

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

Updated August 2004

Locator Information System (LIST)

TITLE I
Central Accounting System Manual
CHAPTER 19
Locator Information System (LIST)

Latest Update Information

The Locator Information System (LIST) procedure (Title I, Chapter 19) dated September 19, 1994, was converted from a 2-column to 1-column format. The content of the procedure remains the same. As a result of this conversion, some shifting in text has occurred.

This converted document is hyperlinked for easy navigation. To find information, just search the [Table Of Contents](#) or the [Heading Index](#) and then click the listing to jump to the corresponding text. You can also use the word search feature in Adobe Acrobat.

Note: When you are jumping from topic to topic, you may need to set Acrobat's zoom feature to view full pages. Otherwise, if the topic you are jumping to is in the lower part of the page, you will have to scroll to locate it. For instructions on using the zoom feature, see Adobe Acrobat's online help.

For information about this publication, please contact Government Employees Services Branch at **504-426-1051** .

Table Of Contents

About This Procedure	v
How The Procedure Is Organized	v
What Conventions Are Used	v
Who To Contact For Help	vi
System Overview	1
System Capabilities And Interface	1
System Access	2
Remote Terminal Usage And Security	2
Sign-On	2
Sign-Off	3
Operating Features	5
System Design	5
Help Screens	5
System Edits	5
Function Keys	5
LIST Menu	7
Query Group	8
Query Employee	9
Viewing An Employee Record	9
Searching For An Employee Record	10
Change (Add/Change)	11
Adding New Data	12
Changing Existing Data	13
Reports	14
Reporting Through LIST	14
Reporting Through FOCUS	16
Exhibits	17
1. Organizational Structure Listing	18
2. Alphabetical Listing	19
3. Separation Report	20
4. Missing Emergency Contact Information Report	21
5. Missing Building Information Report	22
6. Update Log Report	23
Appendix	25
LIST Error Messages	26
Heading Index	<i>Index - 1</i>

About This Procedure

This procedure provides instructions for accessing and operating the Locator Information System (LIST). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

The primary sections of this procedure are described below:

[System Overview](#) describes what the system is used for and provides related background information.

[System Access](#) provides access security information and instructions for accessing the system.

[Operating Features](#) describes the system's design and how to use its operating features.

The [Main Menu](#) gives instructions for selecting the main options.

Instructions for each Submenu and Option are provided under a separate heading. All options on a submenu are covered before going to the next option on the main menu. The screens for system menus and options are presented as figures within the text.

[Exhibits](#) include illustrations such as examples of forms, reports, and screens, or other graphic information.

[Appendix](#) contains LIST error messages.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date. If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments. Remove and insert amendment pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following conventions:

Convention	Example
Messages displayed by the system are printed in <i>italics</i> .	The message <i>Employee Successfully Modified</i> is displayed.
Data that is system generated or that you must key in exactly as shown is printed in <i>bold italics</i> .	Key in D .
Figure references link the figures with the text. They are printed in a bold font as shown here.	The NFC Menu screen (Figure 2) is displayed.
Keyboard references are printed in bold brackets.	Press [Enter] . Press [PF5] .
Optional actions at the end of a processing function are preceded by square bullets.	<ul style="list-style-type: none"> ■ To exit the system, press [Clear].
Important extra information is identified as a note.	Note: If an employee is not in the data base...
Field specifications are also printed in italics.	Dept <i>required, alpha, 2 positions</i> Key in the department code.

Who To Contact For Help

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322** .

For questions about the system (including help with unusual conditions), contact Information Center personnel at **504-255-5230**.

System Overview

The Locator Information System (LIST) procedure is an online data base management system of the U.S. Department of Agriculture's (USDA) Payroll/Personnel System.

System Capabilities And Interface

LIST provides agency personnel offices with locator data (building code, building abbreviation, building name and address, room number, mail room, office telephone number, home telephone number, and emergency contact information) on agency employees.

Basic personnel data on new employees (department, agency, social security number (SSN), employee name, personnel office identifier (POI), and organizational structure to the 4th level) is automatically added to LIST from the Payroll/Personnel System data base after the accession personnel actions are processed. This data is updated as needed each time the Personnel Edit Subsystem (PINE) runs.

The locator data is entered by authorized users after an employee is added to LIST and is updated by these users as needed.

Note: To enter data, a user must have read-and-write access to the LIST data base. Read-and-write access allows the user to enter new data, change existing data, query, and generate reports. Users with read-only access can only query and generate reports. Contact your agency security officer to obtain the appropriate access. Data for a separated employee can be maintained for 90 days or for an indefinite length of time.

LIST data may be viewed online (by SSN, employee name, or organizational structure code) or in system-generated reports. Two methods are available for reporting LIST data: **(1)** predefined formatted reports are available through the LIST; **(2)** ad hoc reports are available through the FOCUS Reporting System. For detailed instructions on accessing FOCUS, see the FOCUS procedure.

New Password *alphanumeric field; 6 to 8 positions*

If your current password expires, key in a new password. Press **[Tab]**. You may change your password any time but not more than once a day.

Enter Application Name *required, alphanumeric field; max. of 9 positions*

Key in **LIST** and press **[Enter]**. The LIST Menu screen is displayed, except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press **[Enter]**. The NFC Menu (**Figure 2**) is displayed.

```
=====
==  XX/XX/XX      SNAMOD2      NFC MENU      T3134806      15:12:50  CT
=====
==
==  SELECT ONE:
==      1. PAYROLL/PERSONNEL SYSTEMS
==      2. FINANCIAL INFORMATION SYSTEMS
==      3. PROPERTY MANAGEMENT INFORMATION SYSTEMS
==      4. ADMINISTRATIVE INFORMATION SYSTEMS
==      5. DEVELOPMENT SYSTEMS <NFC ONLY>
==      6. DATA BASE TEST SYSTEMS <NFC ONLY>
==
==  ENTER APPLICATION NAME OR SELECTION NUMBER ==>  LIST      PF11 = EXIT
=====
==
==  MESSAGE BOARD
=====
```

Figure 2. NFC Menu

Press **[Enter]** again to display the main menu.

Note: You may also select Option 8, Directives Bulletin Board, on the NFC Menu, to view additional payroll/personnel related messages. (See Title VI, System Access Manual, Bulletin 94-1, Directives Bulletin Board, dated January 24, 1994.).

Instructions for using the LIST Menu follow.

Sign-Off

To exit LIST, press **[Clear]** at any screen. The *Enter Next Task Code* prompt (**Figure 3**) is displayed.

```
V2 Enter Next Task Code
```

Figure 3. Enter Next Task Code Prompt

Key in **bye** and press **[Enter]**.

The NFC Menu is displayed. You are now disconnected from the system. However, in some instances, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press **[PF11]** or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

Note: To avoid unnecessary charges, disconnect from your telecommunications network immediately after a session is terminated. (See Title VI, Chapter 2, Section 1, Remote Terminal Usage.)

Operating Features

This section describes the system's design and operating features.

System Design

LIST consists of on menu and four options for viewing, changing, and reporting data. The key field in each data record is the personnel office identifier (POI). This field is used to access data for a specific group and/or individual in the group.

Help Screens

Help screens are available for the key fields and the data elements displayed on the input screens. The Help screens display a narrative description for each field.

System Edits

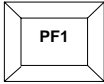
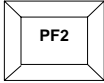
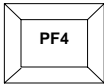
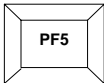
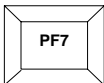
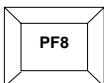
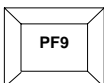
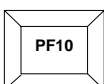

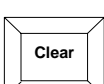
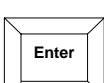



All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the screen. All errors must be corrected before the data base is updated. See the [Appendix](#) for a list of edit error messages.

Function Keys

Function keys include program function keys and other function keys. Program function keys are used to execute functions and display specific screens in the system. They are usually identified by **[PA]** (program attention), **[PF]** (program function), **[SF]** (special function), **[SP]** (special program), or **[F]** (function), depending on the equipment being used. Other function keys are **[Enter]**, **[Clear]**, and **[Tab]**. For instructions on your equipment usage, see the manufacturer's operating guide.

In LIST, applicable function keys are displayed at the bottom of the LIST menu screen and in the upper right-hand corner of the other screens. All keys in the system are described below:

Function Keys

Key	Description
	Used to display the Query Group of Locator Records screen at the LIST menu screen.
	Used to display the previous screen at the Building Code Search screen, JCL Selection Criteria screen, and Employee Name Search screen.
	Used to display the Query Employee Locator Record screen at the LIST menu screen.
	Used to display the Change Employee Locator Record screen for users with read-and-write access at the LIST menu screen.
	Used to display the Help screen.
	Used to scroll up through the list of data at the Query Group of Locator Records screen, the Building Code Search screen, and the Employee Name Search screen.
	Used to scroll down through the list of data at the Query Group of Locator Records screen, the Building Code Search screen, and the Employee Name Search screen.
	Used to display the Locator Report Listing screen.
	Used to sort employees by social security number at the Query Group of Locator Records screen.
	Used to display the Building Code Search screen at the Change Employee Locator Record screen.
	Used to display the Employee Name Search screen at the Query Employee Locator Record screen
	Used to clear the screen to exit the system.
	Used to submit the change or specify report for output.
	Used to move the cursor from one field to the next.

After completing the applicable fields, press **[Enter]**. An alphabetical list of the employees is displayed.

- To view the list in social security number sequence, press **[PF10]**. Press **[PF10]** to return to the alphabetical list.
- To scroll up through the list of social security numbers, press **[PF7]**. To scroll down through the list, press **[PF8]**.
- To view the Help screen, press **[PF5]**.

Query Employee

This option is used to view an individual employee’s locator record or search for an employee’s record by employee name.

To select this option at any point in LIST, press **[PF2]**. The Query Employee Locator Record screen (**Figure 7**) is displayed.

```

      -=-          QUERY EMPLOYEE LOCATOR RECORD          -=-
KEY INFORMATION:
DEPT          AGENCY
SSN          000000000
PF1=GROUP    PF10=NSEARCH
PF4=CHANGE   ENTR=PROCESS
PF5=HELP     CLR=EXIT
PF9=REPORT

EMPLOYEE INFORMATION:
1.NAME (LAST FIRST MI)
2.POI          3.ORG STRUCTURE (2-4)
4.BUILDING CODE  5.ROOM NUMBER
   BUILDING ABBR  6.MAIL ROOM
   BUILDING NAME
   ADDRESS

7.OFFICE PHONE  ( ) - EXT
8.HOME PHONE   ( ) -
EMERGENCY CONTACT INFORMATION:
9.NAME (LAST FIRST)
10.PHONE NUMBER ( ) - EXT
11.RELATIONSHIP
12.DELETE INDICATOR

***  FILL IN KEY INFORMATION OR PRESS DESIRED PFKEY  ***
    
```

Figure 7. Query Employee Locator Record Screen

Viewing An Employee Record

To view an individual employee’s locator record, complete the fields as follows:

Dept (department)	<i>required, alpha, 2 positions</i> Key in the department code.
Agency	<i>required, alphanumeric, 2 positions</i> Key in the agency code.
SSN (social security number)	<i>required, numeric, 9 positions</i> Key in the employee’s social security number.

After completing the applicable fields, press **[Enter]**. The employee's locator record is displayed.

- To query another employee's record, key in the social security number and press **[Enter]**.

Searching For An Employee Record

To search for an employee's record by employee name, press **[PF10]**. The Employee Name Search screen (**Figure 8**) is displayed.

```

----- EMPLOYEE NAME SEARCH -----
*****
DEPT                                PF1=PREV    PF4=CHANGE  ENT=PROCESS
LAST NAME                           PF2=QUERY  PF5=HELP    CLR=EXIT
*****
DEPT  LAST NAME                     FIRST NAME  MI   AGCY  POI

                                           PAGE : 0001
*****
SCROLL LISTING WITH PF7 AND PF8 KEYS OR SELECT A RECORD WITH AN (X)
*****
***  ENTER FULL OR PARTIAL NAME THEN PRESS <ENTER>  ***

```

Figure 8. Employee Name Search Screen

Complete the fields as follows:

Dept (department)	<i>system generated, alpha, 2 positions</i> This field is system generated. If the employee is in a different department, key in the appropriate department code.
Last Name	<i>required, alpha, 19 positions</i> Key in employee's full or partial last name.
Page	<i>system generated, numeric, 4 positions</i> This field is system generated. If there are multiple pages of employee names, you can specify a page instead of scrolling through the list of employee names.

After completing the applicable fields, press **[Enter]**. A list of employee names is displayed showing the department, last name, first name, middle initial, agency code, and personnel office identifier for each employee.

- To scroll forward through the list of employee names, press **[PF8]**.

- To scroll backward through the list of employee names, press **[PF7]**.
- To query an employee's locator record, tab to the employee name and key in any character. Press **[Enter]** or **[PF2]**. The Query Employee Locator Record screen is displayed showing employee locator information for the selected employee.
- To query an individual record at the Query Group of Locator Records screen, tab to the employee name and press **[PF2]**. The Query Employee Locator Record screen is displayed showing the department, agency, and SSN for that employee.
- To view the Help screen, press **[PF5]**.

Change (Add/Change)

This option is used to enter new data or change existing data. This option is available only to users with read-and-write access. After an employee's accession personnel action has been processed and applied to the Payroll/Personnel System data base, the employee's record is added to LIST. The agency should then enter the employee's locator record information to LIST. The building abbreviation, name, and address are generated from the building code established in Table 096, Department Building Codes, of the Table Management System (TMGT). For detailed instructions on accessing TMGT, see the TMGT procedure. Once an employee's locator data has been established in LIST, you can enter additional information or change existing information.

Note: Only users with read-and-write access can add and/or change LIST locator data. Department, agency, SSN, employee name, POI, and organizational structure cannot be changed using LIST. Changes to these fields must be made through the Payroll/Personnel System data base.

- To enter new data or change existing data, press **[PF4]** at any point in the system. The Change Employee Locator Record screen (**Figure 9**) is displayed.

```

      --- CHANGE EMPLOYEE LOCATOR RECORD      ---
KEY INFORMATION:
  DEPT      AGENCY
  SSN      000000000
                                     PF1=GROUP  PF10=SEARCH
                                     PF2=QUERY  ENTR=PROCESS
                                     PF5=HELP   CLR =EXIT
                                     PF9=REPORTS

EMPLOYEE INFORMATION:
  1.NAME (LAST FIRST MI)
  2.POI          3.ORG STRUCTURE (2-4)
  4.BUILDING CODE      5.ROOM NUMBER
  BUILDING ABBR      6.MAIL ROOM
  BUILDING NAME
  ADDRESS

  7.OFFICE PHONE ( ) - EXT
  8.HOME PHONE ( ) -
EMERGENCY CONTACT INFORMATION:
  9.NAME (LAST FIRST)
  10.PHONE NUMBER ( ) - EXT
  11.RELATIONSHIP      12.DELETE INDICATOR

***  FILL IN KEY INFORMATION OR PRESS DESIRED PFKEY  ***
```

Figure 9. Change Employee Locator Record Screen

Adding New Data

To add new data, complete the fields as follows:

Key Information:

Dept (department)	<i>required, alpha, 2 positions</i> Key in the department code.
Agency	<i>required, alphanumeric, 2 positions</i> Key in the agency code.
SSN (social security number)	<i>required, numeric, 9 positions</i> Key in the employee's social security number.

After the employee data is displayed, complete the fields as follows:

Name (Last First Mi)	<i>system generated</i> This field is system generated.
POI	<i>system generated</i> This field is system generated.
Org Structure (2-4)	<i>system generated</i> This field is system generated.
Building Code/Building Abbr/Building Name/Address	<i>optional, alphanumeric, 6 positions</i> Key in the building code. The building abbreviation, name, and address are system generated. If the building code is not in the data base, the error message <i>Invalid Building Code</i> is displayed. Valid codes are available in Table 096, Department Building Codes.
Room Number	<i>optional, alphanumeric, 5 positions</i> Key in the office room number.
Mail Room	<i>optional, alphanumeric, 7 positions</i> Key in the appropriate mail room information.
Office Phone	<i>optional, numeric, office phone - 10 positions, extension - 5 positions</i> Key in the office telephone number including area code and extension number.

Home Phone *optional, numeric, 10 positions*
Key in the home telephone number including area code.

Emergency Contact Information

Name (Last First) *optional, alpha, last name - 17 positions, first name - 12 positions*
Key in the name, last name first, of emergency contact person.

Phone Number *optional, numeric, phone number - 10 positions, extension - 5 positions*
Key in the telephone number including the area code and extension number of emergency contact person.

Relationship *optional, alpha, 10 positions*
Key in the relationship to the employee of the emergency contact person.

Delete Indicator *optional, alpha, 1 position*
Key in **D** or **K**, or leave blank. When entering new data for an employee, leave this field blank. **D** is automatically displayed in this field after an employee's separation action is applied to the Payroll/Personnel System data base. This signifies that the record will be deleted 90 days after the date of separation. To override this code and maintain the separated employee's record in LIST for an indefinite length of time, key in **K** over **D**. To remove the separated employee's locator record from LIST at a later date, key in **D**. The record will remain for 90 days after the date of separation.

Changing Existing Data

To change existing data at the Change Employee Locator Record screen (**Figure 9**), complete the Dept, Agency, and SSN fields as previously instructed and press **[Enter]**. The employee's locator record is displayed. Press **[Tab]** to move to the fields to be changed. After all necessary changes are made, press **[Enter]**. The message *Employee Successfully Modified* is displayed.

- To change data for another employee, repeat the process for changing existing data.
- To view the Help screen, press **[PF5]**.
- To search for a building code or building name, press **[PF10]**. The Building Code Search screen (**Figure 10**) is displayed.

```

                --- BUILDING CODE SEARCH ---
*****
CODE :                                PF1=PREVIOUS   PF8 =DOWN
*****                                PF5=HELP      ENTR=PROCESS
*****                                PF7=UP       CLR  =EXIT
BUILDING CODE      BUILDING NAME

*****
                                           PAGE : 0001
*****

***  ENTER FULL OR PARTIAL BUILDING CODE THEN PRESS <ENTER>  ***

```

Figure 10. Building Code Search Screen

- Enter all or part of the building code at the Code prompt and press **[Enter]**. A list of available building codes and building names is displayed. To scroll forward through the list of building codes and building names, press **[PF8]**. To scroll backward through the list, press **[PF7]**. To return to the previous screen, press **[PF1]**.

Reports

This option is used to print specific reports. To select this option, press **[PF9]**. The Locator Report Listing screen (**Figure 11**) is displayed.

```

                --- LOCATOR REPORT LISTING ---
                                           PF1=GROUP    PF5 =HELP
                                           PF2=QUERY    ENTR=PROCESS
                                           PF4=CHANGE   CLR  =EXIT

1 ORGANIZATIONAL STRUCTURE LISTING
2 ALPHABETICAL LISTING
3 SEPARATION REPORT
4 MISSING EMERGENCY CONTACT INFORMATION REPORT
5 MISSING BUILDING INFORMATION REPORT
6 UPDATE LOG REPORT

                                           ENTER SELECTION 1

***  MAKE SELECTION OR PRESS DESIRED PFKEY  ***

```

Figure 11. Locator Report Listing Screen

Reporting Through LIST

At the Enter Selection prompt, key in the number for the report to be printed and press **[Enter]**. The Job Control Language (JCL) Selection Criteria screen (**Figure 12**) is displayed.

```
      ---  JCL SELECTION CRITERIA  ---
      USER IDENTIFICATION      : 20 20 SMITH
      REMOTE DESTINATION        : U1
      JOB NAME CHARACTER        : C
      SYSTEM OUTPUT CLASS      : A
      NUMBER OF COPIES         : 1
      -----
      DEPARTMENT CODE          : AG
      SERVICING AGENCY          : 90
      PERSONNEL OFFICE ID.     : 5317
      AGENCY CODE              : 90
      ORGANIZATION 2ND LEV     : 70
      ORGANIZATION 3RD LEV     : 20
      ORGANIZATION 4TH LEV     : 1010
      FROM DATE (YR MO DA)     : 00 - 00 - 00
      TO DATE (YR MO DA)       : 00 - 00 - 00
      ***  A REPORT WILL BE SUBMITTED  ***
      PF1 =PREVIOUS
      PF5 =HELP
      ENTR=SUBMIT
      CLR =EXIT
```

Figure 12. JCL Selection Criteria Screen

Complete the fields as follows:

- User Identification** *required, alphanumeric field; 15 positions*
Key in the user name to appear on the JCL.

- Remote Destination** *required, alphanumeric field; 16 positions*
Key in the printer number where the report is to be printed.

- Job Name Character** *required, alphanumeric field; 1 position*
Key in any letter (**A-Z**) or number (**0-9**) to identify this report from others being specified. This character becomes the last character of the job name. If no entry is made, the system defaults to **C**.

- System Output Class** *required, alpha field; 1 position*
To direct the report to a designated printer, key in **A**. To view the report at the terminal, key in **X**. If no entry is made, the system defaults to **A**. For detailed instructions on viewing reports at the terminal, see the Interactive System Productivity Facility (ISPF) procedure.

- Number Of Copies** *required, numeric field; 1 position*
Key in the number of reports needed (**1-5**). If no entry is made, the system defaults to **1**.

- Department Code** *required, alpha field; 2 positions*
Key in the department code.

- Servicing Agency** *required, alphanumeric field; 2 positions*
Key in the servicing agency code.

Personnel Office ID	<i>required, numeric field; 4 positions</i> Key in the POI.
Agency Code	<i>required, alphanumeric field; 2 positions</i> Key in the agency code.
Organizational Structure	<i>required, numeric field; 8 positions</i> Key in the organizational structure code to the 4th level.
From Date (Yr Mo Da)	<i>required, numeric field; 6 positions</i> Key in the beginning date of the time period that you wish the report to cover (for Update Log Report only).
To Date (Yr Mo Da)	<i>required, numeric field; 6 positions</i> Key in the ending date of the time period that you wish the report to cover (for Update Log Report only).

After completing the applicable fields, press **[Enter]** to submit the job for output. The message *A Report Will Be Submitted* is displayed indicating the job is submitted for output.

- To request another report, press **[PF1]**. The Locator Report listing screen is displayed. Key in the report number at the Enter Selection prompt and press **[Enter]**. The JCL Selection Criteria screen is displayed, showing the data that was keyed in for the last request. Change the appropriate fields and press **[Enter]**.
- To exit the system, press **[Clear]**.
- To display the Help screen, press **[PF5]**.
- To return to the previous screen, press **[PF1]**.

Reporting Through FOCUS

LIST is defined to the FOCUS Reporting System. For detailed instructions on accessing FOCUS, see the FOCUS procedure.

After accessing FOCUS, the Main Data Base Menu screen is displayed. Select Option 1, Payroll/Personnel Systems, and press **[Enter]**.

The Payroll/Personnel Data Base Menu screen is displayed showing two selections used to retrieve Payroll/Personnel and LIST data: Payroll/Personnel (PAYPERS) and Locator Information (LOCATOR).

To obtain a list of the FOCUS element names used in ad hoc reporting for the LOCATOR file, see Bulletin 87-1, FOCUS Listings Print Utility, dated May 8, 1987 (Title VI, Chapter 5, Section 4).

Exhibits

[Organizational Structure Listing](#)

[Alphabetical Listing](#)

[Separation Report](#)

[Missing Emergency Contact Information Report](#)

[Missing Building Information Report](#)

[Update Log Report](#)

1. Organizational Structure Listing

Report Number: LIST001

Brief Description: Provides an alphabetical list of employees by organizational structure whose locator records are in LIST. It also provides the office room number, building code., building abbreviation, building name and complete address, mail room, work and home telephone numbers, and emergency contact information. If the employee is separated, the separation date appears on the report.

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name, organizational structure

Available Distribution Levels: Department, agency, POI, organizational structure to the 4th level

REPORT ID: LIST001		ORGANIZATIONAL STRUCTURE LISTING				PAGE 1	
AS OF XX/XX/XX							
DEPT	:DJ		ORG 2ND	:12	EXE OFC FOR IMMIGRATION REVIEW		
POI	:1800		ORG 3RD	:03	OFC OF THE CHF IMMIG JUDGE		
ORG AGCY	:12	HEADQUARTERS COMPONENTS (DOJ)	ORG 4TH	:0204	NEWARK FIELD OFFICE		
NAME	SSN	ROOM#	BLD-CD/ABBR	BLDG NAME	MAIL ROOM	SEP DATE	
ADDRESS1	ADDRESS2	BLDG CITY	STATE	BLDG ZIP	STATUS		
WORK PHONE	HOME PHONE	EMG PHONE	RELATIONSHIP				
EMERGENCY CONTACT							

DOE, JANE R	000-22-6677	30	NJ0108	FOB REGION 3 BLDG	XX/XX/XX		
970 BROAD ST	(555)222-9999		NEWARK	NJ	07102-0000		
(555)344-9999		(555)222-8888	HUSBAND				
JOHN DOE							

2. Alphabetical Listing

Report Number: LIST002

Brief Description: Provides an alphabetical list of locator employees for the department requested. It also provides the organizational structure, POI, office room number, building code, mail room, building abbreviation, work and home telephone numbers, and emergency contact information.

Primary Sequence: Department

Sequence Of Data: Employee name

Available Distribution Levels: Department

REPORT ID: LIST002		ALPHABETICAL LISTING - AS OF XX/XX/XX				PAGE 1	
		DEPARTMENT: AG					
NAME	SSN	ORG STRUCTURE	POI	BUILDING LOCATION		PHONE NUMBERS	
DOE, JANE	000119999	90-70-40-0030	5317	ROOM#	2000	MAIL ROOM:	WORK = (221) 222-4444
				BLDG CODE:	VA0301	BLDG ABBR: OST	HOME = (222) 555-9999
				ONE SKYLINE TOWER			EMERGENCY (55) 222-8888 EXT 444
				5107 LEESBURG PIKE			CONTACT JOHN DOE
				FALLS, VA	22041 0000	RELATIONSHIP:	HUSBAND

3. Separation Report

Report Number: LIST003

Brief Description: Provides an alphabetical list of employees within an organizational structure whose separation actions have been processed through PINE, applied to the Payroll/Personnel System data base, and updated in LIST.

Primary Sequence: Department

Sequence Of Data: Employee name, organizational structure

Available Distribution Levels: Department, agency, POI, organizational structure to the 4th level

REPORT ID: LIST003		SEPARATION REPORT				PAGE 1	
		AS OF XX/XX/XX					
DEPT	:DJ	ORG 2ND	:12	EXE OFC FOR IMMIGRATION REVIEW			
POI	:1800	ORG 3RD	:03	OFC OF THE CHF IMMIG JUDGE			
ORG AGCY	:HC HEADQUARTERS COMPONENTS (DOJ)	ORG 4TH	:0204	NEWARK FIELD OFFICE			
NAME	SSN	WORK PHONE	HOME PHONE	ROOM#	MAIL ROOM	BLDG CODE/ABBR	STATUS
BLDG NAME		BLDG CITY	STATE	BLDG ZIP	SEP DATE		
DOE, JANE R	000-22-8888	(555)344-9999	(555)222-9999	2545		VA0301	/OST XXXXXX
ONE SKYLINE TOWER		FALLS CHURCH	VA	22041-0000	XX/XX/XX		
5107 LEESBURG PIKE							

4. Missing Emergency Contact Information Report

Report Number: LIST004

Brief Description: Provides an alphabetical list within organizational structure of the locator employees whose emergency contact information has not been entered in LIST. It also provides the work telephone number, the office room number, mail room, the building code, building abbreviation, the building name and complete address.

Primary Sequence: Department, POI, agency

Sequence Of Data: Employee name, organizational structure

Available Distribution Levels: Department, agency, POI, organizational structure to the 4th level

REPORT ID: LIST004		MISSING EMERGENCY CONTACT INFORMATION REPORT				PAGE 1	
		AS OF XX/XX/XX					
DEPT	:DJ	ORG 2ND	:12	EXE OFC FOR IMMIGRATION REVIEW			
POI	:1800	ORG 3RD	:03	OFC OF THE CHF IMMIG JUDGE			
ORG AGCY	:HC	HEADQUARTERS COMPONENTS (DOJ)	ORG 4TH	:0100	IMMEDIATE OFFICE		
NAME	SSN	WORK PHONE	ROOM NUMBER	MAIL ROOM	BLDG CODE	BLDG ABBR	
BLDG NAME	ADDRESS			BLDG CITY	STATE	BLDG ZIP	

SMITH, JANE R	000-22-6677	(300)999-8888	2545	VA0301		OST	
ONE SKYLINE TOWER	5107 LEESBURG PIKE			FALLS CHURCH	VA	22041-0000	

Exhibits and Appendix

5. Missing Building Information Report

Report Number: LIST005

Brief Description: Provides an alphabetical list within organizational structure of the locator employees whose building code and building name and address have not been entered in LIST. It also provides the work telephone number for those employees.

Primary Sequence: Department, POI, agency

Sequence Of Data: Employee name, organizational structure

Available Distribution Levels: Department, agency, POI, organizational structure to the 4th level

NAME	SSN	WORK PHONE
DOE, JANE	000-55-6666	(300) 555-8888
SMITH, JOHN	000-66-9999	(400) 777-9999
TOTAL EMPLOYEES	2	

6. Update Log Report

Report Number: LIST006

Brief Description: Provides an alphabetical list within organizational structure of locator record that have been updated in LIST during a specified period. It also provides the user ID of the person who made the online change. The type of change column indicates if the change was made online or processed through Payroll/Personnel batch update.

Primary Sequence: Department

Sequence Of Data: Employee name, organizational structure

Available Distribution Levels: Department

EMPLOYEE-UPDATED	SSN	TYPE OF CHANGE	DATE CHANGED	UPDATED BY
SMITH, JOAN	000-11-9988	ONLINE	XX/XX/XX	NF999
WILLIAMS, GEORGE	000-22-7788	BATCH	XX/XX/XX	NF000

Exhibits and Appendix

Appendix

[LIST Error Messages](#)

LIST Error Messages

A Valid Day Must Be Entered

A Valid Month Must Be Entered

A Valid Year Must Be Entered

Agency-Code And POI Not Compatible

Agency-Code Is A Required Field

Agency-Code Is Not Valid

Agency-Code Not Found

Agency-Code Not Matched Agency-TB

Department-Code Is A Required Field

Emergency Number Exchange Must Be Numeric

Emergency Phone Area Code Must Be Numeric

Emergency Phone Extension Must Be Numeric

Emergency Phone Number Must Be Numeric

Employee Already Exists - Check Key Fields

Employee Record Cannot Be Deleted

Employee Record Not Found

Employee Record Not Found - Check Key Fields

Employee Records Not Found

Error Finding Employee - Check Key Fields

Error Finding Employee - Check Security

Error Obtaining Employee - Check Key Fields

Error Obtaining Table Record

Error On Modify - Please try Again

Error Storing New Employee - Please Retry

Home Phone Area Code Must Be Numeric

Home Phone Exchange Must Be Numeric

Home Phone Number Must Be Numeric

Index Key Not Found - Check Key Fields

Invalid Building Code

Invalid Security Level request

Invalid Subschema Request

Last Name Is A Required field

Locator records Not Found

No Changes Were Made - Make Changes Then Press <Enter>

No Matches Were Encountered

Number Of Copies Must Be From 1 To 5

Office Phone Area Code Must Be Numeric or (FTS)

Office Phone Exchange Must be Numeric

Office Phone Extension Must Be Numeric

Office Phone Number Must Be Numeric

Organization 2nd Lev Is A Required Field

Output Class Of "A" Or "X" Required

Personnel Office Identifier Is A Required Field

POI Is A Required Field

Printer Identification Required

Request Denied - Security Violation

SSN Must Be Entered

SSN Must Be Numeric

SSNO Is A Required Field

Select A Valid Option Or Desired PF Key

Servicing Agency Is A Required Field

Unable To Ready Table

User Identification Required

2nd-Lev Is A Required Field

3rd-Lev Is A Required Field

4th-Lev Is A Required Field

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

A

[About This Procedure. v](#)

Alphabetical Listing, 19

Appendix, 25

C

[Change \(Add/Change\). 11](#)

E

[Exhibits. 17](#)

F

[Function Keys. 5](#)

H

[Help Screens. 5](#)

[How The Procedure Is Organized. v](#)

L

LIST Error Messages, 26

[LIST Menu. 7](#)

M

Missing Building Information Report, 22

Missing Emergency Contact Information Report, 21

O

[Operating Features. 5](#)

Organizational Structure Listing, 18

Q

[Query Employee. 9](#)

[Query Group. 8](#)

R

[Remote Terminal Usage And Security. 2](#)

[Reports. 14](#)

S

Separation Report, 20

[Sign-Off. 3](#)

[Sign-On. 2](#)

[System Access. 2](#)

[System Capabilities And Interface. 1](#)

[System Design. 5](#)

[System Edits. 5](#)

[System Overview. 1](#)

U

Update Log Report, 23

W

[What Conventions Are Used. v](#)

[Who To Contact For Help. vi](#)

