

SPECIAL NOTICE TO USERS OF
THE GUIDE TO PROCESSING PERSONNEL ACTIONS

Update 43 to *The Guide to Processing Personnel Actions* is attached. We previously issued Update 42 to you in September 2003; however, we've not yet posted it on our web site under the section labeled "Updates," nor has it been incorporated into the appropriate chapters on the web site. Likewise, there will be a delay in posting Update 43 under the section labeled "Updates" and in incorporating it into the appropriate chapters on the web site. We apologize for the delay, and appreciate your continued patience as we work to resolve technical issues prior to adding these Updates to the web site in the manner cited above. We take this opportunity to remind you that every document we send to you via this mailing list is automatically stored for your instant retrieval in the Archives section on the web site. Accordingly, if you go to the Archives, you'll notice that Updates 42 and 43, along with every other document we've ever forwarded to you, can be accessed, notwithstanding the delay mentioned above. Here's a reminder of how to access the archived documents as we continue to receive many requests asking that documents previously forwarded be sent again. Go to www.opm.gov/feddata/persdoc.htm, and click on "Updates via E-mail." There you will find a listing by month/year. By clicking on any month/year, you can access the documents that were sent to the mailing list during that time period. For example, if you click on September 2003, you can access Update 42, even though it's not yet posted on other areas of the web site. You can also search by subject matter by clicking on "Search the Archives."

At the time that Updates 42 and 43 are posted on www.opm.gov/feddata/persdoc.htm under the section labeled "Updates" and incorporated into the appropriate chapters, you may notice that some of the pages in this Guide will be shown with formatting features that differ from what is shown in the attached pages of this Update, or prior Updates. The formatting changes are necessary to resolve technical issues in posting the document on the web site. ***With respect to the actual content of the guidance, please note, however, that there are no differences in the version to be posted on the web site and any Updates previously distributed.*** Accordingly, if you maintain a paper copy of this Guide, the formatting in that copy will not look exactly like what appears on the web site but the guidance is exactly the same. The formatting changes in the web version only impact how the document will look if you view it on the web site versus viewing a paper version of the Guide. (For example, if you view the document on the web site after the update, some headings will have underlining, but if you have a paper copy, those same headings will not have underlining). We are in the process of working to ensure that future Updates we send you will reflect the revised formatting shown on the web site. ***In the interim, be assured that the changes in formatting have no impact on the actual guidance.***