review remark-selection logic for SES actions and update local reference materials.

High-impact change 6

Entry	High-impact change 6
Change type	Process change
Location	Limited SES appointment rules
What changed	Rules involving OPM Form 1652, delegated authority, limited term, limited emergency, and provisional SES appointment processing were clarified in table notes.
Why it changed	To align SES limited appointment documentation with OPM approval and delegated authority requirements.
Who is affected	HR Specialists, Agency HR Policy Specialists, Senior OPM Leadership
Action / impact	Confirm whether OPM Form 1652 or delegated authority applies before finalizing SES limited appointment actions.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Definitions	Former Definitions section	Definitions for appointment, conversion, provisional appointment, and provisional appointment NTE were removed from Chapter 13.	All users	Use Chapter 35 for definitions instead of Chapter 13.	Review
Moved	Processing instructions	Former Instructions section	Detailed processing steps were moved out of the narrative section and aligned to the revised table/job-aid chapter approach.	HR Specialists, Staffing Specialists	Use revised tables and Chapter 4 for processing details.	Review
Clarification only	Reference material	Section 2.f	Reference to the Senior Executive Service Desk Guide was retained and framed as the source for in-depth reporting and procedural requirements.	SES HR users, Policy Specialists	Use the Desk Guide for procedural depth beyond GPPA documentation rules.	None
Clarification only	SES terminology	Chapter-wide	Chapter wording now consistently uses SES terminology and updated NOA references.	All users	Terminology is more consistent; the scope of Chapter 13 remains the same.	None
Clarification only	Release-wide formatting	Chapter-wide	Page numbers, headers, fonts, spacing, and OPM branding were standardized; prior red/green markup indicators and symbols were removed.	All users	The released chapter is clean copy; do not rely on redline symbols as part of the official text.	None
Clarification only	Plain language and terminology	Chapter-wide	Text was rewritten for plain language, abbreviations/acronyms were edited, and references to “the Guide” were corrected to “GPPA.”	All users	Content is easier to read and should align with the release vocabulary.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; hyperlinks to other GPPA chapters/sections were removed where they will be added later as applicable.	All users	Use chapter names and table references until final links are restored.	Review
Clarification only	SF terminology	Chapter-wide	Most instances of “Standard Form” were replaced with “SF.”	All users	Terminology is shorter; meaning is unchanged.	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review SES appointment/conversion tables, required remarks, OPM Form 1652 notes, and revised cross-references.
Staffing Specialist	Use Chapter 13 tables for SES appointment processing and Chapter 9/4 for recurring appointment conditions.
HR IT Systems Specialist	Update system logic for SES table notes, required remarks, ZBB secondary LAC, and OPM Form 1652/delegated authority fields.
Agency HR Policy Specialist	Update SES appointment SOPs and internal policy references that cite removed definitions or old instructions.
Payroll System Specialist	Review annuitant, retirement, and salary-related SES remark changes in Table 13-C where payroll interfaces rely on remarks or retirement codes.
Chief Human Capital Officer (CHCO) Council Member	Review standardization of SES appointment documentation and table modernization.
Senior OPM Leadership	Review alignment with the SES Desk Guide, WPI/GPPA modernization, and reporting consistency.

6. Expert-only quick reference

- Definitions moved out of Chapter 13; use Chapter 35.
- Special conditions now mirror Chapters 9-11 and direct users to Chapter 9 and Chapter 4.
- Table 13-A modernizes SES appointment/conversion rules and adds clearer notes/remarks.
- Table 13-B and Table 13-C include Notes and Remarks columns.
- Limited SES actions require attention to OPM Form 1652, delegated authority, and ZBB secondary LAC notes.

7. New-user quick guidance

- Use Chapter 13 for SES appointments, conversions, transfers, reemployment-right actions, and limited appointment extensions.
- Use Chapter 9 for recurring special conditions and Chapter 4 for processing action instructions.
- Use the table Notes and Remarks columns to avoid missing required remarks such as E23, T55, and retirement/annuitant-related remarks.

GPPA Chapter 14 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- Chapter 14 was reorganized and rewritten in plain language for promotions, changes to lower grade/level/band, reassignments, position changes, and details.
- Definitions were removed from the narrative chapter structure and operational decision support was shifted into the “When to Process” job aid.
- Special conditions were expanded or clarified for same-day within-grade increases, work schedule/hour changes, absent-uniformed service or compensable injury, and temporary-to-permanent promotion processing.
- Tables were modernized with updated notes, secondary LAC guidance, and return-to-in-person-work coding where applicable.

What did not change:

- Chapter 14 continues to govern documentation of promotion, change to lower grade/level/band, reassignment, position change, and detail actions within the same agency and appointment system.
- Users must still select NOA, NOAC, LAC, authority, and required remarks from the applicable Chapter 14 tables.
- Movements between competitive, excepted, and SES appointment systems continue to be documented as conversions to appointment using Chapters 9-13.

2. Change type legend

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

3. High-impact changes

High-impact change 1

Entry	High-impact change 1
Change type	Process clarification
Location	Section 3.a - Within-grade increase same date
What changed	The chapter now explains that when an employee is eligible for a within-grade increase on the same date as another action covered in this chapter, both actions may be documented on the same SF-50, with the WGI in blocks 5A-5F and the promotion/action in blocks 6A-6F, while each action is reported separately through EHRI.
Why it changed	To clarify order of processing and reporting when multiple actions share an effective date.
Who is affected	HR Specialists, Payroll System Specialists, HR IT Systems Specialists
Action / impact	Ensure HR systems and payroll/EHRI reporting processes treat same-day WGI and promotion actions as separate reportable actions even when documented on one SF-50.

High-impact change 2

Entry	High-impact change 2
Change type	Process clarification
Location	Section 3.b - Work schedule or hours changes
What changed	The chapter now allows a change in work schedule or work hours to be documented on the same SF-52/SF-50 as another Chapter 14 action, with Chapter 14 action data in blocks 5A-5F and the work schedule/hour action in blocks 6A-6F.
Why it changed	To standardize how combined actions are documented and avoid unnecessary additional forms.
Who is affected	HR Specialists, Payroll System Specialists, HR IT Systems Specialists
Action / impact	Use the block-order instructions when processing combined actions; update HR system workflows if they force a separate SF-52/SF-50.

High-impact change 3

Entry	High-impact change 3
Change type	Process clarification
Location	Section 3.c - Absent in military service or compensable injury
What changed	Employees with restoration rights who are absent for military duty may be promoted or reassigned, but may not be changed to lower grade/level/band or be subject to position change actions. SF-50s are prepared after return, and no SF-50 is required if restoration rights are not exercised.
Why it changed	To clarify permissible actions and documentation timing for employees absent under restoration-right circumstances.
Who is affected	HR Specialists, Employee Relations users, Agency HR Policy Specialists
Action / impact	Verify restoration-right status before processing Chapter 14 actions and delay SF-50 preparation until the employee returns where required.

High-impact change 4

Entry	High-impact change 5
Change type	Process change
Location	Table 14-A - Documentation of Details
What changed	Detail documentation now clearly distinguishes SF-50/SF-52 documentation, 9xx detail codes, OPF filing, and that certain 9xx detail information is not submitted in EHRI.
Why it changed	To clarify when a detail is reportable, when it is filed only in the OPF, and when no documentation is required.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Ensure 9xx detail actions are filed correctly and are not submitted in EHRI when the table states not to submit them.

High-impact change 5

Entry	High-impact change 7
Change type	Process change
Location	Multiple Chapter 14 tables
What changed	Infrastructure Investment and Jobs Act secondary LAC ZBB guidance was added or standardized across relevant Chapter 14 table notes.
Why it changed	To ensure actions in support of IIJA are coded consistently across action types.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Check whether ZBB applies when processing actions funded or supported by IIJA.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Definitions	Former Definitions section	Definitions for position change, promotion, promotion NTE, change to lower grade, reassignment, detail, position change NTE, and agency were removed from Chapter 14 under the release-wide definitions movement.	All users	Use Chapter 35 for definitions; use Chapter 14 job aids for decision logic.	Review
Moved	Use of SF-52 / processing instructions	Former narrative instructions	Detailed SF-52 processing content was removed from Chapter 14 and users are directed to Chapter 4 for processing action instructions.	HR Specialists, HR IT Systems Specialists	Use Chapter 4 for general SF-52/SF-50 completion and processing requirements.	Review
Clarification only	Coverage and exclusions	Section 1	Coverage and exclusions were rewritten to point users to Chapters 9-13, Chapter 21, Chapter 28, and Chapters 10-11 where another chapter governs the action.	All users	Navigation is clearer; scope is unchanged.	None
Clarification only	Temporary promotion to permanent promotion	Section 3.d	The chapter clarifies there is no requirement to return an employee from a temporary promotion before making a permanent promotion unless agency instructions require it.	HR Specialists, Staffing Specialists	Use agency policy to decide whether a return action is needed.	Review
Clarification only	Reduce misclassification of actions and improve consistent NOA/NOAC selection.	Job Aid - When to Process a Promotion, Change to Lower Grade, Reassignment, Position Change, or Detail	The decision job aid was rewritten to determine whether a movement is a promotion, change to lower grade/level/band, reassignment, position change, detail, mass transfer, realignment, change in data element, or no OPM-required action.	HR Specialists, Staffing Specialists, HR IT Systems Specialists	Use the job aid before selecting tables. Update training materials and system decision logic to reflect the clarified rules.	Review
Clarification only	Table notes and references	Chapter tables	Table notes were rewritten for plain language, updated authority references, and consistent ZLM/ABM/ZBB references.	HR Specialists, HR IT Systems Specialists	Review table notes before coding actions.	Review
Clarification only	Release-wide formatting	Chapter-wide	Page numbers, headers, fonts, spacing, and OPM branding were standardized; prior red/green markup indicators and symbols were removed.	All users	The released chapter is clean copy; do not rely on redline symbols as part of the official text.	None
Clarification only	Plain language and terminology	Chapter-wide	Text was rewritten for plain language, abbreviations/acronyms were edited,	All users	Content is easier to read and should align with the release	None

			and references to “the Guide” were corrected to “GPPA.”		vocabulary.	
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; hyperlinks to other GPPA chapters/sections were removed where they will be added later as applicable.	All users	Use chapter names and table references until final links are restored.	Review
Clarification only	SF terminology	Chapter-wide	Most instances of “Standard Form” were replaced with “SF.”	All users	Terminology is shorter; meaning is unchanged.	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Use the revised decision job aid and updated table notes before processing promotions, reassignments, changes to lower grade, position changes, or details.
Staffing Specialist	Review impact on promotion/reassignment workflows, especially competitive selection, temporary promotions, and same-day action processing.
HR IT Systems Specialist	Update decision logic for same-day WGI reporting, combined SF-50 actions, ZBB, Z3Z, and detail actions that should not be submitted to EHRI.
Agency HR Policy Specialist	Update agency SOPs and training materials that used the removed definitions or former narrative instructions.
Payroll System Specialist	Review same-day WGI/promotion and work schedule/hour change processing for payroll and interface impacts.
Chief Human Capital Officer (CHCO) Council Member	Review standardization of movement-action processing and Return-to-In-Person Work documentation support.
Senior OPM Leadership	Review modernization, coding consistency, and EHRI data-quality impacts.

6. Expert-only quick reference

- Same-day WGI and another action may be on one SF-50, but are reported separately via EHRI.
- Combined Chapter 14 action and work schedule/hour changes use blocks 5A-5F and 6A-6F as instructed.
- Absent military/compensable injury actions have restrictions and delayed SF-50 timing.
- Use the “When to Process” job aid to classify each movement before choosing a table.
- Table 14-A includes 9xx detail handling and no-EHRI-submission instructions for certain details.
- Use Z3Z where Return to In-Person Work applies and ZBB where IJA applies.

7. New-user quick guidance

- Start with the “When to Process” job aid before choosing a table.
- Use Chapter 14 only for actions within the same appointment system; use Chapters 9-13 when the employee is converting to another appointment.
- For details, carefully check whether the action uses an SF-50, an SF-52/9xx code, OPF filing only, or no documentation.

GPPA Chapter 15 Change Log

1. At-a-glance chapter summary

Summary of major changes:

- Chapter 15 was streamlined to focus on coverage, legal authority selection, when to process actions, job aids, and tables for nonpay/nonduty status and written warnings.
- Definitions were removed from Chapter 15 as part of the release-wide movement of definitions to Chapter 35.
- Required remark coding in Table 15-A was corrected and strengthened, including adding M67 where applicable and restoring S49 to rules identified in the Summary of Changes.
- Written warning and civil penalty guidance under 5 USC 9204 / 5 USC 9202 was integrated into the clean release format.

What did not change:

- Chapter 15 continues to cover furloughs, extensions of furloughs, LWOP and extensions, suspensions, seasonal nonpay/nonduty status, Absent - Uniformed Service actions, sabbaticals, and written warning/civil penalty documentation.
- Users must still determine the correct NOAC, NOA, LAC, authority, and required remarks using Table 15-A and Table 15-B.
- The Effects of Nonpay Status job aid remains the primary quick reference for benefit and personnel-action consequences of nonpay status.

2. Change type legend

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

3. High-impact changes

Only Critical change and Process change items are listed in this section. Clarification, Moved, and Removed items are captured in Section 4.

High-impact change 1

Entry	High-impact change 1
Change type	Critical change
Location	Table 15-A - Required remarks
What changed	Remark M67 (Forwarding Address) was added where applicable to furlough and suspension-related table rules.
Why it changed	To ensure required forwarding-address information is captured consistently on affected nonpay/nonduty and suspension actions.
Who is affected	HR Specialists, HR IT Systems Specialists, Payroll System Specialists, Agency HR Policy Specialists
Action / impact	Update system edits, templates, and quality review to include M67 where applicable. Required action.

High-impact change 2

Entry	High-impact change 2
Change type	Critical change
Location	Table 15-A, Rules 12, 13, and 18-20
What changed	Remark S49 (Reason for suspension: state reason) was added/restored for rules 12, 13, and 18-20.
Why it changed	The Summary of Changes notes that the S49 remark was present in an earlier GPPA update but rows were broken when a later update was pushed; this release restores the required remark placement.
Who is affected	HR Specialists, Employee Relations users, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Ensure suspension actions under these rules include S49 and the stated reason. Required action.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Job Aid - Instructions for Processing Personnel Actions
What changed	The processing job aid was simplified to direct users to the Effects of Nonpay Status job aid, update tickler systems for nonpay-status effects, and use Chapter 4 for additional processing requirements.
Why it changed	To remove duplicate step-by-step processing text and align Chapter 15 with the revised GPPA chapter structure.
Who is affected	HR Specialists, Payroll System Specialists, HR IT Systems Specialists
Action / impact	Use Chapter 4 for processing steps and use the Effects of Nonpay Status job aid to update probation, WGI, leave, FEGLI, FEHB, and SCD-related tracking.

High-impact change 4

Entry	High-impact change 4
Change type	Process change
Location	Section 2 - Selection of Legal Authority
What changed	Legal authority selection language was rewritten to emphasize determining whether the action is taken under civil service laws/regulations, equivalent agency procedures, or other procedures before selecting the authority.
Why it changed	To improve consistency when users must cite a law, Executive Order, regulation, agency rule, or 5 USC 302.
Who is affected	HR Specialists, Employee Relations users, Agency HR Policy Specialists
Action / impact	Confirm the procedural basis of the action before selecting the LAC/authority in Table 15-A.

High-impact change 5

Entry	High-impact change 5
Change type	Process change
Location	Table 15-A - Written warnings and civil penalties
What changed	Written warning and civil penalty actions under 5 USC 9204 / 5 USC 9202 were incorporated into the clean table structure, including suspension and civil penalty remark codes S60-S64.
Why it changed	To support consistent documentation of repeated violations and penalties in the official release format.
Who is affected	HR Specialists, Employee Relations users, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Use the new table rules and remarks for second and subsequent 5 USC 9202 violations.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Definitions	Former Section 2	Definitions for furlough, suspension, written warning, civil penalty, LWOP, Absent - Uniformed Service, seasonal employee, and sabbatical were removed from Chapter 15.	All users	Use Chapter 35 for definitions; use Chapter 15 for processing and documentation rules.	Review
Removed	Exclusions narrative	Former Coverage section	Detailed “does not cover” narrative was removed from the new streamlined coverage section.	All users	Use related chapters, especially Chapter 6 for SCD-Leave changes, where the subject is outside Chapter 15.	Review
Clarification only	Effects of Nonpay Status	Job Aid	The nonpay status effects job aid was retained and reformatted, including probation, career tenure, leave earnings, SCD, WGI, FEGLI, and FEHB effects.	HR Specialists, Payroll System Specialists	Use the job aid as a quick reference for nonpay-status downstream impacts.	None
Clarification only	Authority language	Section 2	Authority-selection language was simplified and converted to the revised GPPA plain-language style.	HR Specialists, Employee Relations users	Meaning is easier to follow; processors still must determine the authority basis.	None
Clarification only	Table 15-B remarks	Table 15-B	Additional remark guidance remains in a separate table and was reformatted to the new release style.	HR Specialists, HR IT Systems Specialists	Continue checking Table 15-B for additional remarks after selecting the base action in Table 15-A.	Review
Clarification only	Release-wide formatting	Chapter-wide	Page numbers, headers, fonts, spacing, and OPM branding were standardized; prior red/green markup indicators and symbols were removed.	All users	The released chapter is clean copy; do not rely on redline symbols as part of the official text.	None
Clarification only	Plain language and terminology	Chapter-wide	Text was rewritten for plain language, abbreviations/acronyms were edited, and references to “the Guide” were corrected to “GPPA.”	All users	Content is easier to read and should align with the release vocabulary.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; hyperlinks to other GPPA chapters/sections were removed where they will be added later as applicable.	All users	Use chapter names and table references until final links are restored.	Review
Clarification only	SF terminology	Chapter-wide	Most instances of “Standard Form” were replaced with “SF.”	All users	Terminology is shorter; meaning is unchanged.	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review new required remark handling for M67 and S49, simplified job aid workflow, and 5 USC 9204/9202 written warning/civil penalty rules.
Employee Relations / Labor Relations user	Review suspension rules, S49 reason requirements, 5 USC 9202 violation sequence, and civil penalty remarks.
HR IT Systems Specialist	Update table logic and system edits for M67, S49, S60-S64, and any affected NOAC/LAC/remark combinations.
Agency HR Policy Specialist	Update local SOPs and training materials that cite removed definitions, old authority text, or prior Table 15-A remark logic.
Payroll System Specialist	Review nonpay status effects, WGI/tickler impacts, leave, FEGLI, FEHB, and SCD-related downstream processes.
Chief Human Capital Officer (CHCO) Council Member	Review release impacts for nonpay/nonduty documentation, suspension remark compliance, and written warning/civil penalty processing.
Senior OPM Leadership	Review restoration of remark compliance and integration of GPPA modernization changes.

6. Expert-only quick reference

- M67 was added where applicable in Table 15-A.
- S49 was added/restored for Table 15-A rules 12, 13, and 18-20.
- Definitions were removed from Chapter 15; use Chapter 35.
- Use Chapter 4 for processing action instructions and the Effects of Nonpay Status job aid for downstream effects.
- Use Table 15-A for the base action and Table 15-B for additional remarks.

7. New-user quick guidance

- Use Chapter 15 when documenting placement in nonpay or nonduty status, furlough, suspension, Absent - Uniformed Service, sabbatical, written warning, or civil penalty actions.
- Always check both Table 15-A and Table 15-B before finalizing the SF-50.
- For suspensions, pay close attention to whether the action is under civil service procedures, equivalent agency procedures, another agency authority, or 5 USC 9204.

GPPA Chapter 16 Change Log

1. At-a-glance chapter summary

Sources reviewed: Chapter_16_old.docx, Chapter_16_new.docx, and Summary of Changes Chapter 1 through 35 (Nell).

Summary of major changes:

- Chapter 16 was streamlined and retitled to emphasize the commonly used abbreviation “RTD” for return-to-duty actions from nonpay status.
- Detailed processing mechanics were reduced and redirected to Chapter 4, while Chapter 16 retains chapter-specific RTD coverage, service-date effects, benefits reminders, same-day action guidance, and RTD table rules.
- The job aid and tables were reformatted and updated for the release, including cleaner references to SCD-leave, FEHB/FEGLI, RTD table notes, remarks, and nonpay-status impacts.

What did not change:

- Chapter 16 still covers actions that return employees to pay and duty status after documented LWOP, Absent-Uniformed Service, Placement in Nonpay Status, Furlough NTE, and Suspension actions.
- A return-to-duty action is still required when an employee returns from a nonpay status that was documented by an SF-50, unless the chapter or table provides an exception.
- The core RTD NOACs remain 280/Placement in Pay Status and 292/RTD.

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	Title, Section 2, and Table 16-A
What changed	The chapter now consistently uses the RTD abbreviation and retitles the chapter and table language around “Return to Duty (RTD).” Table 16-A now refers to “If RTD is from” rather than spelling out the full phrase in every table header.
Why it changed	To align the chapter with common processing terminology and make the table-driven workflow easier to use.

Who is affected	HR Specialists, HR IT Systems Specialists, Payroll System Specialists, Agency HR Policy Specialists
Action / impact	Update local desk guides, HRIS prompts, table labels, and training materials to use the RTD terminology consistently while retaining NOAC 280 and 292 processing rules.

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	Section 3 - Instructions
What changed	General SF-52/SF-50 processing steps, OPF filing, approval, distribution, and similar mechanics were condensed and redirected to Chapter 4. Chapter 16 now keeps only RTD-specific instructions for service-date review, benefits follow-up, same-day action handling, and Chapter 4 cross-reference.
Why it changed	To remove duplicate instructions and make Chapter 4 the common source for general processing requirements.
Who is affected	HR Specialists, Agency HR Policy Specialists, HR IT Systems Specialists
Action / impact	Use Chapter 16 for RTD-specific determinations and Chapter 4 for general SF-50/SF-52 processing, filing, and distribution requirements.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Section 3 and Job Aid - Effect of Nonpay Status on Service Dates
What changed	The nonpay-status service-date workflow was made more direct. Users are told to use the job aid to determine whether service dates change, compute a changed SCD-leave if required, enter it in the Service Comp. Date (Leave) block of the SF-52, and update suspense-date systems.
Why it changed	To focus users on the operational sequence needed before issuing the RTD action.
Who is affected	HR Specialists, Payroll System Specialists, HR IT Systems Specialists
Action / impact	Confirm RTD checklists require SCD-leave review, update suspense-date systems, and coordinate with Chapter 6 when excess nonpay affects the SCD-leave.

High-impact change 4

Entry	High-impact change 4
Change type	Process change
Location	Table 16-A - Documenting RTD Actions
What changed	Table 16-A now carries consolidated notes and remarks guidance directly in the table, including the “use as many remarks as applicable” direction and cross-reference to Chapter 15 for nonpay-status placement actions.
Why it changed	To keep the rule-table workflow self-contained and easier to convert into Navigator or HRIS rule logic.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists

Action / impact	Review RTD table logic, especially for Absent-Uniformed Service sequencing and the no-RTD-between-certain-473-actions exception.
------------------------	--

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Moved	General processing steps	Former Instructions section	Detailed steps for comparing the SF-52, selecting authorities, completing forms, filing documents, and distributing notices were shortened and moved to the Chapter 4 cross-reference.	HR Specialists, Agency HR Policy Specialists	Use Chapter 4 for the general processing workflow.	Review
Moved	Uniformed service and compensable injury note	Job Aid / Section 3	The note explaining that certain uniformed-service or compensable-injury absences do not create a nonpay-status penalty was moved into the main instructions immediately before the benefits steps.	HR Specialists, Payroll System Specialists	Apply the no-penalty rule before adjusting service dates.	Review
Clarification only	Leave Transfer Program handling	Section 2	The requirement to process RTD before placing a documented-LWOP employee on paid leave through the Leave Transfer Program remains but is stated more concisely.	HR Specialists, Payroll System Specialists	No behavior change; easier reference.	None
Clarification only	FEHB and FEGLI references	Section 3	Benefits instructions now cite the FEHB Handbook and FEGLI Handbook in shorter form.	HR Specialists, Payroll System Specialists	Use benefits handbooks for coverage actions when the employee returns from nonpay status.	Review
Clarification only	Probationary/trial period citations	Job Aid	The job aid updates the probationary-period references used for the 22-workday nonpay rule.	HR Specialists, HR IT Systems Specialists	Review automated service-date calculation references.	Review
Clarification only	Table 16-B remarks	Table 16-B	Remarks table layout was retained but reformatted to the May 2026 table style.	HR Specialists, HR IT Systems Specialists	Confirm remark-code mappings remain correct.	Review
Clarification only	Release-wide formatting and branding	Chapter-wide	Page numbers, headers, OPM brand styling, font size, spacing, abbreviations, and acronym use were standardized for the May 2026 GPPA release.	All users	The chapter is visually cleaner and aligned with the release style.	None
Removed	Marked-up change indicators	Chapter-wide	Prior red/green text, angle brackets, asterisks, and other markup showing previous edits were removed from the release copy.	All users	Use the clean release version rather than marked draft text.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; some internal GPPA hyperlinks were removed for later tool implementation.	All users, HR IT Systems Specialists	Verify local links and Navigator references before publishing internal materials.	Review
Clarification only	Plain-language and terminology cleanup	Chapter-wide	Text was edited in plain language, most instances of Standard Form were replaced with SF, and references to the Guide were corrected to GPPA where applicable.	All users	Terminology is more consistent across chapters.	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review RTD-specific requirements, SCD-leave review, same-day action handling, nonpay-status service-date effects, and Table 16-A/16-B remark selection.
HR IT Systems Specialist	Update RTD labels, NOAC 280/292 table logic, remark rules, and nonpay-status service-date calculation references.
Agency HR Policy Specialist	Update RTD SOPs and training materials to use Chapter 4 for general processing and Chapter 16 for RTD-specific determinations.
Staffing Specialist	Review RTD cross-references when appointment, conversion, work schedule, or duty-status actions occur on the same date.
Payroll System Specialist	Review return-to-pay status, SCD-leave, FEHB/FEGLI, WGI, career tenure, and suspense-date impacts.
Chief Human Capital Officer (CHCO) Council Member	Review standardization of RTD terminology and nonpay-status effect guidance.
Senior OPM Leadership	Review alignment with GPPA modernization and reduced duplicative processing instructions.

6. Expert-only quick reference

- Use Chapter 16 only for RTD-specific determinations; use Chapter 4 for general SF-52/SF-50 processing mechanics.
- Before issuing the RTD action, use the nonpay-status job aid to determine impacts on WGI dates, probation/trial dates, career tenure, and SCD-leave.
- For documented LWOP followed by donated leave under the Leave Transfer Program, process RTD before placing the employee on paid leave.
- Review Table 16-A notes for Absent-Uniformed Service sequences where an intervening NOAC 292/RTD is not required.
- Use Table 16-B to select B32, G31, P12/P13, and related remarks when service-date or WGI impacts occur.

7. New-user quick guidance

- RTD means return to duty from a documented nonpay status.
- Start with Table 16-A to identify the correct NOAC, NOA, authority, notes, and remarks.
- Use the job aid before processing the action because nonpay time can affect WGI, probation, career tenure, and SCD-leave dates.
- When the chapter says to follow Chapter 4, use Chapter 4 for the general form-processing workflow.

GPPA Chapter 17 Change Log

1. At-a-glance chapter summary

Sources reviewed: Chapter_17_old.docx, Chapter_17_new.docx, and Summary of Changes Chapter 1 through 35 (Nell).

Summary of major changes:

- Chapter 17 was substantially streamlined: the former definitions section was removed and the operational content now focuses on pay and step-change processing, absent employees, DETO termination, job-aid routing, and rule tables.

What did not change:

- Chapter 17 still covers pay-related actions when there is no change in the employee's agency, appointment status, position, or grade.
- The chapter still uses table-driven selection of NOAC, NOA, legal authority code, legal authority, notes, and remarks for pay and step changes.
- Agencies still must document pay/step changes, notify employees, and report applicable adjustments to EHRI.

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

Entry	High-impact change 5
Change type	Process change
Location	Job Aid - Instructions for Processing Personnel Actions on Pay and Step Changes
What changed	The job aid was shortened to route users by pay plan and table: GS, SES, Prevailing Rate, and Other Pay Systems. It points users to Chapter 4 for additional requirements and retains suspense-date updates for next WRI, grade-retention expiration, and performance determination dates.
Why it changed	To reduce duplicated processing steps and route users to the correct pay table faster.
Who is affected	HR Specialists, Payroll System Specialists, HR IT Systems Specialists
Action / impact	Update local pay-action desk aids so users select the table by pay plan before selecting NOA and authority.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Definitions section	Former Section 2	The former definitions for adjusted basic pay, AUO, availability pay, DETO, grade/pay retention, locality payment, pay adjustment, pay plan, PMRS, QSI/QI, special rates, step, supervisory differential, and WRI were removed from Chapter 17.	All users	Use Chapter 35 for definitions and Chapter 17 for processing instructions.	Review
Clarification only	Coverage language	Section 1	Coverage was shortened to state that Chapter 17 covers pay-related actions when agency, appointment status, position, and grade do not change.	All users	The scope is easier to apply; use Chapters 9-14 or 29 when other action types are involved.	None
Clarification only	Use of SF-52	Section 2	SF-52 guidance was simplified while retaining the special requirement for employees absent because of compensable injury, military duty, or service with an international organization.	HR Specialists	No major behavior change; wording is shorter.	None
Clarification only	Documenting personnel actions	Section 3	The employee notification and EHRI reporting discussion was modernized and now points to Chapter 4 for agency issuances.	HR Specialists, HR IT Systems Specialists	Review automated pay adjustment notices and OPF documentation procedures.	Review
Clarification only	Actions for absent employees	Section 4	The absent-employee guidance was shortened and still distinguishes actions processed when due from other pay actions held until RTD.	HR Specialists, Payroll System Specialists	Continue using P09 on RTD when delayed pay/step changes are recorded.	Review
Removed	Detailed OPF schedule examples	Former Documenting Personnel Action section	Detailed examples of copy-of-pay-schedule and computer-printed notices were removed.	HR Specialists, Agency HR Policy Specialists	Use Chapter 4 and current agency issuance procedures for employee notification.	Review
Clarification only	Table 17-E remark mapping	Table 17-E	New or revised remarks include P21, P22, P23, P24, N50, and P31 for DETO, Return to In-Person Work, and wildland firefighter pay situations.	HR Specialists, HR IT Systems Specialists, Payroll System Specialists	Verify remark-code text in HR systems.	Review
Clarification only	Release-wide formatting and branding	Chapter-wide	Page numbers, headers, OPM brand styling, font size, spacing, abbreviations, and acronym use were standardized for the May 2026 GPPA release.	All users	The chapter is visually cleaner and aligned with the release style.	None
Removed	Marked-up change indicators	Chapter-wide	Prior red/green text, angle brackets, asterisks, and other markup showing previous edits were removed from the release copy.	All users	Use the clean release version rather than marked draft text.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; some internal GPPA hyperlinks were removed for later tool implementation.	All users, HR IT Systems Specialists	Verify local links and Navigator references before publishing internal materials.	Review
Clarification only	Plain-language and terminology cleanup	Chapter-wide	Text was edited in plain language, most instances of Standard Form were replaced with SF, and references to the Guide were corrected to GPPA where applicable.	All users	Terminology is more consistent across chapters.	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review DETO termination workflow, wildland firefighter special base-rate processing, title 38 market-pay routing, Return to In-Person Work coding, and pay-table selection.
HR IT Systems Specialist	Update table logic for Z2Y, VGR, Z3Z, GW pay plan, GP/GR routing, P23, P24, P31, and N50 remarks.
Agency HR Policy Specialist	Update pay-setting SOPs, DETO guidance, and pay-plan routing materials.
Staffing Specialist	Minimal direct impact; review when staffing actions intersect with appointment, position, or pay-plan changes outside Chapter 17.
Payroll System Specialist	Review all DETO, locality pay, title 38 market pay, GW special base rate, WRI, pay-retention, and Return to In-Person Work payroll interfaces.
Chief Human Capital Officer (CHCO) Council Member	Review cross-agency standardization for DETO, wildland firefighter pay, and Return to In-Person Work pay documentation.
Senior OPM Leadership	Review strategic compliance improvements in pay documentation and GPPA modernization.

6. Expert-only quick reference

- DETO termination requires NOAC 894/LAC Z2Y with P23; if post-DETO locality pay applies, process NOAC 894/LAC VGR with P24 after the Z2Y action or in blocks 6A-6D on the same form.
- Route GP/GR pay plan employees receiving title 38 market pay to Table 17-D, not Table 17-A.
- Use Table 17-A for GS/GM/GL/GW coverage, including GW wildland firefighter special base rates under 5 USC 5332a.
- Use secondary LAC2 Z3Z and remark N50 when the pay action supports Return to In-Person Work effective January 20, 2025.
- For absent employees, process listed pay adjustments when due; hold other pay actions until RTD and use P09 when appropriate.

7. New-user quick guidance

- Start by identifying the employee's pay plan, then use the job aid to select Table 17-A, 17-B, 17-C, or 17-D.
- Use Table 17-E to translate required pay and step-change remark codes into full remarks.
- DETO, title 38 market pay, wildland firefighter special base rates, and Return to In-Person Work all have specialized table rules that should not be skipped.

GPPA Chapter 18 Change Log

1. At-a-glance chapter summary

Sources reviewed: Chapter_18_old.docx, Chapter_18_new.docx, and Summary of Changes Chapter 1 through 35 (Nell).

Summary of major changes:

- Chapter 18 was streamlined and reorganized into two core sections: Coverage and Documentation/Instructions.
- The former job aid was removed, and the essential processing requirements were incorporated into the Documentation/Instructions section and Chapter 4 cross-reference.
- The RIF exception rule table and remarks table were retained but cleaned and standardized for the May 2026 GPPA release.

What did not change:

- Chapter 18 still covers temporary exceptions to the order of release from a competitive level in a RIF under 5 CFR 351.
- NOAC 755/Exception to RIF Release remains the action used for the employee for whom the exception is made.
- Table 18-A still identifies the authority codes and required remark codes, and Table 18-B still provides the remark 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	Process change
Location	Section 2 - Documentation/Instructions
What changed	The former job aid workflow was removed and key processing requirements were incorporated directly into Section 2. Section 2 now covers optional SF-52/50 use, OPF documentation limitations, Chapter 4 processing requirements, FEHB review when LWOP is granted, SF-8 issuance when nonpay status exceeds 7 consecutive days, and EHRI reporting.
Why it changed	To align Chapter 18 with the streamlined GPPA chapter format and avoid duplicating general processing steps already covered in Chapter 4.

Who is affected	HR Specialists, Agency HR Policy Specialists, HR IT Systems Specialists, Payroll System Specialists
Action / impact	Use Section 2 as the operational checklist for Chapter 18 actions and Chapter 4 for general processing mechanics.

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	Table 18-A and Table 18-B
What changed	The table workflow now more clearly instructs users to use the remark listed in Table 18-A and any applicable remarks from Table 18-B. Table 18-B remains the source for B40, M90, M91, M92, and M93 remark text.
Why it changed	To make the relationship between the rule table and remarks table easier to apply and easier to automate.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Confirm Table 18-A remark-code selection and Table 18-B remark text are both reflected in local guides and HR systems.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Section 2(d) - Enterprise Human Resource Integration
What changed	EHRI language was simplified to state that these actions are reported to EHRI.
Why it changed	To clarify that Chapter 18 actions remain reportable while aligning terminology with the release's EHRI language.
Who is affected	HR IT Systems Specialists, HR Specialists
Action / impact	Ensure NOAC 755 Exception to RIF Release actions remain included in EHRI reporting logic.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Job Aid	Former Job Aid section	The job aid “Instructions for Processing Personnel Actions on Exceptions to Reduction in Force Release” was removed.	HR Specialists	Use Section 2 and Chapter 4 instead of a separate job aid.	Review
Removed	Out-of-scope exclusions	Coverage section	Examples about non-RIF benefit-eligibility extensions, temporary appointment extensions, and LWOP granted during an exception were removed from the coverage exclusions.	HR Specialists, Agency HR Policy Specialists	Use the current shorter exclusion list and cross-referenced chapters when needed.	Review
Clarification only	SF-52/50 optional use	Section 2(a)	The SF-52/50 optional-use guidance was condensed and now uses the combined “SF-52/50” phrasing.	HR Specialists	No major behavior change; wording is shorter.	None
Clarification only	OPF documentation	Section 2(b)	The OPF guidance was shortened to state the action is not authorized for long-term OPF documentation and directs users to the GPR.	HR Specialists, Agency HR Policy Specialists	Use the GPR rather than the older left-side/right-side narrative.	Review
Clarification only	Legal citations	Table 18-A	Regulatory authorities were normalized from “Reg.” citations to 5 CFR format.	HR Specialists, HR IT Systems Specialists	Update local copied tables.	Review
Clarification only	Coverage language	Section 1	Coverage was edited in plain language and uses RIF abbreviation consistently.	All users	Easier navigation; no substantive action-family change.	None
Clarification only	Release-wide formatting and branding	Chapter-wide	Page numbers, headers, OPM brand styling, font size, spacing, abbreviations, and acronym use were standardized for the May 2026 GPPA release.	All users	The chapter is visually cleaner and aligned with the release style.	None
Removed	Marked-up change indicators	Chapter-wide	Prior red/green text, angle brackets, asterisks, and other markup showing previous edits were removed from the release copy.	All users	Use the clean release version rather than marked draft text.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; some internal GPPA hyperlinks were removed for later tool implementation.	All users, HR IT Systems Specialists	Verify local links and Navigator references before publishing internal materials.	Review
Clarification only	Plain-language and terminology cleanup	Chapter-wide	Text was edited in plain language, most instances of Standard Form were replaced with SF, and references to the Guide were corrected to GPPA where applicable.	All users	Terminology is more consistent across chapters.	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review NOAC 755 processing, optional SF-52/50 use, OPF retention limitation, FEHB/SF-8 requirements, and Table 18-A/18-B remark selection.
HR IT Systems Specialist	Confirm NOAC 755 reporting, Table 18-A rule logic, and required remark-code mapping to B40/M90/M91/M92/M93.
Agency HR Policy Specialist	Update RIF exception SOPs to reflect Section 2 rather than the removed job aid.
Staffing Specialist	Review RIF exception workflow and cross-references to Chapters 30 and 31.
Payroll System Specialist	Review nonpay-status and FEHB/SF-8 implications when LWOP is associated with the RIF exception.
Chief Human Capital Officer (CHCO) Council Member	Review streamlined RIF exception documentation and cross-agency consistency.
Senior OPM Leadership	Review alignment with GPPA modernization and EHRI reporting clarity.

6. Expert-only quick reference

- NOAC 755 remains the action for documenting an Exception to RIF Release.
- Use Table 18-A to identify authority code and any required remark code; use Table 18-B to translate the remark code into text.
- Do not file this action as long-term OPF documentation; consult the GPR.
- If LWOP is granted, review FEHB implications and issue SF-8 when nonpay status exceeds 7 consecutive days.
- Report Chapter 18 actions to EHRI.

7. New-user quick guidance

- Use Chapter 18 only for temporary exceptions to the RIF order of release.
- Use Chapter 31 for RIF separation and Chapter 30 for retirement following an exception to RIF release.
- The table tells you the authority code and remark code; the remarks table provides the full text.

GPPA Chapter 19 Change Log

1. At-a-glance chapter summary

Sources reviewed: Chapter_19_old.docx, Chapter_19_new.docx, and Summary of Changes Chapter 1 through 35 (Nell).

Summary of major changes:

- Chapter 19 was renamed from “Continuance NTE” to “Continuance Not to Exceed (NTE)” and rewritten in the streamlined May 2026 GPPA format.
- The instructions were reduced to the core effective-date, NTE-date, suspense-date, and Chapter 4 processing requirements, mirroring the Chapter 26 style referenced in the Summary of Changes.
- The mandatory-separation reference was corrected to 22 USC 4052, and Table 19-A was cleaned and standardized.

What did not change:

- Chapter 19 still documents waivers from mandatory separation and extensions of the NTE date of a previous waiver.
- NOAC 750/Continuance NTE remains the nature of action for continuance actions.
- Table 19-A remains the source for employee group, approving official, legal authority code, and legal authority.

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	Section 2 - Instructions
What changed	The old multi-step processing instructions were replaced with a shorter instruction section focused on effective date, NTE date, suspense/reminder date maintenance, and a Chapter 4 cross-reference for additional processing requirements.
Why it changed	To mirror the simplified layout and language used in Chapter 26 and remove duplicated Chapter 4 processing detail.
Who is affected	HR Specialists, Agency HR Policy Specialists, HR IT Systems Specialists
Action / impact	Use Chapter 19 for continuance-specific effective-date and NTE-date rules; use Chapter 4 for the remaining SF-50/SF-52 processing steps.

High-impact change 2

Entry	High-impact change 2
Change type	Critical change
Location	Section 1(b) - Mandatory separation authority
What changed	The mandatory-separation authority reference was corrected to 22 USC 4052, along with 5 USC 8335 and 8425.
Why it changed	To correct the statutory cross-reference identified in the Summary of Changes.
Who is affected	HR Specialists, Agency HR Policy Specialists, HR IT Systems Specialists
Action / impact	Update legal-reference tables, training material, and automated help text to use 22 USC 4052 rather than the incorrect reference.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Table 19-A - Documentation of Continuances
What changed	Table 19-A was cleaned into the May 2026 table format and retains the secondary LAC ZBB note for Infrastructure Investment and Jobs Act actions.
Why it changed	To make continuance approvals, authority codes, and secondary funding authority handling easier to apply consistently.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Confirm local continuance action tables and HRIS rules show ZBB as an applicable secondary LAC when IIJA funding applies.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Detailed SF-52/SF-50 processing steps	Former Instructions section	The older detailed instructions for comparing SF-52 data, entering authorities, completing and signing the SF-52/SF-50, filing documents, and distributing copies were removed.	HR Specialists	Use Chapter 4 for general processing action instructions.	Review
Clarification only	Coverage wording	Section 1	Coverage was edited to a shorter format explaining waiver from mandatory separation and extension of a previous continuance NTE date.	All users	Easier to read; no change to action type.	None
Clarification only	Reemployment after retirement exclusion	Section 1(c)	The exclusion now more concisely points users to Chapter 30 and the appropriate appointment chapter for subsequent appointments.	HR Specialists, Staffing Specialists	Use Chapter 30 for retirement and Chapters 9-13 for the later appointment action.	Review
Clarification only	Approving official labels	Table 19-A	Labels were modernized, including OPM for older air traffic controller/firefighter approvals and the corresponding Secretary-level approvers for listed employee groups.	HR Specialists	No behavior change expected; verify table text in local copies.	Review
Clarification only	Department naming in table	Table 19-A Rule 2	The table now refers to an Air Traffic Controller employed by the Department of War under the Secretary of Defense approval row.	HR Specialists, Agency HR Policy Specialists	Use the released table language when copying Chapter 19 material.	Review
Clarification only	Release-wide formatting and branding	Chapter-wide	Page numbers, headers, OPM brand styling, font size, spacing, abbreviations, and acronym use were standardized for the May 2026 GPPA release.	All users	The chapter is visually cleaner and aligned with the release style.	None
Removed	Marked-up change indicators	Chapter-wide	Prior red/green text, angle brackets, asterisks, and other markup showing previous edits were removed from the release copy.	All users	Use the clean release version rather than marked draft text.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; some internal GPPA hyperlinks were removed for later tool implementation.	All users, HR IT Systems Specialists	Verify local links and Navigator references before publishing internal materials.	Review
Clarification only	Plain-language and terminology cleanup	Chapter-wide	Text was edited in plain language, most instances of Standard Form were replaced with SF, and references to the Guide were corrected to GPPA where applicable.	All users	Terminology is more consistent across chapters.	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review continuance NTE effective-date rules, approval authorities, suspense-date maintenance, and corrected statutory citation.
HR IT Systems Specialist	Update Table 19-A authority references, ZBB secondary authority notes, and 22 USC 4052 citation in system help text.
Agency HR Policy Specialist	Update mandatory-separation continuance SOPs and legal reference materials.
Staffing Specialist	Review follow-on appointment processing if an employee is reemployed after retirement rather than continued.
Payroll System Specialist	Review suspense-date and WGI eligibility reminders associated with continuance NTE actions.
Chief Human Capital Officer (CHCO) Council Member	Review standardization of mandatory-separation continuance processing.
Senior OPM Leadership	Review correction of statutory reference and simplified chapter structure.

6. Expert-only quick reference

- Use NOAC 750/Continuance NTE for waivers from mandatory separation and extensions of an existing continuance NTE date.
- Effective date is the day after mandatory separation would otherwise occur or the day after the previous continuance NTE date.
- NTE date is the date in the OPM or agency order approving the continuance.
- Use Table 19-A to identify the approving authority and LAC.
- The corrected mandatory-separation reference is 22 USC 4052.

7. New-user quick guidance

- Chapter 19 is used when an employee is continued past a mandatory separation date.
- The table tells you who must approve the continuance and what legal authority code to use.
- Use Chapter 4 for general SF-50/SF-52 processing after applying Chapter 19's effective-date and NTE-date rules.

GPPA Chapter 20 Change Log

1. At-a-glance chapter summary

Sources reviewed: Chapter_20_old.docx, Chapter_20_new.docx, and Summary of Changes Chapter 1 through 35 (Nell).

Summary of major changes:

- Chapter 20 was reorganized so name-change processing instructions are in the chapter text instead of a separate job aid.
- The legal authority and table were corrected and aligned to the current GPPA table format, with LAC CGM and legal authority 5 USC 552a(e)(5) shown in separate columns.
- Rules for mandatory and optional name changes were rewritten in plain language, with SSA confirmation, effective-date guidance, benefits reminders, and beneficiary-review reminders consolidated in the Instructions section.

What did not change:

- Chapter 20 still explains when and how to change the name documented on employee personnel records.
- Name-change actions remain NOAC 780/Name Change.
- Corrections to errors in a current name remain outside Chapter 20 and are processed under Chapter 32.

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	Section 4 - Instructions
What changed	The former name-change job aid was removed and its operational steps were incorporated into the Instructions section. The section now covers SSA confirmation, effective date, Chapter 4 cross-reference, health benefits, life insurance, health-plan carrier name updates, and beneficiary review.
Why it changed	To mirror the Chapter 19-style layout and keep processing instructions in the chapter text rather than a separate job aid.
Who is affected	HR Specialists, Payroll System Specialists, Agency HR Policy Specialists
Action / impact	Update local name-change checklists so the Instructions section, not a separate job aid, is the primary workflow.

High-impact change 2

Entry	High-impact change 2
Change type	Critical change
Location	Table 20-A - Name Change
What changed	Table 20-A was reformatted to the current GPPA table structure and now explicitly separates NOAC, NOA, LAC, and legal authority. LAC CGM is shown with legal authority 5 USC 552a(e)(5).
Why it changed	To correct and standardize the legal authority citation and ensure the LAC is captured as a discrete processing data element.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Update HRIS table logic and local reference materials to capture CGM and 5 USC 552a(e)(5) in the correct fields for NOAC 780 actions.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Section 4(b) - Effective date
What changed	Effective-date guidance was moved into Instructions and now states that the effective date is the date the SF-50 is prepared or another agency-chosen date, as long as it is not earlier than the event date for the basis of the change.
Why it changed	To place effective-date guidance with the rest of the processing workflow and remove duplicative narrative.
Who is affected	HR Specialists, Payroll System Specialists
Action / impact	Confirm name-change effective dates are not earlier than the marriage, divorce, court order, or other event date supporting the action.

High-impact change 4

Entry	High-impact change 4
Change type	Process change
Location	Section 4(d) - Marital status-related benefits guidance
What changed	The chapter now explicitly reminds agencies to advise employees about possible FEHB and FEGLI changes, health-plan carrier name changes, and beneficiary designations when the name change is due to marital status.
Why it changed	To consolidate benefits-related reminders in the action instructions and reduce missed employee notifications.
Who is affected	HR Specialists, Payroll System Specialists, Agency HR Policy Specialists
Action / impact	Ensure name-change checklists include benefits and beneficiary reminders when the action is marital-status related.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Separate Job Aid	Former Job Aid section	The job aid “Instructions on Processing Personnel Actions for Name Changes” was removed and its content was incorporated into Section 4.	HR Specialists	Use Section 4 for the name-change workflow.	Review
Clarification only	Coverage language	Section 1	Coverage was shortened and now points users directly to Chapter 32 for correcting errors in the current name.	All users	No behavior change; easier navigation.	None
Clarification only	Mandatory name-change rules	Section 2(a)	Mandatory name changes are now stated as changes due to marriage or court action, including divorce or legal name change examples.	HR Specialists, Agency HR Policy Specialists	Use the released wording when explaining mandatory name-change triggers.	Review
Removed	Explicit gender-transition examples	Former Rules on Processing section	Separate references to gender transition were removed from the mandatory and optional name-change examples; current text addresses legal name changes through marriage or court action and optional-change criteria.	HR Specialists, Agency HR Policy Specialists	Avoid relying on older examples; apply current Chapter 20 criteria and applicable documentation.	Review
Clarification only	Acceptable proof	Section 2(c)	Documentation guidance was condensed and emphasizes excluding sensitive personal information when documentation is retained.	HR Specialists	Avoid retaining sensitive details not needed to support the action.	Review
Clarification only	Use of SF-52	Section 3	The SF-52 guidance was shortened to state that use of an SF-52 is optional and the employee may submit an SF-52 or memorandum.	HR Specialists	No substantive change; shorter wording.	None
Removed	Agency record/distribution steps	Former Job Aid	Separate steps to update OPF labels, agency locator files, and distribute copies were removed from the chapter workflow.	HR Specialists, Agency HR Policy Specialists	Use Chapter 4 and agency procedures for distribution and related records updates.	Review
Clarification only	System limitation remark	Table 20-A	The table retains guidance to type “see remark” if the processing system cannot fit the previous name in block 5-B, and to enter the previous name in the Remarks section.	HR Specialists, HR IT Systems Specialists	Confirm system behavior and remark text for long prior names.	Review
Clarification only	Release-wide formatting and branding	Chapter-wide	Page numbers, headers, OPM brand styling, font size, spacing, abbreviations, and acronym use were standardized for the May 2026 GPPA release.	All users	The chapter is visually cleaner and aligned with the release style.	None
Removed	Marked-up change indicators	Chapter-wide	Prior red/green text, angle brackets, asterisks, and other markup showing previous edits were removed from the release copy.	All users	Use the clean release version rather than marked draft text.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; some internal GPPA hyperlinks were removed for later tool implementation.	All users, HR IT Systems Specialists	Verify local links and Navigator references before publishing internal materials.	Review
Clarification only	Plain-language and terminology cleanup	Chapter-wide	Text was edited in plain language, most instances of Standard Form were replaced with SF, and references to the Guide were corrected to GPPA where applicable.	All users	Terminology is more consistent across chapters.	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review name-change rules, SSA confirmation, effective-date requirements, benefits reminders, and Table 20-A LAC/legal authority fields.
HR IT Systems Specialist	Update NOAC 780 table logic to include LAC CGM and legal authority 5 USC 552a(e)(5) in separate fields, including long prior-name remark handling.
Agency HR Policy Specialist	Update name-change SOPs, documentation retention guidance, and benefits/beneficiary employee notice checklists.
Staffing Specialist	Minimal direct impact; review if name changes affect onboarding or appointment records.
Payroll System Specialist	Review name-change impacts on SSA, payroll, benefits carriers, FEHB/FEGLI, and beneficiary-related reminders.
Chief Human Capital Officer (CHCO) Council Member	Review consistency of name-change documentation and privacy safeguards.
Senior OPM Leadership	Review alignment with GPPA modernization, privacy, and legal authority correction.

6. Expert-only quick reference

- Use NOAC 780/Name Change for Chapter 20 actions; use Chapter 32 for corrections to erroneous names.
- Table 20-A now separates NOAC 780, NOA Name Change from prior name, LAC CGM, and legal authority 5 USC 552a(e)(5).
- Confirm SSA notification before processing; a new SSN card is not required before processing if the employee assures SSA was notified.
- Effective date cannot be earlier than the supporting event date for the name change.
- For marital-status-related actions, advise on possible FEHB, FEGLI, health-plan carrier, and beneficiary-review steps.

7. New-user quick guidance

- Use Chapter 20 only to change the employee's current recorded name, not to correct a prior error.
- Confirm the employee has notified SSA before processing the action.
- Use Table 20-A for NOAC, NOA, LAC, legal authority, and notes.
- Do not retain sensitive personal information that is not needed to support the name-change action.

GPPA Chapter 21 Change Log

1. At-a-glance chapter summary

Sources reviewed: Chapter_21_old.docx, Chapter_21_new.docx, and Summary of Changes Chapter 1 through 35 (Nell).

Summary of major changes:

- Chapter 21 was substantially condensed and refocused on documenting realignments and mass transfers under NOAC 132 and 790.
- General processing mechanics, SF-52/SF-50 usage, employee notification, filing, and list-form details were shortened and redirected to Chapter 4 or the GPR.
- The prior multiple job-aid approach was consolidated into a shorter processing job aid and Table 21-A now carries the action, authority, remark, notes, and remarks guidance in one release-format table.

What did not change:

- Chapter 21 still covers realignment and mass-transfer documentation and continues to distinguish gaining-office and losing-agency responsibilities.
- NOAC 132/Mass Transfer and NOAC 790/Realignment remain the controlling action types for this chapter.
- Mass transfer documentation remains issued by the gaining office, while the losing agency still issues Termination-Appt in (agency) as required by Chapter 31.

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	Sections 2-5 - List Form, Agency Notices, Issuing Office, and Filing
What changed	Detailed instructions for list-form notices, agency notices, SF-52 use, and OPF filing were replaced with short references to Chapter 4 and the Guide to Personnel Recordkeeping. The gaining office is identified as the issuing office for both realignments and mass transfers, and the losing agency responsibility is retained for the related Chapter 31 termination action.
Why it changed	To eliminate duplicated processing instructions and make Chapter 4 the single source for general action-processing, notification, and distribution guidance.

Who is affected	HR Specialists, Agency HR Policy Specialists, HR IT Systems Specialists
Action / impact	Use Chapter 21 to select the realignment or mass-transfer action and use Chapter 4/GPR for general processing, notification, list-form, filing, and disposition requirements.

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	Job Aid - Instructions on Processing for Realignment and Mass Transfer
What changed	The prior separate job aids for list/agency forms, SF-50 processing, and sample organization-name-change notice were removed or consolidated. The release copy uses a shorter processing job aid focused on authorizing documentation, tax/payroll/benefits impacts, list-form issuance, OPF transfer, and Chapter 4 requirements.
Why it changed	To mirror the streamlined GPPA chapter format and reduce reliance on chapter-specific duplicate workflow steps.
Who is affected	HR Specialists, Payroll System Specialists, Agency HR Policy Specialists
Action / impact	Update internal checklists and training materials so users no longer look for the old sample notice or separate SF-50/list-form job aids in Chapter 21.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Table 21-A - Documenting Realignments and Mass Transfers
What changed	Table 21-A now presents action logic in a standardized table with authority, remark code, remark, notes, and remarks columns. It preserves M23 and M24 continuation remarks for employees serving on temporary promotion or position change NTE actions and adds release-format notes such as the IIJA secondary LAC guidance.
Why it changed	To align Chapter 21 table logic with the May 2026 table structure used across the GPPA and support more consistent HRIS/Navigator implementation.
Who is affected	HR Specialists, HR IT Systems Specialists, Staffing Specialists
Action / impact	Review table-rule logic for NOAC 132 and 790, including M23/M24 remarks and secondary LAC ZBB where applicable.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Definitions section	Definitions	The prior Realignment and Mass Transfer definitions were removed from Chapter 21 as part of the release-wide move of definitions to Chapter 35.	All users	Use Chapter 35 for definitions and Chapter 21 for processing rules.	Review
Removed	Use of SF-52 section	Use of Standard Form 52	Detailed SF-52 optional-use instructions for realignments and mass transfers were removed.	HR Specialists	Use Chapter 4 and agency procedures for SF-52/SF-50 processing requirements.	Review
Removed	Sample organization-name-change notice	Former Job Aid sample notice	The sample 900-series notice for a change in organization name was removed from Chapter 21.	HR Specialists, Agency HR Policy Specialists	Agencies should rely on internal 900-series documentation procedures when needed.	Review
Removed	Appointment Authority section	Former Appointment Authority	The separate explanation that a mass-transfer legal authority changes the agency but not the employee appointment authority was removed.	HR Specialists, HR IT Systems Specialists	Review EHRI and appointment-authority processing logic using current Chapter 4/EHRI guidance.	Review
Clarification only	Coverage exclusions	Section 1	Coverage exclusions were shortened and modernized, including OPM terminology and the agency 900-series NOA reference.	All users	Scope is easier to apply; substantive NOAC family did not change.	None
Clarification only	Gaining and losing offices	Section 4	The issuing-office instructions are shorter and clearer: gaining office issues the notification; losing agency issues the Chapter 31 termination notice for mass transfer.	HR Specialists	No new action type; clearer assignment of responsibility.	None
Clarification only	Tax and benefits checks	Job Aid	The streamlined job aid retains the need to review State/local tax withholding, W-4, FEHB enrollment issues, personnel office changes, and payroll office changes.	HR Specialists, Payroll System Specialists	Confirm local checklists still include tax/payroll/benefits follow-up.	Review
Clarification only	Release-wide formatting and branding	Chapter-wide	Page numbers, headers, OPM brand styling, font size, spacing, abbreviations, and acronym use were standardized for the May 2026 GPPA release.	All users	The chapter is visually cleaner and aligned with the release style.	None
Removed	Marked-up change indicators	Chapter-wide	Prior red/green text, angle brackets, asterisks, and other markup showing previous edits were removed from the release copy.	All users	Use the clean release version rather than marked draft text.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; some internal GPPA hyperlinks were removed for later tool implementation.	All users, HR IT Systems Specialists	Verify local links and Navigator references before publishing internal materials.	Review
Clarification only	Plain-language and terminology cleanup	Chapter-wide	Text was edited in plain language, most instances of Standard Form were replaced with SF, and references to the Guide were corrected to GPPA where applicable.	All users	Terminology is more consistent across chapters.	None
Removed	Definitions moved to Chapter 35	Chapter-wide	Definition sections and stand-alone definitions were removed from most chapters and are intended to be maintained in Chapter 35.	All users	Use Chapter 35 for common definitions and the chapter for processing rules.	Review

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review realignment/mass-transfer action selection, gaining/losing office responsibility, list-form routing, M23/M24 remarks, and Chapter 4/GPR cross-references.
HR IT Systems Specialist	Review NOAC 132/790 table logic, authority handling, M23/M24 remark generation, secondary LAC ZBB, and list-form/Navigator impacts.
Agency HR Policy Specialist	Update agency realignment/mass-transfer SOPs to remove obsolete sample notice and separate SF-50/list-form job-aid references.
Staffing Specialist	Review mass-transfer and realignment boundaries where employee movement may instead require Chapter 9-14 conversion or position-movement actions.
Payroll System Specialist	Review payroll-office change, W-4/tax withholding, SF-1150/OPF transfer, and FEHB plan-area follow-up requirements.
Chief Human Capital Officer (CHCO) Council Member	Review implementation impacts for organization changes, transfer-of-function actions, and mass-transfer standardization.
Senior OPM Leadership	Review alignment with GPPA modernization and cross-chapter consolidation into Chapter 4 and GPR references.

6. Expert-only quick reference

- Use NOAC 132/Mass Transfer when the agency changes; use NOAC 790/Realignment when the agency does not change.
- For SES Career Appointment mass transfers, Table 21-A uses V6M/5 USC 3395(a)(1)(b).
- For other mass transfers, Table 21-A directs use of ZLM with the law, Executive Order, Presidential Reorganization Plan, or other authority authorizing the action.
- For realignments involving Promotion NTE or Position Change NTE, use M23 or M24 as applicable.
- Use Chapter 4 for list-form and employee-notification mechanics, and use the GPR for filing determinations.

7. New-user quick guidance

- Start by determining whether the agency changes. If yes, use Mass Transfer; if no, use Realignment.
- Use Chapter 21 to identify the NOAC, legal authority, and any required continuation remark.
- Use Chapter 4 and agency procedures for list-form notices, SF-50/SF-52 completion, and employee notification.

GPPA Chapter 22 Change Log

1. At-a-glance chapter summary

Sources reviewed: Chapter_22_old.docx, Chapter_22_new.docx, and Summary of Changes Chapter 1 through 35 (Nell).

Summary of major changes:

- Chapter 22 was streamlined to focus on FEGLI coverage changes, full Living Benefits elections, and partial Living Benefits elections under NOAC 881, 805, and 806.
- The old SF-52 processing discussion and multi-step SF-50 instructions were removed and replaced with a Chapter 4 cross-reference for general processing action instructions.
- Tables 22-A and 22-B were reformatted and simplified, including cleaner authority references and standardized FEGLI terminology.

What did not change:

- Chapter 22 still covers FEGLI coverage changes when no other change takes place on the same date and Living Benefits elections by terminally ill employees.
- SF-2817 remains the form used to elect, change, waive, or drop FEGLI coverage, and FE-8C remains the form used to document Living Benefits approval.
- Required remarks B51, B46, B67, and B68 remain the core Chapter 22 remarks.

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	Section 4 - Instructions
What changed	The previous chapter-specific processing sequence for selecting NOA/authority, entering the effective date, selecting remarks, completing remaining SF-50 blocks, signature/authentication, and distribution was replaced by a single instruction to use Chapter 4 for processing action instructions.
Why it changed	To make Chapter 4 the common source for general SF-50/SF-52 processing and prevent duplicated instructions across GPPA chapters.

Who is affected	HR Specialists, HR IT Systems Specialists, Payroll System Specialists, Agency HR Policy Specialists
Action / impact	Use Chapter 22 for FEGLI/Living Benefits-specific NOA, authority, and remark selection, then use Chapter 4 for general processing mechanics.

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	Table 22-A and Table 22-B
What changed	The FEGLI/Living Benefits tables were reformatted. Table 22-A now shows NOA Code, NOA, authority code DPM, authority 5 USC 87, and directs users to remarks. Table 22-B provides the applicable remark codes and required remark text without the old reserved columns.
Why it changed	To simplify the rule tables and align them with the release-wide table format.
Who is affected	HR Specialists, HR IT Systems Specialists, Payroll System Specialists
Action / impact	Update HR system table mappings so DPM/5 USC 87 and the Table 22-B remarks are used consistently for NOACs 881, 805, and 806.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Sections 2 and 3 - Insurance Forms and Effective Dates
What changed	The forms and effective-date sections were rewritten in shorter processing language, with SF-2817 and FE-8C identified as the operational inputs and the FEGLI Handbook retained as the source for effective-date determinations.
Why it changed	To make the processing inputs more direct and easier for new users to identify.
Who is affected	HR Specialists, Payroll System Specialists
Action / impact	Verify local FEGLI workflows continue to require eligibility review using the FEGLI Handbook and use FE-8C dates for Living Benefits actions.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Use of SF-52 section	Former Use of Standard Form 52	The separate optional-use explanation for the SF-52 was removed from Chapter 22.	HR Specialists	Use Chapter 4 and agency procedures for SF-52/SF-50 use.	Review
Removed	Correction-of-error exclusion	Coverage	The prior statement that the chapter does not cover corrections of errors was removed.	HR Specialists	Use Chapter 32 when correction/cancellation processing is required.	Review
Clarification only	Coverage wording	Section 1	Coverage was rewritten into a concise paragraph and now consistently uses FEGLI terminology.	All users	Scope is easier to read; the action family did not change.	None
Clarification only	FEGLI authority citation	Table 22-A	The authority citation was normalized from 5 U.S.C., Ch. 87 to 5 USC 87.	HR Specialists, HR IT Systems Specialists	Update copied table references if needed.	Review
Removed	Reserved columns	Tables 22-A and 22-B	Old reserved-for-future-use notes/remarks columns were removed or left blank in the new table structure.	HR IT Systems Specialists, HR Specialists	Do not preserve obsolete reserved text in local versions.	None
Clarification only	Remark B51 text	Table 22-B	The part-time FEGLI remark was shortened by removing a specific SF-50 wording reference while preserving the coverage meaning.	HR Specialists, Payroll System Specialists	No behavior change; text is cleaner.	None
Clarification only	Living Benefits terminology	Table 22-B	Full and partial Living Benefits remark text was cleaned and uses FE-8C consistently.	HR Specialists	Use the table text for B67 and B68.	None
Clarification only	Release-wide formatting and branding	Chapter-wide	Page numbers, headers, OPM brand styling, font size, spacing, abbreviations, and acronym use were standardized for the May 2026 GPPA release.	All users	The chapter is visually cleaner and aligned with the release style.	None
Removed	Marked-up change indicators	Chapter-wide	Prior red/green text, angle brackets, asterisks, and other markup showing previous edits were removed from the release copy.	All users	Use the clean release version rather than marked draft text.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; some internal GPPA hyperlinks were removed for later tool implementation.	All users, HR IT Systems Specialists	Verify local links and Navigator references before publishing internal materials.	Review
Clarification only	Plain-language and terminology cleanup	Chapter-wide	Text was edited in plain language, most instances of Standard Form were replaced with SF, and references to the Guide were corrected to GPPA where applicable.	All users	Terminology is more consistent across chapters.	None
Removed	Definitions moved to Chapter 35	Chapter-wide	Definition sections and stand-alone definitions were removed from most chapters and are intended to be maintained in Chapter 35.	All users	Use Chapter 35 for common definitions and the chapter for processing rules.	Review

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review FEGLI/Living Benefits processing, DPM/5 USC 87 authority usage, FE-8C effective-date handling, and B51/B46/B67/B68 remarks.
HR IT Systems Specialist	Review NOAC 881/805/806 table mappings, FEGLI remark generation, and removal of obsolete reserved columns.
Agency HR Policy Specialist	Update FEGLI desk aids to remove the old SF-52 optional-use section and direct staff to Chapter 4.
Staffing Specialist	Minimal direct impact; review if onboarding or conversion workflows trigger FEGLI coding or related notices.
Payroll System Specialist	Review FEGLI coverage, Living Benefits, premium/deduction impacts, FE-8C inputs, and nonpay/work-schedule interactions.
Chief Human Capital Officer (CHCO) Council Member	Review standardization of benefits documentation and plain-language modernization.
Senior OPM Leadership	Review alignment with benefit-processing consistency and GPPA modernization objectives.

6. Expert-only quick reference

- NOAC 881/Change in FEGLI uses DPM/5 USC 87.
- NOAC 805/Elected Full Living Benefits and NOAC 806/Elected Partial Living Benefits also use DPM/5 USC 87.
- Use B51 for part-time employees whose new FEGLI code is other than A or B.
- Use B46 when FEGLI coverage is lost because of intermittent work schedule or 12 months in nonpay status.
- Use B67 for full Living Benefits and B68 for partial Living Benefits; use the date and amount from FE-8C where required.

7. New-user quick guidance

- Use Chapter 22 only when the FEGLI or Living Benefits action is the action being documented and no other change occurs on the same date.
- Check the FEGLI Handbook before processing a FEGLI election, cancellation, or termination.
- Use Chapter 4 for how to complete, approve, authenticate, distribute, and retain the action documentation.

GPPA Chapter 23 Change Log

1. At-a-glance chapter summary

Sources reviewed: Chapter_23_old.docx, Chapter_23_new.docx, and Summary of Changes Chapter 1 through 35 (Nell).

Summary of major changes:

- Chapter 23 was condensed into a short processing chapter for NOAC 792/Change in Duty Station.
- The separate Definitions and Use of SF-52 sections were removed per the Summary of Changes and the revised chapter points users to Chapter 4 for general processing requirements.
- Table 23-A now includes the Return to In-Person Work secondary LAC2 Z3Z and optional Q97 remark guidance in a simplified table format.

What did not change:

- Chapter 23 still covers changes in an employee official duty station when no other change occurs.
- NOAC 792/Change in Duty Station remains the chapter action.
- UNM with the agency directive or administrative order authorizing the change remains the primary authority structure.

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	Sections 2-3 - Determining Location of Work Site and Instructions
What changed	The prior lengthy job aid and SF-52 discussion were replaced by a short instruction sequence: review the authorizing documentation, enter the new duty station and code in blocks 38 and 39 of the SF-52, review FEHB plan enrollment if the move is outside the current plan area, and use Chapter 4 for additional processing requirements.
Why it changed	To remove duplicated form-processing instructions and create a short, table-driven workflow for duty-station changes.
Who is affected	HR Specialists, Payroll System Specialists, HR IT Systems Specialists
Action / impact	Update local processing aids to use the new short workflow and Chapter 4 for general SF-52/SF-50 mechanics.

High-impact change 2

Entry	High-impact change 3
Change type	Process change
Location	Coverage and Table 23-A
What changed	The chapter now focuses more narrowly on duty-station changes where no other change occurs, with other scenarios routed to other chapters through the simplified structure and Chapter 4 reference.
Why it changed	To reduce overlap with chapters governing pay, position movement, conversions, realignments, and 900-series agency actions.
Who is affected	HR Specialists, Staffing Specialists, Payroll System Specialists
Action / impact	When a duty-station move occurs with pay, position, organization, or appointment changes, verify the correct action chapter before using Chapter 23.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Definitions	Definitions section	The duty station and work site definitions were removed from Chapter 23 and are intended to reside in Chapter 35.	All users	Use Chapter 35 for definitions.	Review
Removed	Use of SF-52	Use of Standard Form 52	The detailed optional-use SF-52 discussion was removed from Chapter 23.	HR Specialists	Use Chapter 4 for SF-52/SF-50 processing requirements.	Review
Removed	Detailed job aid	Job Aid - Instructions for Processing Personnel Actions on Change in Duty Station	The long step-by-step job aid was removed and replaced with a short Instructions section.	HR Specialists, Agency HR Policy Specialists	Update local checklists to follow the new shorter instructions.	Review
Removed	Detailed coverage exclusions	Coverage	The older list of exclusions for locality pay changes, position changes, organization changes, and slot changes was removed.	HR Specialists, Staffing Specialists	Use the simplified coverage statement and other chapters when additional changes occur.	Review
Clarification only	Work-site determination	Section 2	The work-site determination language was shortened; employing agencies still determine duty station for employees with no fixed work site.	All users	No substantive change; wording is simpler.	None
Clarification only	FEHB instruction	Section 3	The health-benefits instruction now directs agencies to provide SF-2809 and follow the FEHB Handbook if the employee moves outside the current plan area.	HR Specialists, Payroll System Specialists	No new benefit eligibility rule; clearer processing reminder.	Review
Clarification only	Table terminology	Table 23-A	The table now uses NOAC/NOA, LAC/Authority, Notes, and Optional Remarks columns.	HR Specialists, HR IT Systems Specialists	Update local table copies.	Review
Clarification only	Release-wide formatting and branding	Chapter-wide	Page numbers, headers, OPM brand styling, font size, spacing, abbreviations, and acronym use were standardized for the May 2026 GPPA release.	All users	The chapter is visually cleaner and aligned with the release style.	None
Removed	Marked-up change indicators	Chapter-wide	Prior red/green text, angle brackets, asterisks, and other markup showing previous edits were removed from the release copy.	All users	Use the clean release version rather than marked draft text.	None

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; some internal GPPA hyperlinks were removed for later tool implementation.	All users, HR IT Systems Specialists	Verify local links and Navigator references before publishing internal materials.	Review
Clarification only	Plain-language and terminology cleanup	Chapter-wide	Text was edited in plain language, most instances of Standard Form were replaced with SF, and references to the Guide were corrected to GPPA where applicable.	All users	Terminology is more consistent across chapters.	None
Removed	Definitions moved to Chapter 35	Chapter-wide	Definition sections and stand-alone definitions were removed from most chapters and are intended to be maintained in Chapter 35.	All users	Use Chapter 35 for common definitions and the chapter for processing rules.	Review

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review duty-station coding, blocks 38/39, Return to In-Person Work Z3Z/Q97 handling, and Chapter 4 routing.
HR IT Systems Specialist	Review NOAC 792 logic, duty-station code validation, optional Q97 remark, secondary LAC2 Z3Z, and removal of old job-aid logic.
Agency HR Policy Specialist	Update duty-station SOPs to remove the old Definitions and Use of SF-52 sections and reflect Chapter 4/Chapter 35 routing.
Staffing Specialist	Review boundaries between duty-station changes and reassignment, realignment, transfer, or conversion actions.
Payroll System Specialist	Review duty-station changes that may affect FEHB plan areas, payroll locality data, and downstream interfaces.
Chief Human Capital Officer (CHCO) Council Member	Review Return to In-Person Work documentation impacts and standardization of duty-station guidance.
Senior OPM Leadership	Review alignment with GPPA modernization, Chapter 35 definition centralization, and Return to In-Person Work documentation support.

6. Expert-only quick reference

- Use NOAC 792/Change in Duty Station when the official duty station changes and no other change occurs.
- Use UNM with the agency directive or administrative order authorizing the change.
- For Return to In-Person Work actions effective January 20, 2025, use secondary LAC2 Z3Z and optional Q97 when applicable.
- Enter the new duty station and duty station code in blocks 38 and 39 of the SF-52/SF-50 workflow as applicable.
- If the employee moves outside the current FEHB plan area, provide SF-2809 and follow FEHB Handbook instructions.

7. New-user quick guidance

- Use Chapter 23 only when the duty station changes and no other personnel action is needed.
- Use Chapter 4 for general processing mechanics and Table 23-A for the NOAC, authority, and optional Return to In-Person Work remark.
- Always check whether the move affects health-benefits plan coverage or another personnel action such as pay, reassignment, or realignment.

GPPA Chapter 24 Change Log

1. At-a-glance chapter summary

Sources reviewed: Chapter_24_old.docx, Chapter_24_new.docx, and Summary of Changes Chapter 1 through 35 (Nell).

Summary of major changes:

- Chapter 24 was streamlined into a shorter processing chapter for NOAC 781/Change in Work Schedule and NOAC 782/Change in Hours.
- Definitions and duplicated form-processing instructions were removed or condensed, and the chapter now points users to Chapter 4 for additional processing action instructions.
- The tables were cleaned and retained as the primary decision tool for work-schedule, hour, benefit, service-date, and remark determinations.

What did not change:

- Chapter 24 still covers changes in work schedule or time basis and changes in the total hours a part-time employee is scheduled to work.
- NOAC 781 and 782 remain the controlling nature-of-action codes.
- Remark B31 remains required when a work schedule changes from intermittent and the SCD must reflect intermittent service credit.

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	Section 2 - Instructions
What changed	Chapter-specific general processing steps were condensed. The revised instructions focus on intermittent-to-full-time/part-time changes, retirement coverage review, FEGLI eligibility review, same-form or separate SF-50 documentation for related actions, and Chapter 4 for additional processing action instructions.
Why it changed	To reduce duplication and make the chapter focus on the decision points unique to work-schedule

	and hours changes.
Who is affected	HR Specialists, Payroll System Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Use Chapter 24 for schedule/hour-specific determinations and Chapter 4 for general SF-52/SF-50 completion, approval, distribution, and filing steps.

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	Tables 24-A and 24-B
What changed	Tables 24-A and 24-B remain the primary action-selection tools and now use a cleaner table format. Table 24-A directs how to document work schedule or hours changes alone or on the same effective date as another action; Table 24-B identifies NOAC 781/782 and the applicable legal authority codes VXM, RAH, or VXP.
Why it changed	To make the documentation logic easier to follow and easier to convert into HRIS/Navigator rules.
Who is affected	HR Specialists, HR IT Systems Specialists, Payroll System Specialists
Action / impact	Review rules for same-date actions, block 33 part-time hours, and health-benefits eligibility when a temporary, seasonal, or intermittent employee is expected to work at least 130 hours in a calendar month for at least 90 days.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Table 24-C - Remarks
What changed	Table 24-C now directs users to Chapter 6 rather than the former figure reference when converting intermittent hours worked to months and days of service credit for future SCD calculations.
Why it changed	To align with the streamlined Chapter 6 structure and maintain Chapter 6 as the source for SCD-leave computation guidance.
Who is affected	HR Specialists, Payroll System Specialists, HR IT Systems Specialists
Action / impact	Update local guidance and automated help text so intermittent-service credit conversion points to Chapter 6.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Definitions	Definitions section	The work schedule and seasonal employee definitions were removed from Chapter 24 as part of the release-wide movement of definitions to Chapter 35.	All users	Use Chapter 35 for definitions.	Review
Removed	Detailed exclusions	Coverage	The older list of short-duration exclusions for one-pay-period schedule changes, tour-of-duty changes, and short part-time hours changes was removed from the release copy.	HR Specialists, Agency HR Policy Specialists	Use current coverage plus agency procedures for short-duration or 900-series situations.	Review
Moved	General processing steps	Former Instructions section	Detailed SF-52 comparison, table-selection, remaining-block completion, GPR review, and distribution steps were shortened and moved to Chapter 4 cross-reference.	HR Specialists	Use Chapter 4 for general processing steps.	Review
Clarification only	Retirement coverage review	Section 2(a)(i)	The retirement coverage review for employees moving from intermittent to full-time or part-time was shortened and still points to the CSRS and FERS Handbook and Chapter 28 when an 803 action is needed.	HR Specialists, Payroll System Specialists	No new retirement rule; wording is cleaner.	Review
Clarification only	FEGLI coverage review	Section 2(a)(ii)	The FEGLI review was simplified and still directs users to the FEGLI Handbook and Chapter 28/881 processing when applicable.	HR Specialists, Payroll System Specialists	No new FEGLI rule; use current handbook and Chapter 28/22/24 logic as applicable.	Review
Clarification only	Health-benefits eligibility	Table 24-B and Table 24-C	Health-benefits eligibility for employees expected to work at least 130 hours in a calendar month for at least 90 days remains in the table workflow using VXP and remark B08.	HR Specialists, Payroll System Specialists	Review table-based benefit eligibility logic rather than relying on the old narrative paragraph.	Review
Clarification only	Remarks format	Table 24-C	Remark B31, P30, E06, T05, M85, B08, B45/B43, B51, and M20 were retained and reformatted in the cleaned table.	HR Specialists, HR IT Systems Specialists	Update local remark text copies to match the release version.	Review
Clarification only	Release-wide formatting and branding	Chapter-wide	Page numbers, headers, OPM brand styling, font size, spacing, abbreviations, and acronym use were standardized for the May 2026 GPPA release.	All users	The chapter is visually cleaner and aligned with the release style.	None
Removed	Marked-up change indicators	Chapter-wide	Prior red/green text, angle brackets, asterisks, and other markup showing previous edits were removed from the release copy.	All users	Use the clean release version rather than marked draft text.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; some internal GPPA hyperlinks were removed for later tool implementation.	All users, HR IT Systems Specialists	Verify local links and Navigator references before publishing internal materials.	Review
Clarification only	Plain-language and terminology cleanup	Chapter-wide	Text was edited in plain language, most instances of Standard Form were replaced with SF, and references to the Guide were corrected to GPPA where applicable.	All users	Terminology is more consistent across chapters.	None
Removed	Definitions moved to Chapter 35	Chapter-wide	Definition sections and stand-alone definitions were removed from most chapters and are intended to be maintained in Chapter 35.	All users	Use Chapter 35 for common definitions and the chapter for processing rules.	Review

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review work schedule/hour change selection, same-date action documentation, intermittent-service SCD handling, and Table 24-C remarks.
HR IT Systems Specialist	Review NOAC 781/782 decision logic, block 31/32/33 edits, VXM/RAH/VXP authorities, and remark-code automation.
Agency HR Policy Specialist	Update agency guidance to remove old Definitions and duplicate processing sections and rely on Chapter 4/Chapter 35 where applicable.
Staffing Specialist	Review work schedule or hours changes that occur with conversions, reassignments, promotions, or other placement actions.
Payroll System Specialist	Review impacts to retirement coverage, FEGLI, FEHB eligibility, SCD-leave, WGI, career tenure, and part-time hours in block 33.
Chief Human Capital Officer (CHCO) Council Member	Review operational impacts of standardized work-schedule/hour processing and benefits documentation.
Senior OPM Leadership	Review alignment with GPPA modernization and cross-chapter table-driven processing consistency.

6. Expert-only quick reference

- Use NOAC 781/Change in Work Schedule when the employee changes to a different work schedule code.
- Use NOAC 782/Change in Hours when the employee is part-time and the total number of work hours changes.
- Use VXM/5 USC 6101 for most 781 and 782 actions; use RAH/5 CFR 351.704(a)(2) for the management-initiated full-time-to-other-than-full-time change in lieu of RIF separation; use VXP/5 CFR 890.102(j)-(k) for certain health-benefits eligibility situations.
- When moving from intermittent to full-time or part-time, enter the new SCD in block 31, the new work schedule in block 32, and B31 as required; enter block 33 if the new work schedule code is P, Q, S, or T.
- Use Chapter 6 to convert intermittent hours worked into months and days of service credit.

7. New-user quick guidance

- Start with Table 24-A to decide whether the work-schedule or hours change is documented alone, in blocks 6A-6D with another action, or on a separate SF-50.
- Then use Table 24-B to select NOAC, NOA, authority code, and authority.
- Finally, use Table 24-C for required remarks, especially when intermittent service affects SCD, WGI, probation/trial period, career tenure, FEHB, or FEGLI.

GPPA Chapter 26 Change Log

1. At-a-glance chapter summary

Sources reviewed: Chapter_26_old.docx, Chapter_26_new.docx, and Summary of Changes Chapter 1 through 35 (Nell).

Summary of major changes:

- Chapter 26 was streamlined into a shorter processing chapter for NOAC 880/Change in Tenure Group.
- The former standalone Effective Date and Use of SF-52 sections were removed or consolidated into the Instructions section, with general processing steps redirected to Chapter 4.
- Figure 1 and Table 26-A were retained as the controlling tenure group reference and processing table, with clean citations, clean remarks, and release-format notes.

What did not change:

- NOAC 880/Change in Tenure Group remains the action used when tenure group changes without a change in the appointment on which the employee is serving.
- Changes caused by a change in appointment continue to be processed under Chapters 9 through 13, and corrections to prior tenure group coding continue to be processed under Chapter 32.
- The effective date remains the first calendar day after the required service period is completed.

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	Sections 1-2 - Coverage and Instructions
What changed	The chapter now uses a condensed coverage statement and a shorter instruction sequence. The prior detailed SF-52/SF-50 processing, filing, distribution, and agency-record posting steps were removed from Chapter 26 and replaced with a direction to use Chapter 4 for additional processing action instructions.
Why it changed	To make Chapter 4 the common source for general personnel action processing and to keep Chapter 26 focused on when and how to document a tenure group change.
Who is affected	HR Specialists, Agency HR Policy Specialists, HR IT Systems Specialists

Action / impact	Update SOPs and training materials so users rely on Chapter 26 for the NOAC, authority, effective date, and required remark, and use Chapter 4 for form completion and processing mechanics.
------------------------	--

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	Instructions - Effective date guidance
What changed	The effective-date rule was moved out of a separate section and incorporated into the Instructions section. The example was modernized from numeric date formatting to plain-language March 16/March 17 wording.
Why it changed	To streamline the chapter while preserving the operational rule that a tenure group change is effective the day after the required service period is completed.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Continue applying the same effective-date rule, but update internal references that pointed to a separate Effective Date section.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Table 26-A - Change in Tenure Group
What changed	Table 26-A was cleaned into the May 2026 format. Authority text was normalized from regulation shorthand to 5 CFR citations, markup was removed, and the T07 career-tenure remark now appears as clean release text. The Notes column is retained as reserved rather than containing marked draft text.
Why it changed	To make the table usable as clean release guidance and easier to implement in HR systems and the GPPA Navigator.
Who is affected	HR Specialists, HR IT Systems Specialists, Staffing Specialists
Action / impact	Review HRIS table logic for KMM, PGM, PKM, T07, E04, E03, T11, and T29 values and update copied local tables to the clean release wording.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Use of SF-52 guidance	Former Use of Standard Form 52 section	The optional-use SF-52 explanation was removed from Chapter 26 and replaced by a Chapter 4 reference.	HR Specialists	Use Chapter 4 and agency procedures for SF-52/SF-50 processing mechanics.	Review
Removed	Detailed instructions	Former Instructions section	Detailed steps for selecting authorities, entering remarks, obtaining approval, filing, and distributing the SF-50 were removed as duplicative of Chapter 4/GPR guidance.	HR Specialists, Agency HR Policy Specialists	Update local checklists that quote the former detailed steps.	Review
Clarification only	Coverage statement	Section 1	Coverage and exclusions were shortened and rewritten in plain language.	All users	Scope is easier to apply; action coverage did not change.	None
Clarification only	Tenure group definitions	Figure 1	The figure remains, but the introduction now explicitly says tenure groups are categories for RIF purposes and points to 5 CFR 351(E).	HR Specialists, Staffing Specialists	Use Figure 1 for tenure group interpretation and RIF reference.	None
Clarification only	Authority citation style	Table 26-A	Authority references were normalized to 5 CFR citation format.	HR Specialists, HR IT Systems Specialists	Use the new citation text in system tables and job aids.	Review
Clarification only	Release-wide formatting and branding	Chapter-wide	Page numbers, headers, OPM brand styling, font size, spacing, abbreviations, and acronym use were standardized for the May 2026 GPPA release.	All users	The chapter is visually cleaner and aligned with the release style.	None
Removed	Marked-up change indicators	Chapter-wide	Prior red/green text, angle brackets, asterisks, and other markup showing previous edits were removed from the release copy.	All users	Use the clean release version rather than marked draft text.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; some internal GPPA hyperlinks were removed for later tool implementation.	All users, HR IT Systems Specialists	Verify local links and Navigator references before publishing internal materials.	Review
Clarification only	Plain-language and terminology cleanup	Chapter-wide	Text was edited in plain language, most instances of Standard Form were replaced with SF, and references to the Guide were corrected to GPPA where applicable.	All users	Terminology is more consistent across chapters.	None
Removed	Definitions moved to Chapter 35	Chapter-wide	Definition sections and stand-alone definitions were removed from most chapters and are intended to be maintained in Chapter 35.	All users	Use Chapter 35 for common definitions and the chapter for processing rules.	Review

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review NOAC 880 processing, effective-date timing, tenure group determinations, T07/E04/E03/T11/T29 remarks, and Chapter 4 processing handoff.
HR IT Systems Specialist	Review Table 26-A coding, 5 CFR authority citations, and remark generation for tenure group changes.
Agency HR Policy Specialist	Update local guidance that referenced the removed SF-52 section or separate Effective Date section.
Staffing Specialist	Review how tenure group changes interact with appointments and conversions in Chapters 9 through 13.
Payroll System Specialist	Minimal direct payroll impact; review downstream effects if tenure data feeds retention or agency systems.
Chief Human Capital Officer (CHCO) Council Member	Review modernization, standardization, cross-agency consistency, and implementation planning impacts.
Senior OPM Leadership	Review strategic alignment with GPPA modernization, legal compliance, usability, and Government-wide consistency objectives.

6. Expert-only quick reference

- NOAC 880 remains the action for Change in Tenure Group.
- Use KMM/5 CFR 315.202 with T07 when the competitive service career-tenure service requirement is completed.
- Use PGM/5 CFR 351.501 with E04 for completion of initial appointment probation in the competitive service.
- Use PKM/5 CFR 351.502 with E03 or T11 for applicable excepted service trial-period or one-year continuous service changes.
- Use T29 when the reason is other than the listed rules and briefly state the reason for the change.

7. New-user quick guidance

- Start with Figure 1 to determine the correct tenure group.
- Use Table 26-A to select NOAC 880, the legal authority, and the required remark.
- Use Chapter 4 for the general steps to complete, approve, authenticate, and distribute the action.

GPPA Chapter 27 Change Log

1. At-a-glance chapter summary

Sources reviewed: Chapter_27_old.docx, Chapter_27_new.docx, and Summary of Changes Chapter 1 through 35 (Nell).

Summary of major changes:

- Chapter 27 was condensed into a table-driven chapter for NOAC 615/Phased Employment/Phased Retirement and NOAC 616/Opt Out Phased Employment/Retirement.
- The former Definitions section was removed and the Instructions section was shortened to direct users to Chapter 4 for general processing requirements.
- Table 27-A and Table 27-B remain the controlling sources for phased retirement action coding and required remarks, with citations and text cleaned for the May 2026 release.

What did not change:

- Chapter 27 still covers phased employment/phased retirement and opt-out processing for CSRS and FERS employees.
- NOAC 615 and 616 remain the primary action codes for this chapter.
- The required M11 through M17 remarks remain the remark framework for phased employment/phased retirement actions.

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	Critical change
Location	Table 27-A - FERS phased retirement entry authority
What changed	The FERS authority citation for an employee initially entering phased retirement status was corrected to 5 USC 8412a(c)(6).
Why it changed	To align the FERS phased retirement entry authority citation with the governing statutory provision used for the action.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists

Action / impact	Update HRIS/Navigator authority tables and local reference materials for FERS NOAC 615 actions. Action required.
------------------------	--

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	Sections 1-2 - Coverage and Instructions
What changed	The chapter now contains a condensed coverage statement and a short instruction that directs users to Chapter 4 for additional processing action requirements. Detailed SF-52/SF-50 completion, filing, and distribution steps were removed from Chapter 27.
Why it changed	To reduce duplicative processing instructions and make Chapter 4 the common processing source.
Who is affected	HR Specialists, Agency HR Policy Specialists, Payroll System Specialists
Action / impact	Use Chapter 27 for the phased retirement coding and required remarks, and Chapter 4 for general action processing. Action required for local SOP updates.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Tables 27-A and 27-B
What changed	The action and remarks tables were retained but cleaned into the release format. Table 27-A retains the required M11-M17 remark-code framework and notes for employees who move to another agency or return to regular employment when phased retirement ends.
Why it changed	To support consistent table-driven processing while removing draft markup and outdated formatting.
Who is affected	HR Specialists, HR IT Systems Specialists, Payroll System Specialists
Action / impact	Review table logic for CSRS/FERS entry, opt-out, and OPM-mandated return to regular employment. Ensure M11-M17 remarks populate as applicable.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Definitions section	Former Section 3	The definitions for full retirement status, phased employment, phased retiree, phased retirement period, phased retirement status, and regular employment were removed from Chapter 27.	All users	Use Chapter 35 for common definitions and Chapter 27 for processing logic.	Review
Removed	Detailed instruction steps	Former Instructions section	Detailed steps for selecting tables, translating remarks, completing SF-52/SF-50, OPF filing, and distribution were removed.	HR Specialists	Use Chapter 4 for the general processing mechanics.	Review
Clarification only	Coverage wording	Section 1	Coverage and exclusions were rewritten in plain language and refer to 5 USC 8336a, 5 USC 8412a, 5 CFR 831(Q), and 5 CFR 848.	All users	Scope is easier to read; the action family did not change.	None
Clarification only	Table 27-B remarks	Table 27-B	The M11-M17 remarks were carried forward in clean release format.	HR Specialists, HR IT Systems Specialists	Use the cleaned remark text in release systems and local job aids.	Review
Clarification only	Secondary LAC ZBB	Table 27-A Notes	The Infrastructure Investment and Jobs Act secondary LAC note remains in the table notes where applicable.	HR Specialists, HR IT Systems Specialists	Retain ZBB logic where actions support the IJJA.	Review
Clarification only	Release-wide formatting and branding	Chapter-wide	Page numbers, headers, OPM brand styling, font size, spacing, abbreviations, and acronym use were standardized for the May 2026 GPPA release.	All users	The chapter is visually cleaner and aligned with the release style.	None
Removed	Marked-up change indicators	Chapter-wide	Prior red/green text, angle brackets, asterisks, and other markup showing previous edits were removed from the release copy.	All users	Use the clean release version rather than marked draft text.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; some internal GPPA hyperlinks were removed for later tool implementation.	All users, HR IT Systems Specialists	Verify local links and Navigator references before publishing internal materials.	Review
Clarification only	Plain-language and terminology cleanup	Chapter-wide	Text was edited in plain language, most instances of Standard Form were replaced with SF, and references to the Guide were corrected to GPPA where applicable.	All users	Terminology is more consistent across chapters.	None
Removed	Definitions moved to Chapter 35	Chapter-wide	Definition sections and stand-alone definitions were removed from most chapters and are intended to be maintained in Chapter 35.	All users	Use Chapter 35 for common definitions and the chapter for processing rules.	Review

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review NOAC 615/616 processing, CSRS/FERS authority citations, and M11-M17 required remarks.
HR IT Systems Specialist	Update phased retirement table logic, especially FERS entry authority 5 USC 8412a(c)(6).
Agency HR Policy Specialist	Update local phased retirement guidance that included the removed definitions or former detailed instructions.
Staffing Specialist	Review hiring, placement, conversion, reassignment, appointment, promotion, and eligibility-related processing effects.
Payroll System Specialist	Review phased retirement effects on part-time service, annuity, FEHB/FEGLI remarks, and payroll interfaces.
Chief Human Capital Officer (CHCO) Council Member	Review modernization, standardization, cross-agency consistency, and implementation planning impacts.
Senior OPM Leadership	Review strategic alignment with GPPA modernization, legal compliance, usability, and Government-wide consistency objectives.

6. Expert-only quick reference

- NOAC 615 documents entry into Phased Employment/Phased Retirement.
- NOAC 616 documents Opt Out Phased Employment/Retirement.
- Use SAB/5 USC 8336a(c)(7) for CSRS entry and SAC/5 USC 8412a(c)(6) for FERS entry.
- Use SAD/5 USC 8336a(g) and SAE/5 USC 8412a(g) for CSRS/FERS opt-out actions.
- Use M11-M17 as directed by Table 27-A and translated in Table 27-B.

7. New-user quick guidance

- Use Table 27-A first to select the phased retirement action and authority.
- Use Table 27-B to translate the required remark codes into SF-50 remarks.
- Use Chapter 4 for how to complete and process the personnel action.

GPPA Chapter 28 Change Log

1. At-a-glance chapter summary

Sources reviewed: Chapter_28_old.docx, Chapter_28_new.docx, and Summary of Changes Chapter 1 through 35 (Nell).

Summary of major changes:

- Chapter 28 was streamlined into a short processing chapter for NOAC 800/Change in Data Element and NOAC 803/Change in Retirement Plan.
- The former Use of SF-52 section and detailed form-processing steps were removed or redirected to Chapter 4.
- The tables were restructured so 800 and 803 actions are easier to locate, the blank Notes column was removed, and M74 is emphasized as required on applicable data element changes.

What did not change:

- NOAC 800 remains the action for covered non-retirement data element changes.
- NOAC 803 remains the action for retirement-plan changes and related retirement data changes.
- When a data element changes because of another personnel action, agencies still process the other action and enter the new data element on that action.

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	Critical change
Location	Table 28-A Rule 11 - Belated FERS election
What changed	The authority reference for a current or separated employee making a belated FERS election was narrowed to 5 CFR 846.204. The prior reference to 5 CFR 846.205 was removed because it is referenced within 5 CFR 846.204 and is not listed in EHRI as part of the LAC.
Why it changed	To align the legal authority with EHRI-supported LAC requirements and eliminate an unsupported citation from the table.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists, Payroll System Specialists
Action / impact	Update retirement-plan change tables and system edits for Rule 11. Action required.

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	Table 28-A and Table 28-B - Required M74 remark
What changed	Remark M74 was updated as required on all applicable data element change actions. Table 28-A now directs users to use M74 and as many additional remarks as applicable.
Why it changed	To ensure every applicable data element change identifies the SF-50 block or blocks being changed and supports consistent downstream interpretation.
Who is affected	HR Specialists, HR IT Systems Specialists, Payroll System Specialists
Action / impact	Review HR system remark generation for NOAC 800 and 803 actions so M74 is consistently produced when required.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Sections 1-2 - Coverage and Instructions
What changed	The chapter now uses a simplified bullet-style coverage section and a shorter instructions section. The former Use of SF-52 section and detailed completion steps were removed and general requirements were redirected to Chapter 4.
Why it changed	To consolidate general action-processing guidance in Chapter 4 and keep Chapter 28 focused on deciding whether a data element action is needed.
Who is affected	HR Specialists, Agency HR Policy Specialists, HR IT Systems Specialists
Action / impact	Use Chapter 28 to decide when to process NOAC 800 or 803 and Chapter 4 for general form-processing requirements.

High-impact change 4

Entry	High-impact change 4
Change type	Process change
Location	Table 28-A - 800/803 table structure
What changed	The table was reorganized so all NOAC 800 actions and all NOAC 803 actions are grouped more cleanly, and the blank Notes column was removed.
Why it changed	To improve usability and support the GPPA Navigator by simplifying table logic and reducing empty columns.
Who is affected	HR Specialists, HR IT Systems Specialists
Action / impact	Review local table copies and HRIS table maps to align with the new table structure and remarks column.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Use of SF-52	Former Section 2	The optional-use SF-52 section was removed from Chapter 28 and placed into the common Chapter 4 processing framework.	HR Specialists	Use Chapter 4 for SF-52/SF-50 processing mechanics.	Review
Removed	Detailed instructions	Former Section 3	Detailed form completion, filing, and distribution steps were removed or consolidated into Chapter 4.	HR Specialists, Agency HR Policy Specialists	Update local SOPs that quoted the former detailed instructions.	Review
Clarification only	Coverage format	Section 1	Coverage is now presented as a concise list of NOA 800 data elements and NOA 803 retirement-plan changes.	All users	The covered data elements are easier to identify.	None
Clarification only	Authority hyperlink correction	Table 28-A	The authority hyperlink for 5 USC 552a was corrected from an erroneous 5 USC 422 link.	HR Specialists, HR IT Systems Specialists	Update local electronic references if copied from the prior chapter.	Review
Removed	Blank Notes column	Table 28-A	The blank Notes column was removed from Table 28-A.	All users	The table is more compact and easier to read.	None
Clarification only	Terminology cleanup	Tables 28-A and 28-B	References to SF-50 block numbers and retirement-plan terminology were cleaned in the May 2026 style.	HR Specialists, HR IT Systems Specialists	No substantive action-code change beyond the table updates noted above.	Review
Clarification only	Release-wide formatting and branding	Chapter-wide	Page numbers, headers, OPM brand styling, font size, spacing, abbreviations, and acronym use were standardized for the May 2026 GPPA release.	All users	The chapter is visually cleaner and aligned with the release style.	None
Removed	Marked-up change indicators	Chapter-wide	Prior red/green text, angle brackets, asterisks, and other markup showing previous edits were removed from the release copy.	All users	Use the clean release version rather than marked draft text.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; some internal GPPA hyperlinks were removed for later tool implementation.	All users, HR IT Systems Specialists	Verify local links and Navigator references before publishing internal materials.	Review
Clarification only	Plain-language and terminology cleanup	Chapter-wide	Text was edited in plain language, most instances of Standard Form were replaced with SF, and references to the Guide were corrected to GPPA where applicable.	All users	Terminology is more consistent across chapters.	None
Removed	Definitions moved to Chapter 35	Chapter-wide	Definition sections and stand-alone definitions were removed from most chapters and are intended to be maintained in Chapter 35.	All users	Use Chapter 35 for common definitions and the chapter for processing rules.	Review

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review when to process separate NOAC 800/803 actions, required M74 usage, and retirement-plan action rules.
HR IT Systems Specialist	Update 800/803 table logic, M74 remark generation, and Rule 11 authority support for 5 CFR 846.204.
Agency HR Policy Specialist	Update SOPs that quoted the removed SF-52 section or the old Rule 11 authority text.
Staffing Specialist	Review hiring, placement, conversion, reassignment, appointment, promotion, and eligibility-related processing effects.
Payroll System Specialist	Review retirement plan, annuitant indicator, pay rate determinant, and related payroll interface impacts.
Chief Human Capital Officer (CHCO) Council Member	Review modernization, standardization, cross-agency consistency, and implementation planning impacts.
Senior OPM Leadership	Review strategic alignment with GPPA modernization, legal compliance, usability, and Government-wide consistency objectives.

6. Expert-only quick reference

- Use NOAC 800/Change in Data Element for agency code, annuitant indicator, bargaining unit status, FLSA category, occupational code, pay rate determinant, personnel office ID, and position occupied changes listed in Table 28-A.
- Use NOAC 803/Change in Retirement Plan for retirement-plan changes and resulting retirement-related data changes.
- Use M74 to identify the SF-50 block or blocks changed on applicable actions.
- Use ZSM/5 USC 84 when the employee elects FERS coverage.
- Use ZLM/5 CFR 846.204 for belated FERS election coverage under Rule 11.

7. New-user quick guidance

- Do not process a separate data element action when the data element change is the result of another personnel action; enter the new value on that action instead.
- Process a separate data element action when the change happens on the same date as another action but is not caused by that action.
- For retirement-plan changes, check the CSRS and FERS Handbook for beneficiary designation guidance.

GPPA Chapter 29 Change Log

1. At-a-glance chapter summary

Sources reviewed: Chapter_29_old.docx, Chapter_29_new.docx, and Summary of Changes Chapter 1 through 35 (Nell).

Summary of major changes:

- Chapter 29 was condensed into a shorter processing chapter for bonuses, awards, and other incentives that do not affect basic pay.
- The former separate narrative sections on separation incentives, Presidential Rank Awards, and all other awards were consolidated into a shorter Effective Date and Bonuses/Awards/Incentives structure.
- Table 29 was retained as the central coding tool and now clearly separates rules where no LAC is required, rules where LACs are required, and rules where LACs may be required.

What did not change:

- Actions described in Chapter 29 continue to be reported to EHRI.
- Separation Incentives and Presidential Rank Awards continue to require SF-50 documentation.
- Most other award and bonus actions continue not to require SF-50 documentation unless agency instructions choose to use it for employee notification.

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	Section 3 - Bonuses, Awards, and Incentives
What changed	The former detailed SF-52/SF-50 guidance for separation incentives, Presidential Rank Awards, and other awards was replaced with a consolidated section. The release chapter states that SF-52 is not required, SF-50 is required for Separation Incentives and Presidential Rank Awards, and SF-50 is not required for all other actions unless agency instructions apply.
Why it changed	To remove duplicated processing text and align Chapter 29 with Chapter 4 for general processing and employee-notification requirements.
Who is affected	HR Specialists, Payroll System Specialists, Agency HR Policy Specialists

Action / impact	Update award-processing checklists and training materials to use the new consolidated processing section. Action required.
------------------------	--

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	Table 29 - Rule grouping and LAC requirement labels
What changed	Table 29 is now organized with explicit headings for Rules 1-9 where no LAC is required, Rules 10-31 where LACs are required, and Rules 32-40 where LACs may be required.
Why it changed	To make the table easier to apply and reduce incorrect legal-authority coding for award and incentive actions.
Who is affected	HR Specialists, HR IT Systems Specialists, Payroll System Specialists
Action / impact	Review HRIS/Navigator logic so actions in each rule group apply the correct LAC requirement.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Section 2 - Effective Date
What changed	Effective-date guidance was consolidated. The agency sets the effective date of awards and bonuses, except that Separation Incentives are effective on the same date as the employee separation.
Why it changed	To make the effective-date rule easier to find and apply across all covered actions.
Who is affected	HR Specialists, Payroll System Specialists
Action / impact	Review award-processing workflows to ensure Separation Incentives continue to match the separation effective date.

High-impact change 4

Entry	High-impact change 4
Change type	Process change
Location	Table 29 - Time off award action set
What changed	The table retains separate coding for Group Time Off Award - Ch 45, Group Time Off Award - Other, Individual Time Off Award - Ch 45, and Individual Time Off Award - Other, supporting distinctions between Chapter 45 and other authorities.
Why it changed	To preserve the required distinction between Chapter 45 awards and awards made under other authority while presenting the rules in a clean release format.
Who is affected	HR Specialists, HR IT Systems Specialists, Payroll System Specialists
Action / impact	Ensure system selections distinguish NOAC 847 and 822 for group time-off awards and NOAC 846 and 823 for individual time-off awards where applicable.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Use of SF-52/SF-50 narrative	Former Sections 2-4	Detailed SF-52/SF-50 instructions were removed and placed into the Chapter 4 processing framework.	HR Specialists	Use Chapter 4 for general processing and employee notification requirements.	Review
Clarification only	Coverage list	Section 1	The long list of covered actions was replaced by a short statement that the chapter covers time off and payment actions not impacting basic pay.	All users	The table is now the primary place to review covered NOACs.	None
Clarification only	EHRI reporting	Section 1	EHRI reporting language was shortened and points users to the GHRR for specific instructions.	HR Specialists, HR IT Systems Specialists	Use the GHRR for reporting details.	Review
Clarification only	Employee notification	Section 3	Employee notification language was simplified and examples include SF-52/50, earnings statements, award certificates, or agency forms.	HR Specialists, Payroll System Specialists	No new notification obligation; wording is cleaner.	None
Clarification only	Authority citation style	Table 29	Authority citations were normalized to the May 2026 citation style, including 5 USC formatting.	HR Specialists, HR IT Systems Specialists	Update copied local tables.	Review
Clarification only	Presidential Rank Awards	Table 29 Rules 10-13	Presidential Rank Award rules remain, including SES and SL/ST distinctions, but the text and citations were cleaned.	HR Specialists, Agency HR Policy Specialists	Review if local award references cite the prior text.	Review
Clarification only	Release-wide formatting and branding	Chapter-wide	Page numbers, headers, OPM brand styling, font size, spacing, abbreviations, and acronym use were standardized for the May 2026 GPPA release.	All users	The chapter is visually cleaner and aligned with the release style.	None
Removed	Marked-up change indicators	Chapter-wide	Prior red/green text, angle brackets, asterisks, and other markup showing previous edits were removed from the release copy.	All users	Use the clean release version rather than marked draft text.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; some internal GPPA hyperlinks were removed for later tool implementation.	All users, HR IT Systems Specialists	Verify local links and Navigator references before publishing internal materials.	Review
Clarification only	Plain-language and terminology cleanup	Chapter-wide	Text was edited in plain language, most instances of Standard Form were replaced with SF, and references to the Guide were corrected to GPPA where applicable.	All users	Terminology is more consistent across chapters.	None
Removed	Definitions moved to Chapter 35	Chapter-wide	Definition sections and stand-alone definitions were removed from most chapters and are intended to be maintained in Chapter 35.	All users	Use Chapter 35 for common definitions and the chapter for processing rules.	Review

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review Table 29 rule grouping, LAC requirements, and when SF-50 documentation is required or optional.
HR IT Systems Specialist	Review award and incentive NOAC selections, LAC requirement logic, and EHRI reporting for all covered actions.
Agency HR Policy Specialist	Update awards policy references to reflect the new consolidated processing section and Chapter 4 handoff.
Staffing Specialist	Review hiring, placement, conversion, reassignment, appointment, promotion, and eligibility-related processing effects.
Payroll System Specialist	Review payment action coding, effective dates, and EHRI/payroll reporting implications.
Chief Human Capital Officer (CHCO) Council Member	Review modernization, standardization, cross-agency consistency, and implementation planning impacts.
Senior OPM Leadership	Review strategic alignment with GPPA modernization, legal compliance, usability, and Government-wide consistency objectives.

6. Expert-only quick reference

- NOAC 825/Separation Incentive is effective on the same date as the employee separation and requires SF-50 documentation.
- NOAC 878/Presidential Rank Award requires SF-50 documentation.
- Rules 1-9 in Table 29 do not require LACs; Rules 10-31 require LACs; Rules 32-40 may require LACs.
- NOAC 822 and 823 distinguish time-off awards made under authorities other than Chapter 45.
- All actions described in Chapter 29 must be reported to EHRI through the GHRR requirements.

7. New-user quick guidance

- Use Table 29 first to identify the correct NOAC and whether a LAC is required.
- Use the Effective Date section to confirm whether the action follows the agency-set date rule or the Separation Incentive exception.
- Use Chapter 4 for employee notification and SF-50/SF-52 processing mechanics.

GPPA Chapter 30 Change Log

1. At-a-glance chapter summary

Sources reviewed: Chapter_30_old.docx, Chapter_30_new.docx, and Summary of Changes Chapter 1 through 35 (Nell).

Summary of major changes:

- Chapter 30 was streamlined while retaining the retirement action structure for NOACs 300, 301, 302, 303, 304, 307, and 308.
- The Job Aid for retirement notices was updated, including Foreign Service retirement system coverage and updated State Department and CIA routing information.
- Table 30-A and the retirement remarks tables were cleaned and now distinguish multi-agency deferred resignation programs and agency-specific deferred resignation programs through RZM/ADR and R56/R23 logic.

What did not change:

- Chapter 30 still covers retirements that entitle the employee to an immediate annuity, including voluntary, mandatory, disability, and VERA retirements.
- MRA+10 postponed annuity separations remain outside Chapter 30 and are handled in Chapter 31.
- Entry into phased employment/phased retirement remains outside Chapter 30 and is handled in Chapter 27.

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	Critical change
Location	Table 30-A and Table 30-C - Deferred resignation programs
What changed	The retirement coding guidance now distinguishes multi-agency deferred resignation programs and agency-specific deferred resignation programs. Table 30-A directs use of secondary LAC2 RZM for multi-agency programs and LAC2 ADR for agency-specific programs as applicable; Table 30-C retains R56 for multi-agency deferred resignation and R23 for agency-specific deferred resignation.
Why it changed	To support distinct legal authority and remark documentation for different deferred resignation program types.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists, Payroll System Specialists

Action / impact	Update retirement processing tables, HRIS/Navigator logic, and QA checks for RZM/ADR and R56/R23. Action required.
------------------------	--

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	Job Aid - Notice Requirements When an Employee Retires
What changed	The retirement notice job aid was updated with current instructions for Foreign Service retirees, including FSRDS, FSRDS Offset, and FSPS coverage and State Department HR Service Center mailing, fax, and email routing. CIA routing text was also updated.
Why it changed	To ensure post-retirement notices are routed to current destinations and cover the appropriate Foreign Service retirement systems.
Who is affected	HR Specialists, Payroll System Specialists, Agency HR Policy Specialists
Action / impact	Update retirement checklists and agency templates that contain older Foreign Service or CIA addresses. Action required.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Subchapter 1 - Instructions
What changed	The general retirement processing instructions were shortened. The chapter now points users to Chapter 4 for processing action instructions, Chapters 3 and 4 for immediate reemployment after retirement, and the GPR for transferring related personnel files.
Why it changed	To reduce duplicated form-processing and OPF transfer instructions while preserving retirement-specific routing and notice rules.
Who is affected	HR Specialists, Agency HR Policy Specialists
Action / impact	Review local SOPs that cite the former detailed instructions and redirect users to Chapter 4 and the GPR where appropriate.

High-impact change 4

Entry	High-impact change 4
Change type	Process change
Location	Subchapter 2 - Preparation of Remark Entries
What changed	The remarks guidance was rewritten in shorter, plain-language form while preserving the requirement that remarks be factual, non-judgmental, and sufficient to support benefits, unemployment compensation, and future employment decisions.
Why it changed	To make sensitive retirement remark requirements easier to apply consistently.
Who is affected	HR Specialists, Agency HR Policy Specialists, Senior OPM Leadership
Action / impact	Use the streamlined guidance to avoid medical detail, unsupported conclusions, or agency findings that are not allowed.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Clarification only	Coverage	Subchapter 1 Section 1	Coverage was rewritten to a concise list of retirement types and exclusions.	All users	The same retirement categories remain but are easier to read.	None
Moved	SF-8 instruction	Job Aid	The instruction to provide a completed SF-8 on or before retirement was moved into the retirement notice job aid.	HR Specialists	Continue providing SF-8; update local reference location.	Review
Clarification only	Immediate reemployment after retirement	Instructions	Guidance now points to Chapters 3 and 4 and retains the requirement to document retirement and the new appointment on separate SF-50s.	HR Specialists, Staffing Specialists	No combined conversion action; process separate actions.	Review
Clarification only	CSRS/FERS Handbook references	Multiple locations	References were shortened from full handbook titles to CSRS and FERS Handbook phrasing.	All users	No substantive change.	None
Clarification only	Table 30-A authority formatting	Table 30-A	CSRS and FERS authority text was reformatted and simplified into May 2026 table style.	HR Specialists, HR IT Systems Specialists	Update system table references if copied from the prior version.	Review
Clarification only	Premium pay remark guidance	Table 30-B/C	Premium pay references were cleaned to 5 USC citation style while retaining the retirement/life insurance deduction context.	HR Specialists, Payroll System Specialists	No substantive change; citation style updated.	None
Clarification only	Release-wide formatting and branding	Chapter-wide	Page numbers, headers, OPM brand styling, font size, spacing, abbreviations, and acronym use were standardized for the May 2026 GPPA release.	All users	The chapter is visually cleaner and aligned with the release style.	None
Removed	Marked-up change indicators	Chapter-wide	Prior red/green text, angle brackets, asterisks, and other markup showing previous edits were removed from the release copy.	All users	Use the clean release version rather than marked draft text.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; some internal GPPA hyperlinks were removed for later tool implementation.	All users, HR IT Systems Specialists	Verify local links and Navigator references before publishing internal materials.	Review
Clarification only	Plain-language and terminology cleanup	Chapter-wide	Text was edited in plain language, most instances of Standard Form were replaced with SF, and references to the Guide were corrected to GPPA where applicable.	All users	Terminology is more consistent across chapters.	None
Removed	Definitions moved to Chapter 35	Chapter-wide	Definition sections and stand-alone definitions were removed from most chapters and are intended to be maintained in Chapter 35.	All users	Use Chapter 35 for common definitions and the chapter for processing rules.	Review

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review retirement NOACs, deferred resignation LAC/remark logic, notice requirements, and sensitive agency-finding guidance.
HR IT Systems Specialist	Update Table 30-A and remark-table logic for RZM/ADR and R56/R23.
Agency HR Policy Specialist	Update retirement SOPs, notice checklists, and sensitive-remark review controls.
Staffing Specialist	Review hiring, placement, conversion, reassignment, appointment, promotion, and eligibility-related processing effects.
Payroll System Specialist	Review retirement, FEHB/FEGLI, SF-8, annuity, Foreign Service/CIA routing, and payroll office notice impacts.
Chief Human Capital Officer (CHCO) Council Member	Review modernization, standardization, cross-agency consistency, and implementation planning impacts.
Senior OPM Leadership	Review strategic alignment with GPPA modernization, legal compliance, usability, and Government-wide consistency objectives.

6. Expert-only quick reference

- Use NOAC 300 for Retirement-Mandatory, 301 for Retirement-Disability, 302 for Retirement-Voluntary, 303 for Retirement-Special Option, and 304 for Retirement-ILIA.
- Use NOAC 307/Full Retirement Status-Voluntary and NOAC 308/Full Retirement Status-ILIS for full retirement status from phased retirement when applicable.
- Use secondary LAC2 RZM for multi-agency deferred resignation programs and ADR for agency-specific deferred resignation programs when applicable.
- Use R56 for multi-agency deferred resignation retirement remarks and R23 for agency-specific deferred resignation retirement remarks.
- Document retirement and immediate reemployment after retirement on separate SF-50s.

7. New-user quick guidance

- Use Chapter 30 only for retirements that create entitlement to an immediate annuity or the retirement situations described in coverage.
- Use Chapter 31 for MRA+10 postponed annuity separations and other non-retirement separations.
- Use the Job Aid to issue all notices that apply to the retiring employee, including SF-8 where required.

GPPA Chapter 31 Change Log

1. At-a-glance chapter summary

Sources reviewed: Chapter_31_old.docx, Chapter_31_new.docx, and Summary of Changes Chapter 1 through 35 (Nell).

Summary of major changes:

- Chapter 31 was reorganized and streamlined while retaining the separation action framework for resignations, removals, terminations, RIF separations, uniformed-service separations, death actions, and related remark coding.
- The former job aid was merged into a new Section 6, and a duplicate Table 31-B summary was removed.
- The chapter now includes updated coding for Death in the Line of Duty, deferred resignation programs, Return to In-Person Work where applicable, and Schedule Policy/Career separation rules.

What did not change:

- Chapter 31 still covers separations by other than retirement and continues to exclude retirements covered by Chapter 30.
- Remarks remain critical for future employment eligibility, benefits, and unemployment compensation determinations.
- Resignation and agency-finding rules continue to depend on whether the employee has appeal rights and whether the employee received written notice before resigning.

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	Critical change
Location	Title and Table 31-B - Death in the Line of Duty
What changed	The chapter action list now includes NOAC 354/Death in the Line of Duty. Table 31-B explains when ordinary death should be documented under Rule 1 and when Death in the Line of Duty applies. If line-of-duty confirmation occurs after the ordinary death action is processed, the chapter directs a 002/Correction action to reflect the line-of-duty guidance.
Why it changed	To clearly distinguish ordinary death from death in the line of duty and provide a correction path when the line-of-duty determination is confirmed later.

Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists, Payroll System Specialists
Action / impact	Update action-code availability, table logic, and death-action QA checks for NOAC 354 and related correction processing. Action required.

High-impact change 2

Entry	High-impact change 2
Change type	Critical change
Location	Table 31-B Rules 68-70 - Schedule Policy/Career separations
What changed	Rules 68, 69, and 70 add Schedule Policy/Career separation coding. Rule 68 uses NOAC 357/Termination with LAC YET for unacceptable or unsatisfactory performance or other non-misconduct factors. Rule 69 uses NOAC 330/Removal with LAC YEU for conduct or delinquency after EOD and unacceptable performance. Rule 70 uses NOAC 357/Termination with LAC YEV for conduct or delinquency after EOD when work performance is not a factor and the separation is not covered by earlier rules.
Why it changed	To implement WPI-approved Schedule Policy/Career separation coding in Chapter 31.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists, Staffing Specialists
Action / impact	Add YET, YEU, and YEV coding logic to HRIS/Navigator rules and update separation review checklists. Action required.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Section 6 - Actions When an Employee Separates
What changed	The prior job aid was merged into a new Section 6. The new section retains reminders for leave, severance pay, CTAP/ICTAP/reemployment priority list, FEHB, and FEGLI actions in a shorter narrative format.
Why it changed	To reduce duplicate job-aid formatting and align the chapter with the simplified GPPA layout.
Who is affected	HR Specialists, Payroll System Specialists, Agency HR Policy Specialists
Action / impact	Update local checklists that referred users to the old job aid and map them to Section 6 instead.

High-impact change 4

Entry	High-impact change 4
Change type	Process change
Location	Table 31-A - Deferred resignation programs
What changed	Resignation table notes now distinguish LAC2 RZM for multi-agency deferred resignation programs and LAC2 ADR for agency-specific deferred resignation programs where applicable.
Why it changed	To support consistent deferred resignation coding across resignation and retirement/separation chapters.
Who is affected	HR Specialists, HR IT Systems Specialists, Payroll System Specialists
Action / impact	Review system logic and quality-control checks for deferred resignation actions. Action required.

High-impact change 5

Entry	High-impact change 5
Change type	Process change

Location	Table 31-B and Summary removal
What changed	The duplicate Table 31-B summary was removed, Note 6 was removed from Table 31-B, and references to See Note 6 were removed from affected rules. Users now rely on the detailed Table 31-B Rules rather than a separate summary table.
Why it changed	To eliminate duplication and reduce confusion between summary and detailed separation rules.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Remove references to the old summary table from training, SOPs, and table crosswalks.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Moved	Job aid content	Former Job Aid - Actions When an Employee Separates	The job aid was merged into new Section 6 and renumbered in the contents.	HR Specialists, Payroll System Specialists	Use Section 6 for separation follow-up actions.	Review
Removed	Duplicate Table 31-B summary	Former Table 31-B summary	The summary table for separations other than resignations and retirements was removed due to duplication.	HR Specialists, HR IT Systems Specialists	Use the detailed Table 31-B rules.	Review
Removed	Note 6 references	Table 31-B	Note 6 and related See Note 6 references were removed from affected rules.	HR Specialists, HR IT Systems Specialists	Update local crosswalks and system notes.	Review
Clarification only	Definitions section	Former Section 2	Definitions were removed as a standalone section and the chapter was shortened in line with the release-wide definition move to Chapter 35.	All users	Use Chapter 35 for common definitions.	Review
Clarification only	Legal authority guidance	Section 2	The legal authority selection guidance was condensed and points users to Chapter 4 for more information on LACs.	HR Specialists, Agency HR Policy Specialists	No substantive change; guidance is shorter.	None
Clarification only	Documenting reasons	Section 3	The reasons/agency findings guidance was rewritten in plain language while retaining restrictions on agency comments for employees without appeal rights.	HR Specialists, Agency HR Policy Specialists	Continue to avoid unauthorized adverse findings.	None
Clarification only	Effective-date examples	Section 4	Effective-date examples were shortened and clarified for actions proposed on the same date.	HR Specialists	No substantive change; examples are cleaner.	None
Clarification only	Return to In-Person Work	Table 31-B Rules 68-69	New Schedule Policy/Career rules include a note to use secondary LAC2 Z3Z for Return to In-Person Work effective January 20, 2025 as applicable.	HR Specialists, HR IT Systems Specialists	Add Z3Z logic where applicable.	Review
Clarification only	Department naming update	Table 31-A notes and Table 31-B	Some Department of Defense references were updated to Department of War in the release chapter.	All users	Use release terminology in local references.	Review

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Clarification only	Release-wide formatting and branding	Chapter-wide	Page numbers, headers, OPM brand styling, font size, spacing, abbreviations, and acronym use were standardized for the May 2026 GPPA release.	All users	The chapter is visually cleaner and aligned with the release style.	None
Removed	Marked-up change indicators	Chapter-wide	Prior red/green text, angle brackets, asterisks, and other markup showing previous edits were removed from the release copy.	All users	Use the clean release version rather than marked draft text.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; some internal GPPA hyperlinks were removed for later tool implementation.	All users, HR IT Systems Specialists	Verify local links and Navigator references before publishing internal materials.	Review
Clarification only	Plain-language and terminology cleanup	Chapter-wide	Text was edited in plain language, most instances of Standard Form were replaced with SF, and references to the Guide were corrected to GPPA where applicable.	All users	Terminology is more consistent across chapters.	None
Removed	Definitions moved to Chapter 35	Chapter-wide	Definition sections and stand-alone definitions were removed from most chapters and are intended to be maintained in Chapter 35.	All users	Use Chapter 35 for common definitions and the chapter for processing rules.	Review

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review resignation, termination, removal, death, Death in Line of Duty, deferred resignation, and Schedule Policy/Career separation rules.
HR IT Systems Specialist	Add or update NOAC 354, YET/YEU/YEV, RZM/ADR, Z3Z, and Table 31-C/D remark logic.
Agency HR Policy Specialist	Update separation policies and training for Section 6, removal of duplicate Table 31-B summary, and agency-finding restrictions.
Staffing Specialist	Review separation-related impacts on CTAP/ICTAP, RPL, reemployment rights, and Schedule Policy/Career separations.
Payroll System Specialist	Review separation follow-up actions, SF-8, severance pay, leave payout, FEHB/FEGLI, and final payroll interface requirements.
Chief Human Capital Officer (CHCO) Council Member	Review modernization, standardization, cross-agency consistency, and implementation planning impacts.
Senior OPM Leadership	Review strategic alignment with GPPA modernization, legal compliance, usability, and Government-wide consistency objectives.

6. Expert-only quick reference

- Use NOAC 317 for resignation and NOAC 312 for Resignation-ILIA when the applicable in-lieu-of-involuntary-action rule applies.
- Use LAC2 RZM for multi-agency deferred resignation programs and LAC2 ADR for agency-specific deferred resignation programs where applicable.
- Use NOAC 354/Death in the Line of Duty when the death meets line-of-duty criteria; otherwise use NOAC 350/Death and correct later if a line-of-duty determination is confirmed.
- Use Rules 68-70 for Schedule Policy/Career separations under 5 CFR 213.3601 with YET, YEU, or YEV as applicable.
- Use Section 6 for separation follow-up actions and Table 31-C/Table 31-D for remark-code selection and translation.

7. New-user quick guidance

- Start with Table 31-A for resignations and Table 31-B for separations other than resignations and retirements.
- Use Table 31-C to identify required remark codes and Table 31-D to translate codes into actual remarks.
- Do not enter agency findings for employees without appeal rights, and do not enter adverse agency findings unless the employee received the required written notice before resigning.

GPPA Chapter 32 Change Log

1. At-a-glance chapter summary

Sources reviewed: Chapter_32_old.docx, Chapter_32_new.docx, and Summary of Changes Chapter 1 through 35 (Nell).

Summary of major changes:

- Chapter 32 was renamed and reorganized so the title and table structure now align with corrections, cancellations, replacement actions, newly required actions, and interim relief actions.
- Figure 32-3, Actions to Provide Interim Relief, was removed as a standalone figure and its content was incorporated into Table 32-A as rules 9 through 22 for Navigator/tool use.
- General correction, cancellation, replacement, and newly required action instructions were shortened and modernized, with common processing mechanics redirected to Chapter 4 and table-based instructions.
- The legal authority wording for decision-directed actions was modernized from HAM/Reg. 250.101 to HAM/5 CFR 250.101.

What did not change:

- NOAC 001/Cancellation and NOAC 002/Correction remain the basic actions for cancelling and correcting prior SF-50 actions.
- The current servicing personnel office remains responsible for preparing correction, cancellation, replacement, and newly required actions regardless of where the original action occurred.
- Replacement and newly required actions still must avoid references to the appeal, complaint, or decision that caused the action to be needed.

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	Title, contents, and Table 32-A
What changed	The chapter title changed from a title led by Interim Relief Actions to Corrections, Cancellations, Replacement, Newly Required, and Interim Relief Actions. Table 32-A was also renamed to cover corrections, cancellations, replacement actions, newly required actions, and interim relief actions in one consolidated table.

Why it changed	To align the chapter name and primary table with the full scope of the chapter and support a table-driven processing and Navigator structure.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Update internal references, Navigator labels, training materials, and table crosswalks that used the prior Chapter 32 title or prior Table 32-A title.

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	Figure 32-3 and Table 32-A rules 9-22
What changed	Figure 32-3 was removed as a standalone figure and the interim relief scenarios were incorporated into Table 32-A as rules 9 through 22. The Actions to Provide Interim Relief section now directs users to Table 32-A rather than Figure 32-3.
Why it changed	To make interim relief guidance usable in the GPPA Navigator and to consolidate action-selection logic into a single table.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists, Payroll System Specialists
Action / impact	Update HRIS decision logic and job aids to use Table 32-A rules 9-22 for interim relief processing. Action required.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Sections 3-6 - SF-50 Preparation, Correction Action, Cancellation Actions, Newly Required and Replacement Actions
What changed	The chapter now uses shorter processing instructions and points users to tables and Chapter 4 for general processing action mechanics. OPF filing, distribution, and related procedural details were condensed.
Why it changed	To reduce duplication across chapters and keep Chapter 32 focused on when a correction, cancellation, replacement, newly required, or interim relief action is required.
Who is affected	HR Specialists, Agency HR Policy Specialists, HR IT Systems Specialists
Action / impact	Update SOPs so users rely on Chapter 32 for decision logic and required action selection, and Chapter 4/GPR for general form processing, filing, and distribution steps.

High-impact change 4

Entry	High-impact change 4
Change type	Process change
Location	Newly Required and Replacement Actions - HAM authority guidance
What changed	The legal authority text for the general decision-directed authority was updated from HAM/Reg. 250.101 to HAM/5 CFR 250.101.
Why it changed	To normalize the authority citation and align the authority format with current GPPA legal citation style.
Who is affected	HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Review system authority tables, training materials, and local examples using HAM so they show 5 CFR 250.101.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Definitions examples	Former Definitions section	Detailed examples under correction and cancellation definitions were removed or condensed into the new Information section.	All users	Use Chapter 32 for action logic and Chapter 35 for glossary-style definitions.	Review
Removed	Decision definition	Former Definitions section	The standalone definition of decision for purposes of the Guide was removed from Chapter 32 as part of release-wide definition consolidation.	HR Specialists, Agency HR Policy Specialists	Use Chapter 35 and applicable adjudicatory guidance for common definition references.	Review
Clarification only	Information section	Section 1 / Information	Definitions were rewritten in shorter plain-language form; correction, cancellation, replacement action, and newly required action concepts remain in the chapter.	All users	The concepts are easier to read, but the core action types remain.	None
Moved	Interim relief logic	Figure 32-3 to Table 32-A	The standalone Figure 32-3 content was moved into Table 32-A rules 9-22.	HR Specialists, HR IT Systems Specialists	Use the table rules instead of the former figure for interim relief scenarios.	Review
Clarification only	Correction action instructions	Figure 32-1	The language now uses NOAC, NOA, LAC, and block terminology more consistently, and examples were cleaned for release format.	HR Specialists, HR IT Systems Specialists	No change to the basic correction concept; update copied examples.	Review
Clarification only	Cancellation action instructions	Figure 32-2	The authority instruction now refers to code(s) and authority(ies), and cancellation remarks guidance remains focused on not repeating original SF-50 remarks.	HR Specialists	Use the clean release wording in local materials.	Review
Clarification only	Table titles and terminology	Tables 32-B through 32-H	Table titles and labels were cleaned; references to authority code were normalized to LAC where applicable.	HR Specialists, HR IT Systems Specialists	Update local table references and table names.	Review
Clarification only	Release-wide formatting and branding	Chapter-wide	Page numbers, headers, OPM brand styling, font size, spacing, abbreviations, and acronym use were standardized for the May 2026 GPPA release.	All users	The chapter is visually cleaner and aligned with the release style.	None
Removed	Marked-up change indicators	Chapter-wide	Prior red/green text, angle brackets, asterisks, and other markup showing previous edits were removed from the release copy.	All users	Use the clean release version rather than marked draft text.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; some internal GPPA hyperlinks were removed for later tool implementation.	All users, HR IT Systems Specialists	Verify local links and Navigator references before publishing internal materials.	Review
Clarification only	Plain-language and terminology cleanup	Chapter-wide	Text was edited in plain language, most instances of Standard Form were replaced with SF, and references to the Guide were corrected to GPPA where applicable.	All users	Terminology is more consistent across chapters.	None

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Definitions moved to Chapter 35	Chapter-wide	Definition sections and stand-alone definitions were removed from Chapters 1-33 where applicable and are intended to be maintained in Chapter 35.	All users	Use Chapter 35 for common definitions and the chapter for processing rules.	Review

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review Table 32-A rules 9-22, correction/cancellation decision logic, HAM/5 CFR 250.101 guidance, and required correction/cancellation remarks.
HR IT Systems Specialist	Update Navigator and HRIS logic so interim relief scenarios are represented in Table 32-A rules 9-22 rather than a standalone Figure 32-3.
Agency HR Policy Specialist	Update SOPs and training materials that cite the old Chapter 32 title, former Figure 32-3, or HAM/Reg. 250.101.
Staffing Specialist	Review replacement and newly required action concepts where corrections or cancellations affect placement, conversion, or appointment history.
Payroll System Specialist	Review payroll and benefits interfaces affected by corrections, cancellations, replacement actions, interim appointments, annuitant handling, and FEGLI/FEHB impacts.
Chief Human Capital Officer (CHCO) Council Member	Review modernization, standardization, cross-agency consistency, and implementation planning impacts.
Senior OPM Leadership	Review strategic alignment with GPAA modernization, legal compliance, usability, and Government-wide consistency objectives.

6. Expert-only quick reference

- Use Table 32-A as the primary decision table for corrections, cancellations, replacement actions, newly required actions, and interim relief actions.
- Figure 32-3 is no longer the controlling standalone source; interim relief scenarios are in Table 32-A rules 9-22.
- Use NOAC 002/Correction to correct an earlier action without negating that the action occurred.
- Use NOAC 001/Cancellation to rescind an action that was improper or contained inappropriate or erroneous references or remarks.
- Use HAM/5 CFR 250.101 when the agency must process a decision-directed action but would not otherwise have had the authority on the effective date.
- Never put appeal, complaint, or decision references on newly required or replacement actions unless the chapter specifically instructs otherwise.

7. New-user quick guidance

- Start with Table 32-A to determine whether the situation requires a correction, cancellation, replacement action, newly required action, or interim relief action.
- Use Figure 32-1 for special instructions on corrections and Figure 32-2 for special instructions on cancellations.
- Use Tables 32-D through 32-H to select required remarks and translate correction or cancellation remark codes.

- Use Chapter 4 for general SF-50/SF-52 processing mechanics and the GPR for recordkeeping questions.

GPPA Chapter 33 Change Log

1. At-a-glance chapter summary

Sources reviewed: Chapter_33_old.docx, Chapter_33_new.docx, and Summary of Changes Chapter 1 through 35 (Nell).

Summary of major changes:

- Chapter 33 was shortened from a multi-section volunteer service chapter into a concise documentation chapter focused on volunteers who do not receive Federal appointments.
- The Definitions section was removed as part of the release-wide move of definitions to Chapter 35.
- The documentation instructions were rewritten to state plainly that volunteer service is not reported to EHRI, an SF-52/50 is not used, and agencies determine how to document volunteer service.
- The prior separate sections on responding to service documentation requests and official personnel records were consolidated or removed from the chapter.

What did not change:

- Volunteers still do not receive Federal appointments for the volunteer service covered by this chapter.
- Agencies remain responsible for determining how to document volunteer service and how to respond to future documentation requests.
- Previously negotiated agency agreements with OPM regarding volunteer programs remain void.

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	Section 2 - Documentation of Volunteer Service
What changed	The chapter now states in a consolidated instruction that volunteers do not receive Federal appointments, volunteer service is not reported to EHRI, an SF-52/50 is not used to document volunteer service, and the GPPA does not apply to volunteer service documentation.
Why it changed	To remove ambiguity about whether volunteer service should be processed as a personnel action and to clearly separate volunteer service documentation from GPPA personnel action processing.
Who is affected	HR Specialists, Agency HR Policy Specialists, HR IT Systems Specialists

Action / impact	Review volunteer onboarding and documentation SOPs to ensure agencies use appropriate agency-developed documentation rather than SF-52/SF-50 personnel action processing.
------------------------	---

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	Section 2 - Written communication to volunteers
What changed	Recommended written communication language was simplified and split into Student Volunteer and Volunteer Other than Student language, including clearer statements on benefit creditability and the limited purposes for which student volunteers may be treated as Federal employees.
Why it changed	To provide clearer written notice to volunteers about the nature of their service and benefit status.
Who is affected	HR Specialists, Agency HR Policy Specialists, Staffing Specialists
Action / impact	Update volunteer service letters, templates, and onboarding materials to use the streamlined recommended language.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	Section 2 - Future service documentation
What changed	The chapter now consolidates the information agencies should include in beginning and concluding volunteer service communications, including agency/office, position title, duty location, days or hours on duty, inclusive dates, total days or hours worked, and how to request future documentation.
Why it changed	To make agency volunteer records more useful for future service documentation requests.
Who is affected	HR Specialists, Agency HR Policy Specialists
Action / impact	Review volunteer program forms and letters to ensure they collect and communicate sufficient information for later documentation requests.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Definitions section	Former Section 2	Definitions of student volunteer service and other volunteer service were removed from Chapter 33 as part of the release-wide definition consolidation.	All users	Use Chapter 35 for common definitions.	Review
Clarification only	Coverage statement	Section 1	Coverage was shortened to instructions for documenting service performed without compensation by volunteers.	All users	Scope is easier to read; the chapter remains about volunteer service documentation.	None
Clarification only	EHRI and GPPA applicability	Section 2	The chapter now states directly that volunteer service is not reported to EHRI and the GPPA does not apply to the documentation of volunteer service.	HR Specialists, HR IT Systems Specialists	No EHRI personnel action reporting should be created for volunteer service.	None

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Separate request-response section	Former Section 5	The separate section stating that agencies, not OPM or NPRC, respond to former volunteer documentation requests was removed as a standalone section and consolidated into the concluding-service communication guidance.	HR Specialists, Agency HR Policy Specialists	Ensure agency contact instructions are included in concluding volunteer communications.	Review
Removed	Official Personnel Records section	Former Section 6	The separate OPF/long-term recordkeeping section was removed from the new chapter text.	Agency HR Policy Specialists, Records Officers	Confirm agency volunteer recordkeeping practices against current records schedules and privacy requirements.	Review
Clarification only	Agency agreements	Section 3	The OPM agreement language remains but is shorter and clearer: prior agreements are void, and agencies may continue or change practices as appropriate.	Agency HR Policy Specialists	No operational change if agency practice remains compliant.	None
Clarification only	Release-wide formatting and branding	Chapter-wide	Page numbers, headers, OPM brand styling, font size, spacing, abbreviations, and acronym use were standardized for the May 2026 GPPA release.	All users	The chapter is visually cleaner and aligned with the release style.	None
Removed	Marked-up change indicators	Chapter-wide	Prior red/green text, angle brackets, asterisks, and other markup showing previous edits were removed from the release copy.	All users	Use the clean release version rather than marked draft text.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; some internal GPPA hyperlinks were removed for later tool implementation.	All users, HR IT Systems Specialists	Verify local links and Navigator references before publishing internal materials.	Review
Clarification only	Plain-language and terminology cleanup	Chapter-wide	Text was edited in plain language, most instances of Standard Form were replaced with SF, and references to the Guide were corrected to GPPA where applicable.	All users	Terminology is more consistent across chapters.	None
Removed	Definitions moved to Chapter 35	Chapter-wide	Definition sections and stand-alone definitions were removed from Chapters 1-33 where applicable and are intended to be maintained in Chapter 35.	All users	Use Chapter 35 for common definitions and the chapter for processing rules.	Review

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Review volunteer service documentation procedures and ensure SF-52/SF-50 personnel actions are not used for volunteer service.
HR IT Systems Specialist	Confirm volunteer service is not reported through EHRI personnel action flows and that no HRIS action is created for volunteer service.

Role or audience	What to review in this release
Agency HR Policy Specialist	Update volunteer program templates, onboarding letters, service completion letters, and recordkeeping guidance.
Staffing Specialist	Use the revised volunteer communication guidance when supporting student volunteer or other volunteer programs.
Payroll System Specialist	Minimal payroll impact; verify volunteer documentation is not routed as a payroll-impacting personnel action.
Chief Human Capital Officer (CHCO) Council Member	Review modernization, standardization, cross-agency consistency, and implementation planning impacts.
Senior OPM Leadership	Review strategic alignment with GPPA modernization, legal compliance, usability, and Government-wide consistency objectives.

6. Expert-only quick reference

- Volunteer service covered by Chapter 33 is not a Federal appointment and is not reported to EHRI.
- Do not use SF-52/50 to document volunteer service.
- Use agency-developed documentation such as forms or letters to document volunteer service.
- Written communications should explain benefit status and include information needed to support future service documentation requests.
- Previously negotiated OPM volunteer-program agreements are void; agencies determine their current documentation practice.

7. New-user quick guidance

- Use Chapter 33 when documenting volunteer service performed without compensation by a person who does not receive a Federal appointment.
- Do not process a personnel action for volunteer service.
- Use a written communication or agency form to tell the volunteer what the service does and does not count for.
- When the service ends, include the dates, total days or hours, and agency contact instructions for future documentation requests.

Glossary Change Log

1. At-a-glance chapter summary

Sources reviewed: Chapter_35_old.pdf, Chapter_35_new.docx, and Summary of Changes Chapter 1 through 35 (Nell).

Summary of major changes:

- Chapter 35 was transformed from the former two-column glossary chapter into a clean, alphabetized Glossary with a table of contents by letter and definitions listed under each subject heading.
- Definitions removed from Chapters 1 through 33 were consolidated into Chapter 35 so the glossary becomes the central location for common GPPA terms.
- New definitions were added for terms used elsewhere in the GPPA but not previously defined, including several action, program, and documentation terms.
- Outdated or obsolete definitions were removed or archived, and many definitions were rewritten in plain language with updated citations and acronyms.

What did not change:

- Chapter 35 remains the glossary for terms used in processing personnel actions.
- The glossary remains a reference chapter rather than a personnel action processing table.
- Many long-standing terms, such as accession, appointment, competitive service, conversion, reassignment, resignation, retirement, and transfer, remain available in the glossary.

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	Chapter-wide format and navigation
What changed	The glossary format changed from the former two-column layout to a single-topic format with definitions listed under the subject and an alphabetized table of contents at the beginning of the chapter.
Why it changed	To improve readability, accessibility, and usability, and to support digital navigation in the May 2026 release format.

Who is affected	All GPPA users, HR Specialists, Agency HR Policy Specialists, HR IT Systems Specialists
Action / impact	Update local references, screenshots, training materials, and crosswalks that point to the old two-column glossary pages.

High-impact change 2

Entry	High-impact change 2
Change type	Process change
Location	Chapter-wide definition consolidation
What changed	Definitions that were removed from Chapters 1 through 33 were consolidated into Chapter 35, making the glossary the central reference point for common GPPA definitions.
Why it changed	To eliminate duplicate definitions across chapters and create a single authoritative glossary source.
Who is affected	All GPPA users, Agency HR Policy Specialists, HR Specialists, Staffing Specialists
Action / impact	Use Chapter 35 for common term definitions and the operational chapters for processing rules. Update training materials that still define terms in individual chapters.

High-impact change 3

Entry	High-impact change 3
Change type	Process change
Location	New and expanded definitions
What changed	The revised glossary adds or expands definitions for terms used throughout the GPPA, including Appeal Rights, Appointment NTE, Appointment - Status Quo, Calendar Year, Cancellation, Change in Hours, Change in Work Schedule, Civil Penalty, College Graduate Hiring Authority, Correction, Decision, Deferred Resignation Program, DETO, New Required Action, Post-Secondary Student Hiring Authority, Retroactive Action, Volunteer Service, Work Site, and Written Warning.
Why it changed	To define terms that are used in the revised chapters and to reduce reliance on chapter-specific definition sections.
Who is affected	All GPPA users, HR Specialists, HR IT Systems Specialists, Agency HR Policy Specialists
Action / impact	Review internal glossaries, help text, Navigator labels, and training materials so new or expanded terms align with Chapter 35.

High-impact change 4

Entry	High-impact change 4
Change type	Process change
Location	Citation and acronym modernization
What changed	Definitions were modernized to use current plain-language citation style, updated acronyms, and current terminology such as GPPA, EO, FLSA, FEHB/FEGLI, and current 5 USC / 5 CFR citation formats.
Why it changed	To align the glossary with the release-wide May 2026 GPPA style and make definitions easier to apply across chapters.
Who is affected	All GPPA users, Agency HR Policy Specialists, HR IT Systems Specialists
Action / impact	Update agency glossary crosswalks, tooltips, and knowledge-base entries that use legacy citation wording or older acronym formats.

4. Other changes

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Removed	Outdated definitions	Chapter-wide	Outdated or obsolete definitions were removed or archived as part of the glossary modernization.	All users	Do not rely on glossary terms that were removed from the release copy.	Review
Removed	Two-column legacy layout	Chapter-wide	The old two-column PDF-style layout was removed and replaced with a more accessible single-topic layout.	All users	Use the new alphabetized glossary layout for navigation.	None
Clarification only	Alphabetized table of contents	Beginning of chapter	A letter-based contents list was added for A through W to improve navigation.	All users	Terms can be located more quickly.	None
Clarification only	Armed Forces definition	A section	The Armed Forces definition was updated to include Space Force.	HR Specialists, Staffing Specialists	Use the updated definition when applying uniformed-service references.	Review
Clarification only	AUO term presentation	A section	AUO was expanded as Administratively Uncontrollable Overtime (AUO), with cleaner plain-language definition text.	HR Specialists, Payroll System Specialists	Terminology is clearer; update local glossaries if needed.	Review
Clarification only	Action-type definitions	C and N sections	Definitions such as Cancellation, Correction, Decision, Newly Required Action, and Retroactive Action were added or expanded to support Chapter 32 terminology.	HR Specialists, Agency HR Policy Specialists	Use Chapter 35 as the common reference for these terms.	Review
Clarification only	Work schedule and work site definitions	C and W sections	Definitions for Change in Hours, Change in Work Schedule, Work Schedule, and Work Site were added or modernized to support Chapters 23 and 24.	HR Specialists, Staffing Specialists, Payroll System Specialists	Use consistent terminology across duty-station and work-schedule guidance.	Review
Clarification only	Program and hiring terms	C, D, and P sections	Definitions such as College Graduate Hiring Authority, Deferred Resignation Program, DETO, and Post-Secondary Student Hiring Authority were added or updated.	HR Specialists, Staffing Specialists, Agency HR Policy Specialists	Update onboarding and staffing reference materials as needed.	Review
Clarification only	Release-wide formatting and branding	Chapter-wide	Page numbers, headers, OPM brand styling, font size, spacing, abbreviations, and acronym use were standardized for the May 2026 GPPA release.	All users	The chapter is visually cleaner and aligned with the release style.	None
Removed	Marked-up change indicators	Chapter-wide	Prior red/green text, angle brackets, asterisks, and other markup showing previous edits were removed from the release copy.	All users	Use the clean release version rather than marked draft text.	None
Clarification only	Hyperlinks and cross-references	Chapter-wide	Hyperlinks were incorporated, removed, or updated; some internal GPPA hyperlinks were removed for later tool implementation.	All users, HR IT Systems Specialists	Verify local links and Navigator references before publishing internal materials.	Review

Type	Topic	Location	What changed	Who is affected	What this means for you	Action
Clarification only	Plain-language and terminology cleanup	Chapter-wide	Text was edited in plain language, most instances of Standard Form were replaced with SF, and references to the Guide were corrected to GPPA where applicable.	All users	Terminology is more consistent across chapters.	None

5. Role-based impact summary

Role or audience	What to review in this release
HR Specialist	Use the revised Glossary as the central term reference and update local desk guides that still cite individual chapter definitions.
HR IT Systems Specialist	Update Navigator/help text/tooltips to reflect new and revised glossary terms and the new alphabetized layout.
Agency HR Policy Specialist	Review agency glossaries, training materials, and SOPs for alignment with Chapter 35 definitions and removed obsolete terms.
Staffing Specialist	Review updated definitions for appointment, hiring authority, status, service, preference, and work schedule terms.
Payroll System Specialist	Review definitions that support pay, premiums, FEHB/FEGLI, SCD, WGI/WRI, retirement, and work schedule terminology.
Chief Human Capital Officer (CHCO) Council Member	Review modernization, standardization, cross-agency consistency, and implementation planning impacts.
Senior OPM Leadership	Review strategic alignment with GPPA modernization, legal compliance, usability, and Government-wide consistency objectives.

6. Expert-only quick reference

- Use Chapter 35 as the central glossary for GPPA terminology after release-wide definition consolidation.
- The old two-column glossary format has been replaced by alphabetic sections and subject-based definitions.
- New or expanded terms include Cancellation, Correction, Decision, Newly Required Action, Retroactive Action, Civil Penalty, Written Warning, DETO, Deferred Resignation Program, Volunteer Service, Work Site, and Work Schedule.
- Definitions that were obsolete or no longer aligned with the revised GPPA were removed or archived.
- Cross-chapter training materials should point to Chapter 35 for definitions rather than duplicating definitions in individual chapters.

7. New-user quick guidance

- Use the alphabetized contents at the beginning of the glossary to find a term quickly.
- When another GPPA chapter uses a term but does not define it, check Chapter 35 first.
- Use the processing chapter for action rules and Chapter 35 for common meanings.
- Do not rely on old page numbers or the former two-column glossary layout.