

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

Washington, DC 20415

February 1, 2009

The Guide to Processing Personnel Actions.

Update #9

SPECIAL NOTE TO SUBSCRIBERS

By memorandum dated January 16, 2009, OPM Director Michael Hager notified Heads of Executive Departments and Agencies of a Department of Justice, Office of Legal Counsel ("OLC") opinion dated October 16, 2007, regarding the rules of removal of removal letters for certain employees hired while on contract leave pending retirement from the uniformed services. An attachment to this memorandum (<http://www.opm.gov/policydocuments/2009/2009-07-Attachment9.pdf>) provided guidance to agencies on implementing the OLC opinion. As such, this Guide to Processing Personnel Actions is being updated accordingly via this Update. Employing agencies are responsible for processing appropriate personnel actions in this regard for current employees and for former employees no longer paid but have retired or separated from Federal service.

Required: Check-in with the OPM Human Capital Office that is assigned to your agency or send inquiries to customers@opm.gov.

NOTE

This Guide and its Updates are available for viewing/printing on our web site www.opm.gov/policydocuments/personnel.htm. 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 #7, individual pages of chapters being revised no longer show the effective date as a footnote.

Office Of Personnel Management Operating Manual

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Report Hawaii. Department of Personnel Services,1960 The Guide to Processing Personnel Actions United States. Office of Personnel Management,1994 *What's New in Personnel?* ,1949 **Complete Handbook of Operational and Management Auditing** William T. Thornhill,1981 **United States Code Service** United States,1994

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