

# Processing Personnel Actions in Federal HR

Course Number: 4943

Length: 2 Days

Primary Delivery Method: Instructor-led online (synchronous)

Alternative Delivery Methods: Instructor-led live classroom

## Course Description

Gain the essential skills needed to accurately and efficiently manage personnel actions in the federal government. You'll build proficiency to accurately process, route, review, and finalize personnel actions by exploring everything from the legal foundation and key regulations to real-world workflows. Through practical scenarios and detailed guidance, you will learn to handle complex actions, mitigate compliance risks, and avoid costly errors.

## Intended Audience

Federal HR professionals seeking a strong foundation in initiating and processing personnel actions will benefit from this course, especially those looking to ensure accuracy and reduce errors.

## Course Learning Objectives

- Apply understanding of personnel actions in the federal government and reference the OPM *Guide to Processing Federal Personnel Actions (GPPA)*
- Identify key types of personnel actions and their components
- Process and route federal personnel actions accurately
- Maintain compliance and apply best practices throughout the federal personnel action process

## Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

## Course Schedule

DAY ONE	
MORNING	Module 1: Introduction to Federal Personnel Actions
LUNCH	

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AFTERNOON	Module 2: Personnel Actions and Their Components
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DAY TWO	
MORNING	Module 3: Processing Personnel Actions
LUNCH	
AFTERNOON	Module 4: Maintaining Compliance and Using Best Practices

## Learning Methods

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Individual, small-group, and large-group exercises; lecture; discussion; scenario-based activities

## Credits

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### National Association of State Boards of Accountancy (NASBA)

- Field of Study: Personnel/Human Resources
- Level: Basic
- CPEs: 16

### Professional Development Units (PDUs)

- Credits: 14

### Continuous Learning Points (CLPs)

- Credits: 16

## Management Concepts Certificate Program Relationship

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This is an elective course in the following program(s):

- [Human Resources Certificate Program](#)

## Prerequisites

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### Suggested

- [Introduction to Federal Human Resources \(HR\)](#)

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- [Federal Human Resources \(HR\) Functions](#)
- [Exceptional Customer Service in Federal HR](#)

## Prework

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There is no prework required for this course.

## Requirements for Successful Completion

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Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

## Follow-On Resources

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- [Federal Employee Benefits](#)
- [Federal Talent Acquisition](#)
- [Employee Relations](#)

# Processing Personnel Actions in Federal HR

## Ready to Enroll?



See the most recent course information and scheduled classes at this link:  
<https://www.managementconcepts.com/course/id/4943>



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