

Frequently Asked Questions

Course Title: Processing Personnel Actions in Federal HR

Course #: 4943

Duration: 2 Days

Delivery Method: Instructor-led online (synchronous)

Alternative Delivery Methods: Instructor-led live classroom

1. What business or organizational need does this course address?

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.

2. Who should attend?

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.

3. What will I learn how to do in this course?

- 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

4. What kinds of activities are included in this course?

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

5. Are there prerequisites for this course?

Suggested:

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

Frequently Asked Questions

6. Do I have to complete any prework for the course?

There is no prework required for this course.

7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

8. Does this course count for credit toward a Management Concepts Certificate Program?

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

- [Human Resources Certificate Program](#)

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 16

NASBA Field of Study: Personnel/Human Resources

NASBA Level: Basic

CEUs: 1.3

PDUs: 14

CLPs: 16

10. What course(s) do you recommend after I complete this course?

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

11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).