



## NATIONAL SECURITY PERSONNEL SYSTEM

### Chapter 3

### General Instructions for Processing Personnel Actions

#### 1. Coverage.

This chapter provides information on recording an employee's name on a personnel action, effective dates, approval procedures, cancellations and retroactive personnel actions, electronic forms and signatures, and describes the entry on duty process for new employees.

USOPM rules and procedures applicable to this chapter are not specifically waived or modified for civilian employees under the National Security Personnel System (NSPS) and will be followed in their entirety.

#### 2. Disposition.

Retain with corresponding GPPA chapter until superseded. File this supplemental flysheet in front of the *USOPM GPPA* Chapter 3.