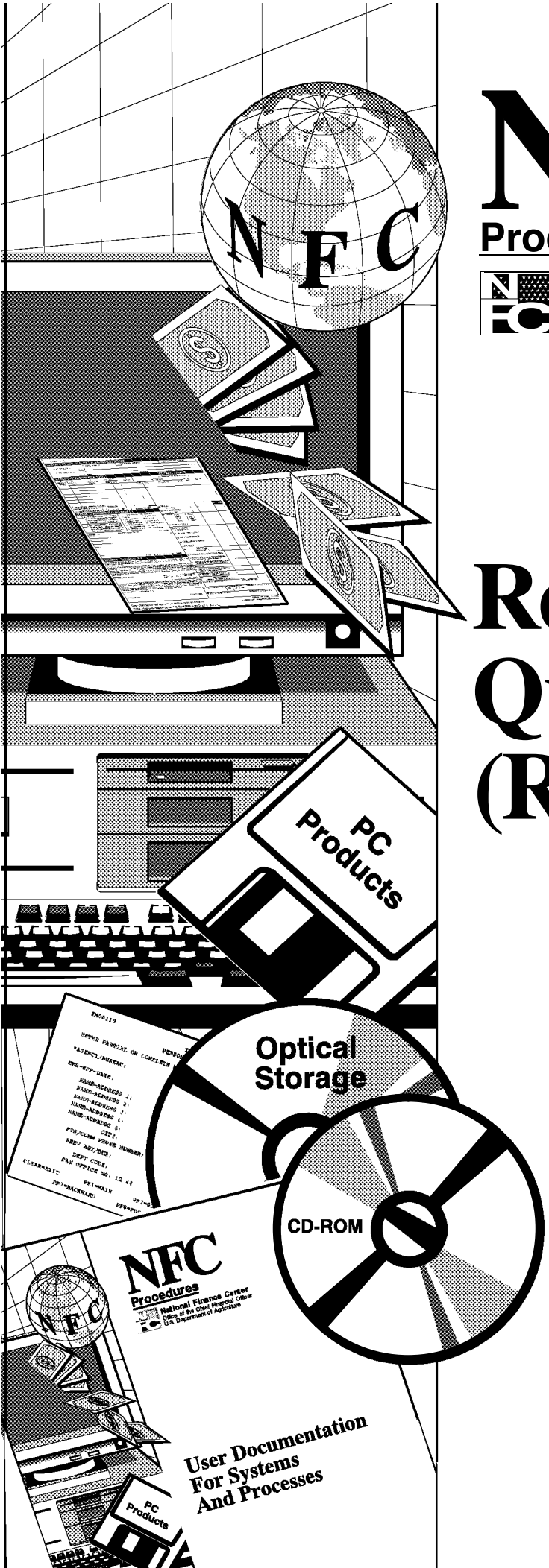


# NFC Procedures

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

Updated March 2007

# Remote Forms Queuing System (RFQS)

TITLE I
Payroll/Personnel Manual

CHAPTER 20
Reports

SECTION 2
Remote forms Queuing System (RFQS)

# Latest Update Information

As a result of an address change, the RFQS procedure has been updated as follows:

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|---|---|
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| RFQS Election Form | 4–5 |
| VPS – Printing Program | 25 |

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# About This Procedure

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

## How The Procedure Is Organized

Primary sections, page numbering, and the amendment process 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.

**RFQS Menu** gives instructions for selecting options from the system's primary selection screen.

Instructions for each **submenu** and **option** are provided under separate headings. All options on a submenu are covered before going to the next option on the RFQS menu. The menu and option screens are presented as figures within the text.

The **Exhibits** section includes illustrations of examples of forms and reports.

The **Appendix** section contains RFQS error messages.

Pages are numbered consecutively at the bottom of each page.

## What Conventions Are Used

This procedure uses the following visual aids:

| Convention | Example |
|---|---|
| Data that you must key in exactly as shown is printed in ***bold italics***. | Key in ***RFQS***. |
| Data that is system generated is printed in *italics*. | At the *Ready* prompt, key in **`bye`** and press **[Enter]** . |
| Emphasized text within a paragraph is printed in **bold**. | Instructions for each **submenu** and **option** are provided under separate headings. |
| Figure, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a bold font as shown here. | The NFC Menu (**Figure 4**) is displayed. |
| References to sections within the procedure are printed in bold as shown here. | For an illustration and brief description of each form and report, see **Exhibits** in this procedure. |
| Keyboard references are printed in brackets. | Press **[Enter]**. Press **[PF7]**. |
| Important extra information is identified as a note. | **Note:** Enter only one code. |

## Who To Contact For Help

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about the National Finance Center (NFC) processing, contact the Payroll/Personnel Call Center at **504–255–4630**.

# System Overview

The Remote Forms Queuing System (RFQS) procedure provides instructions for accessing and using RFQS. This procedure also illustrates and describes each form and tickler report available through RFQS. RFQS is an online report generator system of the U.S. Department of Agriculture's (USDA) Payroll/Personnel System.

RFQS is a computerized batch-processing system that uses information in USDA's Payroll/Personnel System database to provide agency personnel offices with electronic control in obtaining forms and tickler reports at remote sites.

Payroll and personnel forms and tickler reports currently available to agencies in RFQS are categorized into three menus as follows:

- Forms Menu
- Control Listings Menu
- Notification Listings Menu

Each of the RFQS menu categories listed above has a selection menu. The selection menu provides a list of all forms (by form number and title) or reports that are available for printing within that category. A timetable showing when RFQS forms and reports are available for printing is given later in this section. The selection menus can be accessed on remote terminals by following the sign-on instructions in this procedure. (See **Sign-On**.)

The **Forms menu** lists the SF−50−B, SF−1150, Record of Leave Data, and other payroll and personnel forms available for printing purposes. The Summary Counts options display the number of forms that have been processed and indicate if they are ready for printing.

The **Control Listings menu** lists the tickler reports available for printing that relate to employee within-grade increases, performance appraisals, and probationary period report forms listed on the Forms menu. These forms include wage system grade employee data. The Summary Counts option displays exactly how many pages are ready for printing.

The **Notification Listings menu** lists additional payroll and personnel tickler reports available for printing. The Summary Counts option displays exactly how many pages are ready for printing. Also available from this menu are the Federal Employees Health Benefits (FEHB) and Thrift Savings Plan (TSP) Employee Express status letters. Employee Express is a system that allows current employees to update their payroll data via touch-screen kiosks and touch-tone phones in lieu of submitting payroll documents for processing to their personnel offices. The letters are issued to the employee through the personnel office to confirm enrollment and/or change in enrollment in the FEHB and/or TSP program.

All Summary Counts options in RFQS display important information in requesting printouts of forms or reports and can only be viewed online. Summary Counts options should be selected first to inform the user of the number of forms or reports that have been processed and to indicate whether they are ready for printing.

For additional information on many of the forms and reports in RFQS, see the **Payroll/Personnel Output** procedure.

Users can complete Form AD−961, Remote Forms Queuing System (RFQS) Election Form, to elect to print forms and/or tickler reports at remote sites through RFQS. A description and illustration of Form AD−961 is given later in this section.

Another category on the RFQS menu is the VPS − Printing Program. VTAM Printer Support System (VPS) is a part of the Time Sharing Option (TSO) software package and is used for printer control. VPS has an interface VPS Monitor and Control Facility (VMCF). For more information on VPS, see Title VI, Chapter 2, Bulletin 89−1, Enhancements to the Interactive System Productivity Facility (ISPF) and VTAM Printer Support System (VPS), dated February 17, 1989.

Users with other types of printers should follow their normal procedures to retrieve and print reports.

## Availability Of Forms And Reports

The RFQS Processing Chart (**Figure 1**) provides a timetable showing when RFQS forms and reports are available for printing. SF−50−B's are available for printing after a pass is processed to update the RFQS file.

Except for Form SF−50−B, Notification of Personnel Actions, forms and tickler reports in RFQS are available for processing after the Bi-Weekly Examination Analysis and Reporting (BEAR) System generates a "system sweep" on the second Sunday following the end of a pay period. BEAR performs an analysis of the Payroll/Personnel database for the purpose of generating tickler actions and producing outputs for subsequent processing through other systems, such as RFQS. BEAR then closes out the prior pay period and sets up the current pay period for payroll/personnel related information.

The first pass of SF−50−B's is processed on the first Sunday following the end of a pay period. This pass prints all SF−50−B's entered thus far unless the personnel office has elected to print all SF−50−B's after the processing of the second pass.

The second pass of SF−50−B's is processed on the second Sunday following the end of a pay period. This pass prints the remaining SF−50−B's in the system.

All other forms and/or reports are processed on the second Sunday following the end of the pay period.

| SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | | | End of Pay Period 1 |
| PASS 1 NFC processes SF–50–B's for Pay Period 1 | | PAY | PERIOD 2 | | | |
| PASS 2 NFC processes SF–50–B's ———————— and all other RFQS forms and reports for Pay Period 1 after BEAR | | | | | | End of Pay Period 2 |
| PASS 1 NFC processes SF–50–B's for Pay Period 2 | | PAY | PERIOD 3 | | | |
| PASS 2 NFC processes SF–50–B's ———————— and all other RFQS forms and reports for Pay Period 2 after BEAR | | | | | | End of Pay Period 3 |

**Figure 1. RFQS Processing Chart**

## RFQS Election Form

Agency personnel can complete Form AD–961, Remote Forms Queuing System (RFQS) Election Form (**Figure 2**), to update distribution of Standard Form 50–B, Notification Of Personnel Action, Standard Form 1150, Record Of Leave Data, tickler reports, and/or forms through RFQS.

- To request a change by mail, return the AD–961 to:

  USDA, National Finance Center
  GESD, Payroll Processing Branch
  P.O. Box 60000
  New Orleans, LA 70160

- To fax a change request, send the AD–961 to the Personnel Processing Branch at FAX Number **504–426–9766**.

## REMOTE FORMS QUEUING SYSTEM (RFQS) ELECTION FORM

Remote Forms Queuing System (RFQS) provides users with control in obtaining forms and tickler reports electronically. RFQS contains (1) the Forms Menu, (2) the Control Listings Menu, and (3) the Notification Listings Menu. The Forms Menu lists the Notification of Personnel Action (SF–50–B), the Record of Leave Data (SF–1150), and other tickler forms available for printing. The Control Listings Menu and the Notification Listings Menu consist of the tickler reports.

### Completion Instructions

**A. Identification.**

1. **Department Code.** Enter the 2-position department code assigned by OPM.
2. **Agency Code.** Enter the 2-position agency code assigned by NFC.
3. **Personnel Office Identifier (POI).** Enter the 4-position personnel office identifier.
4. **Effective Date.** Enter the effective date of the selection in MM DD YY order. This date should be the first day of the effective pay period.
5. **Contact Person.** Enter the name of the personnel office contact.
6. **Telephone** *(Area code and number)*. Enter the telephone number of the personnel office contact.

**B. Selection Options.** *Do not complete this section if current selections are valid.*

7. **Will you print your SF–50–B's?** Valid selections are:
   - **Yes**, if you will use RFQS to print your SF–50–B's after each SF–50–B pass.
   - **No**, if you will have NFC print and mail your SF–50–B's.
   - **S**, if you will use RFQS to print your SF–50–B's after the second SF–50–B pass.
8. **Will you print your SF–1150's?** Valid selections are:
   - **Yes**, if you will use RFQS to print your SF–1150's.
   - **No**, if you will have NFC print and mail your SF–1150's.
9. **Will you print your tickler reports?** Valid selections are:
   - **Yes**, if you will use RFQS to print your tickler reports.
   - **No**, if you will have NFC print and mail your tickler reports.
10. **Will you print your tickler forms?** Valid selections are:
   - **Yes**, if you will use RFQS to print your tickler forms.
   - **No**, if you will have NFC print and mail your tickler forms.

**C. Personnel Officer Signature Block for SF–50–B and SF–1150.** *Do not complete this section if current selections are valid.*

11. **Approving Official.** Enter the personnel officer whose name appears in the Approving Official block on the SF–50–B and the SF–1150 if you desire this name to be printed on these forms.
12. **Approving Official Title.** Enter the title of the approving official.

| A. IDENTIFICATION | | | |
|---|---|---|---|
| 1. DEPARTMENT CODE (2 positions) | 2. AGENCY CODE (2 positions) | 3. PERSONNEL OFFICE IDENTIFIER (POI) (4 positions) | 4. EFFECTIVE DATE (6 positions) |
| 5. CONTACT PERSON (35 positions) | | 6. TELEPHONE (Area code and number) (10 positions) | |

| B. SELECTION OPTIONS. *(Do not complete this section if current selections are valid.)* | YES | NO | S | | YES | NO |
|---|---|---|---|---|---|---|
| 7. Will you print your SF–50–B's? | | | | 9. Will you print your tickler reports? | | |
| 8. Will you print your SF–1150's? | | | | 10. Will you print your tickler forms? | | |

| C. PERSONNEL OFFICER SIGNATURE BLOCK FOR SF–50–B AND SF–1150. *(Do not complete this section if current selections are valid.)* | |
|---|---|
| 11. APPROVING OFFICIAL (36 positions) | 12. APPROVING OFFICIAL TITLE (36 positions) |

FORM AD–961 (Revised 6/95)

**Return to:**

USDA, National Finance Center
GESD, Payroll Processing Branch
P.O. Box 60000
New Orleans, LA 70160

**Figure 2. Remote Forms Queuing System (RFQS) Election Form**

# System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

## Remote Terminal Usage And Security

Access security is designed to prevent unauthorized use of systems and data bases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access RFQS, you must **(1)** have authorized security clearance and **(2)** use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

## Sign-On

To sign on, connect to your telecommunications network to display the NFC banner screen (**Figure 3**) on your terminal.

```
==============================================================================
==            SNAMOD2              T3134605               PF1=HELP    ==      ==
==============================================================================
==                     NN    NN          FFFFFFFF        CCCCCCCC              ==
==                    NNN   NN          FFFFFFFF        CCCCCCCC               ==
==                   NNNN  NN          FF              CC                      ==
==                  NN NN NN          FFFFFFFF        CC                      ==
==                 NN  NNNN          FFFFFFFF        CC                       ==
==                NN   NNN          FF              CCCCCCCC                  ==
==               NN    NN          FF              CCCCCCCC                  ==
==  ==================================================================      ==
==    ==========      Welcome to the National Finance Center      ==========  ==
==     ==========        Office of Finance and Management        ==========   ==
==      ==========    United States Department of Agriculture   ==========    ==
==       ==============================================================       ==
==                                                                            ==
==   ENTER USER ID =           PASSWORD =           NEW PASSWORD =           ==
==                                                                            ==
==   ENTER APPLICATION NAME =           OR PRESS ENTER FOR NFC MENU           ==
==============================================================================
```

**Figure 3. NFC Banner Screen**

Respond to the prompts as follows:

---

**Enter User ID** *required, alphanumeric, 8 positions max.*

Key in your assigned user ID (e.g., `NF999`). **[Tab]** to the next prompt.

**Password**

*required, alpha, 6 to 8 positions*

Key in your password. Your password is not displayed on the screen. **[Tab]** to the next prompt.

**New Password**

*alpha, 6 to 8 positions*

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

**Enter Application Name**

*required, alpha, 9 positions max.*

Key in **RFQS** and press **[Enter]**. The RFQS menu 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 4**) 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>                                ==
==     7. MISSION ASSIGNMENT TRACKING SYSTEM  <GAO ONLY>                    ==
==     8. DIRECTIVES BULLETIN BOARD                                         ==
==                                                                          ==
==  ENTER APPLICATION NAME OR SELECTION NUMBER ==>             PF11 = EXIT  ==
==============================================================================
==                                                                          ==
==                            MESSAGE BOARD                                 ==
==============================================================================
==============================================================================
```

**Figure 4. NFC Menu**

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

**Note:** When signing on, before you display the RFQS menu, select Option 8, Directives Bulletin Board, on the NFC Menu to view additional messages related to payroll/personnel systems. (See **Title VI, Systems Access Manual, Bulletin 94–1, Directives Bulletin Board**, dated January 24, 1994.)

Instructions follow for using the RFQS system.

## Sign-Off

To exit RFQS, display the RFQS menu as follows:

At a submenu, **[Tab]** to the ***Return To Previous Menu*** option and press **[Enter]**. Repeat if necessary to return to the RFQS menu. Then exit from the RFQS menu.

At the Selection Criteria screen, **[Tab]** to the Command line and key in **R**. Press **[Enter]** to display the RFQS menu. Then exit from the RFQS menu.

At the VMCF Primary Option Menu, press **[PF3]** to display the RFQS menu. Then exit from the RFQS menu.

At the RFQS menu, **[Tab]** to the ***Return To TSO Environment*** option and press **[Enter]**.

The Job Status screen (**Figure 5**) is displayed, listing the status of your jobs.

```
JOB NF477R(JOB24734) ON OUTPUT QUEUE
READY
bye
```

**Figure 5. Job Status Screen**

**Note:** RFQS assigns a job number for each job requested. The job number is displayed only on the Job Status screen.

At the *Ready* prompt, key in **`bye`** and press **[Enter]** to display 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 relatively short time.

**Note:** To avoid unnecessary charges, disconnect from your telecommunications network immediately after a session is terminated.

# Operating Features

This section describes the system's operating features and provides instructions for using the system.

## System Edits

RFQS performs edit and/or validity checks on entered data, as applicable. If the data does not pass system edits, an error message is displayed at the bottom of the screen or under the Command line on the Selection Criteria screen. A list of error messages is provided in the **Appendix** to this procedure.

## Help Screens

Help screens are available for the Selection Criteria screens in RFQS. The Help screens display a narrative description for each field.

## Function Keys

Your keyboard includes :

- Program function keys (**[PA]**, **[PF]**, **[F]**, etc.), used to execute functions and display specific screens in the system
- Other function keys (**[Enter]**, **[Clear]**, etc.)

For instructions on your equipment usage, see the manufacturer's operating guide or consult your agency ADP staff.

The special functions of these keys in RFQS are displayed at the bottom of each screen. Descriptions are provided below:

**Function Keys**

| Key | Description |
|---|---|
| PF3 | Used to display the NFC Menu or, in the VPS – Printing Program option, used to display the previous screen and exit to the RFQS menu. |
| PF7 | Used to return to Screen 1 of the Notification Listings menu. |
| PF8 | Used to display Screen 2 of the Notification Listings menu. |

**Function Keys**

| Key | Description |
|---|---|
| Enter | Used to enter data into the system after you have keyed it in at a screen. |
| Tab | Used to move the cursor from field to field. |

Instructions follow for using the RFQS menu and system options.

# RFQS Menu

After you access RFQS, the RFQS menu (**Figure 6**) is displayed.

```
******************** ---REMOTE FORMS QUEUING SYSTEM--- *********** (1.0) **

*    ---> FORMS MENU                                                     *
*                                                                        *
*    ---> CONTROL LISTINGS MENU                                          *
*                                                                        *
*    ---> NOTIFICATION LISTINGS MENU                                     *
*                                                                        *
*    ---> VPS - PRINTING PROGRAM                                         *
*                                                                        *
*                                                                        *
*    ---> RETURN TO TSO ENVIRONMENT.                                     *
*                                                                        *
*                                                                        *
******************** POSITION CURSOR AND PRESS -ENTER- ********************
```

**Figure 6. RFQS Menu**

The menu provides four submenus for viewing data and selecting a form or report for output.

Below is a brief description of each submenu.

**Forms Menu –** Used to display payroll and personnel forms available for printing purposes. Below is a list of options available on the Forms submenu:

- (SF–50–B) Notification Of Personnel Action
- (SI–650) Personnel Notification Document
- (AD–658) Notification Of WGI Due
- (AD–435) Performance Appraisal
- (AD–507) Expiration Of Prob/Trial Period (HUD–25013)
- (AD–773) Expiration Of Suprv/Prob Period (HUD–25013A)
- (CD–416) Certification For WGI
- (CD–35) Probationary/Trial Period
- (SF–1150) Record Of Leave Data
- Summary Counts Of SF–50–B And SI–650
- Summary Counts Of SF–1150 Forms
- Summary Counts Of All Other Forms
- Return To Previous Menu

**Control Listings Menu –** Used to display tickler reports available for printing that relate to the forms listed on the Forms menu. Below is a list of options available on the Control Listings submenu.

- Classified Employee WGI List

- Performance Appraisal
- Probationary Trial Period
- Supervisory/Managerial Form AD–773
- Supervisory/Managerial Form CD–352
- Summary Counts Of All Control Listings
- Return to Previous Menu

**Notification Listings Menu** – Used to display various tickler reports available for printing. Below is a list of options available on the Notification Listings submenu.

- Expiration Of Limited Appointments
- Employees In Non-Pay Status With Expired NTE Dates
- Taper/Status Quo Employees Eligible For Career
- Employees Approaching Expiration Of Grade Retention
- Retirements
- Vacancy Review Notice
- Notification Of Position To Be Inactivated
- Interim Performance Evaluation
- Conversion To Career Tenure Four Week Notification
- SES Recertification Notification
- Position NTE Date Approaching Expiration
- Projected Duties Follow Up
- Employees Approaching Expiration Of Detail Assignment
- Employees Approaching Expiration Of Temporary Promotion
- Federal Wage System WGI Eight Week Notification
- Temporary Employees – FEHB Coverage Eligibility
- Performance Evaluation Eligibility
- Notification Of Longevity Percent Changes
- Notification Of Adjustment To Longevity Date
- 90-Day Notification For Recertification Of Retention Allowance
- Summary Counts Of All Notification Listings
- Return To Previous Menu

**VPS – Printing Program** – Allows users with 3270 printers to monitor and control the printing of RFQS forms and reports through the VTAM Printer Support System (VPS) Monitor and Control Facility (VMCF).

For an illustration and brief description of each form and report, see **Exhibits** in this procedure.

It is important to first select and view the Summary Counts options before requesting specific forms to print. The summary counts inform the user of the number of forms that have been processed and indicate if they are ready for printing.

To select a submenu, **[Tab]** to the desired submenu and press **[Enter]**. The desired submenu (**Figure 7**) is displayed listing the forms available for that submenu.

```
** RFQS ***************************************************** FORMS (1.1) **
*                                                                           *
*    ---> (SF-50-B)  NOTIFICATION OF PERSONNEL ACTION                       *
*    ---> (SI-650)   PERSONNEL NOTIFICATION DOCUMENT                        *
*    ---> (AD-658)   NOTIFICATION OF WGI DUE                                *
*    ---> (AD-435)   PERFORMANCE APPRAISAL                                  *
*    ---> (AD-507)   EXPIRATION OF PROB/TRIAL PERIOD (HUD-25013)            *
*    ---> (AD-773)   EXPIRATION OF SUPRV/PROB PERIOD (HUD-25013A)           *
*    ---> (CD-416)   CERTIFICATION FOR WGI                                  *
*    ---> (CD-35)    PROBATIONARY/TRIAL PERIOD                              *
*    ---> (SF-1150)  RECORD OF LEAVE DATA                                   *
*                                                                           *
*    ---> SUMMARY COUNTS OF SF-50-B AND SI-650                              *
*    ---> SUMMARY COUNTS OF SF-1150 FORMS                                   *
*    ---> SUMMARY COUNTS OF ALL OTHER FORMS                                 *
*    ---> RETURN TO PREVIOUS MENU.                                          *
*                                                                           *
******************** POSITION CURSOR AND PRESS -ENTER- ********************
```

**Figure 7. Submenu** (*example is for the Forms Submenu)*

# Summary Counts

The Summary Counts options are available on the RFQS submenus. These options are used to display important information in requesting printouts of forms and reports for a specific pay period and can only be viewed online. Summary Counts options should always be selected first to inform the user of the number of forms or reports that have been processed and to indicate whether they are ready for printing. The information is displayed immediately after entry of the Selection Criteria Screen For Summary Counts.

For purposes of this procedure, instructions relate to the first Summary Counts option on the Forms menu, Summary Counts Of SF−50−B And SI−650, with exceptions noted where applicable.

To select this option, at the Forms menu, **[Tab]** to the Summary Counts Of SF−50−B And SI−650 option and press **[Enter]**. The pay period selection screen (**Figure 8**) is displayed.

```
******************** ---REMOTE FORMS QUEUING SYSTEM--- ************ (1.0) **
 *                                                                        *
 *  ** SUMMARY COUNTS OF SF-50-B AND SI-650 ********************** (2.0) **  *
 *  *                                                                  *  *
 *  *                                                                  *  *
 *  *    ---> CURRENT PAY PERIOD.                                      *  *
 *  *                                                                  *  *
 *  *    ---> PREVIOUS PAY PERIOD.                                     *  *
 *  *                                                                  *  *
 *  *    ---> OTHER PAY PERIOD.                                        *  *
 *  *                                                                  *  *
 *  *                                                                  *  *
 *  *    ---> RETURN TO PREVIOUS MENU.                                 *  *
 ****                                                                  ****
    *                                                                  *
    ***************** POSITION CURSOR AND PRESS -ENTER- ******************
```

**Figure 8. Pay Period Selection Screen** *(example is for Summary Counts Of SF−50−B And SI−650)*

Data is processed for a pay period after it closes and is usually completed processing in the following pay period.

To select another option, **[Tab]** to the option desired and press **[Enter]**. The appropriate option name appears on each screen.

Below is a brief description of each option on the pay period selection screen:

**Current Pay Period.** Refers to the most recently processed pay period.

**Previous Pay Period.** Refers to the pay period prior to the current pay period.

**Other Pay Period.** Used to select a pay period prior to the previous pay period.

**Return To Previous Menu.** Used to return to the previous menu.

To select an option from the pay period selection screen, **[Tab]** to the applicable option and press **[Enter]**.

If the Other Pay Period option is selected, the pay period status screen (**Figure 9**) is displayed showing the current pay period for processing. No entry is required; press **[Enter]** to continue.

```
*************** SF-50-B AND SI-650 STATUS ***************

                THE CURRENT PAY PERIOD FOR

          PROCESSING FOR THE 50S IS PAY PERIOD 18.

     ** ONLY PAY PERIODS PRIOR TO THIS ARE PERMITTED **

*************************************************************

 *PRESS <ENTER> TO CONTINUE **
```

**Figure 9. Pay Period Status Screen** *(example is for SF–50–B's and SI–650's)*

The pay period entry screen (**Figure 10**) is displayed. Up to 24 pay periods prior to the previous pay period can be selected. Key in the applicable pay period and press **[Enter]**.

```
******************** ---REMOTE FORMS QUEUING SYSTEM--- ************ (1.0) **
*                                                                         *
*  ** SF-50-B AND SI-650 PAY PERIOD ENTRY  ********************** (2.2)**  *
*  *                                                                 *  *
*  *                                                                 *  *
*  *                                                                 *  *
*  *      ENTER 2-DIGIT PAY PERIOD NUMBER (01-26)    __              *  *
*  *                                                                 *  *
*  *                                                                 *  *
****                                                                 ****
   *                                                                 *
   * ENTER PAY PERIOD FOR THE 50S REQUEST OR -R- TO RETURN TO FORM MENU *
```

**Figure 10. Pay Period Entry Screen** *(example is for SF–50–B's and SI–650's)*

The Selection Criteria For Summary Counts screen (**Figure 11**) is displayed for the user to key in requirements for an online view of the Summary Counts.

```
                    SELECTION CRITERIA FOR SUMMARY COUNTS
COMMAND ===>
 *TYPE "H" FOR HELP OR "R" TO RETURN TO MENU*


Department Code           __
Agency Code               __
Submitting Office Number  ____

 *FILL IN SELECTION CRITERIA AND PRESS -ENTER- TO DISPLAY COUNTS*
```

**Figure 11. Selection Criteria For Summary Counts Screen** *(example is for Summary Counts of SF–50–B and SI–650)*

Complete the fields as follows:

**Command**
*optional, alpha, 1 position*
Key in ***H*** for the Help screen or ***R*** to return to the menu. **[Tab]** to the next field.

**Department Code**
*required, alpha, 2 positions*
Key in the department code

**Agency Code**
*required, alpha, 2 alphanumeric positions*
Key in the agency code.

**Submitting Office Number**
*required, numeric, 4 positions*
Key in the personnel office identifier.

For the Summary Counts of All Other Forms option only, the Selection Criteria For Summary Counts screen (**Figure 12**) displays three additional fields to allow the user to select forms down to the fourth organizational structure level.

```
                    SELECTION CRITERIA FOR SUMMARY COUNTS
COMMAND ===>
 *TYPE "H" FOR HELP OR "R" TO RETURN TO MENU*


Department Code           __
Agency Code               __
Submitting Office Number  ____
Org Structure Level 2     __
Org Structure Level 3     __
Org Structure Level 4     ____

 *FILL IN SELECTION CRITERIA AND PRESS -ENTER- TO DISPLAY COUNTS*
```

**Figure 12. Selection Criteria For Summary Counts Screen** *(example is for All Other Forms option)*

Complete the fields as follows:

**Org Structure Level 2**
*optional, numeric, 2 positions*
Key in the 2nd level organizational structure code.

**Org Structure Level 3**
*optional, numeric, 2 positions*
Key in the 3rd level organizational structure code.

**Org Structure Level 4** *optional, numeric, 4 positions*

Key in the 4th level organizational structure code.

---

After completing the applicable fields, press **[Enter]**. The Summary Counts Status screen (**Figure 13**) for a specific pay period is displayed. The screen displays the pay period in the top right hand corner.

```
SUMMARY OF SF-50-B'S AND SI-650'S AVAILABLE TO RFQS FOR PAY PER 23

     DEPT  AG   U.S. DEPARTMENT OF AGRICULTURE
     AGCY  90   OFFICE OF FINANCE AND MANAGEMENT
     SON   5317 NEW ORLEANS, LA.

     FORMS                                                NO. FORMS

     (SF50B)  NOTIFICATION OF PERSONNEL ACTION 1ST PASS          64
     (SF50B)  NOTIFICATION OF PERSONNEL ACTION 2ND PASS          38
     (SI650)  PERSONNEL NOTIFICATION DOCUMENT 1ST PASS            0
     (SI650)  PERSONNEL NOTIFICATION DOCUMENT 2ND PASS            0

   *** PRESS -ENTER- TO CONTINUE ***
```

**Figure 13. Summary Counts Status Screen** *(example is for Summary Counts of SF–50–B and SI–650)*

If *O* is displayed in the No. Forms column on the summary counts status screen, data is not available for the selected pay period.

If the message *Not Ready* is displayed in the No. Forms column, the system has not finished processing the data. When a number is displayed, it indicates the number of forms available for printing.

If RFQS does not provide any forms and/or reports for your personnel office identifier, a message screen (**Figure 14**) is displayed.

```
RFQS PROVIDES NO FORMS FOR YOUR SUBMITTING OFFICE.
PLEASE CONTACT NFC IF YOU WISH TO USE RFQS.

*** PRESS -ENTER- TO CONTINUE ***
```

**Figure 14. RFQS Message Screen**

- To return to the Forms menu, press **[Enter]** at the summary counts status screen or the message screen.
- To request another summary count, return to the Selection Criteria For Summary Counts screen. The criteria from your last request is still displayed on the screen. **[Tab]** to the fields to be changed and enter the appropriate data. After all changes are made, press **[Enter]**.
- To request another report, select the appropriate menu and proceed as described.

# Forms And Reports Selection

Each option at the RFQS menu provides a submenu that lists all forms or reports in that option.

Each submenu has a pay period selection screen that provides the current pay period, previous pay period, and other pay period to be used for selecting output.

For purposes of this procedure, instructions in this section relate to the SF−50−B's. The SF−50−B option only has a pass selection screen showing First Pass, Second Pass, and Both Passes options. Use the instructions below for these forms. At the Forms menu, the cursor is automatically positioned to request the SF−50−B.

To select this option, press **[Enter]**. The Pay Period Selection screen (**Figure 15**) is displayed.

```
******************** ---REMOTE FORMS QUEUING SYSTEM--- ************ (1.0) **
*                                                                          *
*  ** (SF-50-B) NOTIFICATION OF PERSONNEL ACTION*************** (2.0) **  *
*  *                                                                  *  *
*  *                                                                  *  *
*  *    ---> CURRENT PAY PERIOD.                                      *  *
*  *                                                                  *  *
*  *    ---> PREVIOUS PAY PERIOD.                                     *  *
*  *                                                                  *  *
*  *    ---> OTHER PAY PERIOD.                                        *  *
*  *                                                                  *  *
*  *                                                                  *  *
*  *    ---> RETURN TO PREVIOUS MENU.                                 *  *
****                                                                  ****
   *                                                                  *
   ***************** POSITION CURSOR AND PRESS -ENTER- ******************
```

**Figure 15. Pay Period Selection Screen** *(example is for (SF−50−B) Notification Of Personnel Action)*

Data is processed for a pay period after it closes and is usually completed processing in the following pay period.

To select another option, **[Tab]** to the option desired and press **[Enter]**. The appropriate option name is displayed on each screen.

Below is a brief description of each option listed on the pay period selection screen:

**Current Pay Period**. Refers to the most recently processed pay period.

**Previous Pay Period**. Refers to the pay period prior to the current pay period.

**Other Pay Period**. Used to select a pay period prior to the previous pay period.

**Return To Previous Menu**. Used to return to the Forms menu.

To select an option from the pay period selection screen, **[Tab]** to the applicable option and press **[Enter]**.

If the Other Pay Period option is selected, the Pay Period Status Screen (**Figure 16**) is displayed showing the current pay period processing. No entry is required; press **[Enter]** to continue.

```
************** SF-50-B AND SI-650 STATUS  ***************

                THE CURRENT PAY PERIOD FOR

            PROCESSING FOR THE 50S IS PAY PERIOD 18.

         ** ONLY PAY PERIODS PRIOR TO THIS ARE PERMITTED **

       ************************************************************



        *PRESS <ENTER> TO CONTINUE **
```

**Figure 16. Pay Period Status Screen** *(example is for SF−50−B's and SI−650's)*

The Pay Period Entry Screen (**Figure 17**) is displayed.

```
******************** ---REMOTE FORMS QUEUING SYSTEM--- ************ (1.0) **
*                                                                          *
*  ** SF-50-B AND SI-650 PAY PERIOD ENTRY  ********************** (2.2)**  *
*  *                                                                    *  *
*  *                                                                    *  *
*  *                                                                    *  *
*  *      ENTER 2-DIGIT PAY PERIOD NUMBER (01-26)    __                 *  *
*  *                                                                    *  *
*  *                                                                    *  *
****                                                                    ****
   *                                                                    *
   * ENTER PAY PERIOD FOR THE 50S REQUEST OR -R- TO RETURN TO FORM MENU *
```

**Figure 17. Pay Period Entry Screen** *(example is for SF−50−B's and SI−650's)*

Up to 24 pay periods prior to the previous pay periods can be selected. Key in the applicable pay period and press **[Enter]**. The Selection Criteria screen is displayed except when the SF−50−B is selected. The Pass Selection Screen (**Figure 18**) is displayed only after selecting the SF−50−B.

```
******************** ---REMOTE FORMS QUEUING SYSTEM--- ************ (2.0) **
*                                                                          *
*  ** (SF-50-B)  NOTIFICATION OF PERSONNEL ACTION ************** (3.0) **  *
*  *                                                                  *  *
*  *                                                                  *  *
*  *    ---> FIRST PASS.                                              *  *
*  *                                                                  *  *
*  *    ---> SECOND PASS.                                             *  *
*  *                                                                  *  *
*  *    ---> BOTH PASSES.                                             *  *
*  *                                                                  *  *
*  *                                                                  *  *
*  *    ---> RETURN TO PREVIOUS MENU.                                 *  *
****                                                                  ****
   *                                                                  *
   ***************** POSITION CURSOR AND PRESS -ENTER- ******************
```

**Figure 18. Pass Selection Screen**

A pass is a system processing cycle which updates the SF−50−B files. Below is a description of each pass.

### First Pass

Usually runs on the First Sunday following the end of a pay period. This pass prints all SF−50−B's entered thus far unless the personnel office has elected to print all SF−50−B's after the processing of the second pass.

### Second Pass

Usually runs on the second Sunday following the end of a pay period. This pass prints the remaining SF−50−B's processed in the system.

### Both Passes

Used to request SF−50−B's for both passes described above.

- To select an option from the pass selection screen, **[Tab]** to the applicable option and press **[Enter]**.

The Selection Criteria screen (**Figure 19**) is displayed.

```
                                        SELECTION CRITERIA FOR
                            (SF-50-B)  NOTIFICATION OF PERSONNEL ACTION

COMMAND ===>
*TYPE "H" FOR HELP OR "R" TO RETURN TO MENU*

User's Name to be on JCL   ______________
Remote Destination         ________________
Last Character of Job Name Q
System Output Class        A
-------------------------------------------------------------------------------
 Department Code            __
 Agency Code                __
 Submitting Office Number   ____

  *FILL IN SELECTION CRITERIA AND PRESS -ENTER- TO SUBMIT REPORT*
```

**Figure 19. Selection Criteria Screen** *(example is for (SF−50−B) Notification Of Personnel Action)*

All or a combination of the fields listed below may be displayed depending on the particular form or report selected.

Complete the fields as follows:

---

**Command**

*optional, alpha, 1 position*

Key in **H** for the Help screen or **R** to return to the RFQS menu. **[Tab]** to the next field.

**User's Name To Be On JCL**

*required, alphanumeric, 15 positions max.*

Key in the user's name or other information to identify the report destination.

**Remote Destination**

*required, alphanumeric, 16 positions max.*

Key in the printer identifier where the form is to be printed.

**Last Character Of Job Name**

*optional, alphanumeric, 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 *Q*.

It is recommended that a unique 6th digit job name character be entered whenever the possibility exists that more than one report will be requested. If a character is not entered and the system defaults to *Q*, when two reports are requested, both jobs would have the same job name. Since duplicate jobs cannot execute at the same time, one job would have to be completed before the system could start executing the other job. If the reports were given different job names, they could be executing simultaneously.

**System Output Class**

*optional, alpha, 1 position*

Key in **A** to generate a hard copy at the designated printer or **X** to hold output for viewing at the terminal. For instructions on viewing a report before printing, see the **Interactive System Productivity Facility (ISPF)** procedure, Title VI, Chapter 2. If no entry is made, the system defaults to *A*.

**Number Of Copies**

*optional, numeric, 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, 2 positions*

Key in the department code.

**Agency Code**

*required, alphanumeric, 2 positions*

Key in the agency code.

**Submitting Office Number**

*required, numeric, 4 positions*

Key in the personnel office identifier.

**Org Structure Level 2**

*optional, numeric, 2 positions*

Key in the 2nd level of the organizational structure code.

**Org Structure Level 3**

*optional, numeric, 2 positions*

Key in the 3rd level of the organizational structure.

**Org Structure Level 4**

*optional, numeric, 4 positions*

Key in the 4th level of the organizational structure.

**SSN**

*optional, numeric, 9 positions*

Key in up to three employee social security numbers. To print all SF−1150's for the requested pay period, leave the SSN fields blank.

---

After completing the applicable fields, press **[Enter]** to submit the job for output. The RFQS menu is displayed.

- To request another form, select the appropriate menu and proceed as described.

# VPS – Printing Program

This option allows users with 3270 printers to monitor and control the printing of RFQS reports through the VTAM Printer Support System (VPS) Monitor and Control Facility (VMCF).

To select this option, at the RFQS menu, **[Tab]** to the VPS – Printing Program option and press **[Enter]**. The VMCF Primary Option Menu (**Figure 20**) is displayed with the cursor at the option line.

```
-------------------------- VMCF PRIMARY OPTION MENU --------------------------
OPTION  ===>
                                                          USERID   - NFC03
   PRINTER ===>                                           TERMINAL - MULTTES
                                                          VPS NAME - VPS61
     1  -  Enter   VPS printer command                    PROFILE  - NFC03
     2  -  Display VPS printer list

     S  -  Display VPS printer summary
     T  -  VMCF Tutorial

     X  -  Terminate VMCF

Enter END command to terminate VMCF.
```

**Figure 20. VMCF Primary Option Menu**

Complete the entry fields as follows:

**Option**

*required, alphanumeric, 26 positions*

Key in **`1`** to enter the VPS print command. Press **[PF3]** or key in **`End`** or **`X`** and press **[Enter]** to terminate VMCF.

**Printer**

*required, alphanumeric, 8 positions max.*

Key in your printer ID and press **[Enter]**.

The VPS Printer Command Menu (**Figure 21**) is displayed with the cursor at the option line.

```
-------------------------- VPS PRINTER COMMAND MENU ------------COMMAND ISSUED
OPTION  ===>
                                                          USERID   - NFC03
   PRINTER ===>                                           TERMINAL - MULTTES
                                                          VPS NAME - VPS61
                                                          PROFILE  - NFC03

     3  -  START         (Remove drain status)
     4  -  STOP          (Set    drain status)
           TYPE ===>     (Blank-Normal, I-Immediate, F-Force)
     5  -  CANCEL        (Cancel dataset|job currently printing)
           TYPE ===>     (D-Dataset, J-Job, Default is dataset)
     6  -  REPEAT        (Repeat     dataset currently printing)
     7  -  RESTART       (Restart    dataset currently printing)
     8  -  REPOSITION    (Reposition dataset currently printing)
     9  -  SELECT        (Alter printer selection criteria)
```

**Figure 21. VPS Printer Command Menu**

Complete the fields as follows:

---

**Option**

*required, alphanumeric, 26 positions max.*

Key in ***3*** to start the printer. Press **[PF3]** or key in ***End*** or ***X*** and press **[Enter]** to terminate VMCF.

**Printer**

*required, alphanumeric, 8 positions max.*

The printer ID from the previous screen is displayed. No entry is required. Press **[Enter]**.

---

The message *Command Issued* is displayed in the upper right corner of the screen.

To view the status of the printer, press **[PF3]** to return to the VMCF Primary Option Menu. Key in **2** to Display VPS Printer List option. Press **[Enter]**.

The VPS Printer Selection Menu (**Figure 22**) is displayed.

```
------------------------- VPS PRINTER SELECTION MENU -------------------------
COMMAND ===>

ENTER PRINTER LIST SELECTION CRITERIA:

  PRINTER  ===>           (Specify full or partial printer name)
  GROUP    ===>           (Specify full or partial group   name)
  VPS NAME ===>           (Limit search to specific VPS STC name)

  PRINTER STATUS:         (Specify printer status; null defaults to any status)

  _  ABENDED      (Scheduler subtask abended)
  _  BUSY         (Utility function)
  _  DRAINED      (Stopped)
  _  DRAINING     (Printing but will stop when complete)
  _  EDRAINED     (Stopped due to error condition)
  _  FORMWAIT     (Waiting for form mount)
  _  IDLE         (Waiting for work)
  _  INTVREQD     (Intervention required)
  _  MISSRESP     (Missing response detected)
  _  POWEROFF     (Printer is powered off)
  _  PRINTING     (Currently printing)
  _  QUEUEING     (Queueing work)
  _  WCONNECT     (Waiting for connection)
```

**Figure 22. VPS Printer Selection Menu**

Enter your printer number (*8 positions max.*). Press **[Enter]**.

The VPS Printer Selection List screen (**Figure 23**) is displayed. This screen list the printer specified by the user, the number of jobs currently waiting to print, and the status of the printer.

```
------------------------- VPS PRINTER SELECTION LIST -------------------------
COMMAND ===>
                   SCROLL ===> PAGE

  C - Command        H - Held Queue            Q - Output Queue      S - Summary


  MBR  NAME  LUNAME    WAITING  STATUS
_ U527             T3035021          NONE   IDLE             C=ACXE D=U527 F=STD

  **END**
```

**Figure 23. VPS Printer Selection List Screen**

If the command was not issued, the message *Printer Not Found* is displayed in the upper right corner of the VPS Printer Command Menu. This message indicates that the printer has not been activated. For further assistance, call the Operations Control Center at **1–800–767–9641 or 504–426–6435**.

To exit VPS, press **[PF3]** until the RFQS menu is displayed.

Users with other types of printers should follow their normal procedures to retrieve and print reports.

# Report Status

## ISPF – Viewing Program

The Interactive System Productivity Facility (ISPF) enables the users to view a report at their terminal prior to printing. For detailed information on accessing ISPF, see Interactive System Productivity Facility procedure, Title VI, Chapter 2, Section 2.

## Viewing The Print Status Of Reports

After exiting RFQS (see **Sign-Off**) in this procedure, key in **`st`** or **`status`** at the *Ready* prompt. A message is displayed indicating the status of the job. If the user is not logged–on to RFQS at the time the job execution is completed, the message is displayed the next time the user logs–on or exits RFQS.

| Message | Description |
|---|---|
| *Executing Job NF999Q(JOB12345)* | Displayed when the job is being executed. |
| *Job NF999Q(JOB12345) Waiting Execution* | Displayed when the job is waiting to be executed. |
| *Job NF999Q(JOB12345) On Output Queue* | Displayed when the job is waiting to be retrieved at a terminal or waiting to be printed at an online or remote printer. |
| *No Jobs Found*<br>*Ready* | Displayed when the job has executed and is no longer in the queue. |

# Exhibits

This section presents the following exhibits:

1. Notification Of Personnel Action
2. Personnel Notification Document
3. Within-Grade Increase Record
4. Performance Appraisal
5. Probationary Or Trial Period Report (AD–507)
6. Supervisory Or Managerial Probationary Period Report
7. Certification For Within-Grade Increase
8. Probationary Or Trial Period Report (CD–35)
9. Record Of Leave Data
10. Classified Employee Control Listing Of Within-Grade Increase Forms For F/T And P/T Employees
11. Classified Employee Within-Grade Increase Sixteen Week Listing For F/T And P/T Employees
12. Classified Employee WGI Status Sixteen Week Listing For F/T And P/T Employees
13. Classified Employee Within-Grade Increase Four Week Notification For F/T And P/T Employees
14. Control Listing Of Performance Evaluation Forms Prepared For F/T And P/T Employees
15. Notification Of Expiration Of Probationary Or Trial Period
16. Control List For Supervisory/Managerial Probationary Period Report Forms
17. Control List For Supervisory/Managerial Probationary Forms
18. Employees Approaching Expiration Of Limited Appointment – Temporary
19. Notification Of Employees In Non-Pay Status With Expired NTE Dates
20. Taper And Status Quo Employees Approaching Eligibility For Conversion To Career
21. Employees Approaching Expiration Of Grade Retention
22. Report Of Retirements
23. Vacancy Review Notice
24. Notification Of Position To Be Inactivated
25. Interim Performance Evaluation
26. Conversion To Career Tenure Four Week Notification
27. SES Recertification Notification
28. Position NTE Date Approaching Expiration
29. Projected Duties Follow-Up
30. Employees Approaching Expiration Of Detail Assignment
31. Employees Approaching Expiration Of Temporary Promotion
32. Federal Wage System WGI Status Eight Week Notification
33. Temporary Employees – FEHB Coverage Eligibility

**34. Performance Evaluation Eligibility For – Perm (or Temp) – Employees**

**35. Notification Of Longevity Percent Changes**

**36. Notification Of Adjustment To Longevity Date**

**37. 90-Day Notification For Recertification Of Retention Allowance**

**38. Listing Of Employees With Change In Union Dues**

**39. FEHB Status Letters – Employee Express**

**40. TSP Status Letters – Employee Express**

# 1. Notification Of Personnel Action

| | |
|---|---|
| **Report Number:** | SF–50–B |
| **Brief Description** | Provides documentation of official personnel actions processed. It reflects the data exactly as processed and as contained in the data base for the employee. |
| **Report Availability:** | After the processing of the first and/or second pass of the SF–50–B's. |

Standard Form 50-B
Rev. 8/88
U.S. Office of Personnel Management
FPM Chapter 296

**NOTIFICATION OF PERSONNEL ACTION**

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/Level | 11. Step/Rate | 12. Salary | 13. Pay Basis

14. Name and Location of Position's Organization

**15. TO: Position Title and Number**

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

22. Name and Location of Position's Organization

**EMPLOYEE DATA**

23. Veteran 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
F - Full-time P - Part-Time I - Intermittent G - FT Seasonal Q - PT Seasonal J - INT Seasonal H - FT On-Call R - PT On-Call

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. Remarks

46. Employing Department or Agency

47. Agency Code | 48. Personnel Office ID | 49. Approval Date

50. Signature/Authentication and Title of Approving Official

**TURN OVER FOR IMPORTANT INFORMATION**

3 - PART 50-309

**1 - Employee Copy - Keep for Future Reference**

Editions Prior To 4/87 Are Unusable After 9/30/88
NSN 7540-01-250-0482

# 2. Personnel Notification Document

| | |
|---|---|
| **Report Number:** | SI–650 |
| **Brief Description** | Provides documentation of official personnel actions processed for Smithsonian Institution. It reflects the data exactly as processed and as contained in the data base for the employee. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

SI-650
SI Trust Fund
Rev. 9/87

**PERSONNEL**
**NOTIFICATION DOCUMENT**

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

**SECOND ACTION**
6-A. Code | 6-B. Nature of Action

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 Pay | 12C. Adj. Basic Pay | 12D. Other Pay

14. Organization Name

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 Pay | 20C. Adj. Basic Pay | 20D. Other Pay

22. Organization Name

**EMPLOYEE DATA**

23. Veterans Status: 1 - None 6 - 30% Comp.
24. Type of Appointment: 8 - Indefinite 9 - Temporary
25. Citizenship: 1 - U.S. 8 - Other
26. Sex
27. Life Insurance: 1 - Eligible 2 - Ineligible
28. Health Insurance: 1 - Eligible 2 - Ineligible
29. Pay Rate Determinant
30. Retirement Coverage: 1 - CS 2 - FICA 3 - TIAA 4 - None 5 - TIAA/FICA 8 - Pen Soc Sec
31. Service Comp. Date
32. Work Schedule: F - Full-time P - Part-time I - Intermittent
33. Part-Time Hours: Per Biweekly Pay Period
34. NTE Date
35. FLSA Category: E - Exempt N - Nonexempt
36. Organizational Structure Code
37. Bargaining Unit Status
38. Duty Station Code
39. Duty Station (City-County-State or Overseas Location)
40. Supervisory Code | 41. | 42. | 43. | 44. Accounting Fund Number
45. Remarks

46. Employing Organization
47. Agency Code | 48. Personnel Office I.D. | 49. Approval Date
50. Signature / Authentication and Title of Approving Official

1 - EMPLOYEE COPY - KEEP FOR FUTURE REFERENCE

SI-650 OSS 754-348
Previous Editions Unusable After 9/30/87

# 3. Within-Grade Increase Record

| | |
|---|---|
| **Report Number:** | AD–658 |
| **Brief Description** | Provides 16 weeks advance notice that the employee will complete the waiting period required for within-grade salary increase. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

U.S. DEPARTMENT OF AGRICULTURE

**WITHIN-GRADE INCREASE RECORD**

PART I.

| | | | | |
|---|---|---|---|---|
| 1. NAME *(Last, first, middle)* | 2. SOCIAL SECURITY NO. | 3. AGENCY CODE | 4. PAY PLAN | 14. WGI WAITING PERIOD BEGAN |
| 5. OCCUP. SER. / 6. GRADE/STEP | 7. PAY RATE DETERMINANT CODE | 8. SALARY | 9. DUTY STATION CODE | 15. INT. DAYS IN PAY STATUS NO. DAYS AS OF (DATE) |
| 10. OFFICIAL TITLE OF POSITION | 11. PERS. POSITION NO. | 12. STANDARD JOB NO. | | 16. EFF. DATE FOR WGI |
| 13. ORGANIZATION STRUCTURE CODE | | | | 17. WGI GRANTED ☐ YES ☐ NO |

INSTRUCTIONS: The above employee will meet the time requirements for a WGI on the date shown in Block 16. Final eligibility for the WGI depends upon your determination as the employee's supervisor that the employee's performance is at an "acceptable level of competence." Please make sure that you keep a record of any discussions you hold with the employee on this WGI determination. This record will be important should the employee request reconsideration if the within-grade increase is withheld.

LEVEL OF COMPETENCE DETERMINATION FOR WITHIN-GRADE INCREASE

PART II – To be completed, when applicable, by the employee's immediate supervisor not earlier than 2 weeks prior to the effective date.

☐ AN ACCEPTABLE LEVEL OF COMPETENCE. I personally have considered the work of the above-named employee in terms of the essential work factors of the position occupied, and I certify that I find the employee's work to be of an acceptable level of competence within the meaning of 5 U.S.C. 5335.

| SIGNATURE AND TITLE OF SUPERVISOR | DATE |
|---|---|
| | |

PART III - To be completed, when applicable, by the employee's immediate supervisor and the Reviewing Official.

☐ NOT AN ACCEPTABLE LEVEL OF COMPETENCE. (Contact Personnel Office.) I personally have considered the work of the above-named employee in terms of the essential work factors of the position occupied, and I certify that it is not of an acceptable level of competence to establish eligibility for a within-grade increase under 5 U.S.C. 5335.

| SIGNATURE AND TITLE OF SUPERVISOR | DATE |
|---|---|
| | |

☐ I have discussed fully the work of this employee with the supervisor whose signature appears above, and concur with the determination made.

| SIGNATURE AND TITLE OF REVIEWING OFFICIAL | DATE |
|---|---|
| | |

RECONSIDERATION FINDINGS

PART IV -To be completed by an appropriate Agency Official should the employee request reconsideration.

☐ The employee's performance during the specified waiting period met the acceptable level of competence requirement. The initial decision to withhold is hereby reversed. The within-grade pay increase should be effected on the original due date.

☐ The initial findings are sustained. The employee does not meet the acceptable level of competence requirement. Employee has been notified.

| SIGNATURE AND TITLE OF REVIEWING OFFICER | DATE |
|---|---|
| | |

Form AD-658P (12 81)

ORIGINAL NFC PROCESSING COPY

Exhibits

# 4. Performance Appraisal

| | |
|---|---|
| **Report Number:** | AD–435 |
| **Brief Description** | Provides documentation of the supervisor's evaluation of the employee's performance. It is produced 10 weeks prior to the completion of the employee's rating period. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

**United States Department of Agriculture**
**Performance Appraisal**

| 1 Social Security Number | 2 Position Number | 3 Pay Plan | 4 Occup. Series |
|---|---|---|---|
| | | | |

| 5 Name (Last, First, Middle Initial) | 6 Grade/Step or Pay Level | 7 Appraisal Period From / To |
|---|---|---|
| 8 Official Position Title | 9 Organization Structure Code | |
| 10 Duty Station | 11 Agency Use | 12 OFM/NFC Use |

**Instructions**

Blocks 1 through 10, completed by OFM/NFC, should be reviewed and, if necessary, corrected.
Block 13. Enter brief description of performance elements.
Block 14A. Check performance elements identified as critical.
Block 14B, 14C, 14D. Rate actual performance by entering 2 for critical elements and 1 for non-critical elements in appropriate column.
Block 14E, 14F, 14G. Enter total of each column.
Block 14H. Enter total from 14E, 14F, and 14G.
Block 15A. Check off the correct summary rating described in decision table (15B).
Blocks 16 through 20. Self-explanatory.

| 13 Performance Elements | 14A Critical Element (✓) | 14B Exceeds Fully Successful | 14C Meets Fully Successful | 14D Does Not Meet Fully Successful |
|---|---|---|---|---|
| 1) | | | | |
| 2) | | | | |
| 3) | | | | |
| 4) | | | | |
| 5) | | | | |
| 6) | | | | |
| 7) | | | | |
| 8) | | | | |
| 9) | | | | |
| 10) | | | | |

**15B Decision Table (check off Summary Rating in block 15A)**

**Rating of Outstanding if 14E equals 14H.**
**Rating of Unacceptable if any critical element is rated in 14D.**
**Rating of Superior if no element is rated in 14D; 14F is greater than zero; and 14E is greater than 14F.**
**Rating of Marginal if 14G is greater than 14E, and no critical element is rated in 14D.**
**Rating of Fully Successful if none of the above apply.**

| 14E Exceeds | 14F Meets | 14G Does Not Meet |
|---|---|---|
| | | |

14H Enter total 14H
14E + 14F + 14G = 14H

**15A Summary Rating (See Decision Table in 15B)**

- ☐ **Outstanding**
- ☐ **Superior**
- ☐ **Fully Successful**
- ☐ **Marginal**
- ☐ **Unacceptable**

16 Employee – Standards of Conduct and Ethical Responsibilities (Check off appropriate boxes)
a) I have a copy of the Governmentwide standards of ethical conduct and any USDA and agency supplemental regulations governing conduct. ☐ Yes ☐ No
b) I attended the required annual ethics training. ☐ Yes ☐ No

17 Employee's Signature | Date | If employee did not sign, state reason.

(Instructions for resolutions of disputes are on the reverse of employee copy.)

18 Supervisor's Signature | Date | 19 Reviewer's Signature | Date

20 Approving Official's Signature (optional) | Date

FORM AD–435P (3/94)

# 5. Probationary Or Trial Period Report (AD–507)

| | |
|---|---|
| **Report Number:** | AD–507 |
| **Brief Description** | Provides notification of employee approaching expiration of probationary or trial period. It is produced at the end of the seventh month of the probationary/trial period. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

U. S. DEPARTMENT OF AGRICULTURE

**PROBATIONARY OR TRIAL PERIOD REPORT**

IMPORTANT: THIS FORM IS DUE BACK TO THE PERSONNEL OFFICE NOT LATER THAN:

1. TYPE OF PERIOD EMPLOYEE IS SERVING: ☐ PROBATIONARY ☐ TRIAL

2. NAME | 3. SOCIAL SECURITY NUMBER | 4. PAY PLAN, OCCUP. SERIES AND GRADE

5. OFFICIAL TITLE OF POSITION | 6. PERIOD OF SERVICE COVERED BY REPORT FROM: TO:

7. AGENCY | 8. ORGANIZATIONAL STRUCTURE CODE | 9. OFFICIAL DUTY STATION

10. TENURE GROUP | 11. TYPE APPOINTMENT

**FOR COMPLETION BY SUPERVISOR.** PLEASE SEE REVERSE OF THIS FORM BEFORE COMPLETING THE FOLLOWING ITEMS.

12. INDICATE BY S, O, M, OR U WHETHER THE EMPLOYEE'S PERFORMANCE IS SATISFACTORY, OUTSTANDING, MARGINAL, OR UNSATISFACTORY IN THE CHARACTERISTICS LISTED BELOW:

I. PERFORMANCE
- Interest in Work _____
- Leadership _____
- Initiative _____
- Dependability _____
- Productivity _____
- Quality of Work _____
- Self-Development _____

II. CONDUCT
- Attendance _____
- Punctuality _____
- General Deportment _____

13. NARRATIVE STATEMENT. Give your appraisal of this employee's capacity for growth and potential development. (If necessary, use additional sheets and attach.)

14. I CERTIFY THAT THE EMPLOYEE'S PERFORMANCE AND CONDUCT ARE: (Check One)
- A. ☐ SATISFACTORY
- B. ☐ UNSATISFACTORY

15. I RECOMMEND THAT THE EMPLOYEE BE (Check One)
- A. ☐ RETAINED IN PRESENT POSITION
- B. ☐ SEPARATED FROM PRESENT POSITION

16. IF YOU RECOMMEND THAT THE EMPLOYEE BE SEPARATED FROM PRESENT POSITION, PLEASE INDICATE ANY OTHER WORK IN THIS AGENCY FOR WHICH YOU BELIEVE THE EMPLOYEE MAY BE FITTED:

17. SIGNATURE OF SUPERVISOR | 18. TITLE | 19. DATE

20. SIGNATURE OF REVIEWING OFFICIAL | 21. TITLE | 22. DATE

FORM AD – 507 (REV. 10/80)

# 6. Supervisory Or Managerial Probationary Period Report

| | |
|---|---|
| **Report Number:** | AD–773 |
| **Brief Description** | Provides documentation of the supervisor's evaluation of the employee's performance while serving a probationary period as a permanent first time supervisor or manager. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

UNITED STATES DEPARTMENT OF AGRICULTURE

**IMPORTANT**
THIS FORM IS DUE BACK TO THE PERSONNEL OFFICE NO LATER THAN:

**SUPERVISORY OR MANAGERIAL PROBATIONARY PERIOD REPORT**

| 1 SOCIAL SEC. NO. | 2 NAME (Last, First, Middle) | 3 PROBATIONARY PERIOD SERVED AS (Check One) ☐ Supervisor ☐ Manager ☐ Supervisor/Manager |
|---|---|---|

| 4 PAY | 5 OCCP. | 6 GRADE | 7 SERVICE PERIOD COVERED THIS RPT. | 8 OFFICIAL POSITION TITLE |
|---|---|---|---|---|

| 9 AGENCY CODE | 10 ORGANIZATIONAL STRUCTURE CODE | 11 OFFICIAL DUTY STATION |
|---|---|---|

SEE REVERSE OF FORM BEFORE COMPLETING FOLLOWING ITEMS

12. **FOR COMPLETION BY SUPERVISOR.** IN THE APPROPRIATE RESPONSIBILITIES LISTED BELOW, CHECK WHETHER THE EMPLOYEE'S PERFORMANCE IS SATISFACTORY OR UNSATISFACTORY.

| A SUPERVISORY PROBATIONARY PERIOD | | | B MANAGERIAL PROBATIONARY PERIOD | | |
|---|---|---|---|---|---|
| SATISFACTORY | UNSATISFACTORY | RESPONSIBILITIES | SATISFACTORY | UNSATISFACTORY | RESPONSIBILITIES |
| | | 1 Assigns, directs, and evaluates subordinates work | | | 1 Determines and sets programs' goals |
| | | 2 Organizes and utilizes staff resources effectively | | | 2 Formulates, determines, and/or influences agency policy |
| | | 3 Accomplishes work objectives | | | 3 Effectively determines and allocates resource needs |
| | | 4 Identifies and meets development needs of subordinates | | | 4 Organizes and directs work |
| | | 5 Recognizes and performs employee counseling | | | 5 Accomplishes organizational affirmative action objectives |
| | | 6 Maintains effective organizational climate | | | 6 Evaluates program effectiveness |
| | | 7 Adheres to agency and USDA rules and regulations | | | |
| | | 8 Accomplishes affirmative action objectives | | | |

13 I CERTIFY THAT THE EMPLOYEE HAS COMPLETED THE REQUIRED 80 HOURS OF SUPERVISORY/MANAGERIAL TRAINING.
☐ Yes ☐ No

| 14 A | 14 B |
|---|---|
| ☐ I RECOMMEND THAT THE EMPLOYEE BE RETAINED IN SUPERVISORY OR MANAGERIAL POSITION. | ☐ I RECOMMEND THAT THE EMPLOYEE BE RETURNED TO NONSUPERVISORY OR NONMANAGERIAL POSITION. |

15 SUPPORTING REASONS FOR NOT RETAINING EMPLOYEE IN SUPERVISORY OR MANAGERIAL POSITION (Narrative)

| 16 SUPERVISOR'S SIGNATURE | | 19 REVIEWING OFFICIAL'S SIGNATURE | |
|---|---|---|---|
| 17 TITLE | 18 DATE | 20 TITLE | 21 DATE |

EMPLOYEE'S COPY

FORM AD – 773 (5/80)

# 7. Certification For Within-Grade Increase

| | |
|---|---|
| **Report Number:** | CD–416 |
| **Brief Description** | Provides advance notice that a Department of Commerce employee will complete the waiting period required for a within-grade salary increase. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

Form CD-416
(Rev. 3-92)
DAO 202-531

U.S. DEPARTMENT OF COMMERCE

**CERTIFICATION FOR WITHIN-GRADE INCREASE**

Important: Before completing this form, read the instructions below.

| | | | | |
|---|---|---|---|---|
| 1. Employee Name<br>LETITIA NELLON | | | | 2. Date Ending Waiting Period<br>August 21, 1993 |
| 3. Title<br>SECY OA | Series<br>0318 | Grade<br>04 | Step<br>02 | 4. Organization<br>DENVER REGIONAL OFFICE<br>OFFICE OF THE REGIONAL<br>DIRECTOR |
| 5. Submitting Office No.<br>3204 | 6. Organization Code<br>52-11-01-0000-00-00-00-00 | | | |
| 7. Current Performance Rating of Record<br>SATISFACTORY | 8. Effective Date of Rating<br>09-30-92 | | | |

9. Certification

☐ The employee's work is of an acceptable level of competence to warrant an increase in salary to the next step of the grade.

☐ The employee's work is not of an acceptable level of competence to warrant an increase in salary to the next step of the grade.

| | | |
|---|---|---|
| Signature of Certifying Official | Title | Date |
| Signature of Approving Official *(when required by operating unit)* | Title | Date |
| Signature of Personnel Office *(optional)* | Title | Date |

Return completed form to _____ by _____
*(Building-Room)* *(Date)*

**INSTRUCTIONS FOR CERTIFYING OFFICIALS**

1. The employee whose name appears in item 1 will complete the waiting period for a within-grade increase (WGI) on the date shown in item 2. For the employee to receive the WGI, you must certify that his or her work is of an acceptable level of competence (ALOC). ALOC means that the employee's performance is at the "Fully Successful" level or higher, based on a current rating of record.

2. You must complete a rating of record on Form CD-396 if your ALOC determination is inconsistent with the employee's current rating of record.

3. Contact your Servicing Personnel Office for guidance on how to proceed if: (a) you are considering denying the WGI, (b) the employee has no rating of record for the most recently completed performance appraisal cycle, or (c) the employee has been reduced in grade because of unacceptable performance.

4. The WGI determination should be communicated to the employee as soon as possible after completion of the waiting period or other period on which it is based.

White - Employee Performance Folder  Pink - Employee's Copy  Yellow - Suspense Copy

Exhibits

# 8. Probationary Or Trial Period Report (CD–35)

| | |
|---|---|
| **Report Number:** | CD–35 |
| **Brief Description** | Provides notification of a Department of Commerce employee approaching expiration of probationary or trial period. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

FORM CD-35
REV. 2-85

U.S. DEPARTMENT OF COMMERCE

**PROBATIONARY OR TRIAL PERIOD REPORT**

| TO | FROM |
|---|---|
| Supervisor | Personnel Officer |

**Instructions**

The employee named below is serving a probationary or trial period that ends on the date shown. This "test" period is an extension of the examination process for Federal employment, during which the employee must demonstrate the capacity and fitness to be retained in the Federal service. Between the ninth and tenth months of the period, the supervisor of each employee must determine whether the employee's performance, conduct, and general traits of character have been satisfactory or unsatisfactory during his or her service to date, and recommend whether he or she should be retained beyond the expiration of the probationary or trial period.

| 1. Employee's Name | 2. Probationary Period Starts / Ends |
|---|---|
| KATHLEEN BOURGEOIS | June 13, 1993<br>June 11, 1993 |
| **3. Title, Series, Grade** | **4. Organization** |
| CIVIL ENGINEER<br>GS-0810-12 | DENVER REGIONAL OFFICE<br>OFFICE OF THE REGIONAL DIRECTOR |

**Supervisor's Report** *(Check one)*

☐ I have found the performance, conduct, and general traits of character of the employee named above to be satisfactory.

☐ I have found the performance, conduct, and general traits of character of the employee named above *not* to be satisfactory.

**Supervisor's Recommendation** *(Check one)*

☐ I recommend that the employee named above be retained beyond the expiration of the probationary or trial period.

☐ I recommend that the employee named above not be retained beyond the expiration of the probationary or trial period.

**(NOTE: If you recommend the employee not be retained, notify the personnel office immediately.)**

| Signature of the Supervisor | Date |
|---|---|
| | |

| Approvals as required by applicable delegations of authority | Signature | Title | Date |
|---|---|---|---|
| | | | |
| | | | |
| | | Personnel Officer | |

| Submitting Office Number | Organizational Code | Agency Code |
|---|---|---|
| 3204 | 51-11-01-0000-00-00-00-00 | CM52 |

Return completed form to _____ by _____
(Bldg., Room) (Date)

White - Employee Performance File—Pink - Employee's Copy—Yellow - Suspense Copy

USCOMM-DC 86 1986

# 9. Record Of Leave Data

| | |
|---|---|
| **Report Number:** | SF–1150 |
| **Brief Description** | Provides documentation to transfer employee leave balances to another department or to certify the leave balances when an employee separates from Government service. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

## RECORD OF LEAVE DATA

1. Name (Last, First, Middle)
2. Social Security Number
3. (For agency use)
4. Date and Nature of Separation
5. A. Subject to 5 U.S.C. 6304(B) (45 day leave ceiling) ☐ Yes ☐ No
   B. Last Date Subject to 5 U.S.C. 6304(B)
   C. Annual Leave Balance as of That Date (Hours)
6. Total Service for Leave (as of Date of Separation) ☐ More than 15 Years ☐ Less Than 15 Years (show) Years Months Days

**SUMMARY OF ANNUAL AND SICK LEAVE**

| | MO. | DAY | YEAR | HOURS Annual | HOURS Sick | HOURS Restored |
|---|---|---|---|---|---|---|
| 7. Carryover Balance From Prior Leave Year Ending | | | | | | |
| 8. Current Leave Year Accrual Through Pay Period Ending (if 90 day restriction applicable, explain in remarks) | | | | | | |
| 9. Total | | | | | | |
| 10. Reduction in Credits, If Any (current year) | | | | | | |
| 11. Total Leave Taken, Current Year Through Date of Separation | | | | | | |
| 12. Balance | | | | | | |
| 13. Total Hours Paid in Lump Sum (includes _____ hours for holidays) | | | | | | |

14. Salary Rate(s) Per Hour:

| 15. | | MO. | DAY | YEAR | HOURS |
|---|---|---|---|---|---|
| Lump Sum Leave Dates (if part-time tour, explain in Remarks) | From | | | | |
| | Thru | | | | |
| a. Restored | From | | | | |
| | Thru | | | | |
| b. Annual Leave Above Ceiling | From | | | | |
| | Thru | | | | |
| c. Annual Leave Within Ceiling | From | | | | |
| | Thru | | | | |

**ABSENCE WITHOUT PAY**

16. During Leave Year in Which Separated — Hours
17. A. Date of Last Equivalent Increase — MO. DAY YEAR
    B. Total AWOP Hours Since Last Equivalent Increase (except during military service and while in receipt of OWCP payments) — Hours

**SUMMARY OF HOME LEAVE**

| | MO. | DAY | YEAR |
|---|---|---|---|
| 18. Basic Service Period of 24 Months of Continuous Service Abroad: Date Started | | | |
| Date Completed | | | |
| 19. Current 12 Months Accrual Period Began on | | | |
| Hours Absent Without Pay Since That Date → | | | |
| 20. Current Balance (or accrual) as of | | | |
| Number of Days → | | | |
| 21. Twelve Months Accrual Date as of Date of Separation Number of Days → | | | |

22. Dates Leave Used Prior 24 Months

| FROM MO. | FROM DAY | FROM YEAR | TO MO. | TO DAY | TO YEAR |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**MILITARY LEAVE**

23. During Current Calendar Year

| | FROM MO. | FROM DAY | FROM YEAR | TO MO. | TO DAY | TO YEAR |
|---|---|---|---|---|---|---|
| A. Regular—Active Duty or Training | | | | | | |
| B. Special—Civil Disturbance | | | | | | |

24. Remarks (include shore leave information, if applicable):

25. Certified Correct By: (Signature)
26. Title, Agency, Address, Telephone Number
27. Date

1150-113

STANDARD FORM 1150 (REV.12-77)
CIVIL SERVICE COMMISSION
FPM SUPP. 296-31 AND 990-2

# 10. Classified Employee Control Listing Of Within-Grade Increase Forms For F/T And P/T Employees

| | |
|---|---|
| **Report Number:** | AEC036T7 |
| **Brief Description** | Provides a list of employees for whom Form AD–658, Within-Grade Increase Record, is being distributed. Four different reports are generated depending on the personnel office identifier entered on the selection criteria screen for the classified employee WGI List option. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

PREPARED XX/XX/XX AEC036T7 CLASSIFIED EMPLOYEE CONTROL LISTING OF PAGE 1
WITHIN–GRADE INCREASE FORMS FOR F/T AND P/T EMPLOYEES – AS OF XX/XX/XX

FW 06 U.S. OFFICE OF SPECIAL COUNSEL EMP OFF 4860 BELTSVILLE, MD

| EMPLOYEE NAME / ORG. / STRUCT. LEVELS / SOC SEC NO –2— THRU —8– | OFFICIAL TITLE OF POSITION / PAY PLAN | GRADE | OCC SERIES | RATE DETR | INDIVIDUAL POS. NO. | MASTER REC NO. | DATE TOWARD WGI | DUTY STATION LOCATION / COMMENCING / D S | CODES | PAY PERIOD WGI DUE | NON–PAY STATUS HOURS | INTERMITTENT DAYS WORKED | ELAPSED |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DOE, JANE P | SOIL SCNTST | | | | | | | BELTSVILLE, MD | | | | | |
| 000–45–6789 0653052145846589 | GS | 11 | 2 | 0560 | 0 | 006T3685 | 6T3685 | XX/XX/XX | 24 0100 033 | XX | 20.00 | 000 | 0000 |
| SMITH, STEPHEN T | PLANT PHYSIOL | | | | | | | BELTSVILLE, MD | | | | | |
| 000–22–3333 0650523587458548 | GS | 12 | 2 | 0438 | 0 | 001P8560 | 6P856 | XX/XX/XX | 24 0100 033 | XX | 20.00 | 000 | 0000 |

# 11. Classified Employee Within-Grade Increase Sixteen Week Listing For F/T And P/T Employees

| | |
|---|---|
| **Report Number:** | AEC036S1 |
| **Brief Description** | Provides a list of within-grade increases (WGI) for classified employees in pay plans GS, GG, LG, FO, FP, AL, CA, and TR whose latest performance appraisal rating is fully successful or greater: the WGI is generated by the Payroll/Personnel System for each of these employees. It is produced 16 weeks prior to the due date of the employee's WGI. This report is not applicable to the Office of Special Counsel (OSC). |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED 05/17/2000  AEC036S1    CLASSIFIED EMPLOYEE WITHIN GRADE INCREASE SIXTEEN WEEK LISTING                    PAGE    1
                                 FOR F/T AND P/T EMPLOYEES - AS OF 05/06/2000

->->->->->   A WITHIN GRADE INCREASE ACTION WILL BE PROCESSED FOR EACH LISTED EMPLOYEE WHOSE LATEST PERFORMANCE   <-<-<-<-<-<-
->->->->->->          RATING IS FULLY SUCCESSFUL OR GREATER, UNLESS ACTION IS TAKEN TO DENY THE INCREASE.        <-<-<-<-<-<-<-

                                                                    ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AG DA DA DEPARTMENTAL ADMINISTRATION                                POI     5260   WASHINGTON, DC

        EMPLOYEE NAME                  OFFICIAL TITLE OF POSITION                  DUTY STATION LOCATION
             ORG.                                PAY                   COMMENCING                    WGI       NON-PAY  INTERMITTENT
        STRUCT. LEVELS  PAY        DCC   RATE INDIVIDUAL MASTER DATE TOWARD                  PROCESSING  STATUS    D A Y S
  SOC SEC NO -2-- THRU --8- PLAN GRADE SERIES DETR POS. NO    REC NO    WGI      D S   CODES  PAY PERIOD  HOURS  WORKED ELAPSED

DOE, JOHN                          TRAVEL COORDINATOR                          WASHINGTON, DC
  XXX-XX-XXX  9401002000000000 GS 07  5  0301    O  001HQ      RE0089   08/30/98  11 0010 001      18     74.00     000   0000

DOE, JOHN                          MAIL CLK                                    WASHINGTON, DC
  XXX-XX-XXX  9860000400000000 GS 04  4  0305    O  011HQ      Z00191   08/30/98  11 0010 001      18     16.75     000   0000

DOE, JOHN                          MAIL CLK                                    WASHINGTON, DC
  XXX-XX-XXX  9860000400000000 GS 03  1  0305    O  005HQ      Z97040   08/15/99  11 0010 001      18     94.50     000   0000

DOE, JOHN                          LEG TECHNCN                                 WASHINGTON, DC
  XXX-XX-XXX  9201000000000000 GS 08  5  0986    O  002HQ      A00344   08/30/98  11 0010 001      18     57.75     000   0000

DOE, JOHN                          FACILITIES UITLIZATION SPEC                 WASHINGTON, DC
  XXX-XX-XXX  9850000100000000 GS 12  7  0301    O  001HQ      Z00813   08/31/97  11 0010 001      18               000   0000

DOE, JOHN                          FACILITIES UITLIZATION SPEC                 WASHINGTON, DC
  XXX-XX-XXX  9850000100000000 GS 12  3  0301    O  002HQ      Z00813   08/29/99  11 0010 001      18               000   0000

            EMPLOYING OFFICE TOTAL       6
```

Exhibits

# 12. Classified Employee WGI Status Sixteen Week Listing For F/T And P/T Employees

| | |
|---|---|
| **Report Number:** | AEC036S2 |
| **Brief Description** | Provides a list of employees in pay plans GS, GG, LG, FO, FP, AL, CA, and TR whose latest performance appraisal is less than satisfactory. A within-grade increase (WGI) will not be processed for these employees. The report is produced 16 weeks prior to the due date of the employee's WGI. This report is not applicable to the Office of Special Counsel (OSC). |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED 05/17/2000  AEC036S2          CLASSIFIED EMPLOYEE WGI STATUS SIXTEEN WEEK LISTING                    PAGE    1
                                          FOR F/T AND P/T EMPLOYEES - AS OF 05/06/2000

>-> A WITHIN GRADE INCREASE ACTION WILL /NOT/ BE PROCESSED FOR THESE EMPLOYEES - DUE TO LESS THAN SATISFACTORY PERFORMANCE  <-<
->->->->->     TO GRANT AN EMPLOYEE A WITHIN GRADE INCREASE THE AGENCY MUST CHANGE THE PERFORMANCE APPRAISAL     <-<-<-<-<-

                                                                  ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AG 11 11 FOREST SERVICE                                      POI     5121   SANDY, OR

        EMPLOYEE NAME                OFFICIAL TITLE OF POSITION                  DUTY STATION LOCATION
                ORG.                          PAY                   COMMENCING                PROJECTED  NON-PAY  INTERMITTENT
          STRUCT. LEVELS  PAY        OCC   RATE INDIVIDUAL MASTER DATE TOWARD                PAY PERIOD  STATUS    D A Y S
   SOC SEC NO -2-- THRU --8- PLAN GRADE SERIES DETR POS. NO    REC NO    WGI      D S   CODES    WGI DUE    HOURS  WORKED ELAPSED

DOE, JOHN                        SOC SRVCS ASST                          ESTACADA, OR
   XXX-XX-XXX 5107000317000000 GS 09  2  0186    0  5107314    1708     08/29/99  41 0650 005      18                 000    0000

          EMPLOYING OFFICE TOTAL        1
```

# 13. Classified Employee Within-Grade Increase Four Week Notification For F/T And P/T Employees

| | |
|---|---|
| **Report Number:** | AEC036U4 |
| **Brief Description** | Provides a list of employees whose latest performance appraisal ratings are fully successful or greater. It is produced four weeks prior to the generation of WGI's for those employees listed on the report. It updates the 16-week notification previously issued. This report is not applicable to the Office of Special Counsel (OSC). |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED 05/17/2000  AEC036U4    CLASSIFIED EMPLOYEE WITHIN GRADE INCREASE FOUR WEEK NOTIFICATION                PAGE    1
                                 FOR F/T AND P/T EMPLOYEES - AS OF 05/06/2000

->->->->   A WITHIN GRADE INCREASE ACTION WILL BE PROCESSED FOR EACH LISTED EMPLOYEE WHOSE LATEST PERFORMANCE   <-<-<-<-<-<-
->->->->->          RATING IS FULLY SUCCESSFUL OR GREATER, UNLESS ACTION IS TAKEN TO DENY THE INCREASE.        <-<-<-<-<-<-<-

                                                                   ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AG FA FA FARM SERVICE AGENCY                                       POI    4825   BOISE, ID

        EMPLOYEE NAME                OFFICIAL TITLE OF POSITION                DUTY STATION LOCATION
              ORG.                          PAY                COMMENCING                  WGI      NON-PAY  INTERMITTENT
          STRUCT. LEVELS  PAY       OCC   RATE INDIVIDUAL MASTER DATE TOWARD              PROCESSING  STATUS    D A Y S
  SOC SEC NO -2-- THRU --8- PLAN GRADE SERIES DETR POS. NO    REC NO    WGI      D S   CODES  PAY PERIOD  HOURS  WORKED ELAPSED

DOE, JOHN                            PROGRAM TECHNICIAN                        ARCO, ID
  XXX-XX-XXX 05460010010000000 GS 05  1  1101    0  ID037017    110115   06/06/99  16 0060 023      12                000    0000

          EMPLOYING OFFICE TOTAL       1
```

Exhibits

# 14. Control Listing Of Performance Evaluation Forms Prepared For F/T And P/T Employees

| | |
|---|---|
| **Report Number:** | AEC036T8 |
| **Brief Description** | Provides notification that Form AD–435, Performance Appraisal, has been distributed for each employee listed. It is prepared five pay periods prior to the evaluation due date. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED  05/17/2000  AEC036T8              CONTROL LISTING OF PERFORMANCE EVALUATION                                PAGE    2
                                   FORMS PREPARED FOR F/T AND P/T EMPLOYEES - AS OF 05/06/2000

                                                                   ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AG DA DA DEPARTMENTAL ADMINISTRATION                                POI    5260   WASHINGTON, DC

        EMPLOYEE NAME                  OFFICIAL TITLE OF POSITION                DUTY STATION LOCATION
             ORG                                PAY
           STRUCT LEVELS   PAY        OCC   RATE INDIVIDUAL MASTER                                PERFORMANCE EVALUATION
   SOC SEC NO -2-- THRU --8- PLAN GRADE SERIES DETR POS NO     REC NO              D S   CODES  **FORMS DUE PAY PERIOD 15 **

DOE, JOHN                          MAIL & SECURITY CLERK                     WASHINGTON, DC
   XXX-XX-XXX  9860000400000000 GS 05  1  0303   0   004HQ       Z96055          11 0010 001

DOE, JOHN                          LEGAL TECHNICIAN                          WASHINGTON, DC
   XXX-XX-XXX  9201000000000000 GS 08  5  0986   0   001HQ       A00881          11 0010 001

DOE, JOHN                          EQ EMPLMT SPECLST                         WASHINGTON, DC
   XXX-XX-XXX  9301000000000000 GS 14  6  0260   0   001HQ       RE0011          11 0010 001

           EMPLOYING OFFICE TOTAL      17
```

# 15. Notification Of Expiration Of Probationary Or Trial Period

| | |
|---|---|
| **Report Number:** | AEC036T2 |
| **Brief Description** | Provides a list of employees approaching expiration of probationary or trial period. It is prepared four months prior to expiration of probationary or trial period. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

PREPARED 05/28/2000 AEC036T2 NOTIFICATION OF EXPIRATION OF PAGE 1
PROBATIONARY OR TRIAL PERIOD - AS OF 05/20/2000

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

DJ IN IN IMMIGRATION AND NATURALIZATION SERVICE POI 1645 DALLAS, TX

| EMPLOYEE NAME | S.S. NUMBER | DUTY STATION | LOCATION | ORG. STRUCTURE CODES 2 3 4 5 6 7 8 | REMARK |
|---|---|---|---|---|---|
| DOE, JOHN | XXX-XX-XXX | LDS FRESNOS, TX | 48-4110-061 | 30 30 0175 17 00 00 00 | |
| DOE, JOHN | XXX-XX-XXX | FALFURRIAS, TX | 48-2290-047 | 30 30 0175 11 00 00 00 | |
| DOE, JOHN | XXX-XX-XXX | DALLAS, TX | 48-1730-113 | 30 30 0110 03 00 00 00 | |

# 16. Control List For Supervisory/Managerial Probationary Period Report Forms

| | |
|---|---|
| **Report Number:** | AEC036T3 |
| **Brief Description** | Provides notification that Department of Commerce Form CD–352, Certification of Satisfactory Completion of Probationary Period (Supervisory/Managerial), has been distributed for the employee approaching expiration of supervisory/managerial probationary period. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED 05/17/2000  AEC036T3          CONTROL LIST FOR SUPERVISORY/MANAGERIAL                          PAGE    1
                                  PROBATIONARY PERIOD REPORT FORMS - AS OF 05/06/2000

                                                        ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AG FA FA FARM SERVICE AGENCY                                  POI    4868   MORGANTOWN, WV

                                                                   ORG. STRUCTURE CODES
EMPLOYEE NAME                 S.S. NUMBER  D U T Y   S T A T I O N   L O C A T I O N   2 3   4 5 6 7 8    R E M A R K

DOE, JOHN                     XXX-XX-XXX  ELKINS, WV                 54-0810-083   05 14 0009 00 00 00 00

                              EMPLOYING OFFICE TOTALS      1
```

# 17. Control List For Supervisory/Managerial Probationary Forms

| | |
|---|---|
| **Report Number:** | AECO8301 |
| **Brief Description** | Provides notification that Form AD–773, Supervisory or Managerial Probationary Period Report, has been distributed for the employee approaching expiration of supervisory/managerial probationary period. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

PREPARED 08/25/2000 AEC08301 CONTROL LIST FOR SUPERVISORY/MANAGERIAL PROBATIONARY FORMS - ENDING 08-12-2000 PAGE 1

EMPLOYING OFFICE CODE 1812 SILVER SPRING MD. 20910 ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AGENCY CODE CM54 NATIONAL OCEANIC AND ATMOSPHER

| EMPLOYEE NAME | S.S. NUMBER | SUPV/ MCR | DUTY STATION | | ORGANIZATION STRUCTURE | PROJECTED END DATE |
|---|---|---|---|---|---|---|
| DOE, JOHN | XXX-XX-XXX | 2 | WASHINGTON | DC | NATIONAL OCEAN SERVICE<br>AERONAUTICAL CHARTING AND CART<br>REQUIREMENTS AND TECHNOLOGY ST | 11/21/00 |
| DOE, MARY | XXX-XX-XXX | 2 | SILVER SPRING | MD | NAT MARINE FISHERIES SERVICE<br>OFC OF ASST ADMIN FOR FISHERIE<br>OFFICE FOR LAW ENFORCEMENT | 11/22/00 |

Exhibits

# 18. Employees Approaching Expiration Of Limited Appointment – Temporary

| | |
|---|---|
| **Report Number:** | AEC037T1 |
| **Brief Description** | Provides a list of employees approaching expiration of limited appointment. It is generated three pay periods prior to the expiration date. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED 05/17/2000 AEC037T1  EMPLOYEES APPROACHING EXPIRATION OF LIMITED APPOINTMENT - TEMPORARY  - AS OF 05/06/2000   PAGE    1

                                                        ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AG 03 03 AGRICULTURAL RESEARCH SERVICE                  POI    4860  BELTSVILLE, MD

      EMPLOYEE NAME
                 ORG.                                   SERVICE   NOT TO     A P P O I N T M E N T          L I M I T A T I O N
               STRUCTURE    PAY          OCC    TYPE    YEAR      EXCEED       MAXIMUM          EXPENDED          BALANCE
   SOC SEC NO   2  3    4   PLAN GRADE   SERIES APPT    DATE      DATE     DOLLARS HRS  DAYS DOLLARS  HOURS DAYS DOLLARS  HOURS DAYS

DOE, JOHN
  XXX-XX-XXX  01 03 0322    GS  03 01   0326    09   00/00/00 *05/22/00

    STRUCTURE LEVEL  01 03 0322 TOTAL        1

      - SPLIT T&A REPORT REQUIRED WHEN SERVICE YEAR IS IN THE MIDDLE OF A PAY PERIOD -     * SPECIFIC LIMITATION BEING APPROACHED
```

# 19. Notification Of Employees In Non-Pay Status With Expired NTE Dates

| | |
|---|---|
| **Report Number:** | AEC037T5 |
| **Brief Description** | Provides a list of employees in nonpay status with expired Not-To-Exceed (NTE) dates. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

PREPARED 05/17/2000 AEC037T5 NOTIFICATION OF EMPLOYEES IN NON-PAY STATUS WITH EXPIRED NTE DATES - AS OF 05/06/2000 PAGE 1

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AG FA FA FARM SERVICE AGENCY POI 4881 WASHINGTON, DC

| EMPLOYEE NAME | SOCIAL SECURITY NUMBER | EMPLOY-MENT STATUS | BEGINNING DATE OF NON PAY STATUS | NTE DATE | ORG STRUCTURE 2 3 4 | DUTY STATION | LOCATION |
|---|---|---|---|---|---|---|---|
| DOE, JOHN | XXX-XX-XXX | LWOP-30+ | 05/09/99 | 03/03/00 | 07 07 0001 | ALEXANDRIA VA | 51 0040 510 |

EMPLOYING OFFICE TOTAL 1

Exhibits

# 20. Taper And Status Quo Employees Approaching Eligibility For Conversion To Career

| | |
|---|---|
| **Report Number:** | AECO37T6 |
| **Brief Description** | Provides a list by pay period of TAPER (Temporary Appointment Pending Establishment of a Register) and status quo employees approaching eligibility for conversion to career positions. A TAPER employee is employed under an Office of Personnel Management (OPM) authority granted to an agency when there are insufficient eligibles on a register to fill a position. A status quo employee is one who failed to acquire competitive status when his/her position was placed in the competitive service by a statute, Executive Order, or Civil Service Rule which permitted retention without acquiring such status. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED 05/18/2000 AECO37T6          TAPER AND STATUS QUO EMPLOYEES APPROACHING ELIGIBILITY
PAGE    1
                                           FOR CONVERSION TO CAREER - AS OF 05/06/2000

 AG 11 11 FOREST SERVICE                                                 POI    5127   CORVALLIS, OR

                                      SOCIAL       ORG.          BEGINNING                        F/T        DUTY

                                     SECURITY     STRUCTURE TYPE DATE TOWARD TYPE  EXCESS  INT  P/T     STATION    PAY
     STATUS
        EMPLOYEE  NAME               NUMBER       2  3    4 APPT  CAREER      EMP   AWOP  DAYS  DAYS  ST CITY CTY PLAN G
RADE    QUO

DOE, JOHN          F                 XXX-XX-XXX   06 12 0000  01  00/00/00    INT    0000   000  000   41 0420 003  GS  1
1 07    0

                EMPLOYING OFFICE TOTAL        1
```

# 21. Employees Approaching Expiration Of Grade Retention

| | |
|---|---|
| **Report Number:** | AEC037T9 |
| **Brief Description** | Provides notification of employees approaching expiration of grade retention. It is generated three pay periods prior to the expiration date. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED 05/17/2000 AEC037T9 EMPLOYEES APPROACHING EXPIRATION OF GRADE RETENTION AS OF - AS OF 05/06/2000          PAGE    1

                                                        ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AG 11 11 FOREST SERVICE                                  POI    5140   GAINESVILLE, GA

          EMPLOYEE NAME                  INDIVIDUAL  *      CURRENT PAID GRADE DATA      *       GRADE RETENTION DATA
   SOCIAL        ORGANIZATIONAL           POSITION   *    OCCUPATION GRADE   SALARY      *    OCCUPATION  GRADE  EXPIRATION
 SECURITY       STRUCTURE CODES           NUMBER    * P/P SER  FUNC /STEP  AMOUNT  RT PRD* P/P SER   FUNC            DATE

DOE, JOHN                                           *                                    *
XXX-XX-XXX  08 03 0007 00 00 00 00        008G3047  *  GS 0462  00  09/08 042640.00 PA A *   GS 0462   00     07     10/29/97

   STRUCTURE LEVEL  08 03       TOTAL        1
```



Exhibits

# 22. Report Of Retirements

| | |
|---|---|
| **Report Number:** | AECO37T4 |
| **Brief Description** | Provides a list of employees for whom a retirement action has been processed either in the pay period of the report or in the preceding pay period. It also states the type of retirement. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED 05/17/2000 AECO37T4                REPORT OF RETIREMENTS - AS OF  05/06/2000                          PAGE    1

AG 03 03 AGRICULTURAL RESEARCH SERVICE                                  POI    4860   BELTSVILLE, MD
                                                                                                            CREDITABLE
                                   ORG. STRUCTURE CODES   PAY  OCC   GRADE OR     BIRTH DATE    DUTY       TYPE OF   SERVICE
EMPLOYEE NAME /                    2  3    4  5  6  7  8 PLAN SERIES  SALARY                   STATION    RETIREMENT YRS MO DA
          RESIDENCE                                                              POSITION TITLE

DOE, JOHN                          10 12 1275 49 00 00 00  GM   1320  13          11/15/37  0100 033 24 OPTIONAL   35  05 12
123 MAIN STREET                              RETIREMENT DATE      05/03/00       RES CHEMST
BELTSVILLE          MD     20705

DOE, JOHN                          50 53 5366 05 00 00 00  GS   0404  09          07/24/37  0010 011 16 OPTIONAL   18  09 05
555 OCEAN BLVD                               RETIREMENT DATE      04/30/00       AGRL SCI RES TECHNCN
AMERICAN FALLS      ID     83211

          EMPLOYING OFFICE TOTAL     2
```

# 23. Vacancy Review Notice

| | |
|---|---|
| **Report Number:** | AECO4604 (PMS 1) |
| **Brief Description** | Provides notification to managers of positions vacated within the last two weeks and the staffing options available. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

PREPARED 05/27/2000 AECO4604 (PMS 1) VACANCY REVIEW NOTICE - AS OF 05/20/2000 PAGE 1

TR 40 40 BUREAU OF ALCOHOL, TOBACCO & FIREARMS SON 4038 WASHINGTON, DC

| POSITION ORGANIZATIONAL STRUCTURE | MASTER RECORD NUMBER | POSITION NUMBER | POSITION OFFICIAL TITLE | PAY PLAN | OCCUPATIONAL SERIES | GRADE LEVEL |
|---|---|---|---|---|---|---|
| 40 60 20 0000 00 00 00 00 | 079395 | 00002317 | CRIMINAL INVESTIGATOR | GS | 1811 00 | 14 |

* * * * * THIS POSITION WAS VACATED 05/07/00 * * * * *

PLEASE CONTACT YOUR PERSONNEL SPECIALIST IF YOUR INTENTION IS TO :

FILL AS DESCRIBED
FILL AT LOWER GRADE
FILL AT HIGHER GRADE
CHANGE TITLE AND SERIES
INACTIVE POSITION
ABOLISH POSITION

* * * * \

# 24. Notification Of Position To Be Inactivated

| | |
|---|---|
| **Report Number:** | AECO4604 (PMS 2) |
| **Brief Description** | Provides notification to managers of positions vacated for nine months that will automatically be inactivated by the system. A tickler report is issued six months after the date the position is vacated. A final report is issued one month before the position is inactivated. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED 05/27/2000    AECO4604  (PMS 2)        NOTIFICATION OF POSITION TO BE INACTIVATED                    PAGE    1

TR 40 40 BUREAU OF ALCOHOL, TOBACCO & FIREARMS          SON 4038   WASHINGTON, DC

                                 MASTER
          POSITION               RECORD     POSITION                                          PAY    OCCUPATIONAL  GRADE
ORGANIZATIONAL  STRUCTURE        NUMBER      NUMBER        POSITION  OFFICIAL  TITLE          PLAN     SERIES      LEVEL

40 30 10 3000 10 00 00 00        097141      00000739      IBIS SPECIALIST                     GS      0301 00      05

THIS NOTIFICATION PREPARED AS OF PAY PERIOD ENDING  05/20/00.

* * * * *  THIS POSITION WAS VACATED 09/12/99  * * * * *

UNLESS ACTION IS TAKEN TO FILL ,  POSITION WILL BE
INACTIVATED ON  05/09/00.
```

# 25. Interim Performance Evaluation

| | |
|---|---|
| **Report Number:** | Memorandum |
| **Brief Description** | Provides notification to the supervisor that a Department of Commerce employee should receive an interim performance evaluation in compliance with the Department's appraisal system. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

MEMORANDUM FOR

FROM: Personnel Officer

SUBJECT: Summary Performance Rating

The following employee was assigned to your organization for at least 120 days during the current performance appraisal cycle:

NAME: DOE, MARY
PAY PLAN, SERIES, GRADE: GG, 0303, 04
ORGANIZATION: NATIONAL PROCESSING CENTER 3 11 15 005

BEGINNING DATE OF RATING PERIOD: 10/01/99
ENDING DATE OF RATING PERIOD: 07/29/00

Under the Department's performance management system, this employee is entitled to a summary performance rating for the work performed during the specified period within 30 calendar days of the ending date shown above.

Please complete a CD-396, "Performance Management Record", for this employee and submit it to my office by 08/28/00.

If you have any questions about this requirement, contact

Exhibits

## Interim Performance Evaluation *(cont'd)*

| | |
|---|---|
| **Report Number:** | Memorandum |
| **Brief Description** | Provides notification to the supervisor that a Department of Commerce employee should receive an interim performance evaluation in compliance with the Department's appraisal system. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

SAMPLE OF INTERIM PERFORMANCE EVALUATION REPORT
(FOR NOAC 702 OR 721 AND AUTHORITY CODE N7M)
OR NOAC 702 AND AUTHORITY CODE N6M OR H5M)

MEMORANDUM FOR (TO BE COMPLETED BY PERSONNEL OFFICE)

FROM: PERSONNEL OFFICER

SUBJECT: SUMMARY PERFORMANCE RATING

THE FOLLOWING EMPLOYEE WAS ASSIGNED TO YOUR ORGANIZATION FOR AT LEAST 120 DAYS DURING THE CURRENT PERFORMANCE APPRAISAL CYCLE:

NAME: JAMES S. JONES
PAY PLAN, SERIES, GRADE: GS, 1340, 007
ORGANIZATION: GRAND RAPIDS (WSO) MICHIGAN 54 20 30 9635

BEGINNING DATE OF RATING PERIOD: XX/XX/XX
ENDING DATE OF RATING PERIOD: XX/XX/XX

UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.

PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE A CD–396, "PERFORMANCE MANAGEMENT RECORD," FOR THIS EMPLOYEE.

# 26. Conversion To Career Tenure Four Week Notification

| | |
|---|---|
| **Report Number:** | AECO37U8 |
| **Brief Description** | Provides notification to the agency that an employee will become eligible for conversion to career tenure. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED 05/17/2000    AECO37U8    CONVERSION TO CAREER TENURE FOUR WEEK NOTIFICATION                    PAGE    1
                                                   AS OF 05/06/2000

                                                          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

  ->->->->->     AN 880/CHG IN TENURE ACTION WILL BE PROCESSED FOR EACH LISTED EMPLOYEE                <-<-<-<-<-
  ->->->->->->-> UNLESS ACTION IS TAKEN TO ALTER THE CAREER-PERMANENT-TENURE-START DATE                <-<-<-<-<-<-

AG FA FA FARM SERVICE AGENCY                                          POI    4881   WASHINGTON, DC

        EMPLOYEE NAME                  OFFICIAL TITLE OF POSITION                  DUTY STATION LOCATION
              ORG.                          PAY                          CAREER                    880        NON-PAY  INTERMITTENT
          STRUCT. LEVELS  PAY        OCC   RATE INDIVIDUAL MASTER PERM-TEN-ST                  PROCESSING STATUS     D A Y S
   SOC SEC NO -2-- THRU --8- PLAN GRADE SERIES DETR POS. NO    REC NO    DATE     D S   CODES  PAY PERIOD HOURS   WORKED ELAPSED

DOE, JOHN                          AGRL PROG SPECLST                            WASHINGTON, DC
  XXX-XX-XXXX 011100030000000000 GS 13  2  1145    O  00029871   114530   06/08/97  11 0010 001    12                 000    0000

DOE, JOHN                          AGRL PROG SPECLST                            WASHINGTON, DC
  XXX-XX-XXXX 011100030000000000 GS 13  2  1145    O  00029867   114530   06/08/97  11 0010 001    12                 000    0000

    STRUCTURE LEVEL  01 11 0003              TOTAL        2

                          POI TOTAL        2
```



Exhibits

# 27. SES Recertification Notification

| | |
|---|---|
| **Report Number:** | AECO37V1 |
| **Brief Description** | Provides a list of SES employees due to be recertified within 2 weeks of the “projected as of date”. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

PREPARED 06/29/94 AECO37V1 SES RECERTIFICATION NOTIFIATION PROJECTED AS OF 06/11/94 PAGE 1

AG 05 05 AGRI STABILIZATION & CONSERV SER PERS. OFF ID. 4882 KANSAS CITY, MO

| EMPLOYEE NAME / SOC SEC NO | ORG. STRUCTURE 2 | 3 | 4 | PAY PLAN | GRADE /STEP | DATE ENTERED SES POSITION | DATE OF LAST CERTIFICATION | TYPE APPOINTMENT CODE |
|---|---|---|---|---|---|---|---|---|
| Doe, John 000-60-0908 | 01 | 08 | 0020 | ES | 00/03 | 11/09/86 | 07/04/91 | 01 |
| Smith, Mary 000-49-1076 | 01 | 08 | 0020 | ES | 00/01 | 06/04/89 | 07/04/91 | 01 |
| Williams, Albert 000-40-8905 | 01 | 08 | 0020 | ES | 00/02 | 01/27/91 | 07/04/91 | 01 |

# 28. Position NTE Date Approaching Expiration

| | |
|---|---|
| **Report Number:** | AECO4604 (PMS 3) |
| **Brief Description** | Provides notification to management of positions approaching Not-To-Exceed (NTE) date. Tickler reports are issued prior to the NTE date at three month, two month and one month intervals. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED 05/28/2000    AECO4604  (PMS 3)      POSITION NTE DATE APPROACHING EXPIRATION                    PAGE    1

DJ HC HC HEADQUARTERS COMPONENTS (DOJ)                SON 1034   WASHINGTON, DC

                                MASTER
        POSITION                RECORD     POSITION
 ORGANIZATIONAL  STRUCTURE      NUMBER      NUMBER        POSITION  OFFICIAL  TITLE          PAY    OCCUPATIONAL  GRADE
                                                                                             PLAN     SERIES      LEVEL

 HC 17 19 0100 00 00 00 00      CM001A     00103299      TRIAL ATTY                          GS      0905 00      15

 THIS NOTIFICATION PREPARED AS OF PAY PERIOD ENDING  05/20/00.

        EMPLOYEE  NAME :    ,

                                   W A R N I N G
                                   *****************
                                   *****************

        ***    T H E   N T E   D A T E   F O R   P O S I T I O N   I S   08/01/00 .     * * *

        *PLEASE NOTIFY YOUR PERSONNEL SPECIALIST OF INTENT FOR THIS POSITION:

        EXTENSION OF EXPIRATION DATE

        APPOINTMENT TO ANOTHER POSITION

        TERMINATION

        OTHER

* CAUTION SHOULD BE EXERCISED TO ASSURE THAT NOTIFICATION OF INTENT IS EXPRESSED SUFFICIENTLY IN ADVANCE TO AVOID OR
  MINIMIZE ANY BREAK IN SERVICE.  EMPLOYMENT MAY NOT CONTINUE AFTER THE NTE DATE UNLESS SOME TYPE OF ACTION IS TAKEN.
```

# 29. Projected Duties Follow-Up

| | |
|---|---|
| **Report Number:** | AECO4604 (PMS 4) |
| **Brief Description** | Provides notification that a post audit or review is due on a position with projected duties and responsibilities. The tickler report identifies a particular position and organization and is issued six months after an employee is assigned to such a position. Follow reports are issued every three months. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

PREPARED XX/XX/XX AECO4602 (PMS 4) PROJECTED DUTIES FOLLOW-UP - AS OF XX/XX/XX PAGE 1

AG 03 03 AGRICULTURAL RESEARCH SERVICE SON 4860 BELTSVILLE, MO

| POSITION ORGANIZATIONAL STRUCTURE | MASTER RECORD NUMBER | POSITION NUMBER | POSITION OFFICIAL TITLE | PAY PLAN | OCCUPATIONAL SERIES | GRADE LEVEL |
|---|---|---|---|---|---|---|
| 03 60 64 6430 04 00 00 00 | IM1302 | 00IM1302 | SUPVRY PLANT PHYSIOL | GM | 0435 11 | 14 |

* * * * * THIS POSITION IS DUE FOR POST AUDIT OR REVIEW * * *

WHEN SATISFIED WITH THE CLASSIFICATION, PLEASE CHANGE INDIVIDUAL PROJ-DTY-IND TO - M - USING PMS01.

# 30. Employees Approaching Expiration Of Detail Assignment

| | |
|---|---|
| **Report Number:** | AECO37U1 |
| **Brief Description** | Provides notification of employees who are approaching their not-to-exceed dates for detailed assignments. It is generated three pay periods prior to the expiration date. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED 05/18/2000  AECO37U1        EMPLOYEES APPROACHING EXPIRATION OF DETAIL ASSIGNMENT - AS OF 05/06/2000
PAGE    1

                                                                    ** SENSITIVE PERSONNEL DATA - USE IS RESTRICT
ED **
AG 03 03  AGRICULTURAL RESEARCH SERVICE                      PERS. OFF. ID.  4860  BELTSVILLE, MD

        EMPLOYEE NAME
              ORG. STRUCTURE     PAY          OCC    MASTER RCD  POSITION    DETAIL
  SOC SEC NO   2  3    4  5     PLAN  GRADE  SERIES    NUMBER     NUMBER   EXPIRATION  OFFICIAL TITLE OF POSITION

DOE, MARY
  XXX-XX-XXXX  00 00 0000 00          00      0000                          00/00/00

    STRUCTURE LEVEL  00 00 0000 00 TOTAL        1

              EMPLOYING OFFICE TOTAL       1
```

Exhibits

# 31. Employees Approaching Expiration Of Temporary Promotion

| | |
|---|---|
| **Report Number:** | AECO37U2 |
| **Brief Description** | Provides notification of employees approaching expiration of their not-to-exceed date for a temporary promotion. It is generated three pay periods prior to the expiration date. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED 05/17/2000  AECO37U2        EMPLOYEES APPROACHING EXPIRATION OF TEMPORARY PROMOTION - AS OF 05/06/2000        PAGE    1

                                                          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AG DA DA  DEPARTMENTAL ADMINISTRATION                     PERS. OFF. ID.  5260  WASHINGTON, DC

        EMPLOYEE NAME                                     INDIVIDUAL
            ORG. STRUCTURE     PAY          OCC    MASTER RCD  POSITION  TEMP PROM
   SOC SEC NO   2  3    4  5   PLAN  GRADE  SERIES   NUMBER     NUMBER   EXPIRATION  OFFICIAL TITLE OF POSITION

DOE, JOHN
  XXX-XX-XXXX 98 30 0003 00     GS    12     2030    Z00602     002HQ     06/10/00   DISTR FACIL SPECLST

     STRUCTURE LEVEL  98 30 0003 00 TOTAL        1

              EMPLOYING OFFICE TOTAL       2
```

# 32. Federal Wage System WGI Status Eight Week Notification

| | |
|---|---|
| **Report Number:** | AECO37U3 |
| **Brief Description** | Provides a list of Federal Wage System employees whose within-grade increases (WGI) are not generated due to a performance rating of less than fully successful. The WGI is not generated unless action is taken to change the performance appraisal to fully successful or greater before the effective date of the WGI. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED 05/18/2000    AECO37U3      FEDERAL WAGE SYSTEM WGI STATUS EIGHT WEEK NOTIFICATION - AS OF 05/06/2000
PAGE    1

                                                                    ** SENSITIVE PERSONNEL DATA - USE IS RESTRICT
ED **

 ->->->->     THESE FWS EMPLOYEES WILL NOT RECEIVE AN AUTOMATIC WGI - DUE TO LESS THAN SATISFACTORY PERFORMANCE     <-<-
<-<-
 ->->->->->     TO GRANT AN EMPLOYEE A WITHIN GRADE INCREASE THE AGENCY MUST CHANGE THE PERFORMANCE APPRAISAL     <-<-<-
<-<-

  AG 03 03 AGRICULTURAL RESEARCH SERVICE                                POI    4860   BELTSVILLE, MD

          EMPLOYEE NAME                OFFICIAL TITLE OF POSITION                DUTY STATION LOCATION

                ORG.                          PAY                    COMMENCING                PROJECTED  TYPE  INTERM
ITTENT
               STRUCT. LEVELS  PAY        OCC   RATE INDIVIDUAL MASTER DATE TOWARD              PAY PERIOD   OF     D A
Y S
    SOC SEC NO -2-- THRU --8- PLAN GRADE SERIES DETR POS NO     REC NO     WGI      D S   CODES    WGI DUE   EMPL  WORKED
 ELAPSED
 DOE, MARY                                MUSEUM TECHNCN ZOOL                       WASHINGTON, DC

  XXX-XX-XXXX    12127541000000 GS 07 02  1016    1  007B9404   7B9404   01/16/00  11 0010 001       00     1       OL
  0000

     STRUCTURE LEVEL  10 12 1275 41 TOTAL        1

               EMPLOYING OFFICE TOTAL       1
```



Exhibits

# 33. Temporary Employees – FEHB Coverage Eligibility

| | |
|---|---|
| **Report Number:** | AECO37U4 |
| **Brief Description** | Provides notification that certain temporary employees will become eligible to participate in the Federal Employees Health Benefits (FEHB) Program. It is produced two pay periods in advance of the FEHB eligibility pay period. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED  05/17/2000  AECO37U4        TEMPORARY EMPLOYEES - FEHB COVERAGE ELIGIBILITY - AS OF 05/06/2000                PAGE    1

                                                                  ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

 AG 11 11  FOREST SERVICE                                        PERS. OFF. ID.  5187  FORT COLLINS, CO

          EMPLOYEE NAME                                          DUTY STATION CITY/STATE
                ORG. STRUCT          TYPE    TYPE     DATE                                   PAY    GRADE/     OCC      FEHB
   SOC SEC NO    2  3    4           APPT   EMPLOY   ELIGIBLE        D S   CODES            PLAN     STEP    SERIES  TEMP SCD

 DOE, JOHN                                                        FORT COLLINS         CO
   XXX-XX-XXXX  52 07 0001            09      P/T     05/23/00       08 0860 069            GS     04  01      0335   05/23/99

   STRUCTURE LEVEL  52 07 0001 TOTAL        1

             EMPLOYING OFFICE TOTAL       8
```

# 34. Performance Evaluation Eligibility For – Perm (or Temp) – Employees

| | |
|---|---|
| **Report Number:** | AECO37U5 |
| **Brief Description** | Provides the performance evaluation eligibility date for all permanent employees and temporary employees serving under an appointment of 120 days or more. An individual report is produced for each permanent employee and temporary employee serving under an appointment of 120 days or more. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

XX/XX/XX XX/XX/XX AECO37U5 PERFORMANCE EVALUATION ELIGIBILITY FOR – PERM – EMPLOYEES PROJECTED AS OF XX/XX/XX PAGE 1

FL 25 25 FARM CREDIT ADMINISTRATION PERS. OFF. ID. 1736 MCCLEAN, VA

| EMPLOYEE NAME / SOC SEC NO | ORG. STRUCTURE 2 3 4 | PAY PLAN | GRADE /STEP | TYPE APPT CODE | DATE OF ELIGIBILITY | DATE WGI DUE | DATE ENTERED ON DUTY | DATE LAST RATED | PERFORMANCE RATING |
|---|---|---|---|---|---|---|---|---|---|
| ADOE, JOHN D 005-05-0005 | 25-10 0000 | VG | 05/01 | 04 | XX/XX/XX | XX/XX/XX | XX/XX/XX | XX/XX/XX | FS |
| GHILL, JANE M 004-05-0004 | 25-20 000 | VG | 03/01 | 04 | XX/XX/XX | XX/XX/XX | XX/XX/XX | XX/XX/XX | FS |
| RISS, L M 007-07-0007 | 25 20 0000 | VG | 04/01 | 04 | XX/XX/XX | XX/XX/XX | XX/XX/XX | XX/XX/XX | FS |

Exhibits

# 35. Notification Of Longevity Percent Changes

| | |
|---|---|
| **Report Number:** | AECO37U6 |
| **Brief Description** | Provides a list of U.S. Secret Service employees who will begin longevity pay for the first time and employees whose percentage is changing as a result of completing the number of years of service required for an increase in longevity pay. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED   05/18/2000  AECO37U6          NOTIFICATION OF LONGEVITY PERCENT CHANGES
PAGE    1
                                   EFFECTIVE NEXT PAY PERIOD     - AS OF PAY PERIOD ENDING 05/06/2000

AG 03 03  AGRICULTURAL RESEARCH SERVICE                    PERS. OFF. ID.  4860  BELTSVILLE, MD

          EMPLOYEE NAME
                     ORG  STRUCTURE      PAY  GRADE                NEW     LONGEVITY     AWOL     SUSPENSE
    SOC SEC NO        2  3    4         PLAN  /STEP      SALARY   PERCENT    DATE       HOURS      HOURS

DOE, MARY
 XXX-XX-XXXX                            GS   07/02    $ 29,827.00   00       00/00/00      .00        .00

    STRUCTURE LEVEL            TOTAL        1

            EMPLOYING OFFICE TOTAL       1
```

# 36. Notification Of Adjustment To Longevity Date

| | |
|---|---|
| **Report Number:** | AECO37U7 |
| **Brief Description** | Provides a list of U.S. Secret Service employees whose longevity dates have been adjusted due to hours not worked because of suspension or absence without official leave (AWOL). Suspension or AWOL hours are not creditable for longevity pay purposes. It is produced in the last pay period processed for the calendar year. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED   05/18/2000  AECO37U7        NOTIFICATION OF ADJUSTMENT TO LONGEVITY DATE - AS OF 05/06/2000
PAGE    1
  AG 11 11  FOREST SERVICE                                          PERS. OFF. ID.  5058  CODY, WY

        EMPLOYEE NAME                                          ADJUSTED     LONGEVITY
                          ORG  STRUCTURE       PAY  GRADE                 LONGEVITY   DATE BEFORE    AWOL      SUSPENSE   LONGE
VITY
     SOC SEC NO            2  3    4          PLAN   /STEP       SALARY     DATE       ADJUSTMENT   HOURS       HOURS     PERC
ENT

  DOE, MARY

    XXX-XX-XXXX          02 14 0004           GS   03/01   $ 18,169.00   00/00/00    00/00/00       .00         .00       00

     STRUCTURE LEVEL  02 14 0004 TOTAL          1

              EMPLOYING OFFICE TOTAL          1
```

Exhibits

# 37. 90-Day Notification For Recertification Of Retention Allowance

| | |
|---|---|
| **Report Number:** | AECO37U9 |
| **Brief Description** | Provides notification of employees approaching expiration of retention allowance. It is prepared 90–days in advance of expiration. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

```
PREPARED 05/18/2000 AECO37U9  90-DAY NOTIFICATION FOR RECERTIFICATION OF RETENTION ALLOWANCE - PROJECTED AS OF  05/06/2
000  PAGE

                                                                                    ** SENSITIVE PERSONNEL DATA - USE IS RESTRICT
ED **

  AG 11 11 FOREST SERVICE                                                   PERS. OFF. ID.  5058  CODY, WY

   EMPLOYEE NAME                      PAY  GRADE      BASE     ALLOWANCE   ALLOWANCE    ALLOWANCE      SALARY TOTAL
                   ORG. STRUCTURE     PLAN  /STEP     SALARY     EFF DATE    PERCENT      AMOUNT       WITH ALLOWANCE
     SOC SEC NO     2   3    4

DOE, JOHN
  XXX-XX-XXXX      95  20  0000      GS   03/01   18,169.00   00/00/00      00            .00          18,169.00

DOE, JOHN
  XXX-XX-XXXX      95  20  0000      GS   03/01   81/00/01    70/P1/01              15
```

# 38. Listing Of Employees With Change In Union Dues

| | |
|---|---|
| **Report Number:** | BEAR9203 |
| **Brief Description** | Provides a list of employees whose current union dues deduction has changed in accordance with the Table Management System (TMGT) Table 010, Union and Association Code Address. NFC will generate a pay adjustment for each employee listed on the report. The report is available to all personnel offices each pay period. The reports are sorted by agency, personnel office identifier, and social security number and retained in RFQS for 26 pay periods. The report contains sensitive data; use is restricted. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

SENSITIVE PERSONNEL DATA USE IS RESTRICTED

REPORT BEAR9203 LISTING OF EMPLOYEES WITH CHANGE IN UNION DUES

| AGCY | POI | SOCIAL | LAST NAME | INIT | ORG STRUCTURE | UNION NO 1 CODE | LOCAL | AMT OLD | AMT NEW | % OLD | % NEW | UNION NO 2 CODE | LOCAL | AMT OLD | AMT NEW | % OLD | % NEW |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| PA | 5260 | | | B | PA1001000000000000 | 530000 | | 5.50 | 7.50 | | | 000000 | | .00 | .00 | | |
| PA | 5260 | | | R | PA1010000000000000 | 530000 | | 5.50 | 7.50 | | | 000000 | | .00 | .00 | | |
| PA | 5260 | | | M | PA1020000000000000 | 530000 | | 5.50 | 7.50 | | | 000000 | | .00 | .00 | | |
| PA | 5260 | | | E | PA2010000000000000 | 530000 | | 5.50 | 7.50 | | | 000000 | | .00 | .00 | | |
| PA | 5260 | | | R | PA2020000000000000 | 050906 | | .50 | 1.50 | | | 000000 | | .00 | .00 | | |
| PA | 5260 | | | W | PA2040000000000000 | 530000 | | 5.50 | 7.50 | | | 000000 | | .00 | .00 | | |
| PA | 5260 | | | W | PA3001000000000000 | 090001 | | 8.00 | 9.00 | | | 000000 | | .00 | .00 | | |
| PA | 5260 | | | S | PA3010000000000000 | 530000 | | 5.50 | 7.50 | | | 000000 | | .00 | .00 | | |
| PA | 5260 | | | J | PA3020000000000000 | 530000 | | 5.50 | 7.50 | | | 000000 | | .00 | .00 | | |
| PA | 5260 | | | M | PA3020000000000000 | 530000 | | 5.50 | 7.50 | | | 000000 | | .00 | .00 | | |
| PA | 5260 | | | H | PA4001000000000000 | 090001 | | 8.00 | 9.00 | | | 000000 | | .00 | .00 | | |
| PA | 5260 | | | R | PA4010000000000000 | 530000 | | 5.50 | 7.50 | | | 000000 | | .00 | .00 | | |
| PA | 5260 | | | S | PA4020000000000000 | 530000 | | 5.50 | 7.50 | | | 000000 | | .00 | .00 | | |
| PA | 5260 | | | J | PA4020000000000000 | 530000 | | 5.50 | 7.50 | | | 000000 | | .00 | .00 | | |
| PA | 5260 | | | D | PA4020000000000000 | 530000 | | 5.50 | 7.50 | | | 000000 | | .00 | .00 | | |
| PA | 5260 | | | T | PA4030000000000000 | 530000 | | 5.50 | 7.50 | | | 000000 | | .00 | .00 | | |
| PA | 5260 | | | G | PA4030000000000000 | 050906 | | .50 | 1.50 | | | 000000 | | .00 | .00 | | |
| PA | 5260 | | | J | PA5000000000000000 | 050905 | | .50 | 1.50 | | | 000000 | | .00 | .00 | | |
| PA | 5260 | | | P | PA5000000000000000 | 530000 | | 5.50 | 7.50 | | | 000000 | | .00 | .00 | | |

# 39. FEHB Status Letters – Employee Express

| | |
|---|---|
| **Report Number:** | None |
| **Brief Description** | Provides a letter to the personnel office to be issued to the employee confirming enrollment and/or change in enrollment in the Federal Employees Health Benefits (FEHB) program. A letter is available for every SF–2809, Health Benefits Registration Form, submitted through Employee Express. A copy of the letter is retained in the employee's official personnel folder. Letters are sorted by the organizational structure code and retained in RFQS for 26 pay periods. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

From:

To: Employee Name
Mailing Address

This is to verify the information concerning your Federal Employees Health Benefits enrollment which you made through Employee Express. Please contact your personnel office if you have any questions or if any of the following information is incorrect:

Social Security Number
Date of Birth
Sex
Married?
New Plan Name
New Enrollment Code
Family Members
Other Insurance
CHAMPUS?
Medicare Coverage A?
Other Private Insurance Name
Present Plan Name
Enrollment Code
Number of Event
Date of Event
Agency Code
POI
Payroll Office Number
Effective date

Your health insurance plan will mail your new identification card(s) to you. Please contact your health plan carrier if you have more than 5 family members to be covered under this plan.

Agency Representative

# 40. TSP Status Letters – Employee Express

| | |
|---|---|
| **Report Number:** | None |
| **Brief Description** | Provides a letter to the personnel office to be issued to the employee confirming enrollment and/or change in enrollment in the Thrift Savings Plan (TSP). A letter is available for every TSP–1, Thrift Savings Plan Election Form, submitted through Employee Express. A copy of the letter is retained in the employee's official personnel folder. Letters are sorted by organizational structure code and retained in RFQS for 26 pay periods. |
| **Report Availability:** | After the second Sunday following the end of the pay period. |

Date:

To: Employee Name
Mailing Address

This is to verify your Thrift Savings Plan as a result of the action you submitted through Employee Express. Please contact your personnel office if you have any questions or if any of the following information is incorrect:

Social Security Number
Date of Birth
TSP Percent
TSP Amount
G Fund
F Fund
C Fund
Effective date
Agency Code
POI
Payroll Office Number

Agency Representative

# Appendix

This section contains the following appendix:

**RFQS Error Messages**

# RFQS Error Messages

| |
|---|
| Agency Must Be Entered If Org Lev2 Is Entered |
| Department Code Invalid |
| Department Code Must Be Entered |
| Invalid Employing Office – Please Rekey |
| Invalid Entry, Please Rekey |
| Invalid Department Code – Please Rekey |
| Invalid Option, Please Rekey |
| Invalid Org Agency – Please Rekey |
| Invalid Pass, Please Rekey |
| Invalid Pay Period, Please Rekey |
| Invalid User Response – Please Rekey |
| Job Name Character Must Be alphabetic |
| Not Authorized Access – Please Rekey |
| Not Available At This Time |
| Number Of Copies Must Be Between 1 And 5 |
| Org Agency Must Be Entered |
| Org Agency & Submitting Office Cannot Both Be Blank or zero |
| Org Lev2 Must Be Entered If Org Lev3 Is Entered |
| Org Lev3 Must Be Entered If Org lev4 is Entered |
| Pay Period Entered Greater Than Last One Processed |
| Remote Destination Must Be Entered |
| Report Creation Error – Please Rekey |
| RFQS Is Temporarily Out Of Service |
| SSN1 Must Be Entered If Others Contain Data |
| SSN2 Must Be Entered If SSN3 Contains Data |
| Submitting Office Must Be Entered |
| Sysout Class Must Be “A” Or “X” |
| The 50s Are Temporarily Out Of Service For Your Agency |
| The SF50s Are Temporarily Unavailable |
| The Current Pay Period For Processing SF1150’s Is Pay Period <  >. Only Pay Periods Prior To This Are Permitted. |
| The 50’s Are Temporarily Out Of Service For Your Agcy |
| User Name Must Be Entered |

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