

# U.S. OFFICE OF PERSONNEL MANAGEMENT OPERATING MANUAL, UPDATE

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Washington, DC 20433

February 1, 2009

## The Guide to Processing Personnel Actions

Update #9

### \*\*\*SPECIAL NOTE TO SUBSCRIBERS\*\*\*

By memorandum dated January 16, 2009, OPM Director Michael Vugler notified Heads of Executive Departments and Agencies of a Department of Justice, Office of Legal Counsel (OLC) opinion dated October 16, 2007, regarding the use of annual leave for certain employees (see <http://www.opm.gov/insourcing/olc070902080909.asp>). <http://www.opm.gov/insourcing/olc070902080909.asp> provided guidance to agencies on implementing the OLC opinion. As well, the Guide to Processing Personnel Actions being revised accordingly via this Update. Implementing agencies are responsible for processing appropriate personnel actions in this regard for current employees and for former employees no longer paid but being retired or separated from Federal service.

**Subject:** Directories to the OPM Human Capital Office that is assigned to your agency or send inquiries to [hr@opm.gov](mailto:hr@opm.gov).

### \*\*\*NOTE\*\*\*

This Guide and its Updates are available for downloading on our web site ([www.opm.gov/foia/olc070902080909.asp](http://www.opm.gov/foia/olc070902080909.asp)). In lieu of contacting OPM, agency representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive updates electronically. As we previously advised in Update #8, individual pages of chapters being revised no longer show the effective date as a footnote.

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**Disclaimer:** Operating Manual, 5010-108-0001, 5010-108-0002, 5010-108-0003, 5010-108-0004, 5010-108-0005, 5010-108-0006, 5010-108-0007, 5010-108-0008, 5010-108-0009, 5010-108-0010, 5010-108-0011, 5010-108-0012, 5010-108-0013, 5010-108-0014, 5010-108-0015, 5010-108-0016, 5010-108-0017, 5010-108-0018, 5010-108-0019, 5010-108-0020, 5010-108-0021, 5010-108-0022, 5010-108-0023, 5010-108-0024, 5010-108-0025, 5010-108-0026, 5010-108-0027, 5010-108-0028, 5010-108-0029, 5010-108-0030, 5010-108-0031, 5010-108-0032, 5010-108-0033, 5010-108-0034, 5010-108-0035, 5010-108-0036, 5010-108-0037, 5010-108-0038, 5010-108-0039, 5010-108-0040, 5010-108-0041, 5010-108-0042, 5010-108-0043, 5010-108-0044, 5010-108-0045, 5010-108-0046, 5010-108-0047, 5010-108-0048, 5010-108-0049, 5010-108-0050, 5010-108-0051, 5010-108-0052, 5010-108-0053, 5010-108-0054, 5010-108-0055, 5010-108-0056, 5010-108-0057, 5010-108-0058, 5010-108-0059, 5010-108-0060, 5010-108-0061, 5010-108-0062, 5010-108-0063, 5010-108-0064, 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# Office Of Personnel Management Operating Manual

**United States. Office of Personnel  
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## **Office Of Personnel Management Operating Manual:**

The Guide to Processing Personnel Actions United States. Office of Personnel Management,1995    The Guide to Processing Personnel Actions ,1995    **Qualification Standards Handbook for General Schedule Positions** United States. Office of Personnel Management,1993    **Operating Manual** United States. Office of Personnel Management,1994    *The Guide to Personnel Recordkeeping* ,1994    *Federal Personnel Manual* ,1991    **Notice and Posting System** ,2003    **Decisions of the Federal Labor Relations Authority** United States. Federal Labor Relations Authority,1996    Hoang V. United States Office of Personnel Management ,1987    *Monthly Catalogue, United States Public Documents* ,1995    **Operating Manual** United States. Office of Personnel Management,1994    *Federal Register* ,1996    **Basic Federal Personnel Manual** United States. Federal Personnel Manual System,1988    *The Guide to Processing Personnel Actions* United States. Office of Personnel Management,1994    **The Guide to Processing Personnel Actions** United States. Federal Personnel Manual System,1992    **Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriations for 1990** United States. Congress. House. Committee on Appropriations. Subcommittee on the Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies,1989    *Operating Manual, Qualification Standards for General Schedule Positions* ,1999    **Langster V. Department of Health and Human Services** ,1982    *Index to Information* ,1981    Operating Manual United States. Office of Personnel Management,1996

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## **Office Of Personnel Management Operating Manual Introduction**

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