

3 FAM 2340 PERSONNEL ACTIONS

(TL:PER-376; 12-15-1999)

3 FAM 2341 TYPES OF PERSONNEL ACTIONS

(TL:PER-376; 12-15-1999)

(State Only)

(Applies to Foreign Service & Civil Service Employees)

Personnel actions are divided into six groups (see OPM Operating Manual: *Guide to Processing Personnel Actions*):

- (1) Appointments, which bring persons into the Department;
- (2) Conversions, which change the type of appointment the employee is serving under;
- (3) Changes, which alter the working status of employees of the Department;
- (4) Separations, which result in removal from the Department's rolls;
- (5) Corrections, used when information is erroneously shown, incomplete, or omitted on a previously executed personnel action; and
- (6) Cancellations, used when the Department determines that an action was unwarranted, illegal, or erroneous.

3 FAM 2342 INITIATION OF PERSONNEL ACTIONS

3 FAM 2342.1 Civil Service Employees

(TL:PER-265; 6-5-95)

(State Only)

(Applies to Civil Service Employees Only)

a. The gaining executive or administrative office initiates requests for personnel action on persons who will be or are under the bureau's jurisdiction. This includes, but is not limited to, the following actions: appointments, conversions, corrections, cancellations, reassignments, promotions, change to lower grade, leave without pay, name change, separations, quality increase, mass transfers or realignment, etc.

b. The Office of Civil Service Personnel (PER/CSP) may initiate actions for reduction-in-force and for cases specifically authorized by the Under Secretary for Management (M).

3 FAM 2342.2 Foreign Service Employees

(TL:PER-265; 6-5-95)

(State Only)

(Applies to Foreign Service Employees Only)

The Office of Career Development and Assignments (PER/CDA) initiates requests for personnel action on career, career candidates, limited noncareer foreign service members and presidential appointees. This includes, but is not limited to, appointments, conversions to appointments, reassignments, leave without pay, change in skill codes, service computation dates, tenure, FEGLI, etc.

3 FAM 2342.3 Within Grade Increases

(TL:PER-265; 6-5-95)

(State Only)

(Applies to Foreign Service & Civil Service Employees)

Regular within-grade increases are processed using the batch method by the Information Management Division, Executive Office, Bureau of Personnel (PER/EX/IM).

3 FAM 2343 ISSUANCE AND DISTRIBUTION OF FORM

(TL:PER-376; 12-15-1999)

(State Only)

(Applies to Foreign Service & Civil Service Employees)

The Form SF-50, Notification of Personnel Action, is issued by PER/EX/IM from the Form SF-52, Request for Personnel Action, using the Global Employment Management System (GEMS). Copies of Form SF-50 are distributed as appropriate.

3 FAM 2344 PROCEDURES AND GUIDELINES

(TL:PER-265; 6-5-95)

(State Only)

(Applies to Foreign Service & Civil Service Employees)

Procedures are published in 3 FAH-1 H-2340.

3 FAM 2345 THROUGH 2349 UNASSIGNED