Welcome to FPPS Servicing Personnel Office Training

December 2003

Class Information

Instructor: Don Garcia

Class Times: Day 1 (8:30 - 4:00)

Day 2 (8:30 - 4:00)

Lunch (11:30 – 12:30)

Course Objectives

At the completion of this course, students should be able to:

- Process and complete an action in FPPS
- Track an employee's actions
- View an employee's history
- Process non-SF50 transactions

This course was designed for the user with little or no experience using the FPPS System

Introductions

- Your Name
- Where Do You Work?
- FPPS/HR Experience?

Course Information

- Student Materials
- Instructor Demonstration
- Student Practice
- Training database simulates production
- Effective Dates

NBC CLIENT AGENCIES IN EACH PAY PROCESSING GROUP
AS OF SEPTEMBER 24, 2003

Pay Processing Group 1 (Calculates first Wednesday of pay period):
Advisory Council on Historic Preservation (HP)
African Development Foundation (AN)
Commission of Fine Arts (CF)
Department of the Interior (IN)
Department of Education (ED)
Executive Residence/White House (EX)
Federal Labor Relations Authority (AU)
Harry S. Truman Scholarship Foundation (HT)
Inter-American Foundation (IF)
James Madison Memorial Fellowship Foundation (BK)
National Commission of Libraries & Information Science (CX)
National Education Goals Panel (CG)
National Education Standards and Improvement Council (CS)
Presidio Trust (GJ)
Selective Service System (SS)
U.S. Holocaust Memorial Council (HD)
Utah Reclamation Mitigation Conservation Commission (UT)

Pay Processing Group 2 (Calculates first Tuesday of pay period):
Arctic Research Commission (ARC)
Chemical Safety and Hazard Investigation Board (FJ)
Consumer Product Safety Commission (SK)
Equal Employment Opportunity Commission (EE)
Federal Trade Commission (FT)
International Trade Commission (TC)
National Labor Relations Board (NL)
National Transportation Safety Board (TB)
Office of Navajo and Hopi Indian Relocation (RE)
Overseas Private Investment Corporation (AM)
Pension Benefit Guaranty Corporation (BG)
Securities and Exchange Commission (SE)
Trade and Development Agency (EW)
Valles Caldera Trust (VCT)

Pay Processing Group 3 (Calculates first Tuesday of pay period):
Social Security Administration (SZ)

Requesting Assistance

- **FPPS Helpdesk**

(303) 969-5500 M-F 6:30am - 5:30pm MT

- **FPPS Dictionary**
  - **www.nbc.gov**
  - **From the Customers Express area, select FPPS**

FPPS Documentation

- FPPS documentation is online
- FPPS does not update manuals
- Internet Explorer or Netscape

FPPS Screen Information

Color	Indicates	Example
Gray	Protected data; cannot be changed	Request Number: 01 0525390
White	Required data	SF50 Signature Code:
Violet	Optional data	Reading Proficiency:
Red	Missing or invalid data	SF50 Signature Date: / /

FPPS Screen Information

Function keys	Or . . .	Used to . . .
F1	Help|Contents	Access help about the system.
Shift+F1	Help|Window Help	Access help about the current window.
Ctrl+F1	Help|What's This	Access help about the field in which to cursor currently resides.
Enter key	OK	Go forward to the next logical screens or window.
F3	Cancel	Go back to the beginning of a process.
Enter key	Next	Go forward one screen in a sequence of screens.
F10	Back	Go back one screen in a sequence of screens.
F12		Exit the system.

FPPS Screen Information

- Not case sensitive
- Table driven and command driven
- Online system: Today or past effective date will update immediately. Edits displayed immediately.
- E-mail Notifications
- Continue using Guide to Processing Personnel Actions

FPPS Information

- Relational Edits: System and CPDF edits that are related to more than one field (e.g., If pay Plan=ES, then BUS code must = 8888).

- Several ways to run relational edits: F9, Sign, Action code z (signs/edits).

- Validity Edits: Edits on one field and processed on the screen you're on.

- Reminder: Make system work for you.

System Security

- The Security Point of Contact (SPOC) for your agency has the responsibility for establishing and/or changing your range of authority in FPPS
- Contact your SPOC to reset passwords
- Users will only be able to access records within their range of authority as defined by your supervisor

Student Logon & Password

- Use class assigned User ID: ppskjxx
- Your class assigned Password is: den22nbc
- If you get "REVOKED", tell the instructor

Username: ppskjXX

Password: den22nbc

FPPS Requirements

SNIN	Initiate SF52's
↓	Corrections/Cancellations (CRCN)
PROC	Process SF52
↓	Run Relational Edits
↓	Highlighted actions indicate they've been released (RLUP) with a future effective date
LGAP	SF52 Approval
↓	Must have electronic signature before released for update (RLUP)
RLUP	Release for Update. You should
↓	Print SF50 before releasing to update
SPPR	Mass Print: Print SF50's. Highlighted actions indicate they've not been released in RLUP

Standard Form 52
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A – Requesting Office *(Also complete Part B, Items 1, 7-22, 32, 33, 38 and 39.)*

1. Actions Requested

2. Request Number

3. For Additional Information Call *(Name and Telephone Number)*

4. Proposed Effective Date

5. Action Requested By *(Typed Name, Title, Signature, and Request Date)*

REQ

6. Action Authorized By *(Typed Name, Title, Signature, and Concurrence Date)*

AUT

PART B – For Preparation of SF 50 *(Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)*

1. Name *(Last, First, Middle)*

2. Social Security Number

3. Date of Birth

4. Effective Date

FIRST ACTION

5-A. Code | 5-B. Nature of Action

5-C. Code | 5-D. Legal Authority

5-E. Code | 5-F. Legal Authority

SECOND ACTION

6-A. Code | 6-B. Nature of Action

6-C. Code | 6-D. Legal Authority

6-E. Code | 6-F. Legal Authority

7. FROM: Position Title and Number

8. Pay Plan | 9. Occ. Code | 10. Grade or Level | 11. Step or Rate | 12. Total Salary | 13. Pay Basis

12A. Basic Pay | 12B. Locality Adj. | 12C. Adj. Basic Pay | 12D. Other Pay

14. Name and Location of Position's Organization

15. TO: Position Title and Number

16. Pay Plan | 17. Occ. Code | 18. Grade or Level | 19. Step or Rate | 20. Total Salary/Award | 21. Pay Basis

20A. Basic Pay | 20B. Locality Adj. | 20C. Adj. Basic Pay | 20D. Other Pay

22. Name and Location of Position's Organization

EMPLOYEE DATA

23. Veterans Preference
1 – None
2 – 5-Point
3 – 10-Point/Disability
4 – 10-Point/Compensable
5 – 10-Point/Other
6 – 10-Point/Compensable/30%

24. Tenure
0 – None
1 – Permanent
2 – Conditional
3 – Indefinite

25. Agency Use

26. Veterans Preference for RIF
YES NO

27. FEGLI

28. Annuitant Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied
1 – Competitive Service
2 – Excepted Service
3 – SES General
4 – SES Career Reserved

35. FLSA Category
E – Exempt
N – Nonexempt

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station *(City – County – State or Overseas Location)*

40. Agency Data | 41. | 42. | 43. | 44.

45. Educational Level | 46. Year Degree Attained | 47. Academic Discipline | 48. Functional Class | 49. Citizenship (1 – USA, 8 – Other) | 50. Veterans Status | 51. Supervisory Status

PART C – Reviews and Approvals *(Not to be used by requesting office.)*

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.	CON SC1		D.	CON SC1	
B.	CON SC1		E.	CON SC1	
C.	CON SC1		F.	CON SC1	

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature SC2

Approval Date

CONTINUED ON REVERSE SIDE

52-119

OVER

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6239

Position Codes

From Action Codes :

- **A (Abolish Existing Position)** Places position on Abolished Positions Listing. Reestablish position in PNCG
- **F (Freeze Position)** Places position on Frozen Positions List. Unfreeze position in PNCG
- **R (Retain Position)** Places position on Vacant Position Listing

Position Codes

To Action Codes :

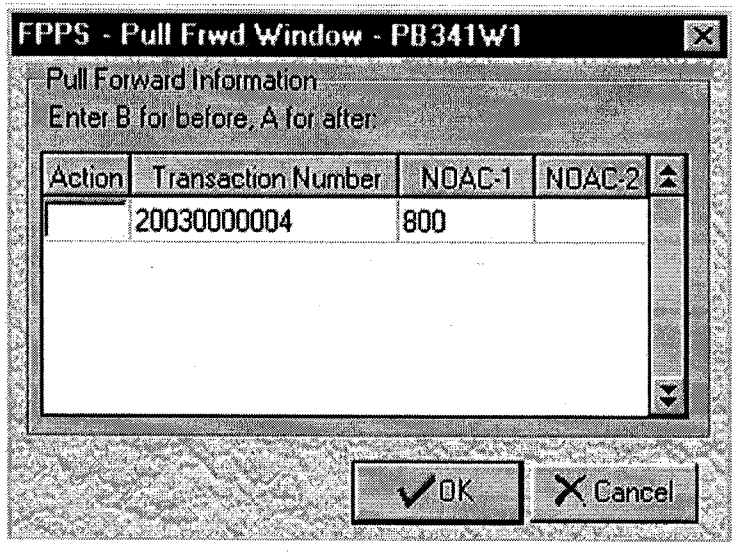
- **O (Redescribe/Fill)** Used when Position # is not changing or when employee is placed in vacant position #.
- **C (Review/Audit/Amendment)**
- **E (Establish New Position)**
- **I (Establish Identical Position)**
- **B (Reestablish Old Position)** Used to activate an Abolished Position
- **V (Request Vacant Position Listing)**

SF50 Remarks & Inserts Screen

- All Remark Codes are in Tables (TBLS) SF50 Remarks/Inserts

- Use Remark Code ***ZZZ*** to continue text to the next line or to enter a remark without a code

Pull Forward Window: The actions in the window are sequenced in the order they appear. Do you want the action you're currently working on to be sequenced Before or After these actions:



Change Employee NON-SF50 Data (ENCG)

- Actions are not in **TRACK SF52/50**
- Actions do not create an **SF50**
- Fields that can be changed are violet
- Retroactive changes DO NOT correct COMPLETED actions (they do not ripple). However, a window will advise you to initiate the same transaction for each effective date in order to carry the change through

Employee and Position Views

- **Employee Data with History (EHVW)**
  Provides user with how data looked based on an effective date (Snapshot of an employee's history based on an effective date)

- **Position Data with History (PHVW)**
  Provides "Position Classification" or "Position SF50 and Miscellaneous Data" on position numbers

Change Position Information (PNCG)

- You can update immediately unless it's **SF50 related**
- **Establish** New or Identical Position Number
- **Freeze** or **Unfreeze** a Position Number: Freeze places the position on a Frozen Positions List
- **Abolish** or **Reestablish Abolished** Position Number: Abolish places the position on an Abolished Positions List
- **Delete** a Position Number
- **Redescribe** a Position Number

Hold Notification Steps

Reason to use 'Hold' feature: You intend to hold the action until a future date for further notification to continue processing.

PROC	Process SF52 (use action code "H")
↓	
HOLD	Hold Notification: Any user who touched the action receives a notification
↓	
RLSE	Release Held Actions. Any user with access to the SSN can release
↓	
PROC	Process SF52: Continue processing

Stop Notification Steps

Reason to use the 'stop' feature: You don't intend to continue processing action, but you don't want to delete the action from the system.

PROC Process SF52 (use action code "N")

STVW Stop Notifications: Any user who touched the action receives a stop notification

REAC Reactivate stopped SF52's. Any user with access to the SSN can reactivate

PROC Process SF52: Continue processing

Forward SF52s

- A forwarding list displays the names of system users to whom you may send an SF52 transaction.

- If you do not see the name of the person to whom you wish to send an SF52 transaction, click the **Default Forwarding List** button. A list of additional names will appear.

- You may also send one or more SF52 courtesy copies to anyone listed on the forwarding list.

Reassign SF52s

FPPS provides the capability to reassign SF52 transactions, within-grade increase (WGI) notifications, and probationary notices. To reassign from one user to another, both must be in the same office and have the same data access authority.

Three screens will display:
(1) Highlight the name of the person to reassign **FROM**
(2) Highlight the name of the person to reassign **TO**
(3) Select one or more SF52s, WGI notifications, or probationary notices to be reassigned.

Note: The user selected in the **TO** screen may access the reassigned item(s) using the CHNG command (for RO SF52's), the PROC command (for SPO SF52's), WGSG command (for WGI notifications), or PBSG command (for probationary notices).

Track SF52s

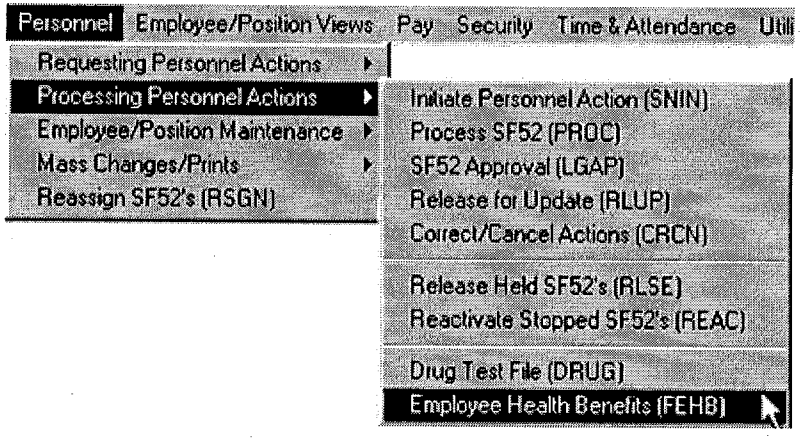
FPPS provides the capability to obtain the status/history of an SF52 transaction and/or view the screens associated with a transaction.

The status/history displays the complete history of a transaction from initiation to completion. For example, you will see:

- The name of the user who initiated the transaction
- All individuals who signed the transaction
- Whether the transaction was placed on hold (or stopped) and the reason why
- How long it remained in each user's possession, and
- The date the transaction was completed.

Federal Employee Health Benefits

Effective October 1, 2002, FPPS contains an online process in which to establish and maintain employee health benefits enrollment, SF2809 and SF2810.



Federal Employee Health Benefits

Significant issues about this online process:

- The automated Federal Employees Health Benefits process became functional 10/01/02.
- Effective dates can be entered as far back as necessary.
- The employee's health benefits code reverts to ZZY when transactions terminate or cancel benefits. When cancelling benefits outside Open Season, the FEHB Event Code and Event Date are required if the pre-tax indicator is Y.
- If you receive the error: **FHB009 FEHB SCREENS NOT AVAILABLE FOR THIS EMPLOYEE. VIEW HB PLAN IN EHVW,** no changes have been made since 10/01/02 when the automated process became available.
- When using Initiate SF52 transactions (SPO) or Process SF52 transactions (SPO), if you change (or initiate) any health benefit code other than Z--, an edit will be generated directing you to use the Employee Health Benefits process.
- In the Mass change for other employee information process, the option for health benefit plan has been removed from the menu. As of October 1, 2002, you can no longer do mass changes to health benefits codes.
- FEHB requires a new type of security file for query purposes. Only User IDs that have been given access will be able to query the new FPPS-FEHB-File in Super Natural. In a future release this file will become available in the Datamart (Brio).
- Initially, with FPPS Release 2.07 (October 1, 2002), FPPS loaded user IDs provided by User Group representatives for each department/bureau. Currently, it is the responsibility of each security administrator to submit an ASC-14 change request (through the DSAF process) with instructions to add the user to a special FEHB group.

Mass Change (SF50)

Use the Mass to change one or more SSN's affected by the same NOAC, Effective Date, LAC, and Remark Codes

Different Rules Apply:

- Effective Date Restrictions: Must be **Today** or **Future Effective Date** (Exception: FWS Adjustments allow past Effective Dates)
- Do not need to run Relational Edits
- Cannot print SF50's or Exception List until the Effective Date is met
- Process 25 SSN's and update immediately. Otherwise, 26 or more SSN's are processed overnight in batch process
- **Exception List**: Can replace individual SF50's and is allowed for certain NOAC's.

Mass Change Steps

MASS	Initiate Mass Change
PROC	Change mass change. Not required to run relational edits
LGAP	SF52 Approval (all SF52's)
RLUP	Release for Update. Cannot print until Effective Date is met. May receive errors
SPPR	Print SF50's/Exception List/Mass Error List

Mass Change Other Employee Information (NON-SF50 DATA)

- Actions are displayed in Track SF52 (TRAC)
- 25 SSN's complete immediately. Twenty-six or more SSN's go through batch process overnight
- Cannot save these actions in Process SF52 (PROC)
- Restricts the effective date: use current date and future date. However, Health Plan and Rating of Record allows past effective dates

Print SF50s/Exception Lists

- FPPS provides the capability to print SF50s and SF50 exception lists in the **Mass Print of Personnel Items (SPPR)** process

- Three copies of each SF50 or SF50 exception list will be printed

- SF50s may be printed up to 2 weeks after the completion date of the transaction (i.e., when it was released to update)

- Individual SF50s may also be printed using the RLUP command.

Mass Change Error List

- Mass change transactions and non SF50-related mass changes that drop out of their normal processes for some reason are displayed on a list for your review.

- Examine the items on the list. Use the PROC command to access transactions that failed CPDF edits or that require the ripple process.

Mass Change Error List

- Mass change transactions and non SF50-related mass changes that drop out of their normal processes for some reason are displayed on a list for your review.

- Examine the items on the list. Use the PROC command to access transactions that failed CPDF edits or that require the ripple process.

WGI OPTIONAL NOTIFICATION STEPS

SPO

WGI Notifications are placed in SPO based on POI/SPO codes. Need special route paths

↓

SPPR

Mass Print: Select **WGI NOTIFICATIONS**

SPO forwards notification to RO

SPO can view/print notification at anytime

↓

RO/SPO/MANAGER

↓

WGSG

Sign Within Grade Certification: Forward or Sign/Forward

↓

TRPW

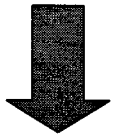
Track WGI Notifications

WGI Detailed Information

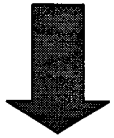
- WGI notifications are generated 7 pay periods prior to the projected WGI date
- The FPPS generates the 893 when the combination of WGI weeks in pay status, DLEI, and LWOP WGI Hour requirements are reached. If there are any questions, users should verify these fields in EHVW. Correct these fields in ENCG.
- If the WGI notification is denied, the FPPS generates NOAC 888 (DENIAL OF WGI) in Mass Print (SPPR)
- For an 893 due the first day of a pay period, FPPS generates it the day after paycalc
- WGI notifications can be reassigned in RSGN (Users must be in the same office and have the same data access)
- WGI notifications disappear when FPPS generates the 893
- WGI notifications can be deleted in Mass Print (SPPR)

PROBATIONARY NOTICE STEPS

SPO Need Route Paths

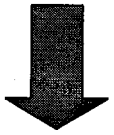


SPPR Mass Print: Select **Probationary Notices**



SPO Forwards Probationary Notice to RO

RO/SPO/MANAGER



PBSG Sign Probationary Notices: Forward or Sign/Forward

- **Probationary notices can be reassigned in RSGN to persons with the same office, same data access**
- **Probationary notices are generated 90 days prior to Probationary End Date**
- **The Probationary Notice is deleted from SPPR 14 days after the Probationary End Date**

Generated SF52 Transactions

Based on prior SF52 transactions, system-generated ticklers will cause SF52 transactions to be generated for the following natures of action (NOAs):

NOAC	NOA Narrative
280	Placement in pay status
292	Return to duty
355	Termination - expiration of appointment
430	Placement in nonpay status
500	Conversion to career appointment
501	Conversion to career conditional appointment
713	Change to lower grade
866	Termination of grade retention
880	Change in data element
914	Termination of temporary assignment
921	Termination of detail

TICKLER COMMANDS

***Tickler*: A reminder of a future event that will occur on a date for a specific employee. Ticklers can be user initiated or system generated.**

TKIN	Initiate tickler
↓	
TKCG	Change or Add a tickler
↓	
TMVW	Tickler View: View all ticklers alphabetically by Tickler Title Code
↓	
SPPR	Select **Tickler Messages**
	Review current ticklers. Delete old ticklers

Ripple Process

For correction/cancellation or retroactive transactions processed within FPPS history there is a potential affect on subsequent transactions with later effective dates that have updated the system. When these types of transactions have been released for update the system will advise you of the 'ripple' effect that may occur on the future-dated transactions. Follow system prompts to decide how to proceed with subsequent transactions with later effective dates.

For correction/cancellation or retroactive transactions processed outside of FPPS history you will be able to initiate a transaction (CRCN or SNIN command) to produce an SF50. Depending on the circumstances, you may need to correct the converted record in FPPS.

FPPS staff published a message-of-the-day on September 28, 2001 providing details and examples of the ripple process.

Correct/Cancel SF52 Transactions

FPPS provides the capability to correct or cancel SF52 transactions (NOACs 002 and 001) that have already updated the system, whether within history or outside of history.

Conversion to FPPS

At the time of conversion to FPPS each employee's master record and latest SF50 transaction are converted to FPPS. There is *no* online history available prior to that date.

Correct/Cancel SF52 Transactions

At the time of conversion to FPPS, the nature of action code (NOAC) associated with each employee's latest transaction was *not* captured. Instead, each transaction was assigned a NOAC 900. You may view the converted transactions in SF52 Tracking. The converted transactions are completed transactions with request numbers that begin with calendar year number **51** for most agencies (**40** for SEC and **60** for SSA).

Correcting the converted record - If you need to correct the employee's converted transaction (900 NOAC), the system will prompt you to identify the actual NOAC, table, and rule number of the transaction being corrected.

Canceling the converted record - You will not be able to cancel the converted record (900 NOAC). Instead, you will need to process a cancellation using outside history to document the SF50 and then process a correction to the converted record to update the master record. If the record should never have been converted, you will need to initiate an SF52 transaction (SNIN command) for a 999 Administrative Separation NOAC.

Correct/Cancel SF52 Transactions

Correcting SSN and DOB

For SSN and DOB corrections, the system will display the latest employee transaction only. When the transaction updates the database, all previous transactions (within history) will automatically be corrected. There will be only one SF50 produced.

Correct/Cancel SF52 Transactions

Cancellations - Appointments or Separations
Any transaction within history (*except* the converted transaction) may be cancelled. However, there are unique conditions associated with canceling appointment or separation transactions.

Appointments - If you cancel an appointment transaction, when the transaction is released for update the system will advise you that all transactions with effective dates following the appointment will also be cancelled. You will be able to decide whether to proceed with canceling the affected transactions.

Separations - If you cancel a separation transaction, the only kinds of transactions that may have effective dates following the separation are appointments or awards. When the transaction is released for update you will be able to cancel any appointments or awards that have effective dates following the effective date of the separation transaction.

Correct/Cancel SF52 Transactions

Correcting Transactions Within History

For most kinds of corrections within history , all transactions for the employee will be listed in effective date order. After you have made the correction to the selected transaction, other transactions on the list may also require correction. When the transaction is released for update the affected transactions will be available for correction.

Once the first correction has been released, the next transaction and any subsequent transactions selected will automatically update with the same remark and corrected data as the original correction.

Correct/Cancel SF52 Transactions

Maintenance Transactions

Maintenance transactions are those that have been created with the ENCG command or, in some cases, the PNCG command affecting non SF50-related data. When a correction transaction is released for update the system will advise you that maintenance transactions with effective dates following the effective date of the correction transaction up to the next SF50-related transaction will be corrected, provided that you answered "Yes" to ripple the data.

Outside FPPS History Transactions

Correcting transactions outside of history
Correcting transactions outside of history is the equivalent of 'typing' an SF50. When you access the screens to process the transaction, no personal data is brought forward. You will be able to enter whatever information needs to be displayed on the SF50. However, if the organization code exists on the organization code history table, the 'Name and Location of the Position's Organization' will display on the SF50. Correcting transactions outside of history does *not* correct any transaction data since system conversion. Therefore, you will need to initiate another correction to the converted record (NOAC 900).

FPPS TERMS

- **FPPS CONVERSION DATE**
  - Beginning of FPPS history
  - FPPS conversion date may be different for each SSN
  - FPPS used the effective date of last transaction processed in previous system
  - Available in TRAC as NOAC 900 (enter request year 20)
  - Displayed in Employee Data with History (EHVW) in Employee section
- **RECOMP Date**
  - The first day your agency began using FPPS
  - It is the beginning of payroll history for recomputation of actions
  - If an action is prior to recomp date and affects pay, you need to send SF50 to POD for manual recomp
  - Recomp Date is available in Employee History EHVW - Employee

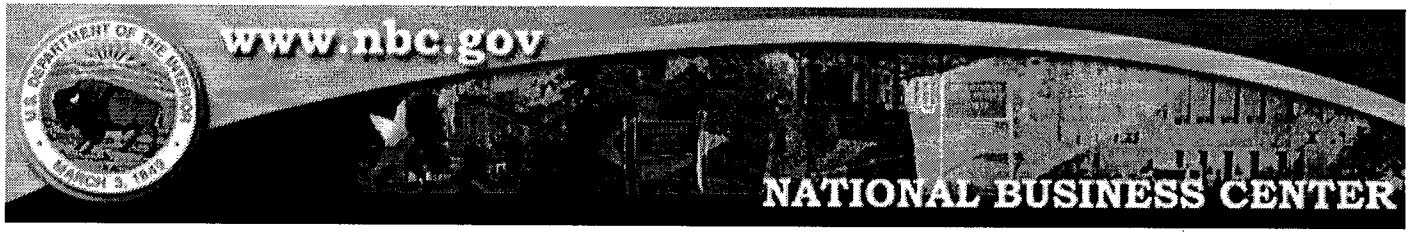
- **MESSAGE OF THE DAY (MSGS) :** Displays information to system users
- **VIEW LEAVE AND EARNING STATEMENT (LEVW) :** To view Leave and Earnings Statement online
- **REASSIGN SF52 (RSGN) :** Provides ability to reassign SF52's, WGI Notifications, and Probationary Notices from one person to another (users must be in the same office, and have the same data access authority)
- **MANAGEMENT INFORMATION REPORTS (MIRS) :** Reports have been created in query for users
- **TABLES (TBLS) :** View valid FPPS codes

- **FAST COPY (FSCP) :** Ability to copy up to 15 identical actions from an existing action. Copy accessions, promotions, separations, or vacant positions

- **VIEW ACCUMULATORS (ACVW) :** Used to view the accumulators for an employee by effective date or pay period

- **ENTITLEMENTS (ETIN-ETCG), PAY MASS CHARITY (PMIN-PMCG), TAXES (TXIN-TXCG), VOLUNTARY DEDUCTIONS (VDIN-VDCG)** : Training is provided by Payroll Operations Division based on agency

Help Desk Notes

- Understand the ' Pull Forward Window' (Before or After)
- Ripple Confirmation Screen: Select to correct subsequent transactions unless you have reason not to correct. Do not ripple through cancellations
- Try to process only one correction for each action. If the correction does not work after you release (RLUP), call the help desk
- Remember to View Errors (red checkmark icon)
- NOAC 702: Verify the From/To sides, especially if the Position Number changes
- Dual Employment Window: Please contact the help desk before answering "Yes"
- Problems reported to the help desk should include faxed screen prints and a scenario of the problem. When problem is reported do not delete or continue processing. If you cannot save the action make a screen print and indicate this on the print screen
- DOI Bur-to-Bur changes: If employee moves to another Bureau, the losing Bureau does nothing. The gaining Bureau processes the applicable NOAC e.g., 702, 721, etc., (as long as no 3-day break occurs). If the employee moves to a different Agency, the losing Bureau processes the Separation.

Thank You!