

# NFC

## Procedures



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

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# Payroll/Personnel Report Generator System (CULPRPT)

TITLE I  
Payroll/Personnel Manual

CHAPTER 20  
Reports

SECTION 1  
Payroll/Personnel Report Generator System (CULPRPT)

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### **Latest Update Information**

Title I Bulletin 01-2, Addition of SRV AGCY and POI Fields, dated April 25, 2001, and Bulletin 99-3, New CULPRPT Report, CULP0048, Employees Updating Their Own Payroll And Personnel Transaction, dated December 20, 1999 notified holders of Title I, Payroll/Personnel Manual, about a new CULPRPT Report CULP0048, Employees Updating Their Own Payroll and Personnel Transactions and the affect of these changes on the CULPRPT procedure.

Listed below is a summary of the changes to the CULPRPT procedure:

<b>Description of Change</b>	<b>Page</b>
Adds CULPRPT Report CULP0048 to the Table of Contents	ii
Adds a brief description and a copy of CULPRPT Report CULP0048 to the Exhibits Section of the procedure	44
Adss CULPRPT Report, CULP0048 to the index	Index- 2

Changes are identified by “▶◀”.

**Payroll/Personnel Manual**  
**Payroll/Personnel Remote Entry System**

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## About This Procedure

This procedure provides instructions for accessing and operating the Payroll/Personnel Report Generator System (CULPRPT). The following information will help you use the procedure more effectively and locate further assistance if needed.

## How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

[System Overview](#) and [System Access](#) describe what the system is used for, provides access security information, and instructions for accessing the system.

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

The [CULPRPT Menu](#) gives instructions for selecting the submenus and the reports available through the submenus.

[Selecting Reports](#) gives instructions for specifying the output criteria.

[Exhibits](#) includes examples of all CULPRPT reports and a brief description of the report.

[Appendix](#) includes a list of CULPRPT reports by subject matter.

Pages are numbered consecutively at the bottom from the [About This Procedure](#) through the [Exhibits](#). If the procedure is amended, point pages (e.g., 12.1, 12.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date. If you begin receiving this procedure after it has been amended, you will receive the original copy with all amendments. Remove and insert pages according to the attached Page Control Chart so that your procedure is current.

You may occasionally receive bulletins to supplement information in this procedure. Each bulletin should be filed in front of the procedure and retained until the expiration date shown at the bottom of the bulletin.

All bulletins issued for this procedure after January 1, 1998, will be available on the Internet at the NFC home page ([www.nfc.usda.gov](http://www.nfc.usda.gov)).

## What Conventions Are Used

This procedure uses the following conventions:

- Messages displayed by the system are printed in *italics*. Example: The message *Submitting Reports For Entire Region* is displayed.

- Field specifications are also printed in italics. Example **Enter User ID** *required, alphanumeric; 8 positions max*. Key in your assigned user ID (e.g., **NF999**).
- Data that is system generated or that you must key in exactly as shown is printed in **bold italics**. Example **Key in I**.
- Figure references printed in bold link the figures with the text. Example: The Reports screen (**Figure 22**) is displayed.
- References to sections within the procedure are printed in bold as shown here. Example: See **Selecting Reports** –
- Keyboard references are printed in brackets. Example: Press [Enter].
- Optional actions at the end of a processing function are preceded by square bullets. Example:
  - To exit the system, press [PF9].
- Important extra information is identified as a note. Example:



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 National Finance Center (NFC) processing, contact the Payroll/Personnel Operations Section at **504-255-4630** .

For access to CULPRPT, contact your agency's ADP security officer.

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

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

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## System Overview

The Payroll/Personnel Report Generator System (CULPRPT) procedure provides instructions for accessing and using CULPRPT. CULPRPT is a computerized batch processing system which utilizes information contained in the NFC Payroll/Personnel System database to generate preformatted reports on an “as needed” basis. Agencies can retrieve specific data for their employees in predefined report formats. The CULPRPT reports currently available to all agencies are categorized as follows:

**Payroll/Personnel Reports.** Used to select Payroll/Personnel reports.

**PACT/PRES Reports.** Used to select PACT/PRES reports.

**Error Suspense Reports.** Used to select error suspense reports.

Each of the CULPRPT report categories has a selection menu. The selection menu provides a list of all reports (by report number and title) that are available within that category. The selection menus can be accessed on your PC by following the Sign-On instructions in this procedure. A report description may be requested and viewed at your PC. Also provided in [Appendix A](#) is a listing of reports by subject matter.

This procedure contains an illustration of each report accompanied by a brief summary of its contents and significant characteristics. A brief description and example of each significant characteristic follows.



Note

All illustrations have been altered to change employee names and social security numbers in accordance with the Privacy Act Statement.

**Brief Description.** Used to give an explanation and purpose of the report. Example: Provides a list of Civil Service Retirement (CSRS) employees currently eligible to retire. For Federal Employees Retirement System (FERS) employees, see Report P0153.

**Sequence of Data.** Used to identify the order by which data on the report is arranged. Example: Personnel office identifier (POI), service computation date (SCD).

**Report Updated.** Used to identify when the information on the report is updated. Example: After Personnel Edit Subsystem (PINE) is executed.



Note

Reports containing sensitive data, e.g., employee name, social security number, etc., are restricted. Reports containing race and national origin data, require additional security access. To obtain access to these reports, contact your agency security officer.

## System Interface

CULPRPT interfaces with the Bi-Weekly Examination Analysis and Reporting (BEAR). BEAR is an end-of-pay-period report system sweep and a beginning-of-pay-period set up in preparation for the upcoming processing pay period. It generates various types of end-of-pay-period output and updates CULPRPT reports.

## Other Reporting

### **Customized Executive Analysis System**

The Customized Executive Analysis System (CEAS) allows users to produce predefined and customized reports by employee name, organizational levels, and race and national origin by retrieving data from the Payroll/Personnel System. For detailed instructions about CEAS, see Title I, Chapter 20, Section 7, Customized Executive Analysis System (CEAS) procedure.

### **FOCUS**

FOCUS. Ad hoc reporting is available through the FOCUS Reporting System. For detailed information on FOCUS reporting, see Title VI, Chapter 5, Section 4, FOCUS Reporting System procedure.

### **Reduction In Force**

Reduction In Force (RIF) is used to create batch reports for an agency planning a RIF. These reports group employees in the same competitive areas, employing offices, etc., using service time to determine seniority within the agency. For detailed information about RIF, see Title I, Chapter 20, Section 3, Reduction In Force procedure.

### **Remote Forms Queuing System**

Remote Forms Queuing System (RFQS) allows users to view and/or print, at remote site destinations, certain payroll and personnel output forms and reports generated by NFC. For detailed information about RFQS, see Title I, Chapter 20, Section 2, Remote Forms Queuing System procedure.

### **System-Generated Recurring Reports**

The Payroll/Personnel System generates recurring reports relating to pay, leave, employment status, etc. These reports are produced from information stored in the database. For detailed information about and illustrations of these reports, see Title I, Chapter 20, Section 5, Payroll/Personnel Output procedure.

### **TMGT Table 022, Payroll/Personnel Document Reports**

Users of the Table Management System (TMGT) can request recurring automatic generation and remote printing of PACT/PRES Reports and Error Suspense Reports through Table TM022, Payroll/Personnel Document Reports. TM022 will automatically alert CULPRPT to execute the reports after each PINE pass is executed. For detailed instructions on requesting generation of these reports through TM022, see Title I, Chapter 2, Table Management System (TMGT) procedure.

## Requesting a New Report

To request development of a new report or modification of an existing report, obtain approval through appropriate agency personnel. Then submit a sample of the new or modified report with instructions to:

Office of Human Resources Management, USDA  
APSD, Room 344-W, Jamie L. Whitten Federal Building  
AG Stop 9602  
Washington, DC 20250

## System Access

To access CULPRPT, you must (1) have authorized security clearance and (2) use a PC that is connected to the mainframe computer located at NFC. This section refers you to information on access security and gives specific sign-on/sign-off instructions.

CULPRPT is resident on the mainframe computer at NFC. To access the mainframe, use your telecommunications network (e.g., FTS2000, etc.). For information about connecting and disconnecting from your telecommunications network, see the instructions provided with your specific network.

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

## Sign-On

To access CULPRPT, display the NFC banner screen (**Figure 1**) on your PC and respond to the prompts as described below.

```
=====
== 07/27/98          SNAMOD2          T3139029          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  ==
==              =====
==              National Finance Center
==              Office of the Chief Financial Officer
==              United States Department of Agriculture
==              =====
==              For Authorized Use Only
== ENTER USER ID =           PASSWORD =           NEW PASSWORD = 
==
== ENTER APPLICATION NAME =           OR PRESS ENTER FOR MENU
==
==
=====
```

Figure 1. NFC Banner Screen

- 
- |  |   |
|--|---|
| <p><b>1 Enter User ID</b><br/> <i>Required, alphanumeric<br/>             8 positions max.</i></p>   | Key in your assigned user ID (e.g., NF999).   |
| <p><b>2 Password</b><br/> <i>Required, alphanumeric<br/>             6 to 8 positions</i></p>        | Key in your password. Your password is not displayed on the screen. [Tab] to the next prompt.   |
| <p><b>3 New Password</b><br/> <i>Conditional, alphanumeric<br/>             6 to 8 positions</i></p> | This prompt is required when your current password has expired. Key in your new password as the system requests. You may also use this field to change your password at any time, but not more than once daily. |
| <p><b>4 Enter Application Name</b><br/> <i>Required, alpha<br/>             9 positions max.</i></p> | Key in <b>CULPRPT</b> and press [Enter].  |
- 

The Report Generator System screen is displayed, except when NFC needs to communicate special system function messages. In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 2**) is displayed.

```

=====
== 07/27/98      SNAMOD2      MENU for NFC03      T3139029      13:08:10  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 ==> CULPRPT      PF11 = EXIT
=====
==                                MESSAGE BOARD
==
=====
=====
    
```

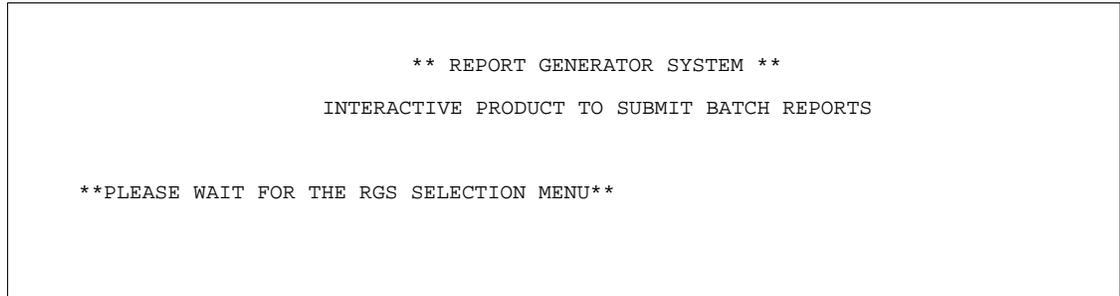
**Figure 2. NFC Menu**

Press [Enter] to continue.



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

The Report Generator System screen (**Figure 3**) is displayed.

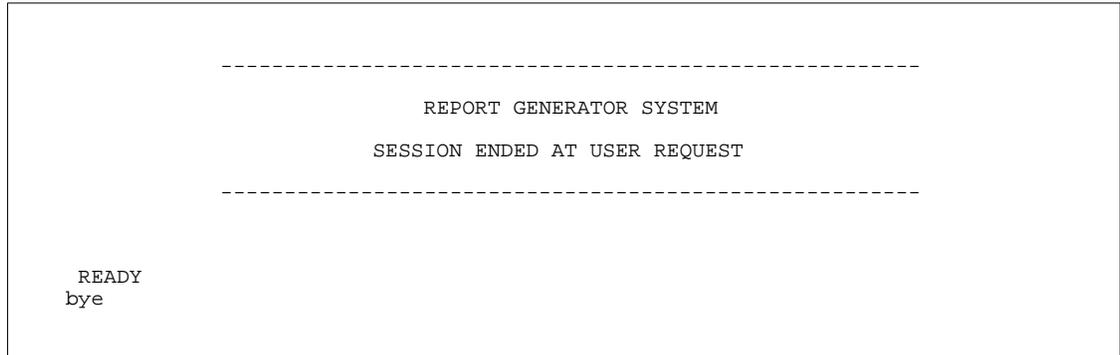


**Figure 3. Report Generator System Screen**

No entry is required. The Report Generator System Primary Selection Menu is displayed.

## Sign-Off

To exit CULPRPT, press [PF12] at any screen. The Ready prompt (**Figure 4**) is displayed.



**Figure 4. Ready Prompt**

Key in *bye* and press [Enter].

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

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed.

If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your PC 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

CULPRPT is an online report generator system that allows users to view and/or request printing of reports formulated from data contained in the NFC Payroll/Personnel System.

## System Design

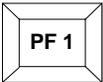
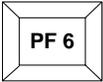
CULPRPT is designed with menu and key field selections. The menu lists three selections that are report categories and a selection to exit. Each selection provides a secondary menu that lists all reports in that category. Each report has a Selection Criteria screen that provides key fields used to submit a specific report for output.

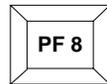
## Function Keys

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

The functions of applicable PF keys and other function keys in CULPRPT are displayed to the right of each screen. Several of these keys have multiple functions.

All CULPRPT function keys are described below:

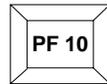
Key	Function
	Used to display the Report Generator System Primary Selection Menu at the submenu screens.
	Used to return to the previous screen at the Selection Criteria screens and the Help screens.
	Used to display the Help screen.
	Used to display the Interactive System Productivity Facility (ISPF) J.1 utility. The ISPF utility is used to view the report before printing and to check the status of each job to determine if it is awaiting execution, being executed, or awaiting output.
	Used to display the previous menu page.



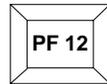
Used to display the next menu page.



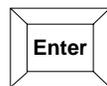
Used to display VTAM Printer Support System (VPS) Monitor and Control Facility (VMCF) Primary Option Menu screen. VMCF is used to monitor and control VPS specifically defined 3270 type printers.



Used to display a description of a specific report.



Used to clear the screen to exit the system.



Used to submit a specified report for output.

## Report Access Authority

To submit a report for output, a user must have authority for that particular report at the level requested.

If a user requests a report at an unauthorized level, one of the following messages is displayed:

*Not Authorized Access - No Subschema*

*Not Authorized Access - Invalid Subschema*

*Not Authorized Access - Sensitive Data Subschema*

*Not Authorized Access - Invalid Security Level*

Contact your agency security officer to obtain the appropriate access.

## Help Screens

Help screens are available for the key fields and data elements displayed on the CULPRPT screens. Help screens display a list of valid codes and/or narrative description of each field. To display a Help screen, press [PF5] at any screen. See (Figure 5) for an example.

```
***** REPORT SELECTION MENU HELP SCREEN *****
                                                                    PF1 = PREV
                                                                    PF5 = HELP

THERE IS ONE DESIGNATED AREA IN WHICH TO ENTER THE REPORT NUMBER.
THE OTHER CONTROL FUNCTIONS ARE ACCOMPLISHED BY THE PF KEYS.

REPORT ID# _____

PF1 - RETURN TO MAIN/PREVIOUS MENU
PF5 - DISPLAY HELP SCREENS
PF6 - ISPF J.1 UTILITY
PF7 - LIST THE PRIOR MENU PAGE
PF8 - LIST THE NEXT MENU PAGE
PF9 - USE VTAM PRINT SPOOLER UTILITY
RPT# PF10 - DESCRIPTION OF THE SPECIFIED REPORT
PF12 - EXIT THE CULPRPT SYSTEM
RPT# ENTR - SUBMIT THE SPECIFIED REPORT

*****
```

Figure 5. Help Screen (example is from the Report Selection Menu Help screen)

Press [PF1] to return to the previous screen.

---

---

## CULPRPT Menu

After you access CULPRPT, the Report Generator System (RGS) Primary Selection Menu (**Figure 6**) is displayed.

```
*****
-- REPORT GENERATOR SYSTEM PRIMARY SELECTION MENU (P) --
*****
                                     PF5 = HELP
                                     PF6 = J.1
                                     PF9 = VPS
                                     PF12= EXIT

- (1) PAYROLL/PERSONNEL REPORTS
- (2) PACT/PRES REPORTS
- (3) ERROR SUSPENSE REPORTS
- (R) RETURN TO TSO ENVIRONMENT

Position cursor by selection or
enter selection/report number, then press <ENTER> _____

*****
```

**Figure 6. Report Generator System Primary Selection Menu**

The menu provides three submenus for selecting reports for output.

Below is a brief description of each submenu:

- 1. Payroll/Personnel Reports.** Used to select Payroll/Personnel reports which are produced from information stored in the Payroll/Personnel System database. This information include current employee data relating to pay, employment, leave, organizational structure, position, etc. Report numbers begin with **P**.
- 2. PACT/PRES Reports.** Used to select the Personnel Action Processing System (PACT)/Payroll/Personnel Processing System (PRES) reports which are produced from personnel actions entered in PACT and payroll documents entered in PRES. Report numbers begin with **E**.
- 3. Error Suspense Reports.** Used to select error suspense reports which list documents that are in the Suspense Inquiry and Correction System (SINQ) because they failed the PINE edits. PINE edits and audits entries on the Payroll/Personnel database. Report numbers begin with **U**.



Note

Error suspense report numbers that begin with U67 exhibit information gathered from personnel and position data entered into a front-end systems interface. For additional information, see Title I, Chapter 22, Front-End System Interface (FESI) procedure.

Error suspense report numbers that begin with U68 exhibit information gathered from personnel and payroll data entered in Employee Express.

To select a report, use one of the following methods:

- If you do not know the number of the report you need, key in the submenu selection number at the Enter Selection/Report Number prompt or [Tab] to the selection number and press [Enter]. The selection reports submenu (**Figure 7**) is displayed.

```

***** PAYROLL/PERSONNEL REPORTS *****
REPORT ID#      _____
                                     PF1 = MAIN
                                     PF5 = HELP
                                     PF6 = J.1
                                     PF7 = BACK
                                     PF8 = FORW
                                     PF9 = VPS
                                     PF10= DESC
                                     PF12= EXIT
                                     ENTR= PROCES

-ID#- -TITLE-
P0001 EMPLS ELIGIBLE TO RETIRE CURRENTLY (CSRS ONLY)
P0002 EMPLS ELIGIBLE TO RETIRE WITHIN 1 YEAR (CSRS ONLY)
P0003 EMPLS ELIGIBLE TO RETIRE WITHIN 2 YEARS (CSRS ONLY)
P0004 EMPLS ELIGIBLE TO RETIRE WITHIN 3 YEARS (CSRS ONLY)
P0005 EMPLS ELIGIBLE TO RETIRE WITHIN 4 YEARS (CSRS ONLY)
P0006 EMPLS ELIGIBLE TO RETIRE WITHIN 5 YEARS (CSRS ONLY)
P0007 ROSTER OF EMPLOYEES (HIGH SPEED PRINTER OUTPUT)
P0008 STAT - AGE AND LENGTH OF SERVICE SURVEY
P0009 LENGTH OF SERVICE
P0010 EMPLOYEES BY OCCUPATION AND LOCATION
P0011 FULL TIME EMPLOYEES ON THE ROLL
P0012 ROSTER OF EMPLOYEES (80 COLUMN OUTPUT)
P0013 ACTIVE FULL-TIME EMPLS - T+A NOT RECEIVED BY NFC

***** SCREEN 1 OF 13 *****

```

**Figure 7. Example Of A Reports Submenu** (example is from the Payroll/Personnel Reports)

To view a report description, key in the report number at the Report ID# prompt on any one of the selected submenu screens and press [PF10]. The Description For Report screen (**Figure 8**) is displayed.

```

***** DESCRIPTION FOR REPORT P0001 *****
                                     PF1 = PREV

P0001: EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY (CSRS ONLY)

LISTING OF THE PAY PLAN, SERIES, GRADE, NAME, TITLE, SOCIAL SECURITY
NUMBER, BIRTH DATE, SCD FOR RETIREMENT, CURRENT AGE, LENGTH OF SERV,
ORGANIZATIONAL CODES AND DUTY STATION CODES BY AGENCY, BY SUBMITTING
OFFICE, BY SERIES, AND GRADE OF CSRS EMPLOYEES WHO ARE ELIGIBLE TO
RETIRE CURRENTLY.

*****

```

**Figure 8. Description For Report Screen** (example is from P0001)

Press [PF1] to return to the previous screen.

- If you know the number of the report you need, key in the report number and press [Enter]. The applicable Selection Criteria screen is displayed.

Instructions follow for completing the Selection Criteria screen.

---

---

## Selecting Reports

Report options in CULPRPT are used to specify the output criteria for selected reports. Use the instructions below for all report selections.

To select a report option, key in the applicable report number at the Selection/Report Number prompt or at the Report ID# prompt on the applicable report submenu (**Figure 7**). Press [Enter]. The Selection Criteria screen for the report selected (**Figure 9**) is displayed.

```
***** SELECTION CRITERIA FOR P0001 *****
                                     PF1 = PREV
                                     PF5 = HELP
                                     PF12= EXIT
*FILL IN YOUR JCL REQUIREMENTS. DEFAULTS ARE DISPLAYED*
  USER NAME TO BE ON JCL             123ABCWILLIAMS_
  REMOTE DESTINATION                  U1_____
  LAST CHARACTER OF JOB NAME         C
  SYSTEM OUTPUT CLASS                A
  NUMBER OF COPIES NEEDED            1
  SUBMIT JOB AFTER BEAR RUNS        N

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

**Figure 9. Selection Criteria Screen** (example is from P0001)

The following prompts appear on the Selection Criteria screens of all CULPRPT reports.

Respond to the prompts as follows:

- 
- |  |   |
|--|---|
| <b>User Name To Be On JCL</b><br><i>Required, alphanumeric<br/>15 positions max.</i> | Key in the user's name or other information to identify the report destination.   |
| <b>Remote Destination</b><br><i>Required, alphanumeric<br/>16 positions max.</i>     | Key in the printer number where the report is to be printed.  |
| <b>Last Character Of Job Name</b><br><i>Optional, alpha field<br/>1 position</i>     | Key in <b>A</b> , <b>B</b> , or <b>C</b> to identify this report from other reports being requested. This character becomes the sixth character of the job name (e.g., NFC03A). If no entry is made, the system defaults to <b>C</b> .<br><br>It is recommended that a unique sixth 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 <b>C</b> , 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 the job name characters <b>A</b> and <b>B</b> , they could execute simultaneously. |

<b>System Output Class</b> <i>Optional, alpha 1 position</i>	Key in <b>A</b> to direct output to a designated printer and to generate a hard copy computer printout of the report or <b>X</b> to direct the output to be held for viewing at the terminal. For detailed instructions on viewing a report prior to printing, see Interactive System Productivity Facility (ISPF) procedure, Title VI, Chapter 2, Section 2. If no entry is made, the system defaults to <b>A</b> .
<b>Number Of Copies Needed</b> <i>Optional, numeric 1 position</i>	Key in the number of reports needed (1-5). If no entry is made, the system defaults to <b>1</b> .
<b>Submit Job After BEAR Runs</b> <i>Optional, alpha 1 position</i>	Key in <b>Y</b> to place the report on hold until the processing of BEAR is complete. If no entry is made, the system defaults to <b>N</b> .

All or a combination of the following fields may be displayed on the selection criteria screen depending on the particular report selected.

<b>Begin Pay Period Year/Number</b> <i>Required, numeric 4 positions</i>	Key in the year and pay period you wish the report to begin data coverage.
<b>End Pay Period Year/Number</b> <i>Required, numeric 4 positions</i>	Key in the year and pay period you wish the report to end data coverage.
<b>Month</b> <i>Required, numeric 2 positions</i>	Key in the month you wish the report to cover.
<b>Month ___ Day ___</b> <i>Required, numeric 2 positions</i>	Key in the month and day you wish the report to cover.
<b>Occupational Series</b> <i>Optional, numeric 4 positions</i>	Key in the occupational series.



Note

If no entry is made to the following fields, the system defaults to the user's maximum security access:

- Department Code
- Organization Agcy
- Organization Lev2
- Organization Lev3
- Organization Lev4
- Submitting Office Number
- Occupational Series

<b>Organization Agcy</b> <i>Optional, alphanumeric 2 positions</i>	Key in the agency code.
<b>Organization Lev2</b> <i>Optional, numeric 2 positions</i>	Key in the 2nd level of the organizational structure.

<b>Organization Lev3</b> <i>Optional, numeric</i> <i>2 positions</i>	Key in the 3rd level of the organizational structure.
<b>Organization Lev4</b> <i>Optional, numeric</i> <i>2 positions</i>	Key in the 4th level of the organizational structure.
<b>Pay Period</b> <i>Required, numeric</i> <i>2 positions</i>	Key in the pay period you wish the report to cover.
<b>Pay Rate Determinant</b> <i>Required, alphanumeric</i> <i>1 position</i>	Key in the pay rate determinant code.
<b>Quarter Year</b> <i>Required, numeric</i> <i>2 positions</i>	Key in the year of the quarter you wish the report to cover.
<b>Quarter Number</b> <i>Required, numeric</i> <i>1 position</i>	Key in the quarter you wish the report to cover.
<b>Region Code (01-10), or Blank</b> <i>Optional, numeric</i> <i>2 positions</i>	<p>Key in the region code. To request a report by region, key in the department code, servicing agency code, and region code. Press [Enter]. The message <i>Submitting Reports For Entire Region</i> is displayed.</p> <p>After the request is accepted, the reports submenu (<b>Figure 7</b>) is displayed. When the user requests a report by region, a specific report is generated for each personnel office identifier (POI) for which the user has access authority within the region. Users can request reports only for those regions and POI's for which they have access authority.</p>
<b>Servicing Agency</b> <i>Required, numeric</i> <i>2 positions</i>	Key in the code of the agency that services your office.
<b>Submitting Office Number</b> <i>Optional, numeric</i> <i>4 positions</i>	Key in the personnel office identifier.
<b>Year</b> <i>Required, numeric</i> <i>2 positions</i>	Key in the year you wish the report to cover.
<b>Year ___ Month ___</b> <i>Required, numeric</i> <i>2 positions each</i>	Key in the year and month you wish the report to cover.

---



When selecting an Error Suspense report, after keying in the report number, press [Enter]. The PINE Status screen (**Figure 10**) is displayed.

```
***** PINE STATUS *****  
  
PINE PASS 11 FOR PAY PERIOD 14  
HAS COMPLETED PROCESSING.  
-----  
THIS PASS WAS COMPLETED  
AT 14:32 (CST) ON 07/25/XXXX.  
THIS IS THE LAST PASS FOR PAY PERIOD 14.  
*****  
*** PRESS -ENTER- TO CONTINUE ***
```

**Figure 10. PINE Status Screen**

This screen advises the user of the status of the current pass of the PINE and the pay period for which the processing has been completed. No entry is required. Press [Enter]. The Selection Criteria screen is displayed.



When selecting any of the following reports, the T&A Status screen (**Figure 11**) is displayed.

- P0013 Active Full/Part-Time Employees - T&A's Not Received by NFC
- P0099 Error Analysis for T&A Processing
- P0152 Leave Error Report

```
***** T & A STATUS *****  
  
THE P0013 REPORT WAS LAST UPDATED  
ON 07/25/XXXX AT 15:30:48  
A NEW REPORT SHOULD BE REQUESTED (ONLY)  
IF YOUR CURRENT REPORT IS OUTDATED.  
*****  
*** PRESS -ENTER- TO CONTINUE ***
```

**Figure 11. T & A Status Screen**

This screen advises the user that the report was last updated on a specific date and time, and that a new report should be requested only if the current report is outdated.



When a user with more than one security access path code requests a Payroll/Personnel report for output, the Path Code Select screen (**Figure 12**) is displayed.

Valid codes are:

Path 1 =Security access by organizational structure

Path 2 =Security access by POI

When a user has only one security access path code, the Path Code Select screen will not appear. The system defaults to the user's assigned security access path code.

Direct questions about security access path codes to your agency security officer.

```

*****
REPORT GENERATOR SYSTEM                                PATH CODE SELECT
*****

PLEASE ENTER A SECURITY ACCESS PATH CODE (1 OR 2)

*****
    
```

**Figure 12. Path Code Select Screen**

After completing the applicable fields, press [Enter]. The specific report is submitted for output, and the reports submenu screen is displayed. To request another report, key in the report number at the Report# prompt and press [Enter]. The Selection Criteria screen is displayed, showing the data that was keyed in for the last request. To return to the RGS Primary Selection Menu screen, press [PF1].

## Viewing The Print Status Of Reports

To view the status of a job, use one of the following methods:

- Press [PF6] at any menu or submenu screen. The Job List screen (**Figure 13**) is displayed.

```

-- (1)==> - Job List NFC03 Q=ALL C=ALL O=ALL D=ALL          ----- ROW 1 OF 9
SEL JOBNAME  JOBID  MC  ---QUEUE--- -RECORDS MAXRC  ADDITIONAL INFO  DEST  STEP
...  NFC03     T20925 Z  EXEC SYSB           548      MULTTEST 0:01.45  US05PROC
...  NFC03A    J19894 X  EXEC X (399)           10        27JUL98 12:30   U1
...  NFC03B    J19941 X  EXEC X (403)            16        27JUL98 12:32   U1
...  NFC03B    J19974 X  EXEC X (406)            16        27JUL98 12:33   U1
*****
***** BOTTOM OF DATA *****
COMMAND ==>
F1=HELP      F2=SPLIT    F3=END       F4=RETURN    F5=RFIND     F6=RCHANGE
F7=UP        F8=DOWN     F9=SWAP      F10=LEFT    F11=RIGHT    F12=RETRIEVE
    
```

**Figure 13. Job List Screen**

The Job List screen is a function of the Interactive System Productivity Facility (ISPF) J.1 utility. The ISPF utility is used to view the status of each job to

determine if it is awaiting execution, executing, or awaiting output. This utility also enables users to view the report at their PC's prior to printing if X was keyed in at the System Output Class prompt on the Selection Criteria screen. For detailed information about the ISPF utility, see Title VI, Chapter 2, Section 2, Interactive System Productivity Facility (ISPF) procedure. To return to the menu or submenu screen, key in =X at the command prompt, and press [Enter].

- After exiting CULPRPT (see Sign-Off instructions), key in *st* or *status* at the Ready prompt. A message is displayed indicating the status of the job. Whenever a job has completed execution, a message flashes on the PC to inform the user of the status of the job. If the user is not logged on to CULPRPT at the time the job execution is completed, the message is displayed the next time the user logs-on or exits any Time Sharing Option (TSO) application.

All messages are described below:

Message	Description
Job NFC03C(JOB12345) Executing	Displayed when the job is being executed.
Job NFC03C(JOB12345) Waiting for Execution	Displayed when the job is waiting to be executed.
Job NFC03C(JOB12345) On Output Queue	Displayed when the job is waiting to be retrieved at a PC or waiting to be printed at an online or remote printer.
No Jobs Found Ready	Displayed when the job has executed and is no longer in the queue.

Users with 3270 printers can monitor and control the printing of CULPRPT reports through the VTAM Printer Support System (VPS) Monitor and Control Facility (VMCF). Press [PF9] at any menu or submenu screen. The VMCF Primary Option Menu (**Figure 14**) is displayed.

```

----- VMCF PRIMARY OPTION MENU -----
OPTION  ===>
        PRINTER  ===>
          1 - Enter  VPS printer command
          2 - Display VPS printer list
          S - Display VPS printer summary
          T - VMCF Tutorial
          X - Terminate VMCF
Enter END command to terminate VMCF.
USERID   - NFC03
TERMINAL - MULTTEST
VPS NAME - VPS62
PROFILE  - NFC03
    
```

**Figure 14. VMCF Primary Option Menu**

For detailed information about VPS, see the ISPF procedure. To return to the menu or submenu screen, key in *end* at the Option prompt and press [Enter].

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

## Exhibits



## 1. P0001, Employees Eligible To Retire Currently

**Brief Description:** Provides a list of Civil Service Retirement System (CSRS) employees currently eligible to retire. For Federal Employees Retirement System (FERS) employees, see Report P0153.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

REPORT ID: CULP0001											PAGE 1
EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY											
AS OF XX/XX/XX											
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
AGENCY CA - BOARD OF CONTRACT APPEALS											
2ND LEV 00 - BOARD OF CONTRACT APPEALS											
PP- SER-GR	NAME	OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	EMP OFF	CURRENT AGE	LOS	ORG-STRUCTURE LEVELS 2 THRU 8	DUTY STA	
CA-0005-01	SMITH JANE	ADMINISTRATIVE JUDGE	000-00-0000	01/22/37	12/03/62	0000	60	34	00-00-0000-00000000	11-0000-001	
GS-0950-11	WILLIAMS JOHN	PARALEGAL SPECLST	M 000-00-0000	12/18/36	04/02/65	0000	60	32	00-00-0000-00000000	11-0000-001	
CA-0005-03	SMITH MIKE	ADMINISTRATIVE JUDGE	000-00-0000	12/27/36	06/06/66	0000	60	31	00-00-0000-00000000	11-0000-001	
CA-0005-02	JONES MARY	ADMINISTRATIVE JUDGE VICE CHAIRM	M 000-00-0000	05/17/29	04/26/74	0000	68	23	00-00-0000-00000000	11-0000-001	
TOTAL EMPLOYEES FOR LEVEL 2			4								

## 2. P0002, Employees Eligible To Retire Currently Or Within 1 Year

**Brief Description:** Provides a list of CSRS employees eligible to retire within 1 year. For FERS employees, see Report P0154.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

REPORT ID: CULP0002											PAGE 1
EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 1 YEAR											
AS OF XX/XX/XX											
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
AGENCY CA - BOARD OF CONTRACT APPEALS											
2ND LEV 00 - BOARD OF CONTRACT APPEALS											
PP- SER-GR	NAME	OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	EMP OFF	CURRENT AGE	LOS	ORG-STRUCTURE LEVELS 2 THRU 8	DUTY STA	
GS-0986-00	DOE JANE	LEG TECHNCN	000-00-0000	08/19/42	01/27/60	0000	54	37	00-00-0000-00000000	11-0000-001	
CA-0005-01	JOHNSON MARY	ADMINISTRATIVE JUDGE	000-00-0000	01/22/37	12/03/62	0000	60	34	00-00-0000-00000000	11-0000-001	
GS-0950-11	WILLIAMS JOHN	PARALEGAL SPECLST	M 000-00-0000	12/18/36	04/02/65	0000	60	32	00-00-0000-00000000	11-0000-001	
CA-0005-03	SMITH JACK	ADMINISTRATIVE JUDGE	000-00-0000	12/27/36	06/06/66	0000	60	31	00-00-0000-00000000	11-0000-001	
TOTAL EMPLOYEES FOR LEVEL 2			4								

### 3. P0003, Employees Eligible To Retire Currently Or Within 2 Years

**Brief Description:** Provides a list of CSRS employees eligible to retire immediately or within 2 years. For FERS employees, see Report P0155.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

REPORT ID: CULP0003		EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 2 YEARS										PAGE 1	
AS OF XX/XX/XX													
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
AGENCY CA - BOARD OF CONTRACT APPEALS													
2ND LEV 00 - BOARD OF CONTRACT APPEALS													
NAME													
PP- SER-GR	OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	OFF AGE	LOS	EMP	CURRENT	ORG-STRUCTURE	LEVELS 2 THRU 8	DUTY STA		
GS-0986-00	DOE JANE	000-00-0000	08/19/42	01/27/60	0000	54	37	00-00-0000-00000000	11-0000-001				
CA-0005-01	LEG TECHNCN JOHNSON MARY	000-00-0000	01/22/37	12/03/62	0000	60	34	00-00-0000-00000000	11-0000-001				
GS-0950-11	ADMINISTRATIVE JUDGE WILLIAMS JOHN	M 000-00-0000	12/18/36	04/02/65	0000	60	32	00-00-0000-00000000	11-0000-001				
	PARALEGAL SPECLST												
TOTAL EMPLOYEES FOR LEVEL 2		3											

### 4. P0004, Employees Eligible To Retire Currently Or Within 3 Years

**Brief Description:** Provides a list of CSRS employees eligible to retire immediately or within 3 years. For FERS employees, see Report P0156.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

REPORT ID: CULP0004		EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 3 YEARS										PAGE 1	
AS OF XX/XX/XX													
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
AGENCY CA - BOARD OF CONTRACT APPEALS													
2ND LEV 00 - BOARD OF CONTRACT APPEALS													
NAME													
PP- SER-GR	OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	OFF AGE	LOS	EMP	CURRENT	ORG-STRUCTURE	LEVELS 2 THRU 8	DUTY STA		
GS-0986-00	DOE JANE	000-00-0000	08/19/42	01/27/60	0000	54	37	00-00-0000-00000000	11-0000-001				
CA-0005-01	LEG TECHNCN JOHNSON MARY	000-00-0000	01/22/37	12/03/62	0000	60	34	00-00-0000-00000000	11-0000-001				
GS-0950-11	ADMINISTRATIVE JUDGE WILLIAMS JOHN	M 000-00-0000	12/18/36	04/02/65	0000	60	32	00-00-0000-00000000	11-0000-001				
	PARALEGAL SPECLST												
TOTAL EMPLOYEES FOR LEVEL 2		3											



## 7. P0007, Roster Of Employees

**Brief Description:** Provides a two-column alphabetical list of employees with pertinent personnel information. For an 80-character, one-column list, see Report P0012.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID: CULP0007	ROSTER OF EMPLOYEES	AS OF XX/XX/XX	PAGE	1
DEPT- AG	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **			
XX-AARC AGCY- XX	ALT. AG. RESEARCH AND COMMERC			
LINE 1- EMPLOYEE NAME, SOCIAL SECURITY NUMBER				
LINE 2- PAY PLAN, OCCUPATIONAL SERIES, OFFICIAL TITLE, SUBMITTING OFFICE				
LINE 3- GRADE/STEP, BASE SALARY, TYPE APPT & EMPL, STATUS, TENURE, VETS PREFERENCE, MR NO.				
LINE 4- ORGANIZATIONAL STRUCTURE LEVELS 2 THRU 5, DUTY STATION, IP NO.				
LINE 5- BIRTH DATE, RETIREMENT SCD, LAST ENTERED PRESENT GRADE, SCD FOR WGI, SCD FOR RIF				
NOTE- * TO LEFT OF PAY PLAN DENOTES ACCESSION < TO LEFT OF GRADE DENOTES SEPARATION				
DOE, JANE M	000-00-0000	WILLIAMS, JOHN E	000-00-0000	
GS-0XXX SECRETARY (OA)	4916	GS-0XXX DEPUTY DIRECTOR	4916	
09/06 36,960.00PA C F/T ACT	TG1 NONE 987655	15/04 83,528.00PA C F/T ACT	TG1 5 PT	1234563
01-00-0000-00 WASHINGTON DC	8765435	01-00-0000-00 WASHINGTON DC		123456A
11/09/47 04/07/67 03/07/93 03/03/96 04/07/67		11/12/48 05/15/94 07/23/95 07/20/97 04/25/94		

## 8. P0008, Age & Length Of Service Survey

**Brief Description:** Provides the number of permanent full-time employees within a specific age bracket and length of service.

**Sequence of Data:** Pay plan, series, and grade

**Report Updated:** After PINE is executed.

REPORT ID	CULP0008	AGE & LENGTH OF SERVICE SURVEY														PAGE	1	
PFT EMPLOYEES AS OF XX/XX/XX																		
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																		
LESS																		
PP- SER-GR	AGE	YRS	00	14	19	24	29	OVER	LOS	AGE	YRS	00	14	19	24	29	OVER	LOS
GS-0318-06	UNDER 25									55-59								
	25-30									60-65								
	31-40									+ 65								
	41-49	1							1	ALL	1							1
	50-54																	
GS-0318-09	UNDER 25									55-59								
	25-30									60-65								
	31-40									+ 65								
	41-49								1	ALL								1
	50-54								1									1

## 9. P0009, Report Of Length Of Service

- Brief Description:** Provides an alphabetical list of employees who will have 5, 10, 20, 25, 30, 35, or 40 years of service as of the month and year selected.
- Sequence of Data:** Employee name
- Report Updated:** After PINE is executed.

REPORT ID: CULP0009		REPORT OF LENGTH OF SERVICE					PAGE 1	
AS OF XX/XX/XX		AND PROJECTED THRU LAST DAY OF JANUARY ,XXXX						
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **								
ORG STRUCTURE AGENCY = CA							LENGTH OF SERVICE 30 YEARS	
EMPLOYING OFFICE = 0000								
BOARD OF CONTRACT APPEALS		ORGANIZATIONAL					DUTY	
LAST NAME	FIRST NAME	SCD-LV	STRUCTURE			**STATION**	YR MM	***SSN***
DOE	JANE	06 06 66	00 00	0000 00	0000 001 11	30 07	000-00-0000	
SMITH	JOHN	06 06 66	00 00	0000 00			000-00-0000	
TOTAL EMPLOYEES WITH	30 YEARS OF SERVICE - :	2						

## 10. P0010, Employees By Occupation And Location

- Brief Description:** Provides the total number of permanent full-time and other employees by grade within the Washington, DC, Standard Metropolitan Statistical Area (SMSA), field areas, and all locations.
- Sequence of Data:** Series, pay plan, and grade
- Report Updated:** After PINE is executed.

REPORT ID: CULP0010		EMPLOYEES BY OCCUPATION AND LOCATION						PAGE 1		
AS OF XX/XX/XX		AGENCY XX								
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **										
SERIES		D.C. SMSA			FIELD			ALL LOCATIONS		
PP + GRADE	PFT	OTHER	TOTAL	PFT	OTHER	TOTAL	PFT	OTHER	TOTAL	
0318 SECY OA										
PAY PLAN GS										
GS 6	1		1				1		1	
GS 9	1		1				1		1	
GS TOTAL	2		2				2		2	
SERIES 0318 TOTAL	2		2				2		2	
0341 ADMV OFFCR										
PAY PLAN GS										
GS 13	1		1				1		1	
GS TOTAL	1		1				1		1	
SERIES 0341 TOTAL	1		1				1		1	

## 11. P0011, Full Time Employees On The Rolls

- Brief Description:** Provides a list of the number of full-time employees on the rolls in a particular city and state.
- Sequence of Data:** State and city
- Report Updated:** After PINE is executed.

REPORT ID: CULP0011	FULL TIME EMPLOYRES ON THE ROLLS	PAGE	1
AS OF XX/XX/XX			
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **			
AGENCY CODE	XX		
STATE+ CITY	GS	WAGE SYSTEM	OTHER PAY PLAN
STATE DC WASHINGTON	6		6
TOTAL	6		6
AGENCY TOTAL	6		6

## 12. P0012, Roster Of Employees

- Brief Description:** Provides an 80-character, one-column alphabetical list of employees with pertinent personnel information. For a two-column list, see Report P0007.
- Sequence of Data:** Employee name.
- Report Updated:** After PINE is executed.

REPORT ID: CULP0012	ROSTER OF EMPLOYEES	PAGE	1
AS OF XX/XX/XX			
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **			
DEPT- AG			
AGCY- 00			
LINE 1-EMPLOYEE NAME, SOCIAL SECURITY NUMBER			
LINE 2-PAY PLAN, OCCUPATIONAL SERIES, OFFICIAL TITLE, EMPLOYING OFFICE			
LINE 3-GRADE/STEP, BASE SALARY, TYPE APPT & EML, STATUS, TENURE, VET PREF MR-NO			
LINE 4-ORGANIZATIONAL STRUCTURE LEVELS 2 THRU 5, DUTY STATION, IP-NO			
LINE 5-DOB, SCD FOR CSR, LAST ENTERED PRESENT GRADE, SCD FOR WGI, SCD FOR RIF			
NOTE-* TO LEFT OF PAY PLAN MEANS ACCESSION, < TO LEFT OF GRADE MEANS SEPARATION			
DOE, JANE M	000-00-0000		
GS-0343 PROG ANAL		0000	
11/01 37,507.00PA C F/T ACT	TG1	NONE	S93003
70-20-0040-00 NEW ORLEANS LA		00000098	
11/25/56 01/24/87 03/30/97 03/30/97 01/24/87			

### 13. P0013, Active Full/Part-Time Employees - T&A's Not Received by NFC

**Brief Description:** Provides a list of active full/part-time employees whose T&A's were not received by NFC for the current processing pay period. It should be generated on the Tuesday, Wednesday, Thursday, and Friday mornings after all known T&A's have been electronically transmitted to NFC.

**Sequence of Data:** T&A contact point and social security number

**Report Updated:** After Time and Attendance Validation System (TIME) is executed.

CULP0013 ACTIVE FULL/PART-TIME EMPLOYEES - T+AAS NOT RECEIVED BY THE NFC PAGE 1										
T + A CONTACT POINT SEQUENCE										
AS OF XX/XX/XX 01:31:29										
FOR PAY PERIOD 18										
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **										
CONTACT POINT	SOC-SEC-NO.	LAST NAME	FIRST NAME	I	POI	LAST PAID	PP	GR/ST	TRANS STATUS	PHONE #
DM-11-0000-03-14	000-00-0000	ANDREWS	JONSON	P	0000	07/23/95	GS	04/04	TRANSMITTED NOT- IN- TAB	
DM-11-0000-20-03	000-00-0000	JOHNSON	ANDREW	R	0000	08/17/97	GS	11/03	TRANSMITTED 202-720-8250	
DM-11-0000-20-03	000-00-0000	WILLIAMS	JANE	Y	0000	08/17/97	GS	09/00	TRANSMITTED 202-720-8250	
DM-11-0000-20-03	000-00-0000	WILLIAMS	WILLIAMS	L	0000	08/17/97	GS	11/01	TRANSMITTED 202-720-8250	

### 14. P0014, Handicap Data White Collar Employees

**Brief Description:** Provides a list of the number and percentage of white collar employees within a specific grade range. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Handicap code

**Report Updated:** After PINE is executed.

REPORT ID: CULP0014 HANDICAP DATA WHITE COLLAR EMPLOYEES PAGE 1																	
AS OF XX/XX/XX																	
AGENCY 00																	
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																	
HANDICAP	GS	GS	GS	GS	GS+GM	GS+GM	GS	ALL	TOTAL								
CODE	01-04	%	05-08	%	09-11	%	12-13	%	14-15	%	16-18	%	+ SES	%	OTHER	%	TOTAL
01	5	19.2	00	38.5	3	11.5	7	26.9	1	3.8	0	0.0	0	0.0	0	0.0	26
05	148	00.1	669	45.4	247	16.8	361	24.5	43	2.9	4	0.3	0	0.0	0	0.0	1472
06	2	25.0	1	12.5	1	12.5	4	50.0	0	0.0	0	0.0	0	0.0	0	0.0	8
13	1	50.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
15	4	22.2	7	38.9	1	5.6	4	22.2	1	5.6	1	5.6	0	0.0	0	0.0	18

## 15. P0015, Handicap Data Blue Collar Employees

**Brief Description:** Provides a list of the number and percentage of blue collar employees within a specific grade range. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Handicap code

**Report Updated:** After PINE is executed.

REPORT ID: CULP0015													HANDICAP DATA BLUE COLLAR EMPLOYEES													PAGE 1	
													AS OF XX/XX/XX														
													AGENCY 00														
													** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **														
HANDICAP CODE	WG 01-03	%	WG 04-06	%	WG 07-09	%	WG 00-12	%	WG 13-15	%	ALL OTHER	%	TOTAL														
05	1	5.6	12	66.7	4	22.2	1	5.6	0	.0	0	.0	18														
06	0	.0	0	.0	0	.0	1	0.0	0	.0	0	.0	1														
24	0	.0	1	0.0	0	.0	0	.0	0	.0	0	.0	1														
84	0	.0	1	0.0	0	.0	0	.0	0	.0	0	.0	1														
ALL HANDICAPS	0	.0	2	0.0	0	.0	0	.0	0	.0	0	.0	2														

## 16. P0016, Average Age + Length Of Service

**Brief Description:** Provides a list of the number of permanent full-time employees, their average age, and length of service for the Washington, DC, and field areas.

**Sequence of Data:** Series, pay plan, and grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0016													AVERAGE AGE + LENGTH OF SERVICE													PAGE 1	
													PFT EMPLOYEES AGENCY XX														
													AS OF XX/XX/XX														
													** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **														
		-- D.C.METRO AREA --			-- FIELD --			-- TOTAL --																			
OCCUPATION	PAY PLAN + GRADE	NO OF EMP	AVG AGE	AVG LOS	NO OF EMP	AVG AGE	AVG LOS	NO OF EMP	AVG AGE	AVG LOS																	
0318																											
GS-06		1	46.0	8.0	0																						
GS-09		1	49.0	30.0	0																						
SERIES TOTAL		2	47.5	19.0	0																						

## 17. P0017, Number & Average Grade Of GS & Similar Employees

**Brief Description:** Provides a list of the number of GS and similar employees (GM, etc.) by type of appointment and work schedule.

**Sequence of Data:** Grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0017		NUMBER & AVERAGE GRADE OF GS & SIMILAR EMPLOYEES AS OF XX/XX/XX AGENCY XX							PAGE	1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **										
GS & SIMILAR	PERM	TEMP	PERM	TEMP	PERM	TEMP	PERM	TEMP	TOTAL	
GRADE	FULL	FULL	PART	PART	INT	INT	INT	INT		
TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME		
06	1								1	
09	1								1	
13	1								1	
14	2								2	
15	1								1	
TOTAL	6								6	
AVER GRADE	11.833								11.833	

## 18. P0018, Percentage Of Employees Eligible To Retire Within The Next Five Years

**Brief Description:** Provides a list of the number and percentage of employees, within the agency, that are eligible to retire within the next five years. For a list sorted by pay plan and grade, see Report P0019.

**Sequence of Data:** Series and grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0018		PERCENTAGE OF EMPLOYEES ELIGIBLE TO RETIRE WITHIN THE NEXT FIVE YEARS EMPLOYMENT AS OF XX/XX/XX AGENCY XX								PAGE	1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
SER-GR	TOTAL UNDER CS RET	CURRENTLY ELIGIBLE	CURRENTLY OR WITHIN 1 YEAR	CURRENTLY OR WITHIN 2 YEARS	CURRENTLY OR WITHIN 3 YEARS	CURRENTLY OR WITHIN 4 YEARS	CURRENTLY OR WITHIN 5 YEARS				
		NO	NO	NO	NO	NO	NO	NO	NO		
		%	%	%	%	%	%	%	%		
SERIES 0005											
0005-01	1	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00		
0005-02	1	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00		
0005-03	2	2 000.00	2 000.00	2 000.00	2 000.00	2 000.00	2 000.00	2 000.00	2 000.00		
TOTAL	4	4 000.00	4 000.00	4 000.00	4 000.00	4 000.00	4 000.00	4 000.00	4 000.00		
SERIES 0950											
0950-11	1	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00		
TOTAL	1	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00		
SERIES 0986											

## 19. P0019, Percentage Of Employees Eligible To Retire Within The Next Five Years

**Brief Description:** Provides a list of the number and percentage of employees, within the agency, that are eligible to retire within the next five years. For a list sorted by occupational series and grade, see Report P0018.

**Sequence of Data:** Pay plan and grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0019		PERCENTAGE OF EMPLOYEES ELIGIBLE TO RETIRE WITHIN THE NEXT FIVE YEARS								PAGE 1	
EMPLOYMENT AS OF XX/XX/XX											
AGENCY XX											
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
PP-GR	TOTAL UNDER CS RET	CURRENTLY ELIGIBLE NO	CURRENTLY OR WITHIN 1 YEAR %	CURRENTLY OR WITHIN 2 YEARS %	CURRENTLY OR WITHIN 3 YEARS %	CURRENTLY OR WITHIN 4 YEARS %	CURRENTLY OR WITHIN 5 YEARS %				
PAY PLAN CA											
CA-01	1	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00				
CA-02	1	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00				
CA-03	2	2 000.00	2 000.00	2 000.00	2 000.00	2 000.00	2 000.00				
TOTAL	4	4 000.00	4 000.00	4 000.00	4 000.00	4 000.00	4 000.00				
PAY PLAN GS											
GS-09	1										
GS-00	1		1 000.00	1 000.00	1 000.00	1 000.00	1 000.00				
GS-11	1	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00				

## 20. P0020, Handicap By Type Of Occupation

**Brief Description:** Provides a list of the number and percentage of employees for each PATCO (professional, administrative, technical, clerical, and other) occupational category code. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Handicap code

**Report Updated:** After PINE is executed.

REPORT ID: CULP0020		HANDICAP BY TYPE OF OCCUPATION AS OF XX/XX/XX												PAGE 1		
AGENCY 00																
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																
HANDICAP	PROF	%	ADM	%	TECH	%	CLER	%	OTHER WHITE	%	SUPVR BLUE	%	LDR BLUE	%	NONSUP BLUE	%
01	4	13.8	00	34.5	9	31.0	6	20.7	0	.0	0	.0	0	.0	0	.0
05	144	9.3	542	34.9	628	40.4	216	13.9	7	.5	0	.0	0	.0	18	1.2
06	1	11.1	4	44.4	0	.0	3	33.3	0	.0	0	.0	0	.0	1	11.1
13	0	.0	0	.0	1	50.0	1	50.0	0	.0	0	.0	0	.0	0	.0
15	1	5.6	6	33.3	6	33.3	4	22.2	1	5.6	0	.0	0	.0	0	.0



## 23. P0023, RIF Register Competitive Service - Nonsupervisors & Nonmanagers

**Brief Description:** Provides an alphabetical list of nonsupervisors and nonmanagers in competitive service within a specified occupational series and pay plan.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID: CULP0023										RIF REGISTER COMPETITIVE SERVICE										PAGE 3	
										AS OF XX/XX/XX										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
OCCUPATIONAL SERIES 0201 PERSONNEL MANAGEMENT										NONSUPERVISORS & NONMANAGERS											
										PAY PLAN GS FULL TIME											
										BIRTH										SERVICE AS	
NAME										DATE GR TENURE VET PERF										OF XX/XX/XX	
SSN OFFICIAL TITLE																					
JOHNS	ANDREW	000-00-0000	PERS MGMT SPECLST	01/11/44	13	1	A	FS	12/04/XX	27	00										
JONES	WILLIAM	000-00-0000	PERS MGMT SPECLST	04/28/44	13	1	B	S	04/06/XX	27	6										
SMITH	JOHNSON	000-00-0000	PERS MGMT SPECLST	06/04/53	12	1	B	O	09/20/XX	21											
SMITHS	WILLIAM	000-00-0000	PERS MGMT SPECLST	08/21/54	12	1	B	S	00/00/XX												

## 24. P0024, RIF Register Competitive Service - Supervisory Trainees

**Brief Description:** Provides an alphabetical list of supervisory trainees in competitive service with pertinent personnel information and is sorted by occupational series and pay plan.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID: CULP0024										RIF REGISTER COMPETITIVE SERVICE										PAGE 3	
										AS OF XX/XX/XX										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
OCCUPATIONAL SERIES 0201 PERSONNEL MANAGEMENT										SUPERVISORY TRAINEES											
										PAY PLAN GS FULL TIME											
										BIRTH										SERVICE AS	
NAME										DATE GR TENURE VET PERF										OF XX/XX/XX	
SSN OFFICIAL TITLE																					
JOHNS	ANDREW	000-00-0000	SUPV MGMT ANALIST	01/11/44	13	1	A	FS	12/04/XX	27	00										
JONES	WILLIAM	000-00-0000	SUPV MGMT ANALIST	04/28/44	13	1	B	S	04/06/XX	27	6										
SMITH	JOHNSON	000-00-0000	SUPV MGMT ANALIST	06/04/53	12	1	B	O	09/20/XX	21											
SMITHS	WILLIAM	000-00-0000	SUPV MGMT ANALIST	08/21/54	12	1	B	S	00/00/XX												



## 27. P0027, RIF Register Excepted Service - Nonsupervisors & Nonmanagers

**Brief Description:** Provides an alphabetical list of nonsupervisors and nonmanagers in excepted service within a specified occupational series and pay plan.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID: CULP0027										RIF REGISTER EXCEPTED SERVICE										PAGE 1									
AS OF XX/XX/XX										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																			
OCCUPATIONAL SERIES 0962										CONTACT REPRESENTATIVE										NONSUPERVISORS & NONMANAGERS									
										PAY PLAN GS										FULL TIME									
NAME										SSN										OFFICIAL TITLE									
ANDREWS										JANE										000-00-0000									
										CONTACT REPR										05/27/55									
																				07									
																				2									
																				A									
																				S									
																				01/16/74									
																				23									
																				8									

## 28. P0028, Employee Listing Within Organizational Structure

**Brief Description:** Provides a list of employees with pertinent personnel information. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Pay plan and descending grade

**Report Updated:** After PINE is executed.

REPORT ID CULP0028										EMPLOYEE LISTING WITHIN ORGANIZATIONAL STRUCTURE										PAGE 1									
AS OF XX/XX/XX										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																			
AGENCY 00										OFF OF THE CHIEF FNANCL OFFCR																			
ORG LEVEL 2 01										CHIEF FINANCIAL OFFICER																			
ORG LEVEL 3 00																													
ORG LEVEL 4 0000																													
ORG LEVEL 5-8 00-00-00-00																													
SOC-SEC-NO										LAST NAME										FIRST NAME									
000-00-0000										ANDREW										WILLIAMSON									
000-00-0000										JONES										SMITH									
000-00-0000										SMITH										ANDREW									
000-00-0000										WILLAM										JONNES									
LEV5 00										COUNT										4									
LEV4 0000										COUNT										4									
LEV3 00										COUNT										4									
LEV2 01										COUNT										04									





### 33. P0033, Actual Work Force Profile

- Brief Description:** Provides a list of the total number of employees by sex, race and national origin, grade, and age. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.
- Sequence of Data:** Occupational series
- Report Updated:** After PINE is executed.

REPORT ID:	P0033	ACTUAL WORK FORCE PROFILE	DATE XX/XX/XX	PAGE	1							
DATA CURRENT AS OF XX/XX/XX												
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
ORG STRUCTURE AGCY =	00	ORG STRUCTURE LEV2 =	01	ACTUAL WORK FORCE =	1							
NAME OF UNIT(S) AND/OR FOREST(S) = CHIEF FINANCIAL OFFICER												
JOB SERIES = 0301												
=====												
ACTUAL COMPOSITION												
KIND OF	# OF	% OF	1	2	3	4	5	6	7	8	9	10
PEOPLE	PEOPLE	PEOPLE	...	0	...	0	...	0	...	0	...	0
MALE												
FEMALE	1	000										
MINORITY	1	000										
=====												
ACTUAL GRADE DISTRIBUTION												
GS-4												
GS-5												
GS-6/7												
GS-8/9												
GS-00/11												
GS-12												
GS-13												
=====												
ACTUAL AGE DISTRIBUTION												
20-24												
24-29												

### 34. P0034, Women With Professional Degrees Not In Professional Series

- Brief Description:** Provides a list of women with professional degrees who are not in a professional occupational series.
- Sequence of Data:** Academic discipline code, educational level
- Report Updated:** After PINE is executed.

REPORT ID:	CULP0034	WOMEN WITH PROFESSIONAL DEGREES NOT IN PROFESSIONAL SERIES	PAGE	1				
DATA AS OF XX/XX/XX								
SENSITIVE PERSONNEL DATA - USE IS RESTRICTED								
AGENCY:	05	AGR. STAB. & CONSERVATION SERV.						
ORG: STRUCTURE LEV2:	04	DEPUTY ADMIN. MANAGEMENT						
ACADEMIC DISCIPLINE	EDUCATIONAL LEVEL	ORG LEV3	ORG LEV4	LAST NAME	FIRST NAME	OCCUPATIONAL SERIES CODE	GRADE	OFFICIAL TITLE OF POSITION
114	13	04	0003	DOE	JANE	0560	12	BUG ANAL
114	13	00	0003	JOHNSON	MARY	0334	12	COMPR SPECLST
2202	17	00	0003	SMITH	JEAN	0334	11	COMPR SPECLST

### 35. P0035, Age Survey - Permanent Employees

- Brief Description:** Provides a list of the total number of permanent employees within a specific age group.
- Sequence of Data:** Organizational structure
- Report Updated:** After PINE is executed.

AGE SURVEY - PERMANENT EMPLOYEES												PAGE	1
AS OF XX/XX/XX												AGENCY XX	
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
UNIT	AGE	AGE 20	AGE 25	AGE 30	AGE 35	AGE 40	AGE 45	AGE 50	AGE 55	AGE 60			
CODE	BELOW	THRU	AND	OVER	TOTAL								
ORG LEV2 - 01	20	24	29	34	39	44	49	54	54				
00				1			3	1	1			6	
ORG LEV2 TOTAL				1			3	1	1			6	
AGENCY TOTAL				1			3	1	1			6	

### 36. P0036, Distribution Of Potential IPA Candidates

- Brief Description:** Provides the total number of potential Intergovernmental Personnel Act (IPA) candidates within each occupational group in a region.
- Sequence of Data:** Duty station
- Report Updated:** After PINE is executed.

DISTRIBUTION OF POTENTIAL IPA CANDIDATES												08/11/97	PAGE	2
AS OF XX/XX/XX												** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **		
XXXXXXXXXXXXXXXXXXXXXX														
FIELD ORGANIZATION														
O C C U P A T I O N A L G R O U P S														
DUTY STATION	OUTDR	ENTO-	PLANT	RANGE	FORE-	FRSTR	SOIL	FSHRY	WLDLF	LDSCP	CIVIL	HYDR-	GEOL-	
	RECR	MOLO-	PATH-	CONS-	STER	TECH	SCEI-	BIOL-	BIOL-	ARCH-	ENGR	OLOG-	OGIST	TOTAL
	PLNNR	GIST	LGST	RVST			NTIST	OGIST	OGIST	ITECT		IST		
SAN FRANCISCO, CA		1	2	1			3							7

### 37. P0037, Occupational Distribution Of Non-Temp Employees

**Brief Description:** Provides the total number and percentage of nontemporary employees within each grade and sex category.

**Sequence of Data:** Series and grade

**Report Updated:** After PINE is executed.

SERIES		GRADE	MALE		FEMALE		TOTAL
			#	%	#	%	
0080	SECUR ADM	12	1	100.0	0	0.0	1
SERIES TOTAL			1	100.0	0	0.0	1
0086	SECURITY CLERICAL & ASSISTANCE	4	0	0.0	2	100.0	2
SERIES TOTAL			0	0.0	2	100.0	2

### 38. P0038, Advancement Patterns Of Permanent GS & GM Employees

**Brief Description:** Provides a list of the average number of years on the rolls, years in grade, and average age of GS and GM employees within each grade.

**Sequence of Data:** Series and descending grade

**Report Updated:** After PINE is executed.

SERIES	GRADE	CAL YEARS ON ROLLS*	AVG # YEARS IN GRADE**	AVG AGE	COUNT TOTAL
0080	SECUR ADM	30.00	11.00	51	1
TOTAL SERIES		30.00	11.00	51	
00086	SECURITY CLERICAL & ASS	14.50	.00	40	2
TOTAL SERIES		14.50	.00	40	2
0201	PERSONNEL MANAGEMENT	26.00	7.00	51	1
	13	23.33	2.67	51	3
	12	20.50	9.50	43	2
	11	12.33	1.00	39	3
	07	3.00	.00	42	1

### 39. P0039, New Hires And Promotions For Fiscal Year 19XX

**Brief Description:** Provides a list of the total number of permanent GM and GS employees within each grade who were hired or promoted during the fiscal year.

**Sequence of Data:** Organizational structure and grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0039	NEW HIRES AND PROMOTIONS FOR FISCAL YEAR 1997					PAGE	1
	AS OF XX/XX/XX						
	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **						
ORG STRUCTURE AGENCY = XX - XXXXX							
ORG STRUCTURE LEV2 = 01 - XXXX							
ORG STRUCTURE LEV3 = 00 - XXXX							
LEV4	GRADE	NEW HIRES	COMPETITIVE PROMOTIONS	OTHER PROMOTIONS	TOTAL PROMOTIONS		
	06	1					
	14			1	1		
4TH LEV TOTALS		1		1	1		
ORG STRUCTURE 3RD LEV TOTALS		1		1	1		
ORG STRUCTURE 2ND LEV TOTALS		1		1	1		

### 40. P0040, Occupational Distribution Of Permanent Employees

**Brief Description:** Provides a list of the total number of permanent full-time, intermittent, and part-time employees in pay plans WG, WL, and WS.

**Sequence of Data:** Series and pay plan

**Report Updated:** After PINE is executed.

REPORT ID: CULP0040	OCCUPATIONAL DISTRIBUTION OF PERMANENT EMPLOYEES					PAGE	1
	AS OF XX/XX/XX BY PAY PLAN						
	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **						
ORG STRUCTURE AGENCY = XX - XXXX							
ORG STRUCTURE LEV2 = 00 - XXXX							
SERIES	PAY PLAN	WAE AND		PART-TIME		TOTAL	
		FULL-TIME	INTERMITTENT				
		MAL FEM	MAL FEM	MAL FEM			
5703	MOTOR VEHICLE OPERATING	WG	4			4	
		WS	1			1	
		OCCUPATIONAL SERIES 5703 TOTAL				5	
6007	MATERIALS HANDLING	WG	4			4	
		WL	1			1	
		OCCUPATIONAL SERIES 6007 TOTAL				5	
	COUNT OF WG, WL, & WS FOR ORG STRUCTURE LEV2					70 TOTAL	00

## 41. P0041, Occupational Distribution Of Permanent "GS" & "GM" Employees

**Brief Description:** Provides a list of the total number of permanent full-time, intermittent, and part-time employees in pay plans GS and GM within each grade.

**Sequence of Data:** Series and grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0041		OCCUPATIONAL DISTRIBUTION OF PERMANENT YGSY & YGM Y EMPLOYEES										DATE 07/30/97		PAGE 1	
		AS OF XX/XX/XX BY GRADE													
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
ORG STRUCTURE AGENCY = 00 - XXXX															
ORG STRUCTURE LEV2 = 00 - XXXX															
SERIES		GRADE	FULL-TIME		INTERMITTENT		PART-TIME		TOTAL						
			MAL	FEM	MAL	FEM	MAL	FEM	MAL	FEM					
0080 SECUR ADM		12	1										1		
											-----				
0086 SECURITY CLERICAL & ASSI		04		1		1							2		
											-----				
0201 PERSONNEL MANAGEMENT		07		1									1		
		11		3									3		
		12	1			1							2		
		13	3										3		
		14	1										1		

## 42. P0042, Occupational Distribution Of Permanent (GS, GM, WL, WG, WS) Employees

**Brief Description:** Provides a list of the total number of permanent employees within a forest unit in pay plans GS, GM, WL, WG, and WS.

**Sequence of Data:** Series

**Report Updated:** After PINE is executed.

REPORT ID: CULP0042 (FS)		OCCUPATIONAL DISTRIBUTION OF PERMANENT (GS, GM, WL, WG, WS) EMPLOYEES																	DATE 07/30/97		PAGE 1		
		WITHIN LEVEL 3 ORG STRUCTURE AS OF XX/XX/XX																					
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																					
ORG STRUCTURE AGENCY = 00 - XXXX																							
ORG STRUCTURE LEV2 = 00 - XXXX																							
SERIES		AN	CL	EL	IN	KL	LS	LP	MN	MO	6R	PL	SB	SQ	ST	SR	SS	TA	LT	RO	TOTAL		
0080 SECUR ADM				1																	1		
0086 SECURITY CLERICAL & ASSI				2																	2		
0201 PERSONNEL MANAGEMENT				00																	00		
0203 PERSONNEL CLERICAL AND A		11		11																	22		
0212 PERSONNEL STAFFING				1																	1		
0230 EMPLOYEE RELATIONS				3																	3		
0233 LABOR RELATIONS				1																	1		
0235 EMPLOYEE DEVELOPMENT				1																	1		
0260 EQUAL EMPLOYMENT OPPORTU			3																		3		
0301 MISCELLANEOUS ADMINISTRA				3																	3		
0303 MISCELLANEOUS CLERK & AS		17		1																	18		

### 43. P0043, Roster Of Part-Time Employees

**Brief Description:** Provides a list of part-time employees within a specified organizational structure. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Employee name within each organizational level

**Report Updated:** After PINE is executed.

REPORT ID: CULP0043												ROSTER OF PART-TIME EMPLOYEES												PAGE 2	
												AS OF XX/XX/XX													
AGENCY = 00 - OFFICE OF THE CHIEF FINANCIAL OFFICER												** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
LEV2 = 70 - NATIONAL FINANCE CENTER																									
												ENT													
												GRD													
												MGD													
												HCD													
												SPEC													
												PGM													
												ACC													
LEV3	LAST NAME	FIRST NAME	SER.	GR	DT	AGE	CD	CD	CD	T-A	PP/YR	OFFICIAL TITLE													
01	SMITH	WILLIAMS	0343	11	12/02/00	41	E	05	00	01	08-76	MGMT ANAL													
03	WILLIAMSON	ANDREW	0086	04	01/19/97	40	E	05	00	01	24-94	SECUR CLK OA													
03	JOHN	JANE	0544	05	04/27/97	29	C	05	00	01	07-95	TIME & LV CLK OA													
00	ANDREW	WILLIAM	0334	13	04/30/95	34	C	05	00	01	19-86	COMPR SPECLST													
00	ANDREWS	JONES	0334	13	06/05/88	52	E	05	00	01	01-85	COMPR SPECLST													

### 44. P0044, Continuing Employees Eligible For Retirement

**Brief Description:** Provides an alphabetical list of continuing employees eligible for retirement for a calendar year within a specified organizational structure.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID: CULP0044												CONTINUING EMPLOYEES ELIGIBLE FOR RETIREMENT												DATE XX/XX/XX PAGE 1	
												IN CALENDAR YEAR XX												** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
ORG STRUCTURE AGENCY = CA - BOARD OF CONTRACT APPEALS																									
ORG STRUCTURE LEV2 = 00 - BOARD OF CONTRACT APPEALS																									
												OCC.													
												SER.													
												BIRTH													
												DATE													
												SCD-RET													
												EARLIEST													
												BASIS OF ELIGIBILITY*													
UNIT	SUB-UNIT	PAY PLAN	LAST NAME	FIRST NAME	SER.	GR	BIRTH DATE	SCD-RET	55-30	60-20	62-5														
00	0000	CA	JOHNSON	JANE	0005	03	12/27/36	06/06/66	60-30																
00	0000	CA	SMITH	WILLIAMS	0005	02	05/17/29	04/26/74		67-22															
00	0000	GS	WILLIAM	ANDREW	0950	11	12/18/36	04/02/65	60-31																
TOTAL EMPLOYEE COUNT OF ORG STRUCTURE LEV2 CODE 00 =												1													
TOTAL EMPLOYEE COUNT OF ORG STRUCTURE AGENCY CODE CA =												1													

## 45. P0045, Pay Plan - Grade Summation Report

- Brief Description:** Provides a summary of the total number of employees per pay plan and average grade within an organizational structure.
- Sequence of Data:** Pay plan and descending grade
- Report Updated:** After PINE is executed.

STRUCTURE	PAY PLAN	GRADE	COUNT OF EMPLOYEES
ORG STRUCTURE AGENCY = XX - ALTERNATIVE AGRICULTURE RESEARCH AND COM			
ORG STRUCTURE LEV2 = 1 - XXXX			
ORGANIZATIONAL			
LEV3	GS	15	1
		14	2
		13	1
		09	1
		06	1
TOTAL EMPLOYEES FOR PAY PLAN =		6	** AVERAGE GRADE = 11.83
TOTAL EMPLOYEES FOR ORGANIZATIONAL STRUCTURE 3RD LEV =		6	
TOTAL EMPLOYEES FOR ORGANIZATIONAL STRUCTURE 2ND LEV =		6	
TOTAL EMPLOYEES FOR ORGANIZATIONAL STRUCTURE AGENCY =		6	

## 46. P0046, Roster Of Employees

- Brief Description:** Provides an alphabetical list of employees with pertinent personnel information and is sorted by organizational structure.
- Sequence of Data:** Employee name
- Report Updated:** After PINE is executed.

LEV3	LAST NAME	FIRST NAME	TYPE APPT	BLK #55	TYPE EMP	TITLE CODES (M-F)	TEN-URE CODE	SPEC EMP	SPEC PRGMS	APPOINTMENT AUTHORITY CODE FOR	NATURE OF ACTION CODES
00	DOE	JANE	01	Y	01	1	1	00	00	CS CERT NO.	000 893
00	JOHNSON	MARY	02	Y	01	1	2	00	00	WABE 60742S0	000 893
00	JONES	TOM	01	Y	01	1	1	00	00	WA AF 1 0000	000 702
00	SMITH	JOHN	01	Y	01	2	1	00	00	DIRHIRDTD3 23 87	000 893
00	WILLIAMS	JANE	01	Y	01	2	1	00	00	REG 315.501 PROM	000 892
00	WILLIAMS	JOHN	01	Y	01	2	1	00	00	REG 315.401	000 882
ORGANIZATIONAL STRUCTURE 2ND LEVEL TOTALS											





## 50. P0051, Roster Of Employees

**Brief Description:** Provides an alphabetical list of employees and includes position information and official title.  
**Sequence of Data:** Employee name  
**Report Updated:** After PINE is executed.

REPORT ID	CULP0051	ROSTER OF EMPLOYEES					XX/XX/XX	PAGE	1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
ORGANIZATIONAL STRUCTURE AGENCY	XX	- ALT. AG. RESEARCH AND COMMERC							
ORGANIZATIONAL-STRUCTURE 2ND-LEVEL	01	- XXXX							
LAST NAME	FIRST NAME	IP-NO	MR-NO	LEVEL 3	LEVEL 4	OFFICIAL TITLE			
DOE	JANE	XD09955	009955	00	0000	SECRETARY (OA)			
JOHNSON	MARY	X50203A	650203	00	0000	DEPUTY DIRECTOR			
JONES	JAMES	R0005X	R0351	00	0000	PROG ANAL			
SMITH	JANE	R0005X	R0347	00	0000	ADMV OFFCR			
SMITH	MARY	R0113X	R0408	00	0000	SECY OA			
WILLIAMS	MIKE	R0111X	R0395	00	0000	FNANCL ANAL			
LEV4 0000	COUNT	06							
LEV3 00	COUNT	06							
LEV2 01	COUNT	06							
AGENCY XX	COUNT	06							

## 51. P0052, Management Attainment Report

**Brief Description:** Provides the total number and percentages of employees in each race category and national origin. For cooperative employees, see Report P0063. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.  
**Sequence of Data:** Organizational structure  
**Report Updated:** After PINE is executed.

REPORT ID	CULP0052	MANAGEMENT ATTAINMENT REPORT														PAGE	1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																	
ADMINISTRATIVE SERIES NON-WAGE																	
AGENCY-CODE:00																TOTAL	TOTAL
															MIN	POP	
		MALE					FEMALE										
LEV2	LEV3	BLACK	HISP	IND/ ALAS	ASIA/ PACIF	GUAM/ HI/PR	MALE MIN	OTHER MALE	BLACK	HISP	IND/ ALAS	ASIA/ PACIF	GUAM/ HI/PR	FEM MIN	OTHER FEM		
01	00	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
PERCENTAGES		.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	000.0%	.0%	.0%
LEVEL-TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
PERCENTAGES		.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	000.0%	.0%	.0%

## 52. P0053, Error Analysis By Contact Point

**Brief Description:** Provides a list of employees identifying electronic time and attendance edit errors corrected by NFC during the processing pay period. Additional security is required to generate this report because interface is made with the Time and Attendance Validation System (TIME). To obtain access, contact your agency security officer.

**Sequence of Data:** T&A contact point

**Report Updated:** After Bi-Weekly Examination Analysis and Reporting System (BEAR) is executed.

CONTACT POINT		E/O	NAME-LAST	F M	SSNO	TA	NO.	ERROR MESSAGE DESCRIPTION
00 22 1600 01 01	0000	WILLIAMS	C G	0000000000	14	267	TC 50,CREDIT HOURS,USED EXCEEDS BALANCE	
					14	395	XXS OTHER THAN 7 OR 8-INELIG TO EARN CREDIT HOURS	
					14	397	CREDIT HOURS USED EXCEED BALANCE	
	0000	SMITH	J D	0000000000	14	117	ADVANCED LEAVE USED NOT CODED	
					14	182	INCORRECT LEAVE ACCURAL FOR PART-TIME EMP	
	0000	JONES	A A	0000000000	14	181	INCORRECT LEAVE ACCURAL FOR FULL-TIME EMP	
CONTACT POINT TOTAL T&A-S:		3	TOTAL ERRORS:	6				

## 53. P0054, T&A Reject Percentage Report By Contact Point (Cumulative)

**Brief Description:** Provides a list of the number of rejected and percentage of transmitted T&A's, and total T&A's. Additional security is required to generate this report because interface is made with TIME. To obtain access, contact your agency security officer.

**Sequence of Data:** T&A contact point

**Report Updated:** After Time and Attendance Validation System (TIME) is executed.

CONTACT POINT	TOTAL T&A'S	TOTAL VALID	TOTAL REJECT	PER CENT	TOTAL T&A'S	TOTAL VALID	TOTAL REJECT	PER CENT	TOTAL T&A'S	TOTAL VALID	TOTAL REJECT	PER CENT
PA-11-0000-00-00	0	0	0	0.0%	11	00	1	9.0%	11	00	1	9.0%
PA-11-0000-00-11	0	0	0	0.0%	9	7	2	22.2%	9	7	2	22.2%
PA-11-0000-00-12	0	0	0	0.0%	32	30	2	6.2%	32	30	2	6.2%
PA-11-0000-20-22	0	0	0	0.0%	5	5	0	0.0%	5	5	0	0.0%
PA-11-0000-20-23	0	0	0	0.0%	11	11	0	0.0%	11	11	0	0.0%
PA-11-0000-20-24	0	0	0	0.0%	20	20	0	0.0%	20	20	0	0.0%
PA-11-0000-20-25	0	0	0	0.0%	15	13	2	13.3%	15	13	2	13.3%
PA-11-0000-20-26	0	0	0	0.0%	31	28	3	9.6%	31	28	3	9.6%
PA-11-0000-20-27	0	0	0	0.0%	11	11	0	0.0%	11	11	0	0.0%
PA-11-0000-30-30	0	0	0	0.0%	3	3	0	0.0%	3	3	0	0.0%
PA-11-0000-30-31	0	0	0	0.0%	00	00	0	0.0%	00	00	0	0.0%
PA-11-0000-30-32	0	0	0	0.0%	20	20	0	0.0%	20	20	0	0.0%

## 54. P0055, GAO Employee Locator Listing

**Brief Description:** Provides an alphabetical list of employees by building code and contains location data for employees of the General Accounting Office (GAO).

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID: CULP0055	GAO EMPLOYEE LOCATOR LISTING AS OF XX/XX/XX	PAGE	2
ORG: 00-70-40	BUILDING CODE: *****	BUILDING NAME: *****	
		ADDRESS: *****	
		***** ** *****	
SSN	NAME	WORK PHONE NUMBER	MAIL ROOM PHYSICAL LOCATION EMPL ST
000-00-0000	JOHNSON, ANDREW R	(***)** -***	ACTIVE
000-00-0000	JONES, MARY	(***)** -***	ACTIVE
000-00-0000	SMITH, JOHN	(***)** -***	ACTIVE

## 55. P0056, Employees With NTE Dates Prior To Requested Date

**Brief Description:** Provides an alphabetical list of employees whose not to exceed (NTE) date expires prior to November 30 of the current year.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID: CULP0056	EMPLOYEES WITH NTE DATES PRIOR TO REQUESTED DATE MM/DD/YY	DATE XX/XX/XX	PAGE 1
	DATE REQUESTED *** XX XX XX ***		
	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **		
	ORG STRUCTURE AGENCY = 00 - OFFICE OF THE CHIEF FINANCIAL OFFICER		
	ORG STRUCTURE LEV2 = 70 - NATIONAL FINANCE CENTER		
LAST NAME	FIRST NAME	SERIES	GRADE LEVEL-3 STATE NTE DATE ACTION TAKEN
-----	-----	-----	-----
JOHNSON	MARY	0303	04 30 LA 062001
TOTAL EMPLOYEE COUNT OF ORG STRUCTURE LEV2 CODE 70 =		1	
TOTAL EMPLOYEE COUNT OF ORG STRUCTURE AGENCY CODE 00 =		1	





## 60. P0061, Thrift Savings Plan Participation By Agency

**Brief Description:** Provides a list of the total number and percentage of employees eligible and participating in the thrift savings, participants' contributions, and agency contributions. For a report sorted by retirement plan and salary range, see Report P0062.

**Sequence of Data:** Retirement plan (FERS/CSRS)

**Report Updated:** After PINE is executed.

THRIFT SAVINGS PLAN PARTICIPATION BY AGENCY										
REPORT ID: CULP0061										PAGE 1
DATE: XX/XX/XX	PAY PERIOD 12									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **										
EMPLOYEES					PARTICIPANTS			% OF		TOTAL
AGENCY	RET PLAN	ELIGIBLE	PARTICPTG	%	OWN CNTRBTNS	SVNG RATE	TOTAL BS-PY	AGENCY CNTRBTNS	TOTAL BS-PY	TSP FUNDS
AARC	FERS	6	4	66.7	933.92	8.8	8.0	530.88	4.6	1,464.80
	CSRS	1	0	.0	.00	.0	.0	.00	.0	.00
	ALL	7	4	57.1	933.92	8.8	7.1	530.88	4.1	1,464.80
AMS	FERS	1,726	1,169	67.7	005,544.68	6.8	5.6	73,161.79	3.9	178,706.47
	CSRS	1,174	671	57.2	57,274.98	4.5	3.1	.00	.0	57,274.98
	ALL	2,000	1,840	63.4	162,819.66	5.8	4.4	73,161.79	2.0	235,981.45
APHIS	FERS	4,075	2,995	73.5	313,771.49	7.4	6.2	202,004.74	4.0	515,776.23
	CSRS	2,764	1,765	63.9	159,762.27	4.7	3.3	.00	.0	159,762.27
	ALL	6,839	4,760	69.6	473,533.76	6.2	4.7	202,004.74	2.0	675,538.501

## 61. P0062, Report On Thrift Savings Plan Participation

**Brief Description:** Provides a list of the total number and percentage of employees eligible and participating in thrift savings, participants' contributions, and agency contributions. For a report sorted by retirement plan only, see Report P0061.

**Sequence of Data:** Retirement plan and salary range

**Report Updated:** After PINE is executed.

REPORT ON THRIFT SAVINGS PLAN PARTICIPATION										
REPORT ID: CULP0062										PAGE 1
DATE: XX/XX/XX	PAY PERIOD 12									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **										
EMPLOYEES					PARTICIPANTS			% OF		TOTAL
RET-PLAN	SALARY RANGE	ELIGIBLE	PARTICPTG	%	OWN CNTRBTNS	SVNG RATE	TOTAL BS-PY	AGENCY CNTRBTNS	TOTAL BS-PY	TSP FUNDS
FERS	00 - 20K	38	8	21.1	377.67	6.4	2.2	277.02	1.6	654.69
	20 - 30K	502	300	77.7	23,178.78	6.3	5.1	16,833.47	3.7	40,012.25
	30 - 40K	86	74	86.0	6,703.00	7.0	6.2	4,516.48	4.2	11,219.48
	40 - 50K	160	146	91.3	18,769.82	7.6	7.1	11,941.00	4.5	30,700.92
	00 - 50K	786	618	78.6	49,029.27	6.8	5.8	33,568.07	4.0	82,597.34
	50K - UP	134	126	94.0	22,597.73	8.3	7.9	13,401.63	4.7	35,999.36
	-TOTAL	920	744	80.9	71,627.00	7.2	6.4	46,969.70	4.2	118,596.70
CSRS	20 - 30K	230	121	52.6	4,718.48	3.8	2.2	.00	.0	4,718.48
	30 - 40K	185	138	74.6	6,798.76	4.0	3.0	.00	.0	6,798.76

## 62. P0063, Management Attainment Report (cooperative employees)

**Brief Description:** Provides a list of the total number and percentage of cooperative employees in each race category and national origin. For administrative series nonwage employees, see Report P0052. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Organizational structure

**Report Updated:** After PINE is executed.

REPORT ID		MANAGEMENT ATTAINMENT REPORT													PAGE		1		
AGENCY-CODE: 00		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													TOTAL		TOTAL		
MALE										FEMALE									
LEV2	LEV3	BLACK	HISP	IND/ ALAS	ASIA/ PACIF	GUAM/ HI/PR	MALE MIN	OTHER MALE	BLACK	HISP	IND/ ALAS	ASIA/ PACIF	GUAM/ HI/PR	FEM MIN	OTHER FEM				
50	00	0	0	0	0	0	0	0	1	0	0	0	0	1	0		1		
PERCENTAGES		.0%	.0%	.0%	.0%	.0%	.0%	.0%	000.0%	.0%	.0%	.0%	.0%	000.0%	.0%	000.0%	1		
LEVEL-TOTAL		0	0	0	0	0	0	0	1	0	0	0	0	1	0		1		
PERCENTAGES		.0%	.0%	.0%	.0%	.0%	.0%	.0%	000.0%	.0%	.0%	.0%	.0%	000.0%	.0%	000.0%	1		
GRAND-TOTAL		0	0	0	0	0	0	0	1	0	0	0	0	1	0		1		
PERCENTAGES		.0%	.0%	.0%	.0%	.0%	.0%	.0%	000.0%	.0%	.0%	.0%	.0%	000.0%	.0%	000.0%	1		

## 63. P0064, Employee's Effective-Date Of Union-Dues Withholding

**Brief Description:** Provides a list of employees with effective date of union dues withholding.

**Sequence of Data:** Social security number

**Report Updated:** After PINE is executed.

REPORT ID		EMPLOYEE'S EFFECTIVE-DATE OF UNION-DUES WITHHOLDING										PAGE		1	
3RD-LEVEL-CODE: 00		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
SSNO	LAST NAME	FIRST NAME	CITY	LEV4	PP	OCC-SR	GRADE	BUS	DATE-EFF						
000-00-0000	SMITH	JOHNS	WASHINGTON	0000	ES	0505	00	8888	02-01-93						
2ND-LEVEL:01		COUNT	01												

## 64. P0066, Age Survey As Of XX/XX/XX

- Brief Description:** Provides a list of the total number of GS and GM employees within each age group.
- Sequence of Data:** Grade
- Report Updated:** After PINE is executed.

REPORT ID: CULP0066	AGE SURVEY AS OF XX/XX/XX														PAGE	1
CAREER AND CAREER-CONDITIONAL GS & GM EMPLOYEES																
IN OCCUPATIONAL SERIES 0303																
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																
ORG STRUCTURE AGENCY = 00 - OFFICE OF THE CHIEF FINANCIAL OFFIC																
ORG STRUCTURE LEV2 = 70 - NATIONAL FINANCE CENTER																
	GRADE	UN-25	25-29	30-34	35-39	40-44	45-49	G 50-54	R 55	56	O 57	U 58	59	P 60&OV	S TOTAL	
	07			1											1	
OCC. SERIES TOT				1											1	

## 65. P0067, Work Force Profile

- Brief Description:** Provides a list of the total number of GS and GM employees in professional, administrative, and technical occupational series by race and national origin. For a list sorted by state and series, see Report P0089. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.
- Sequence of Data:** Grade
- Report Updated:** After PINE is executed.

REPORT ID	CULP0067										PAGE	4
WORK FORCE PROFILE												
DATA AS OF XX/XX/XX												
SERIES: 0343												
TITLE: MANAGEMENT & PROGRAM ANALYSIS												
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
GRADE	WHITE MALE	WHITE FEMALE	BLACK MALE	BLACK FEMALE	HISP MALE	HISP FEMALE	ASIAN AM. MALE	ASIAN AM. FEMALE	AM.IND MALE	AM.IND FEMALE	TOTAL EMPLOYEES	
13	1	1									2	
14									1		1	
ENTRY-TOTAL												
MID-TOTAL												
SENIOR-TOTAL		3										
SERIES-TOTAL		3										

## 66. P0068, Cooperative Education Employees

**Brief Description:** Provides a list of cooperative education employees who have specific authorization. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Special Employment Programs (PGM) Code

**Report Updated:** After PINE is executed.

REPORT ID	COOPERATIVE EDUCATION EMPLOYEES												PAGE	1
DATA AS OF XX/XX/XX														
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **														
AGENCY:	00	- OFFICE OF THE CHIEF FINANCIAL OFFICER												
2ND-LEVEL:	00	- XXXX												
LEV3	LAST NAME	FIRST NAME	CSC-AUTH	OCC	SER	GR	ENT-GR-DT	DT	BLK #55	TTL	TYPE	NTE-DT	SPEC PGMS	RNO
00	JOHNSON	WILLIAM	REG 531.404		0560	11	08-04-96	8521	Y	1	01	00-00-00	74	C
2ND-LEVEL TOTAL														
NUMBER OF COOPERATIVE EDUCATION EMPLOYEES WITH SPECIAL PROGRAM CODE OF 62 0														
NUMBER OF HIGH SCHOOL COOPERATIVE EDUCATION EMPLOYEES 0														
NUMBER OF TWO-YEAR COOPERATIVE EDUCATION EMPLOYEES 1														
NUMBER OF FOUR-YEAR COOPERATIVE EDUCATION EMPLOYEES 0														
NUMBER OF GRADUATE COOPERATIVE EDUCATION EMPLOYEES 0														
AGENCY TOTAL														

## 67. P0069, Cooperative Education And Junior Fellowship Employees

**Brief Description:** Provides a list of cooperative education and junior fellowship employees who have specific OPM authorization. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Special Employment Programs (PGM) Code

**Report Updated:** After PINE is executed.

REPORT ID	COOPERATIVE EDUCATION AND JUNIOR FELLOWSHIP EMPLOYEES												PAGE	1
DATA AS OF XX/XX/XX														
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **														
AGENCY:	11	- FOREST SERVICE												
2ND-LEVEL:	00	-												
LEV3	LAST NAME	FIRST NAME	CSC-AUTH	OCC	SER	GR	ENT-GR-DT	DT	BLK #55	TTL	TYPE	NTE-DT	SPEC PGMS	RNO
03	PATTERSON	SENNEH	SCH B 213.3202(A) HS		0326	04	04-14-97	9309	N	1	09	04-13-98	73	E
2ND-LEVEL TOTAL														
NUMBER OF TWO-YEAR COOPERATIVE EDUCATION EMPLOYEES (SCH B213.3202C) 0														
NUMBER OF FOUR-YEAR COOPERATIVE EDUCATION EMPLOYEES (SCH B213.3202A) 1														
NUMBER OF GRADUATE COOPERATIVE EDUCATION EMPLOYEES (SCH B213.3202B) 0														
NUMBER OF JUNIOR FELLOWSHIP EMPLOYEES (SCH A213.3002Q) 0														
AGENCY TOTAL														



## 70. P0072, Foreign Service Employees Eligible To Retire Currently Or Within 2 Years

**Brief Description:** Provides a list of foreign service employees eligible to retire currently or within 2 years.  
**Sequence of Data:** POI  
**Report Updated:** After PINE is executed.

PP-SER-GR	OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	OFF	CD	AGE	LOS	LEVELS 2 THRU 8	DUTY STA	
FE-0135-02	SMITH MARY	M 000-00-0000	05/24/36	01/02/61	0000	3	61	36	01-00-0000-00000000	11-0000-001	
FE-0135-01	JACKSON JANE	E 000-00-0000	06/11/49	00/14/73	0000	3	48	23	01-00-0000-00000000	11-0000-001	
TOTAL EMPLOYEES FOR LEVEL 2			2								

## 71. P0073, Foreign Service Employees Eligible To Retire Currently Or Within 3 Years

**Brief Description:** Provides a list of foreign service employees eligible to retire currently or within 3 years.  
**Sequence of Data:** POI  
**Report Updated:** After PINE is executed.

PP-SER-GR	OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	OFF	CD	AGE	LOS	LEVELS 2 THRU 8	DUTY STA	
FE-0135-02	SMITH JOHN	M 000-00-0000	05/24/36	01/02/61	0000	3	61	36	01-00-0000-00000000	11-0000-001	
FE-0135-01	DOE JANE	E 000-00-0000	06/11/49	00/14/73	0000	3	48	23	01-00-0000-00000000	11-0000-001	
TOTAL EMPLOYEES FOR LEVEL 2			2								

## 72. P0074, Foreign Service Employees Eligible To Retire Currently Or Within 4 Years

**Brief Description:** Provides a list of foreign service employees eligible to retire currently or within 4 years.

**Sequence of Data:** POI

**Report Updated:** After PINE is executed.

PP-SER-GR	OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	OFF	CD	AGE	LOS	LEVELS 2 THRU 8	DUTY STA
FE-0135-02	SMITH JOHN	G 000-00-0000	05/24/36	01/02/61	0000	3	61	36	01-00-0000-00000000	11-0000-001
FE-0135-01	DOE JANE	T 000-00-0000	06/11/49	00/14/73	0000	3	48	23	01-00-0000-00000000	11-0000-001
TOTAL EMPLOYEES FOR LEVEL 2										2

## 73. P0075, Foreign Service Employees Eligible To Retire Currently Or Within 5 Years

**Brief Description:** Provides a list of foreign service employees eligible to retire currently or within 5 years.

**Sequence of Data:** POI

**Report Updated:** After PINE is executed.

PP-SER-GR	OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	OFF	CD	AGE	LOS	LEVELS 2 THRU 8	DUTY STA
FE-0135-02	DMITH JOHN	R 000-00-0000	05/24/36	01/02/61	0000	3	61	36	01-00-0000-00000000	11-0000-001
FE-0135-01	DOE JANE	U 000-00-0000	06/11/49	00/14/73	0000	3	48	23	01-00-0000-00000000	11-0000-001
TOTAL EMPLOYEES FOR LEVEL 2										2

## 74. P0076, Percentage Of Foreign Service Employees Eligible To Retire Within The Next Five Years

**Brief Description:** Provides a list of the total number and percentage of foreign service employees eligible to retire within the next 5 years.

**Sequence of Data:** Series and grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0076 PERCENTAGE OF FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE											PAGE 1		
WITHIN THE NEXT FIVE YEARS													
EMPLOYMENT AS OF XX/XX/XX											** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **		
AGENCY 00													
SER-GR	TOTAL UNDER CS RET	CURRENTLY ELIGIBLE NO	%	CURRENTLY OR WITHIN 1 YEAR NO	%	CURRENTLY OR WITHIN 2 YEARS NO	%	CURRENTLY OR WITHIN 3 YEARS NO	%	CURRENTLY OR WITHIN 4 YEARS NO	%	CURRENTLY OR WITHIN 5 YEARS NO	%
SERIES 0135													
0135-01	25	5	20.00	5	20.00	5	20.00	5	20.00	7	28.00	9	36.00
0135-02	25	4	16.00	5	20.00	6	24.00	6	24.00	9	36.00	11	44.00
0135-03	9			1	11.11	1	11.11	1	11.11	2	22.22	3	33.33
TOTAL	59	9	15.25	11	18.64	12	20.34	12	20.34	18	30.51	23	38.98
SERIES 0318													
0318-05	2							1	50.00	1	50.00	1	50.00
TOTAL	2							1	50.00	1	50.00	1	50.00
AGENCY WIDE	61	9	14.75	11	18.03	12	19.67	13	21.31	19	31.15	24	39.34

## 75. P0077, Percentage Of Foreign Service Employees Eligible To Retire Within The Next Five Years

**Brief Description:** Provides a list of the total number and percentage of foreign service employees eligible to retire within the next 5 years.

**Sequence of Data:** Pay plan

**Report Updated:** After PINE is executed.

REPORT ID: CULP0077 PERCENTAGE OF FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE											PAGE 1		
WITHIN THE NEXT FIVE YEARS													
EMPLOYMENT AS OF XX/XX/XX											** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **		
AGENCY 00													
PP-GR	TOTAL UNDER CS RET	CURRENTLY ELIGIBLE NO	%	CURRENTLY OR WITHIN 1 YEAR NO	%	CURRENTLY OR WITHIN 2 YEARS NO	%	CURRENTLY OR WITHIN 3 YEARS NO	%	CURRENTLY OR WITHIN 4 YEARS NO	%	CURRENTLY OR WITHIN 5 YEARS NO	%
PAY PLAN FE													
FE-01	1												
FE-02	9	2	22.22	3	33.33	3	33.33	3	33.33	5	55.56	7	77.78
FE-03	7			1	14.29	1	14.29	1	14.29	2	28.57	3	42.86
TOTAL	17	2	11.76	4	23.53	4	23.53	4	23.53	7	41.18	10	58.82
PAY PLAN FO													
FO-01	24	5	20.83	5	20.83	5	20.83	5	20.83	7	29.17	9	37.50
FO-02	16	2	12.50	2	12.50	3	18.75	3	18.75	4	25.00	4	25.00
FO-03	2												
TOTAL	42	7	16.67	7	16.67	8	19.05	8	19.05	11	26.19	13	30.95
PAY PLAN FP													
FP-05	2							1	50.00	1	50.00	1	50.00
TOTAL	2							1	50.00	1	50.00	1	50.00
AGENCY WIDE	61	9	14.75	11	18.03	12	19.67	13	21.31	19	31.15	24	39.34



## 78. P0080, Active Employees Eligible For Horse Allowance

**Brief Description:** Provides an alphabetical list of employees eligible and receiving horse allowance with other pertinent personnel information.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID: CULP0080												ACTIVE EMPLOYEES ELIGIBLE FOR HORSE ALLOWANCE												PAGE 1													
LAST NAME												FIRST NAME																									
M												SOC.SEC.NUM												I													
PLAN												SERIES												STRUCTURE													
CODE												CODES																									
OCCUP												ORGANIZATIONAL												DUTY STATION													
CITY NAME												STATE												OF													
ABB.												EMPLOYMENT												HORSE													
																								ALLOWANCE													
																								AMOUNT													
JOHNS												ANDREW												A 000-00-0000		GS 00		0704		34-50-31-0021-20050000		LAREDO		TX FULL TIME		161.33	
SMITH												JON												000-00-0000		GS 08		0704		34-50-31-0021-20030000		RIO GRANDE CITY		TX FULL TIME		161.33	
WILLIAMS												ANDREWS												F 000-00-0000		GS 08		0704		34-50-31-0021-20040000		ZAPATA		TX FULL TIME		161.33	
WILLIAMS												JANE												A 000-00-0000		GS 08		0704		34-50-31-0021-20020000		MISSION		TX FULL TIME		161.33	

## 79. P0081, Permanent Women Foresters In North Reg "Region X"

**Brief Description:** Provides a list of women foresters in each region with other pertinent personnel information.

**Sequence of Data:** Organizational structure

**Report Updated:** After PINE is executed.

REPORT ID CULP0081												PERMANENT WOMEN FORESTERS IN NORTH REG #REGION1#												PAGE 1																			
												DATA AS OF XX/XX/XX																															
												** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																															
												ENTERED																															
LEV3												LEV4												FIRST NAME		I		LAST NAME		OFFICIAL TITLE		GRADE		CURRENT		ACCESSION		EDUCATION		INSTRUCTIONAL		DEGREE	
00												0011												ANDREW		A		SMITHS		FORSTR		12		09/06/92		8012		13		030501		82	
00												0011												JANE		F		WILLIAMSON		FORSTR		12		02/21/93		0011		21		030501		00	
												TOTAL NUMBER OF WOMEN FORESTERS IN UNIT												00				2															
												* 13 = BA																															
												17 = MA																															
												21 = PHD																															

## 80. P0082, Employee Roster -- Labor Relations Codes -- Including Temporaries

**Brief Description:** Provides a list of employees and their labor relations code within a specific organizational structure and pay plan.

**Sequence of Data:** Descending grade

**Report Updated:** After PINE is executed.

ORG LOCATION		AGENCY 00 - OFF OF THE CHIEF FINANCL OFFCR		IP-NO	LAST NAME	FIRST NAME	BUS CODE	SPV	PATCO CODE
00-0000-00000000	PP-SERIES-GR	EG--0301--15	CONSULTANT	00000	JONSON	WILLIAMSON	8888	8	A
00-0000-00000000	GS--0343--15	PROG ANAL		00000	SMITH	ANDREW	8888	8	A
00-0000-00000000	GS--0318--11	SECY OA		00000	SMITHS	ANDRE	8888	8	C
00-0000-00000000	GS--0318--00	SECRETARY STENO OA		00000	WILLKS	ANDREW	7777	8	C
TOTAL EMPLOYEES FOR LEVEL-4			4						
TOTAL EMPLOYEES FOR LEVEL-3			4						
TOTAL EMPLOYEES FOR LEVEL-2			01	4					

## 81. P0084, Roster Of Merit Pay Employees - Regional Office

**Brief Description:** Provides a list of Forest Service regional office merit pay employees with a grade 13 or above.

**Sequence of Data:** Organizational structure and descending grade

**Report Updated:** After PINE is executed.

AGENCY:		DB - OFF OF SMALL & DISADV BUS UTIL								
LEVEL-2:	01	- XXXX								
LEV3	LEV4	LAST NAME	FIRST NAME	SS #	PAY PLAN	GRADE	STEP	SALARY	SUPV-POS	EMP-OFF
00	0000	SMITH	JOHN	000000000	GM	15	00	86059.00	5	0000
00	0000	WILLIAMS	JANE	000000000	GM	14	00	75207.00	5	0000
LEV3 TOTAL COUNT			2							
LEV2 TOTAL COUNT			2							
REGIONAL OFFICE TOTAL COUNT			2							

## 82. P0085, Roster Of Merit Pay Employees

**Brief Description:** Provides a list of Forest Service field merit pay employees with a grade 13 or above.

**Sequence of Data:** Organizational structure and descending grade.

**Report Updated:** After PINE is executed.

REPORT ID: CULP0085		ROSTER OF MERIT PAY EMPLOYEES								PAGE 1	
		DATA AS OF XX/XX/XX									
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
AGENCY: DB - OFF OF SMALL & DISADV BUS UTIL											
LEVEL-2: 01 - XXXX											
LEV3	LEV4	LAST NAME	FIRST NAME	SS #	PAY PLAN	GRADE	STEP	SALARY	SUPV-POS	EMP-OFF	
00	0000	SMITH	JOHN	000000000	GM	15	00	86059.00	5	0000	
00	0000	WILLIAMS	JANE	000000000	GM	14	00	75207.00	5	0000	
ORG-LEV3 COUNT		2									
LEV2 TOTAL COUNT		2									
AGENCY TOTAL COUNT		2									

## 83. P0086, New Hires And Promotions For Selected Year 19XX

**Brief Description:** Provides a list of the number of new hires and promotions within a pay plan and occupational series for a selected year.

**Sequence of Data:** Descending grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0086		NEW HIRES AND PROMOTIONS FOR SELECTED YEAR 1997						PAGE 1	
		PERMANENT GS & GM EMPLOYEES - OCCUPATIONAL-SERIES: 0318							
		DATA AS OF XX/XX/XX ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
AGENCY: XX - ALT. AG. RESEARCH AND COMMERC		LEVEL-3: 00 -							
LEVEL-2: 01 - XXXX		LEVEL-4: 0000 -							
GRADE	NEW HIRES	COMPETITIVE PROMOTION	OTHER PROMOTION	TOTAL PROMOTION					
06	1								
LEV4 TOTAL		1							
LEV3 TOTAL		1							
OCC-SERIES-TOTAL		1							



## 86. P0089, Work Force Profile

**Brief Description:** Provides a list of the total number of GS and GM employees in each occupational series and grade by race and national origin. For a list sorted by series and grade, see Report P0067. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Descending grade

**Report Updated:** After PINE is executed.

REPORT ID	CULP0089	OFF OF THE CHIEF FNANCL OFFCR								PAGE	2
WORK FORCE PROFILE											
DATA AS OF XX/XX/XX											
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
STATE:	11	- DC									
SERIES:	0318	TITLE: SECRETARY									
GRADE	WHITE MALE	WHITE FEMALE	BLACK MALE	BLACK FEMALE	HISP MALE	HISP FEMALE	ASIAN AM. MALE	ASIAN AM. FEMALE	AM.IND MALE	AM.IND FEMALE	TOTAL EMPLOYEES
07		1		4							5
00		1									1
11		1									1
										ENTRY-TOTAL	5
										MID-TOTAL	2
										SENIOR-TOTAL	
										SERIES-TOTAL	7

## 87. P0090, Seniority Listing

**Brief Description:** Provides a list of employees by tenure based on the accession date in each organizational structure. For a list sorted by descending grade, see Report P0124.

**Sequence of Data:** Accession date

**Report Updated:** After PINE is executed.

REPORT ID:	CULP0090	(FMHA)	SENIORITY LISTING					DATE XX/XX/XX	PAGE	4
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **										
AGENCY FA - FARM SERVICE AGENCY										
BARGAINING UNIT STATUS CODE	0560	LEVEL	2	04	-	XXXX				
EMPLOYING OFFICE	0000	LEVEL	3	01	-	XXXX				
		LEVEL	4	0000	-	XXXX				
LAST NAME	FIRST NAME	M	I	SSN	ACCESSION DATE	TYPE	ORG EMPL	LEVELS 5-8	PAY PLAN GRADE	***** R E M A R K S *****
SMITHS	JOHNSON	S		000-00-0000	XX/XX/XX	1	02-03-03-00	GS	04	
JOHN	ANDRE	W		000-00-0000	XX/XX/XX	1	02-03-03-00	GS	05	
8TH LEVEL TOTAL		2								
7TH LEVEL TOTAL		2								
6TH LEVEL TOTAL		2								
5TH LEVEL TOTAL		2								
4TH LEVEL TOTAL		2								

## 88. P0091, Position Review List

**Brief Description:** Provides a list of employee names and official titles within a specific duty station.

**Sequence of Data:** Organizational structure

**Report Updated:** After PINE is executed.

REPORT ID: CULP0091										POSITION REVIEW LIST AS OF XX/XX/XX										PAGE 1	
AGENCY 00										OFFICE OF THE CHIEF FINANCL OFFCR										MNGR/SUPVR DATA	
ORG LEVEL 2 01										CHIEF FINANCIAL OFFICER											
ORG LEVEL 3 00																				DUTIES JOB DESC	
ORG LEVEL 4 0000																				EFF ORG ACCURATE	
IP NO	MR NO	LAST NAME	F I	OFFICIAL TITLE	OCC	PP SER	GR	DUTY STATION	CITY	ST	YES	NO	YES	NO	REMARKS						
001HQ	F00995	SMITH	M	PROG ANAL	GS 0343 15			WASHINGTON		DC	:	:	:	:							
001HQ	F00023	SMITHS	N	SECY OA	GS 0318 11			WASHINGTON		DC	:	:	:	:							
001HQ	F00295	ANDREW	E	CONSULTANT	EG 0301 15			WASHINGTON		DC	:	:	:	:							
	ORG LEVEL 3	0000	COUNT	3																	
	ORG LEVEL 3	00	COUNT	3																	
	ORG LEVEL 2	01	COUNT	3																	

## 89. P0092, New Career Appointments

**Brief Description:** Provides an alphabetical list of new career appointments for a fiscal year. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Organizational structure and descending grade

**Report Updated:** After PINE is executed.

REPORT ID CULP0092										NEW CAREER APPOINTMENTS -- NATIONAL FINANCE CENTER										-- FY 96		PAGE 3	
AGENCY: 00 - OFFICE OF THE CHIEF FINANCIAL										DATA AS OF XX/XX/XX													
LEVEL2: 70 - NATIONAL FINANCE CENTER										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
LEV3	LEV4	FIRST NAME	LAST NAME	OCC.	PP SER.	GR	ENTERED	TOT	YR	TA	FED	PP	IP NO.	MR-NO.	OFFICAL TITLE	MGD							
							CURRENT	CD	SVC	CD	SVC	CD				CD							
03	0000	JONES	WILLIAM JR	GS 1800	12	04/27/97	1	22	9521	00000000	I00000	INVSTGR				E							
03	0000	SMITHS	WILLIAMS	GS 0203	06	04/27/97	1	00	9603	00000000	S00000	EMP DVLPMT ASST OA				C							
		LEV4 0000	COUNT	2																			
03	0020	JOHN	JOHNSTON	GS 0343	09	09/14/97	2	01	9619	00000000	S00000	PROG ANAL				E							
03	0020	SMITH	ANDRE	GS 0343	09	09/28/97	2	01	9620	00000000	S00000	PROG ANAL				C							
		LEV4 0020	COUNT	2																			



## 92. P0096, Time In Grade Comparison

- Brief Description:** Provides the number of employees in each years-in-grade category within each occupational series.
- Sequence of Data:** Grade
- Report Updated:** After PINE is executed.

REPORT ID: CULP0096																TIME IN GRADE COMPARISON - AS OF XX/XX/XX																PAGE 1	
																CAREER AND CAREER-CONDITIONAL EMPLOYEES																	
																IN OCCUPATIONAL SERIES 0318																	
ORG STRUCTURE AGENCY = 00 - OFFICE OF THE CHIEF FINANCIAL OFFICER																** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																	
ORG STRUCTURE LEV2 = 1 - CHIEF FINANCIAL OFFICER																																	
0-1		2		3		4		5		6		7		8		9		00		11-15		16-20		21-25		OVER 25							
GRADE	YR IN	GRADE	YR IN	GRADE	YR IN	GRADE	YR IN	GRADE	YR IN	GRADE	YR IN	GRADE	YR IN	GRADE	YR IN	GRADE	YR IN	GRADE	YR IN	GRADE	YR IN	GRADE	YR IN	GRADE	YR IN	GRADE	YR IN	GRADE	TOTAL				
11	1																												1				

## 93. P0098, Worksheet For Permanent Two-Grade Interval Employees Recruited In Fiscal Year 19XX

- Brief Description:** Provides a list of new permanent two-grade interval employees within a selected fiscal year with effective date and PATCO Code. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.
- Sequence of Data:** Descending grade
- Report Updated:** After PINE is executed.

REPORT ID CULP0098																WORKSHEET FOR PERMANENT TWO-GRADE INTERVAL EMPLOYEES RECRUITED IN FISCAL YEAR 1996																	
																DATA AS OF XX/XX/XX																-- DATA FROM XX/XX/XX THRU XX/XX/XX	
																EXECUTIVE SERVICES STAFF																	
AGENCY: 00 - OFF OF THE CHIEF FNANCL OFFCR																** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																	
LEVEL2: 03 - XXXXX																																	
LEV3 00 NEW ACCESSIONS:																																	
																OCC SER GR DATE EFF PATCO																	
SMITH JR																JAN 0334 09 XX/XX/XX 002																	
LEV3 00 TOTAL NEW ACCESSIONS: ALL-																1 MINORITIES - 1 WOMEN - 0																	
																TWO-GRADE INTERVAL EMPLOYEES ARE IN THE FOLLOWING OCCUPATIONAL SERIES:																	
0020 0023 0100 0142 0150 0160 0170 0000 0193 0201 0212 0221 0230 0233 0235 0260 0334 0340 0341 0342 0343 0345																																	
0401 0408 0414 0430 0434 0437 0454 0457 0460 0470 0480 0482 0486 0501 0504 0505 0500 0560 0801 0807 0808 0800																																	
0819 0830 0855 0880 0881 0035 0071 0081 0082 0084 1002 1003 1004 1170 1171 1315 1320 1350 1370 1373 1380 1529																																	
1640 1654 1701 1811 1825 2000 2030 2001 2150 2181																AND THE FOLLOWING AT GS-11 AND UP -- 0301 0001 1001																	
LEV3 00 ADDITION (2-GR UPWARD MOB. OR INTERNAL CONVERSIONS ; COOP-ED OR TEMPORARIES CONV. TO PERM)																																	
LAST NAME FIRST NAME OCC SER. GR EFF DATE UP-MOB.OR INT.CONV? SERIES-GR CONV.FROM COOP-ED TO PERM TEMP TO PERM																																	
LEV2 03 TOTAL NEW ACCESSIONS: ALL-																1 MINORITIES - 1 WOMEN - 0																	

## 94. P0099, Error Analysis For T&A Processing

**Brief Description:** Provides a list of T&A's with missing personnel actions which require an action to be taken by the personnel office before the T&A can process. Additional security is required to generate this report because interface is made with the Time and Attendance Validation System (TIME). To obtain access, contact your agency security officer.

**Sequence of Data:** T&A contact point

**Report Updated:** After Time and Attendance Validation System (TIME) is executed.

REPORT ID: CULP0099		ERROR ANALYSIS FOR T&A PROCESSING			DATE PREPARED: XX/XX/XX	
PROCESSING PAY PERIOD: 20		AGENCY: FOREST SERVICE			PASS NO. 04 PAGE 1	
SENSITIVE PERSONNEL DATA - USE IS RESTRICTED						
MISSING PERSONNEL ACTIONS						
CONTACT POINT	E/O	NAME LAST	F M	SSNO	MSG. NO.	P/P ON TA
11 30 0100 00 06 0000		ANDREW	X M	000000000	348	20
T&A CODED FINAL - NO SEPARATION ACTION						
ORG STRUCTURE - 11 01 00 0006 00						
0000 ANDREWS						
M I 000000000 187 20						
EMPLOYEE EXCEEDED TEMPORARY PROMOTION NTE DATE						
ORG STRUCTURE - 11 01 00 0006 00						
*** CONTACT POINT TOTAL T&A-S: 2 TOTAL ERRORS: 2						

## 95. P0100, Current Employees Use Of Official Time For Union Business

**Brief Description:** Provides an alphabetical list of employees with pay transaction codes 35, 36, 37, and 38 and includes the number of accumulated hours for a specific pay period of each employee.

**Sequence of Data:** Employee name

**Report Updated:** After Bi-Weekly Examination Analysis and Reporting System (BEAR) is executed.

REPORT: CULP0100		CURRENT EMPLOYEES USE OF OFFICIAL TIME FOR UNION BUSINESS				PAGE: 1	
DATE: XX/XX/XX		ACCUMULATED FOR PAY PERIODS 9601 THROUGH 9612					
OFFICE OF THE CHIEF FINANCIAL OFFICER							
-----	CURRENT NAME	-----		PAY		TRAN	ACCUMULATED
LAST	FIRST	MI	ORG. STRUCTURE	PLAN	GRADE	CODE	HOURS
ANDREW JR	WILLIAM		00-70-40-0040-15000000	GS	11	37	32.00
JANES	JOHNSON	C	00-70-03-0020-20200000	GS	05	37	11.00
JOHNSONS	ANDREW	M	00-70-20-0030-20400000	GS	07	37	31.25
SMITHS	WILLIAMS	A	00-70-30-0040-15000000	GS	06	37	580.00
SMITHS	MARYS	D	00-70-30-0050-00000000	GS	06	37	240.00

## 96. P0101, Mailing List Of Residence Addresses

**Brief Description:** Provides a list of employees and their residence addresses.  
**Sequence of Data:** Employee name  
**Report Updated:** After PINE is executed.

REPORT ID: CULP0101		MAILING LIST OF RESIDENCE ADDRESSES				PAGE 3	
DATE XX/XX/XX		DB OSDBU OFF OF SMALL & DISADV BUS UTIL					
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
B B DOE		P P DOE		R R JOHNSON		X F D JOHNSON	
0000 ELVANS ROAD SE		000 RALEIGH ST S E		0000 NORA DRIVE		0000 DEER GAP COURT	
WASHINGTON	DC 20020	WASHINGTON	DC 20032	SILVERSPRING	MD 20004	ALEXANDRIA	VA 22300
C C JONES		M M JONES		L L SMITH		P P SMITH	
0000 00TH ST N E		0000 SUN VALLEY DRIVE		00000 QUARAM PLACE		0000 00TH PLACE	
WASHINGTON	DC 20017	WALDORF	MD 20603	BOWIE	MD 20720	GHILLUM	MD 20782
C C WILLIAMS		D D WILLIAMS					
0000 ANYSTREET N E		0000 STREET S E					
WASHINGTON	DC 20017	WASHINGTON	DC 20017				

## 97. P0102, Statistical Separation Report

**Brief Description:** Provides a list of the number of separations within a specific occupational series by state and includes the reason for the separation.  
**Sequence of Data:** Descending grade  
**Report Updated:** After PINE is executed.

REPORT ID: CULP0102		U S D A				PAGE 3	
DATE: XX/XX/XX		DEPTAL ADMIN MGMT SERV STAFF					
STATISTICAL SEPARATION REPORT							
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
OCCUPATIONAL SERIES: 0334 COMPUTER SPECIALIST							
STATE NAME	STATE CODE	PAY PLAN	GRADE	SEPARATION (NOA) CODE	NUMBER OF SEPARATIONS	REASON OR REMARKS	
		GS	13	00199	1	RESIGNATION	
		GS	12	00199	1	RESIGNATION	
TOTAL SEPARATIONS BY OCC SER:				2			





## 102. P0107, Work Force Profile By Organizational Structure

**Brief Description:** Provides a list of the number of employees within each race and national origin. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Series and descending grade

**Report Updated:** After PINE is executed.

REPORT ID		WORK FORCE PROFILE										PAGE		
CULP0107		BY ORGANIZATIONAL STRUCTURE										1		
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
AGENCY:	00	OFF OF THE CHIEF FNANCL OFFCR	AS OF	XX/XX/XX	LEVEL 5:	00						TOT		
LEVEL 2:	01	CHIEF FINANCIAL OFFICER			LEVEL 6:	00						EMPL		
LEVEL 3:	00					LEVEL 7:	00							
LEVEL 4:	0000					LEVEL 8:	00							
SERIES	TITLE	PAY PLAN	GRADE	WHITE MALE	WHITE FEMALE	BLACK MALE	BLACK FEMALE	HISP MALE	HISP FEMALE	ASIAN MALE	ASIAN FEMALE	AM.IND MALE	AM.IND FEMALE	TOT
0301	MISCELLANEOUS ADMINISTRATION & PROG	EG	15				1							1
0318	SECRETARY	GS	11		1									1
0343	MANAGEMENT & PROGRAM ANALYSIS	GS	15		1									1

## 103. P0108, Employment Summary

**Brief Description:** Provides the number of permanent full-time, part-time, and other types of employees in active and non-duty status. The report also provides the ceiling and non-ceiling count.

**Sequence of Data:** Agency name

**Report Updated:** After PINE is executed.

REPORT ID:		U.S. DEPARTMENT OF AGRICULTURE										PAGE	
CULP0108		EMPLOYMENT SUMMARY										1	
DATE		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
		PPT		PPT		PPT & OTHER		PPT & OTHER		PPT & OTHER		PPT & OTHER	
DIVISION		CEILING	STATUS	NON-DUTY	STATUS	CEILING	TOTAL	PPT	OTHER	STATUS	NON-DUTY	NON-CEILING	
TOTAL -	XXXXXXXXXXXXXXXXXXXXXXX	6	0 ><	0	0 ><	0	0	0	0	0	0 ><	0	
	XXXXXXXXXXXXXXXXXXXXXXX	9	0 ><	0	0 ><	0	0	0	0	0	0 ><	0	
TOTAL -	XXXXXXXXXXXXXXXXXXXXXXX	9	0 ><	0	0 ><	0	0	0	0	0	0 ><	0	
	XXXXXXXXXXXXXXXXXXXXXXX	8	0 ><	1	0 ><	1	1	0	0	0	0 ><	0	
TOTAL -	XXXXXXXXXXXXXXXXXXXXXXX	8	0 ><	1	0 ><	1	1	0	0	0	0 ><	0	
	XXXXXXXXXXXXXXXXXXXXXXX	2	0 ><	0	0 ><	0	0	0	0	0	0 ><	0	
	XXXXXXXXXXXXXXXXXXXXXXX	9	0 ><	0	0 ><	0	0	0	0	0	0 ><	0	
	XXXXXXXXXXXXXXXXXXXXXXX	1	0 ><	0	0 ><	0	0	0	0	0	0 ><	0	

### 104. P0109, Employment Of Veterans

**Brief Description:** Provides a list of the total number and percentage of veterans employed in the following categories: All Veterans, Vietnam Era Veterans, Compensable Disability Veterans, and Veterans Readjustment Appointments.

**Sequence of Data:** Agency name

**Report Updated:** After PINE is executed.

REPORT ID: CULP0109		U.S. DEPARTMENT OF AGRICULTURE								PAGE 1	
DATE XX/XX/XX		EMPLOYMENT OF VETERANS									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
AGENCY		ALL VETERANS		VETERANS STATUS		COMPENSABLE DISABILITY		VETERANS READJUSTMENT APPOINTMENTS		TOTAL EMPLOYMENT	
	TOTAL	%	TOTAL	%	TOTAL	%	TOTAL	%			
XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	2	33.3	2	33.3	0	.0	0	.0		X
XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	0	.0	0	.0	0	.0	0	.0		X
XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	1	8.3	1	8.3	0	.0	0	.0		XX
XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	17	15.5	5	4.5	3	2.7	0	.0		XXX

### 105. P0110, Years Of Service At The End Of Current Year 19XX For Purposes Of Retirement Eligibility

**Brief Description:** Provides a list of the number of career and career conditional employees in each service year range.

**Sequence of Data:** Organizational structure and series

**Report Updated:** After PINE is executed.

REPORT ID CULP0110		YEARS OF SERVICE AT THE END OF CURRENT-YEAR 1997 FOR PURPOSES OF RETIREMENT ELIGIBILITY											PAGE 5	
		CAREER AND CAREER-CONDITIONAL EMPLOYEES												
		DATA AS OF XX/XX/XX											** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
		OCCUPATIONAL-SERIES: 1160												
AGENCY: XX - XXXXX														
LEVEL2: 01 - XXXX														
	0-5	6-00	11-15	16-20	21-25	26-30	31	32	33	34	35	36	37+	TOTAL
LEV3	0-5	6-00	11-15	16-20	21-25	26-30	31	32	33	34	35	36	37+	TOTAL
00		1												1
SERIES		1												1
LEV-2	1	3		1		1								6
AGENCY	1	3		1		1								6

## 106. P0111, Employee Listing Within Organizational Structure

**Brief Description:** Provides a list of employees within a specific organizational structure.

**Sequence of Data:** Pay plan and descending grade

**Report Updated:** After PINE is executed.

REPORT ID	CULP0111	EMPLOYEE LISTING WITHIN ORGANIZATIONAL STRUCTURE										PAGE	1
DATE	XX/XX/XX	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
AGENCY	00	- OFF OF THE CHIEF FINANCL OFFCR											
LEVEL 2	01	- CHIEF FINANCIAL OFFICER											
LEVEL 3	00	-											
LEVEL 4	0000	-											
LAST NAME	FIRST NAME	M	PAY	OCC	GRADE	STEP	POSITION TITLE	IP NO	MR NO	EMP	APPT	NTE DATE	SCD/WGI DATE
JONSON	WILSONSON	D	EG	0301	15	00	CONSULTANT	00000	F00000	3	09	12-31-93	
SMITH	JONES	T	ES	0505	00	06	DEPUTY CH FINANCIAL	00000	S00000	1	01		
SMITH	SMITHS	A	GS	0343	15	03	PROG ANAL	00000	F00000	1	01		11-24-96
WILSON	ANDREW	L	GS	0318	11	09	SECY OA	00000	F00000	1	01		04-16-95
		TOTAL LEVEL 4 (0000)										4	
		TOTAL LEVEL 3 (00)										4	
		TOTAL LEVEL 2 (01)										4	

## 107. P0112, Minority Employment By Organization

**Brief Description:** Provides a list of the number and percentage of male and female employees within each race and national origin. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Agency code

**Report Updated:** After PINE is executed.

REPORT ID	CULP0112	MINORITY EMPLOYMENT BY ORGANIZATION										PAGE	1	
		DATA AS OF XX/XX/XX												
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
AGENCY	MINORITY		BLACK		HISPANIC		ASIAN AMERICAN		NATIVE AMERICAN		OTHER		TOTAL EMPLOYEES	
CD NAME	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM
00 OFM	179	650	131	500	31	31	8	20	9	9	322	611	501	1261
	00.2%	36.9%	7.4%	33.5%	1.8%	1.8%	.5%	1.1%	.5%	.5%	18.3%	34.7%		
TOTAL DEPT	179	650	131	500	31	31	8	20	9	9	322	611	501	1261
	00.2%	36.9%	7.4%	33.5%	1.8%	1.8%	.5%	1.1%	.5%	.5%	18.3%	34.7%		

## 108. P0113, Permanent Workforce - Analysis Of Work Force: White Collar (GS, GM, SES and All Other)

**Brief Description:** Provides a list of the number and percentage of white collar employees. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer. This report is also system generated and mailed to the users upon request. For information about requesting this report, see Title I, Chapter 20, Section 5, Payroll/Personnel Output procedure.

**Sequence of Data:** Handicap category

**Report Updated:** After PINE is executed.

REPORT: CULP0113 PERMANENT WORKFORCE - ANALYSIS OF WORK FORCE: WHITE COLLAR (GS,GM,SES AND ALL OTHER) PAGE: 1																		
EEO-M0-713, EEOC FORM 440																		
AS OF XX/XX/XX DEPARTMENT: AG																		
CATEGORY	GS-01	GS-02	GS-03	GS-04	GS-05	GS-06	GS-07	GS-08	GS-09	GS-00	GS-11	GS-12	GS/GM13	GS/GM14	GS/GM15	SES	OTH	TOT
	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP												
	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%
DEAFNESS	0	0	0	5	7	4	0	0	0	0	1	0	0	0	0	0	0	17
16,17	.0	.0	2.5	25.0	30.0	17.5	2.5	.0	.0	.0	7.5	12.5	2.5	.0	.0	.0	.0	000.0
BLINDNESS	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
23,25	.0	.0	2.5	25.0	30.0	17.5	2.5	.0	.0	.0	7.5	12.5	2.5	.0	.0	.0	.0	000.0
MS-XTREMS	0	0	0	0	0	2	0	0	0	0	0	1	0	0	0	0	0	3
28,32-38	.0	.0	2.5	25.0	30.0	17.5	2.5	.0	.0	.0	7.5	12.5	2.5	.0	.0	.0	.0	000.0
PRT-PRLYS	0	0	0	3	2	1	0	0	0	0	1	2	0	0	0	0	0	9
64-68	.0	.0	2.5	25.0	30.0	17.5	2.5	.0	.0	.0	7.5	12.5	2.5	.0	.0	.0	.0	000.0
CMP-PRLYS	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	2
71-68	.0	.0	2.5	25.0	30.0	17.5	2.5	.0	.0	.0	7.5	12.5	2.5	.0	.0	.0	.0	000.0
CONVUL-DS	0	0	0	2	1	0	0	0	0	0	1	0	0	0	0	0	0	4
82	.0	.0	2.5	25.0	30.0	17.5	2.5	.0	.0	.0	7.5	12.5	2.5	.0	.0	.0	.0	000.0
MENTL-RTD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## 109. P0114, Employment Statistics By Sex

**Brief Description:** Provides a list of the total number, percentage, and average grade of male and female employees.

**Sequence of Data:** Agency and pay plan

**Report Updated:** After PINE is executed.

REPORT ID		CULP0114		U S D A				PAGE		1	
EMPLOYMENT STATISTICS BY SEX											
DATA AS OF XX/XX/XX											
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
MALE EMPLOYMENT											
FEMALE EMPLOYMENT											
AGENCY	TOTAL	PAY	AVERAGE	TOTAL		AVERAGE		TOTAL		AVERAGE	
AARC	EMPLOYMENT	PLAN	GRADE	TOTAL	%	GRADE	GRADE	TOTAL	%	GRADE	GRADE
	01	GS	06	0	.0%	00		01	000.0%	06	
	01	GS	07	0	.0%	00		01	000.0%	07	
	01	GS	11	1	000.0%	11		00	.0%	00	
	01	GS	11	0	.0%	00		01	000.0%	11	

## 110. P0115, Listing Of Non-GM Employees (Performance Rating Data)

**Brief Description:** Provides a list of the dates of non-GM employees' performance ratings.

**Sequence of Data:** Pay plan and descending grade

**Report Updated:** After PINE is executed.

REPORT ID		CULP0115		LISTING OF NON-GM EMPLOYEES (PERFORMANCE RATING DATA)								PAGE		1			
DATE		XX/XX/XX		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
		AGENCY	00	- OFF OF THE CHIEF FNANCL OFFCR													
		LEVEL 2	01	- CHIEF FINANCIAL OFFICER													
		LEVEL 3	00														
		LEVEL 4	0000														
SSN	LAST NAME	FIRST NAME	M	PAY	OCC	GRADE/	OFFICIAL TITLE	ORG LEVELS	PERFORMANCE	ENDING DATE OF							
			I	PLAN	SERIES	STEP		5-8 <td>RATING <td>RATING PERIOD <td colspan="5"></td> </td></td>	RATING <td>RATING PERIOD <td colspan="5"></td> </td>	RATING PERIOD <td colspan="5"></td>							
000-00-0000	JONSON	JOHNSTONS	D	EG	0301	15/00	CONSULTANT	00-00-00-00	FS	11/15/92							
000-00-0000	SMITH	ANDREW	A	GS	0343	15/03	PROG ANAL	00-00-00-00	S	09/30/96							
000-00-0000	SMITHS	JOHNS	L	GS	0318	11/09	SECY OA	00-00-00-00	O	09/30/96							
								TOTAL LEVEL 4	0000	3							
								TOTAL LEVEL 3	00	3							
								TOTAL LEVEL 2	01	3							



## 112. P0117, Permanent Workforce - Analysis Of Work Force: Federal Wage System

**Brief Description:** Provides a list of the number and percentage of Federal Wage System employees. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer. This report is also system generated and mailed to the users upon request. For information about requesting this report, see Title I, Chapter 20, Section 5, Payroll/Personnel Output procedure.

**Sequence of Data:** Handicap category

**Report Updated:** After PINE is executed.

REPORT: CULP0117 PERMANENT WORKFORCE - ANALYSIS OF WORK FORCE: FEDERAL WAGE SYSTEM PAGE: 1																	
EEO-M0-713, EEOC FORM 440																	
AS OF XX/XX/XX DEPARTMENT: AG																	
CATEGORY	WD/WG1	WD/WG2	WD/WG3	WD/WG4	WD/WG5	WD/WG6	WD/WG7	WD/WG8	WD/WG9	WD/WG00	WD/WG11	WD/WG12	WD/WG13	WD/WG14	WD/WG15	OTH	TOT
	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP									
	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%
DEAFNESS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16,17	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
BLINDNESS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23,25	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
MS-XTREMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
28,32-38	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
PRT-PRLYS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
64-68	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
CMP-PRLYS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
71-68	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
CONVUL-DS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
82	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
MENTL-RTD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



## 115. P0120, Employee Distribution Report

- Brief Description:** Provides the total number of full-time and part-time employees in each organizational structure level.
- Sequence of Data:** Pay plan
- Report Updated:** After PINE is executed.

REPORT ID	CULP0120	EMPLOYEE DISTRIBUTION REPORT	PAGE	1
AS OF XX/XX/XX				
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **				
AGENCY:	00 -	OFF OF THE CHIEF FNANCL OFFCR		
ORG LEVEL 2:	01 -	XXXX		
ORG LEVEL 3:	00 -			
ORG LEVEL 4:	0000 -			
		PAY PLAN	FULL TIME	PART TIME
		ES	1	
		GS/GM/GG	2	
		ALL OTHER		1
ORG LEVEL 4:	0000	COUNT	3	1
ORG LEVEL 3:	00	COUNT	3	1
ORG LEVEL 2:	01	COUNT	3	1

## 116. P0121, Report Of Accessions -- Monthly

- Brief Description:** Provides a list of new employees within a specific month and organizational structure. The report is a counterpart of Report Number P0150 except sensitive data, age and RNO code, are included. It also provides an Account Nature of Action (Acc NOA) column which identifies the NOA code used on the accession personnel action that was processed for an employee. It contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.
- Sequence of Data:** Employee name
- Report Updated:** After PINE is executed.

CULP0121	REPORT OF ACCESSIONS -- MONTHLY	PAGE	3
MONTH 01 YEAR XX			
AS OF XX/XX/XX			
AGENCY:	FA	FARM SERVICE AGENCY	
LEV 2:	05	XXXXXXXX	
LEV 3:	04	XXXX	
LEV 4:	0009	XXXXXX XXXXX OFFICE	
		FIRST	
LAST NAME	NAME	MI	ACC NOA
			POSITION NUMBER
			PAY PLAN
			GRADE
			BASE PAY
			OCC SERIES
			T/E
			T/A
			DATE
			ACCESSION
JOHNSONS	ANDREW	J	171 XX000000
SMITHS WILLIAMS	JOHNSS	M	171 XX000000
WILLS	JACKSON	I	171 XX000000
TOTAL EMPLOYEES IN	ORG_LEV4		3
TOTAL EMPLOYEES IN	ORG_LEV3		5

## 117. P0122, Report Of Separations -- Monthly

**Brief Description:** Provides a list of separated employees for a specific month and organizational structure. This report is a counterpart of Report Number P0151 except sensitive data, age and RNO code, are included. It also provides a Separation (Sep) NOA column which identifies the NOA code used on the separation personnel action that was processed for an employee. It contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

CULP0122 REPORT OF SEPARATIONS -- MONTHLY PAGE 2											
MONTH 01 YEAR 97											
AS OF XX/XX/XX											
AGENCY: FA FARM SERVICE AGENCY											
LEV 2: 01 XXXXXXXX											
LEV 3: 01 XXXXXXXXXXXXX											
LEV 4: 0000											
LAST NAME	FIRST NAME	MI	SEP NOA	POSITION NUMBER	PAY PLAN	GRADE	BASE PAY	OCC SERIES	T/E	T/A	DATE SEPARATION
WILLIAMS	JANE	T	317	XX000000	ES	00	119856.00	0301	1	09	XXXX/01/26
SMITHES	JOHNNS		317	0000XXXX	GS	07	30214.00	0318	1	01	XXXX/01/00
TOTAL EMPLOYEES IN ORG_LEV4											2
TOTAL EMPLOYEES IN ORG_LEV3											2
TOTAL EMPLOYEES IN ORG_LEV2											2

## 118. P0123, Summary Of Accessions & Separations -- Monthly

**Brief Description:** Provides a list of the number of accessions and separations for a specific month within each organizational structure level.

**Sequence of Data:** Pay plan

**Report Updated:** After PINE is executed.

CULP0123 SUMMARY OF ACCESSIONS & SEPARATIONS -- MONTHLY PAGE 2		
MONTH 01 YEAR XX		
AS OF XX/XX/XX		
AGENCY: FA FARM SERVICE AGENCY		
LEV 2: 01 XXXXXXXX		
LEV 3: 01 XXXXX		
LEV 4: 0000		
OCCUPATIONAL - SERIES: 5703		
PAY PLAN	ACCESSIONS	SEPARATIONS
GS	0	1
*TOTAL ORG LEV4	0	1
*TOTAL ORG LEV3	0	1
*TOTAL ORG LEV2	0	1
*TOTAL OCC SER	0	1
*TOTAL ORG AGCY 00	6	4



## 120. P0125, Permanent Workforce - Analysis Of Work Force: Types Of Occupations

**Brief Description:** Provides a list of the number and percentage of all permanent employees. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer. This report is also system generated and mailed to users upon request. For information about requesting this report, see Title I, Chapter 20, Section 5, Payroll/Personnel Output procedure.

**Sequence of Data:** Handicap category

**Report Updated:** After PINE is executed.

PERMANENT WORKFORCE - ANALYSIS OF WORK FORCE: TYPES OF OCCUPATIONS											PAGE: 1
EEO-M0-713, EEOC FORM 440											
AS OF XX/XX/XX DEPARTMENT: AG											
CATEGORY	PROF	ADM	TECH	CLER	OTHER	BLUE	MIXED	SUPV	LDR	NONSUP	TOTAL
	%	%	%	%	%	%	%	%	%	%	%
DEAFNESS	1	0	9	7	0	0	0	0	0	0	17
16,17	5.8	.0	52.9	41.1	.0	.0	.0	.0	.0	.0	000.0
BLINDNESS	0	0	0	1	0	0	0	0	0	0	1
23,25	.0	.0	.0	000.0	.0	.0	.0	.0	.0	.0	000.0
MS-XTREMS	0	1	2	0	0	0	0	0	0	0	3
28,32-38	.0	33.3	66.6	.0	.0	.0	.0	.0	.0	.0	000.0
PRT-PRLYS	0	3	2	4	0	0	0	0	0	0	9
64-68	.0	33.3	22.2	44.4	.0	.0	.0	.0	.0	.0	000.0
CMP-PRLYS	1	1	0	0	0	0	0	0	0	0	2
71-68	50.0	50.0	.0	.0	.0	.0	.0	.0	.0	.0	000.0
CONVUL-DS	1	0	0	3	0	0	0	0	0	0	4
82	25.0	.0	.0	75.0	.0	.0	.0	.0	.0	.0	000.0
MENTL-RTD	0	0	0	0	0	0	0	0	0	0	0
00	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0

## 121. P0126, Position Locations By Series And Grade

**Brief Description:** Provides an alphabetical list of employees with official title and duty station.

**Sequence of Data:** Series and descending grade

**Report Updated:** After PINE is executed.

REPORT ID		CULP0126		POSITION LOCATIONS BY SERIES AND GRADE					PAGE	1
				AS OF XX/XX/XX						
		AGENCY: XX XXXX		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **						
SERIES	PLAN	GRADE	LAST NAME	FIRST NAME	OFFICIAL TITLE	DUTY STATION CITY	ST			
0318	GS	09	JOHNSON	JANE	SECRETARY (OA)	WASHINGTON	DC			
0318	GS	06	WILLIAMS	JOHN	SECY OA	WASHINGTON	DC			
SERIES TOTAL		2								
0341	GS	13	SMITH	WILLIAM	ADMV OFFCR	WASHINGTON	DC			
SERIES TOTAL		1								
0343	GS	14	SMITH	JOHN	PROG ANAL	WASHINGTON	DC			
SERIES TOTAL		1								
0401	GS	15	DOE	JACK	DEPUTY DIRECTOR	WASHINGTON	DC			
SERIES TOTAL		1								
1160	GS	14	JONES	MARY	FNANCL ANAL	WASHINGTON	DC			
SERIES TOTAL		1								
AGENCY TOTAL		6								

## 122. P0127, Overdue Performance Appraisals For Non-Merit Pay Employees

**Brief Description:** Provides a list of employees with overdue performance appraisals within an occupational series excluding employees in pay plan ES or GM and tenure group of "0". This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Series and descending grade

**Report Updated:** After PINE is executed.

REPORT ID		CULP0127		U.S. DEPARTMENT OF AGRICULTURE					PAGE	3
				OVERDUE PERFORMANCE APPRAISALS FOR NON-MERIT PAY EMPLOYEES						
		AGENCY 00 - OFF OF THE CHIEF FNANCL OFFCR		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **						
		LEVEL 2 70 - NATIONAL FINANCE CENTER								
		LEVEL 3 03 - XXXX STAFF								
		LEVEL 4 0000 - XXXX OFF								
SSN	LAST	FIRST	PAY PLAN	OCC SERIES	GRADE/STEP	PERFORMANCE RATING	ENDING DATE OF RATING PERIOD			
000-00-0000	SMITHS	WILLIAM	GS	0201	12/06	S	09/30/XX			
000-00-0000	WILLIAMS	JONSON	GS	0201	11/05	S	09/30/XX			
000-00-0000	ANDREW	JOHNS	GS	0203	07/08	FS	09/30/XX			
000-00-0000	JOHNSON	ANDREW	GS	0203	07/04	FS	09/30/XX			
000-00-0000	WILLIAMS	JOHNSTON	GS	0203	06/09	S	09/30/XX			

## 123. P0128, Unsatisfactory Performance Appraisals For Ratings - Non-Merit Pay Employees

- Brief Description:** Provides a list of employees with unsatisfactory performance ratings, excluding pay plans ES and GM.
- Sequence of Data:** Series and descending grade
- Report Updated:** After PINE is executed.

SSN	LAST	FIRST	I	PLAN	SERIES	STEP	OFFICIAL TITLE	ORG LEVELS	PERFORMANCE	ENDING DATE OF RATING PERIOD
000-00-0000	JOHN	ANDRE	C	GS	0303	07/06	OPERS TECHNCN	03-00-00-00	U	09/30/00
000-00-0000	WILLIAMSON	JONSON	H	GS	0475	11/07	AGRL MGMT SPECLST	05-00-00-00	M	09/30/00
TOTAL LEVEL 4 - 0000 -				2						
TOTAL LEVEL 3 - 03 -				2						

## 124. P0129, Employees On Grade Retention

- Brief Description:** Provides a list of employees in grade retention with a pay rate determinant code of A, B, E, F, U, or V.
- Sequence of Data:** Pay rate determinant code
- Report Updated:** After PINE is executed.

PAY-RATE DET CODE	LAST NAME	FIRST NAME	MI	SSNO	PAY PLAN	OCC SER	GRADE	BASE SAL	RET-PAY PLAN	RET-OCC SERIES	RET GRADE	EXP DATE
A	DOE	JANE	L	000-00-0000	GS	0303	05	14.84	WG	4417	06	08/02/00
A	SMITH	JOHN	H	000-00-0000	GS	0475	11	56,943.00	GS	0475	12	00/01/00
ORG-LEV4	TOTAL	2										

## 125. P0130, Employees On Pay Retention

**Brief Description:** Provides a list of employees in grade retention with a pay rate determinant code of J, K, or R.

**Sequence of Data:** Pay rate determinant code

**Report Updated:** After PINE is executed.

REPORT ID		EMPLOYEES ON PAY RETENTION										PAGE	
CULP0130		AS OF XX/XX/XX										5	
AGENCY:		FARM SERVICE AGENCY										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
ORG-LEVEL 2:		XXXX											
ORG-LEVEL 3:		XXXX											
ORG-LEVEL 4:		XXXX											
PAY-RATE	DET CODE	LAST NAME	FIRST NAME	MI	SSNO	PAY PLAN	OCC SER	GRADE	BASE SAL	RET-PAY PLAN	RET-OCC SERIES	RET GRADE	EXP DATE
K	DOE	JANE	C		000-00-0000	GS	0475	13	79,780.00		0000	00	00/00/00
K	SMITH	JOHN	L		000-00-0000	GS	0475	09	44,686.00		0000	00	00/00/00
ORG-LEV4 TOTAL		2											

## 126. P0131, Employees With Pay Rate Determinant Code

**Brief Description:** Provides a list of employees with a pay rate determinant code not equal to zero.

**Sequence of Data:** Pay rate determinant code

**Report Updated:** After PINE is executed.

REPORT ID		EMPLOYEES WITH PAY RATE DETERMINANT CODE										PAGE	
CULP0131		AS OF XX/XX/XX										3	
AGENCY:		DEPTAL ADMIN MGMT SERV STAFF										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
ORG-LEVEL 2:		XXXX											
ORG-LEVEL 3:		XXXX											
ORG-LEVEL 4:													
PAY-RATE	DET CODE	LAST NAME	FIRST NAME	MI	SSNO	PAY PLAN	OCC SER	GRADE	BASE SAL	RET-PAY PLAN	RET-OCC SERIES	RET GRADE	EXP DATE
6	DOE	JANE	I		000-00-0000	GS	0344	05	23,426.00		0000	00	00/00/00
6	SMITH	JOHN	E		000-00-0000	GS	0318	07	32,804.00		0000	00	00/00/00
6	WILLIAMS	JACK	B		000-00-0000	GS	0303	07	28,487.00		0000	00	00/00/00
ORG-LEV4 TOTAL		3											
ORG-LEV3 TOTAL		3											
ORG-LEV2 TOTAL		3											

## 127. P0132, Specific Pay Rate Determinant Code

- Brief Description:** Provides a list of employees for a specific pay rate determinant code.
- Sequence of Data:** Pay rate determinant code
- Report Updated:** After PINE is executed.

REPORT ID	SPECIFIC PAY RATE DETERMINANT CODE										PAGE	
CULP0132	AS OF XX/XX/XX										1	
AGENCY:	07	RURAL HOUSING SERVICE									** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
ORG-LEVEL 2:	50	XXXXXX										
ORG-LEVEL 3:	48	XXXXXXX										
ORG-LEVEL 4:	18	XXXX										
PAY-RATE DET CODE	LAST NAME	FIRST NAME	MI	SSNO	PAY PLAN	OCC SER	GRADE	BASE SAL	RET-PAY PLAN	RET-OCC SERIES	RET GRADE	EXP DATE
2	SMITH	JOHN	J	000-00-0000	GS	1001	07	33,067.00		0000	00	00/00/00
ORG-LEV4 TOTAL		1										
ORG-LEV3 TOTAL		1										
ORG-LEV2 TOTAL		1										
AGENCY TOTAL	1											

## 128. P0133, Master Record Number By Series And Grade For Permanent Full Time Employees

- Brief Description:** Provides a list of the number of permanent full-time employees within each master record number.
- Sequence of Data:** Descending grade
- Report Updated:** After PINE is executed.

REPORT ID	U.S. DEPARTMENT OF AGRICULTURE										PAGE
CULP0133	MASTER RECORD NUMBER BY SERIES AND GRADE FOR PERMANENT FULL TIME EMPLOYEES										1
AS OF XX/XX/XX											
AGENCY	00	- OFF OF THE CHIEF FNANCL OFFCR									** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
LEVEL 2	01	- CHIEF FINANCIAL OFFICER									
LEVEL 3	00										
LEVEL 4	0000										
OCCUPATIONAL SERIES : 0343 - MANAGEMENT & PROGRAM ANALYSIS											
GRADE	MASTER RECORD NUMBER		NUMBER OF EMPLOYEES								
15	X00000		1								
			TOTAL GRADE 15 - 1								
11	X00000		1								
			TOTAL GRADE 11 - 1								
00	X00000		1								
			TOTAL GRADE 00 - 1								
TOTAL LEVEL 4 - 0000 -			3								

## 129. P0134, Earnings Limitation Status Report

**Brief Description:** Provides a list of employees and the master record number for grades 12 and above.

**Sequence of Data:** Descending grade

**Report Updated:** After PINE is executed.

REPORT ID	CULP0134	EARNINGS LIMITATION STATUS REPORT						PAGE	1
		AS OF XX/XX/XX							
AGENCY	00	- OFF OF THE CHIEF FNANCL OFFCR						** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
LEVEL 2	01	- XXXXXXXX							
LEVEL 3	00	-							
LEVEL 4	0000	-							
LAST	EMPLOYEE NAME	FIRST	SSNO	EARN-LMT CODE	PAY PLAN	GRADE	OCC SER	OFFICIAL TITLE	
JONSON	WILLAMSON		000-00-0000	Y	EG	15	0301	CONSULTANT	
SMITH	ANDREW		000-00-0000	Y	GS	15	0343	PROG ANAL	
	TOTAL LEVEL 4 (0000)		2						
	TOTAL LEVEL 3 (00)		2						
	TOTAL LEVEL 2 (01)		2						

## 130. P0135, Probationary Period (Supervisor/Manager)

**Brief Description:** Provides an alphabetical list of employees in a supervisory/managerial probationary period. It also provides the commencement date of the probationary period.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID	CULP0135	PROBATIONARY PERIOD (SUPERVISOR/MANAGER)							PAGE	1
		AS OF XX/XX/XX								
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **								
AGENCY:	FA	- FARM SERVICE AGENCY								
EMPLOYING OFFICE:	0000									
LAST NAME	FIRST NAME	MI	STRUCTURE	LEV2	LEV3	OCC SER	PAY PLAN	GRADE	DATE PROBATIONARY PERIOD COMMENCED	
WILLIAMS	JACK	J	02	03		0028	GS	14	09/01/00	
	ORG-LEV3 TOTAL		1							
	ORG-LEV2 TOTAL		1							
SMITH	JOHN	A	05	01		1145	GS	14	12/22/00	
	ORG-LEV3 TOTAL		1							
	ORG-LEV2 TOTAL		1							
DOE	JANE	R	06	01		1146	GS	15	06/08/00	
	ORG-LEV3 TOTAL		1							
	ORG-LEV2 TOTAL		1							
JOHNSON	MARY	A	07	07		0501	GS	14	08/18/00	
	ORG-LEV3 TOTAL		1							
	ORG-LEV2 TOTAL		1							
	EMPLOYING OFFICE TOTAL		4							

### 131. P0136, Supervisory Code And Average Grade Report For Permanent Full Time And Permanent Part Time Employees

- Brief Description:** Provides a list of the number of permanent full-time and part-time employees within each supervisory code.
- Sequence of Data:** Pay plan and descending grade
- Report Updated:** After PINE is executed.

REPORT ID	CULP0136	SUPERVISORY CODE AND AVERAGE GRADE REPORT				PAGE	1
DATE PREPARED:	XX/XX/XX	FOR PERMANENT FULL TIME AND PERMANENT PART TIME EMPLOYEES					
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
AGENCY:	XX - ALT. AG. RESEARCH AND COMMERC						
PAY-PLAN -	SUPERVISORY CODE	PERMANENT		TOTAL			
GRADE	2 4 5 6 OTH	FULL-TIME	PART-TIME				
GS 15		1		1			
GS 14		2		2			
GS 13		1		1			
GS 09		1		1			
GS 06		1		1			
TOTAL	1 5	6		6			
		AVERAGE GRADE:	11.83	00.00			

### 132. P0137, Employees With Appointment Limitations

- Brief Description:** Provides an alphabetical list of employees with monetary, hour, and day appointment limitations.
- Sequence of Data:** Employee name
- Report Updated:** After PINE is executed.

REPORT ID	CULP0137	EMPLOYEES WITH APPOINTMENT LIMITATIONS				PAGE	9	
AS OF XX/XX/XX								
AGENCY:	PA -	POLICY ANALYSIS & COORD CTR		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **				
ORG LEVEL-2:	30 -	XXXXXXXX						
ORG LEVEL-3:	30 -	XXXX STAFF						
ORG LEVEL-4:	0000 -							
LAST NAME	FIRST NAME	MI	SSNO	APPOINTMENT AUTHORITY	DOLLARS	APPNT LIM BALANCE HOURS	SERVICE YR DATE	NTE DATE
DOE	JANE	M	000-00-0000	SCH A213.3002G	5,667.49	.00	.00	08/17/96 00/00/00
JOHNSON	MARY	L	000-00-0000	SCH A213.3002G	5,666.82	.00	.00	08/17/96 00/00/00
JONES	ANDREW	L	000-00-0000	SCH A213.3002G	6,134.00	.00	.00	06/06/97 00/00/00
ORG-LEVEL-4 TOTAL		3						
ORG-LEVEL-3 TOTAL		3						
ORG-LEVEL-2 TOTAL		3						
AGENCY TOTAL		3						

### 133. P0138, Listing Of Intermittent Employees

**Brief Description:** Provides an alphabetical list of intermittent employees by duty station.  
**Sequence of Data:** Employee name  
**Report Updated:** After PINE is executed.

REPORT ID	CULP0138 LISTING OF INTERMITTENT EMPLOYEES										AS OF	XX/XX/XX	PAGE	1			
AGENCY:	PA	-	FARM SERVICE AGENCY										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **				
ORG LEVEL-2:	05	-	XXXXXXXXXXXXXX														
ORG LEVEL-3:	03	-	XXXXX														
DUTY-STATION	00	0000	XXXXXX														
													APPNT LIM TOTAL	APPNT LIM BALANCE	SERVICE	NTE	C/Y
LAST NAME	FIRST NAME	MI	SSNO	DOLLARS	HOURS	DAYS	DOLLARS	HOURS	DAYS	YR DATE	DATE	WK/DAYS					
JOHNSON	JANE	Z	000-00-0000	.00	.00	.00	.00	.00	.00	00/00/00	12/31/00	2					
SMITH	JOHN	S	000-00-0000	.00	.00	.00	.00	.00	.00	00/00/00	12/31/00	2					
WILLIAMS	ANDREW	J	000-00-0000	.00	.00	.00	.00	.00	.00	00/00/00	12/31/00	2					
TOTAL IN STATE													3				

### 134. P0139, Employee Listing

**Brief Description:** Provides a list of employees with pertinent personnel information.  
**Sequence of Data:** Pay plan and descending grade  
**Report Updated:** After PINE is executed.

REPORT ID	CULP0139 EMPLOYEE LISTING										PAGE	1															
DATE	XX/XX/XX										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																
AGENCY	00	-	OFF OF THE CHIEF FNANCL OFFCR																								
LEVEL 2	01	-	CHIEF FINANCIAL OFFICER																								
LEVEL 3	00	-																									
LEVEL 4	0000	-																									
													OCC	OFFICIAL	MR NO.	IP NO.	TY	TY	FL	DTY	POS	SCD	SCD	NTE			
EMPLOYEE NAME	PP	SER	GR/ST	SALARY	TITLE	MR NO.	IP NO.	EM	AP	SA	HRS	SEN	WGI	LEAVE	DATE												
SMITH	JONES	ES	0505	00/06	123,000	DEPUTY CH FINANCIAL	X00000	00000	1	01	E	80	3N	00-00-00	12-03-92	00-00-00											
SMITH	ANDREW	GS	0343	15/03	80,997	PROG ANAL	X00000	00000	1	01	E	80	1N	11-24-96	01-29-89	00-00-00											
WILSON	SMITHS	GS	0318	11/09	48,553	SECY OA	X00000	00000	1	01	E	80	1N	04-16-95	05-23-63	00-00-00											
TOTAL FTP													=	3	TOTAL GW	=	0										
TOTAL PTP													=	0	TOTAL YW	=	0										
TOTAL AO													=	1	TOTAL-SR	=	0										
TOTAL CEILING													=	4													
TOTAL NON-CEILING													=	0													

### 135. P0140, Absolute Retention Standing

**Brief Description:** Provides a four section report. The first three sections are (1) permanent full-time, (2) permanent part-time, (3) excepted employees (**Figure 1**). Each section includes the employee's performance appraisal, official title, pay plan, series and grade, organizational structure, and veterans preference code. The fourth section is temporary employees (**Figure 2**) and includes the employee's official title, pay plan, series, grade, and organizational structure. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Sub group and service computation date

**Report Updated:** After PINE is executed.

REPORT ID: CULP0140		PERMANENT FULL-TIME EMPLOYEES						PAGE		3	
DATE XX/XX/XX		ABSOLUTE RETENTION STANDING									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
AGENCY : 00											
EMP-OFFICE: 0000											
SUB GROUP	SCD RIF	EMPLOYEE NAME	AGE	LOS YR-MO	BIRTH DATE	PERF APPR	OFFICIAL TITLE	PP GRADE	ORG-STR (2-4)	VET PRF	
II AD	08-07-00	ANDREWS WILLIAM	33	02-02	07-11-64	S	STAFF ACCTNT	GS 0500/11	50-00-0000	6	
II B	09-04-00	SMITHS MARYJANES	27	06-01	06-03-70	S	STAFF ACCTNT	GS 0500/11	60-00-0000	1	
II B	01-21-00	JONES JR DOE	25	01-08	05-16-72	S	COMPR SPECLST	GS 0334/09	03-00-0000	1	
GROUP I			GROUP II								
I AD		0			II AD		1				
I A		0			II A		0				
I B		0			II B		2				
TOTAL I			0		TOTAL II		3				
TOTAL EMPS			3								

**Figure 1. First three sections (example is for permanent full-time employees)**

REPORT ID: CULP0140		TEMPORARY EMPLOYEES						PAGE		1	
DATE XX/XX/XX		ABSOLUTE RETENTION STANDING									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
AGENCY : 00											
EMP-OFFICE: 0000											
SUB GROUP	SCD RIF	EMPLOYEE NAME	AGE	LOS YR-MO	BIRTH DATE	PERF APPR	OFFICIAL TITLE	PP GRADE	ORG-STR (2-4)	VET PRF	
I A	06-23-00	SMITHS JANE	64	31-03	05-23-33	S	SYS ACCTNT	GM 0500/13	50-00-0000	2	
I A	12-02-00	JOHN WILLIAM	54	29-00	05-08-43	O	COMPR SPECLST	GS 0334/12	03-00-0000	2	
I A	11-16-00	SMITH ANDREW	50	28-11	11-04-46	S	ACCTG TECHNC	GS 0303/05	00-00-0000	2	
I A	12-17-00	WILLIAMS JONSON	53	28-09	11-00-43	S	ACCTG TECHNC	GS 0303/05	00-00-0000	2	

**Figure 2. Fourth section (temporary employees)**



### 138. P0143, Performance Reviews Due (Food Inspectors)

**Brief Description:** Provides an alphabetical list of food inspectors due four month reviews, eight month reviews, and performance appraisals based on the month requested.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID	CULP0143	PERFORMANCE REVIEWS DUE (FOOD INSPECTORS) JANUARY					PAGE	1
AGENCY	37	FOOD SAFETY & INSPECTION SERV.		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **				
ORG LEVEL 2	15	XXXX						
ORG LEVEL 3	20	XXXX						
ORG LEVEL 4	0000	XXXX						
EMPLOYEE NAME		DATE	DUTY STATION	ST	4-MONTH PERFORMANCE REVIEW	8-MONTH PERFORMANCE REVIEW	PERFORMANCE APPRAISAL	
LAST	FIRST		CITY					
SMITH	JOHN	09/18	PELICAN RAPIDS	MN	DUE			
SMITHS	JANE	05/11	MELROSE	MN		DUE		
WILLIAM	WILLIAMS	05/26	LONG PRAIRIE	MN		DUE		
ORG LEVEL 5	03	CIRCUIT - PELICAN RAPIDS, MN		COUNT	3			

### 139. P0144, VMO Performance Reviews Due

**Brief Description:** Provides an alphabetical list of Veterinary Medical Officers (VMO) due 6-month reviews and performance appraisals based on the month selected.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID	CULP0144	VMO PERFORMANCE REVIEWS DUE JANUARY					PAGE	3
AGENCY	03	AGR. RESEARCH SERVICE		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **				
ORG LEVEL 2	60	FIELD ORGANIZATION						
ORG LEVEL 3	66	SOU ATLANTIC AREA(ATHENS,GA)						
ORG LEVEL 4	6612	ATHENS, GA						
EMPLOYEE NAME		DATE	DUTY STATION	ST	6-MONTH PERFORMANCE REVIEW	PERFORMANCE APPRAISAL		
LAST	FIRST		CITY					
SMITHS	JOHNS	07/09	ATHENS	GA	DUE			
ORG LEVEL 5	07	SOUTHEAST POULTRY RESEARCH LABORATO		COUNT	1			
ORG LEVEL 4	6612	COUNT	1					
ORG LEVEL 3	66	COUNT	1					
ORG LEVEL 2	60	COUNT	01					
AGENCY	03	COUNT	003					

## 140. P0145, Documents On The Future File

**Brief Description:** Provides a list of employees within a specific POI whose personnel actions and payroll documents are in the Future Inquiry System (FINQ).

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID: CULP0145		NATIONAL FINANCE CENTER						PAGE 1		
DATE XX/XX/XX DOCUMENTS ON THE FUTURE FILE										
		SRVC AGCY	11	SUBMITTING OFFICE NUMBER 0000		AGENCY 11				
LAST NAME	FIRST NAME		SSNO	DOC	EFFECTIVE	PP	*** FOR PERSONNEL ACTIONS ONLY ***			
			POS NUM	CODE	DATE	NO	NOA (1)	NOA (2)	AUTH DATE	
DOES	ANDREW	H	000-00-0000	063	00/29/97	22	765		00/07/97	
JOHNSON	WILLIAMS	A	000-00-0000	030	00/12/97	21				
SMITHS	JANE	J	000-00-0000	349	05/25/99	11				
TOTAL		3								

## 141. P0146, Documents On The Future File (350 Documents Only)

**Brief Description:** Provides a list of employees within a specific POI whose personnel actions are in FINQ.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID: CULP0146		*****						PAGE 1		
DATE: XX/XX/XX										
NATIONAL FINANCE CENTER										
DOCUMENTS ON THE FUTURE FILE										
		AGENCY 11	SUBMITTING OFFICE NUMBER 0000							
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **										
LAST NAME	FIRST NAME		SSNO/	DOC	EFFECTIVE	PP	*** FOR PERSONNEL ACTIONS ONLY ***			
			POS NUM	CODE	DATE	NO	NOA (1)	NOA (2)	AUTH DATE	
JOHN	WILLIAM	M	000000000	063	00/12/XX	21	7	02	00/12/00	
WILLIAMSON	SMITH	R	000000000	063	00/12/XX	21	7	02	00/12/00	
SMITHS	ANDREWS	JUNIOR	000000000	063	00/26/XX	22	7	02	00/26/00	
SMITHS	JOHNS	L	000000000	063	00/26/XX	22	7	21	00/26/00	

## 142. P0147, Employees Using Designated Agent

- Brief Description:** Provides a list of employees whose checks are sent to a designated agent.
- Sequence of Data:** POI and employee name
- Report Updated:** After PINE is executed.

REPORT ID: CULP0147		NATIONAL FINANCE CENTER			PAGE 6	
AGENCY XX		SENSITIVE PERSONNEL DATA - USE IS RESTRICTED			DATE XX/XX/XX	
EMPLOYEES USING DESIGNATED AGENT						
		SOCIAL SECURITY NUMBER	DESG AGNT	ORGANIZATIONAL STRUCTURE		
SON	EMPLOYEE NAME					
0000	ANDREWS, JANE	000000000	0000	00 04	0000 00 00 00 00	
	JONES, JANE	000000000	0000	13 01	0000 00 00 00 00	
	SMITH, JOHN	000000000	0000	15 60	0000 00 00 00 00	
TOTAL NUMBER OF EMPLOYEES USING DESIGNATED AGENT		26				

## 143. P0148, Status Of Lump Sum Payments

- Brief Description:** Provides an alphabetical list of separated employees who have an outstanding leave balance on the database. Employees who have been separated for 10 days or more and for whom lump sum payments have not been processed through the automated system are identified with an asterisk. This report also indicates whether or not an employee's last T&A was coded "final."
- Sequence of Data:** Employee name
- Report Updated:** After PINE is executed.

REPORT ID CULP0148		STATUS OF LUMP SUM PAYMENTS										PAGE 1		
		AS OF XX/XX/XX												
AGENCY	DB	OFF OF SMALL & DISADV BUS UTIL												
ORG LEVEL 2	01	XXXX												
ORG LEVEL 3	00													
ORG LEVEL 4	0000													
SUBM OFFICE	0000													
SSNO	EMPLOYEE NAME	T/A CONTACT POINT	NATURE ACTION	SEPARATION EFF DATE	PP	YR	T/A	EMP	PAY PLAN	LV CAT	ANNUAL LV	SICK LV	COMP LV	REST LV
000-00-0000	DOE, MARYANN T	11 0000 01 01	317	07/19/00	14	97	YES	F/T	GS	6	008.25	0.00	0.00	0.00
TOTAL EMPLOYEES		1												
* EMPLOYEES WHO HAVE BEEN SEPARATED 00 DAYS OR MORE AND LUMP SUM PAYMENTS HAVE NOT BEEN PROCESSED----PLEASE VERIFY														

### 144. P0149, T & A Reject Percentage Report By Agency (Cumulative)

**Brief Description:** Provides statistical T&A data for the current processing pay period. It also provides agency totals and percentages as well as corresponding year-to-date figures. Additional security access is required to generate this report because interface is made with the Time and Attendance Validation System (TIME). To obtain access, contact your agency security officer.

**Sequence of Data:** T&A contact point

**Report Updated:** After TIME is executed.

REPORT ID: CULP0149 DB 05 T & A REJECT PERCENTAGE REPORT BY AGENCY (CUMULATIVE) PAGE 1												
DATE PREPARED: XX/XX/XX PAY PERIOD 16 PASS 99 TIME PREPARED: 16.00.06												
CONTACT POINT	SCANNED T & A Y S				TRANSMITTED T & A Y S				TOTAL T & A Y S			
	TOTAL T&AYS	VALID	TOTAL REJECT	PER CENT	TOTAL T&AYS	VALID	TOTAL REJECT	PER CENT	TOTAL T&AYS	VALID	TOTAL REJECT	PER CENT
XX-11-0000-15-00	0	0	0	0.0%	6	6	0	0.0%	6	6	0	0.0%
AGCY XX TOTALS FOR PASS 99	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%
AGCY XX TOTALS THRU PASS 99	0	0	0	0.0%	6	6	0	0.0%	6	6	0	0.0%
YTD TOTALS FOR AGENCY XX THRU P/P 16	0	0	0	0.0%	121	115	6	4.9%	121	115	6	4.9%

### 145. P0150, Report Of Accessions -- Monthly (W/O Sensitive Data)

**Brief Description:** Provides a list of new employees within a specific month and organizational structure. This report is a counterpart of Report Number P0121 except sensitive data, age and RNO code, are included. It also provides an Acc NOA column which identifies the NOA code used on the accession personnel action that was processed for an employee. Additional security access is required to generate this report because interface is made with the Personnel History Information System (PHIS) database. To obtain access, contact your agency security officer.

**Sequence of Data:** Pay plan and grade

**Report Updated:** After PINE is executed.

CULP0150 REPORT OF ACCESSIONS -- MONTHLY (W/O SENSITIVE DATA) PAGE 3											
MONTH 01 YEAR 97 AS OF XX/XX/XX											
AGENCY: FA FARM SERVICE AGENCY											
LEV 2: 05	XXXXX										
LEV 3: 04	XXXXX										
LEV 4: 0000	XXXX	OFFICE	ACC	POSITION	PAY	BASE	OCC	T/E	T/A	DATE	
LAST NAME	NAME	MI	NOA	NUMBER	PLAN	GRADE	PAY	SERIES	T/E	T/A	ACCESSION
-----	-----	---	---	-----	---	---	---	-----	---	---	-----
JOHNSONS	ANDREW	J	171	PR222024	GS	04	17447.00	0326	1	04	1997/01/19
SMITHS WILLIAMS	JOHNSS	M	171	PR222044	GS	04	17447.00	0326	1	04	1997/01/19
WILLS	JACKSON	I	171	PR222014	GS	04	17447.00	0326	1	04	1997/01/19
TOTAL EMPLOYEES IN ORG_LEV4		3									
TOTAL EMPLOYEES IN ORG_LEV3		5									

## 146. P0151, Report Of Separations -- Monthly (W/O Sensitive Data)

**Brief Description:** Provides a list of new employees within a specific month and organizational structure. This report is a counterpart of Report Number P0122 except sensitive data, age and RNO code, are included. It also provides a Sep NOA column which identifies the NOA code used on the accession or separation personnel action that was processed for an employee. Additional security access is required to generate this report because interface is made with the PHIS database. To obtain access, contact your agency security officer.

**Sequence of Data:** Pay plan and grade

**Report Updated:** After PINE is executed.

CULP0151 REPORT OF SEPARATIONS -- MONTHLY (W/O SENSITIVE DATA) PAGE 2											
MONTH 01 YEAR 97											
AS OF XX/XX/XX											
AGENCY: FA FARM SERVICE AGENCY											
LEV 2: 01 XXXXX											
LEV 3: 01 XXXX											
LEV 4: 0000											
LAST NAME	FIRST NAME	MI	SEP NOA	POSITION NUMBER	PAY PLAN	GRADE	BASE PAY	OCC SERIES	T/E	T/A	DATE SEPARATION
WILLIAMS	JANE	T	317	XXXXXXXX	ES	00	119856.00	0301	1	09	XXXX/01/26
SMITHES	JOHNS		317	0000XXXX	GS	07	30214.00	0318	1	01	XXXX/01/00
TOTAL EMPLOYEES IN ORG_LEV4		2									
TOTAL EMPLOYEES IN ORG_LEV3		2									
TOTAL EMPLOYEES IN ORG_LEV2		2									

## 147. P0152, Leave Error Report

**Brief Description:** Provides YTD data as contained in the database and leave data (accrued, used, and balance) for the pay period indicated. It is a duplicate of TIME 4004, Leave Error Report, that is mailed to agencies to correct leave errors listed on the report. Additional security access is required because interface is made with TIME. To obtain access, contact your agency security officer.

**Sequence of Data:** Employee name

**Report Updated:** After BEAR is executed.

REPORT ID: CULP0152 LEAVE ERROR REPORT DATE PREPARED: XX/XX/XX PAGE 1														
SENSITIVE PERSONNEL DATA - USE IS RESTRICTED														
CONTACT POINT: 11 30 0116 00 03 EMPLOYING OFFICE: 5040														
* DATA BASE * TIME AND ATTENDANCE REPORT														
* * * * *														
SSNO	PP LEAVE	EMPL	* PRIOR	YTD EARNED	YTD USED	YTD CR	ENDING BALANCE	P/T BALANCE	CARRYOVER	* ACCRUED	USED	END		
										THIS PP	THIS PP	BALANCE		
NAME: JONSON, ANDREW	19	ANN	2	57.00	28.00		23.00	2.00	2.00	2.00	2.00	22.00		
				SCD DATE: 09/25/XX			A/L CATEGORY: 6							
000-00-0000	19	ANN	2	39.00	38.00		73.00	2.00	1.00	1.00	72.00			
				SCD DATE: 07/17/XX			A/L CATEGORY: 6							
NAME: SMITHES, WILLIAM	19	ANN	2	27.00	26.00		1.00	4.25	2.00	3.00				
				SCD DATE: 05/19/XX			A/L CATEGORY: 4							
NAME: WILLIAMS, JANE	19	ANN	1	36.00	24.00		12.00		4.00		20.00			
				SCD DATE: 05/19/XX			A/L CATEGORY: 4							
				COMP	24.00	22.50	1.50	**		2.50	**			
** COMP ENDING BALANCE = (COMP-CURRENT-BAL + COMP-PRIOR-YR-BAL + COMP-BAL-REL-OBS).														
TOTAL EMPLOYEES:				3	TOTAL ERRORS:		5							

## 148. P0153, Employees Eligible To Retire (FERS/CSRS Offset) Currently

**Brief Description:** Provides a list of FERS and CSRS Offset employees eligible to retire currently. For CSRS employees, see report P0001.

**Sequence of Data:** Retirement coverage code

**Report Updated:** After PINE is executed.

REPORT ID: CULP0153													EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY													PAGE 5	
AGENCY FA													FARM SERVICE AGENCY													** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
ORG LEVEL 2 05													XXXX														
ORG LEVEL 3 03													XXXX														
ORG LEVEL 4 THRU 8 0008-00-00-00-00													XXXX OFFICE														
PAY-PL	SERS	GR	LAST NAME	OFFICIAL TITLE	FIRST NAME	SSN	BIRTH DATE	SCD-RET	POI	RET CODE	AGE YR MO	LENGTH OF SRV	DUTY STATION														
GS	0475	12	JOHNSON		X	D	000-00-0000	08/25/36	03/31/68	4882	C	61 00	29	36-0400-037													
GS	1001	05	SMITHS	AGRL MGMT SPECLST	WILLIAM	A	000-00-0000	03/06/35	03/22/86	4882	K	62 05	11	36-1240-095													
AGRL. CREDIT CLK (OA)																											
TOTAL EMPLOYEES FOR LEVEL 4						2																					

## 149. P0154, Employees Eligible To Retire (FERS/CSRS Offset) Currently Or Within 1 Year

**Brief Description:** Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 1 year. For CSRS employees, see report P0002.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

REPORT ID: CULP0154													EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 1 YEAR													PAGE 5	
AGENCY FA													FARM SERVICE AGENCY													** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
ORG LEVEL 2 05													XXXX														
ORG LEVEL 3 03													XXXX														
ORG LEVEL 4 THRU 8 0000-00-00-00-00													XXXX OFFICE														
PAY-PL	SERS	GR	LAST NAME	OFFICIAL TITLE	FIRST NAME	SSN	BIRTH DATE	SCD-RET	POI	RET CODE	AGE YR MO	LENGTH OF SRV	DUTY STATION														
GS	0301	15	SMITH	STATE EXEC DIR	WILLIAM	A	000-00-0000	07/30/28	08/16/93	4881	K	69 00	04	25-0030-015													
GS	2005	05	WILLIAM	SUPPLY TECHNICIAN	JOHNSTONS	T	000-00-0000	06/08/35	08/00/87	4882	K	62 02	00	25-0030-015													
TOTAL EMPLOYEES FOR LEVEL 4						2																					

## 150. P0155, Employees Eligible To Retire (FERS/CSRS Offset) Currently Or Within 2 Years

**Brief Description:** Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 2 years. For CSRS employees, see P0003.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

REPORT ID: CULP0155													EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 2 YEARS													PAGE	6																								
AGENCY													FA													FARM SERVICE AGENCY													** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
ORG LEVEL 2													05													XXXX																									
ORG LEVEL 3													03													XXXX																									
ORG LEVEL 4 THRU 8													0000-00-00-00-00													XXXX OFFICE																									
PAY-PL	SERS	GR	LAST NAME	OFFICIAL TITLE	FIRST NAME	SSN	BIRTH DATE	SCD-RET	POI	RET CODE	AGE YR MO	LENGTH OF SRV	DUTY STATION																																						
GS	0301	15	SMITH	STATE EXEC DIR	JOHNSON	A	000-00-0000	07/30/28	08/16/93	4881	K	69 00	04	25-0030-015																																					
GS	2005	05	SMITHS	SUPPLY TECHNICIAN	MARYJANES	T	000-00-0000	06/08/35	08/00/87	4882	K	62 02	00	25-0030-015																																					
TOTAL EMPLOYEES FOR LEVEL 4													2																																						

## 151. P0156, Employees Eligible To Retire (FERS/CSRS Offset) Currently Or Within 3 Years

**Brief Description:** Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 3 years. For CSRS employees, see P0004.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

REPORT ID: CULP0156													EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 3 YEARS													PAGE	9																								
AGENCY													FA													FARM SERVICE AGENCY													** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
ORG LEVEL 2													05													XXXX																									
ORG LEVEL 3													03													XXXX																									
ORG LEVEL 4 THRU 8													0000-00-00-00-00													XXXX OFFICE																									
PAY-PL	SERS	GR	LAST NAME	OFFICIAL TITLE	FIRST NAME	SSN	BIRTH DATE	SCD-RET	POI	RET CODE	AGE YR MO	LENGTH OF SRV	DUTY STATION																																						
GS	0475	12	JOHNSON	AGRL MGMT SPECLST	M	D	000-00-0000	08/25/36	03/31/68	4882	C	61 00	29	36-0400-037																																					
GS	1001	05	SMITHS	AGRL. CREDIT CLK (OA)	WILLIAM	A	000-00-0000	03/06/35	03/22/86	4882	K	62 05	11	36-1240-095																																					
TOTAL EMPLOYEES FOR LEVEL 4													2																																						

## 152. P0157, Employees Eligible To Retire (FERS/CSRS Offset) Currently Or Within 4 Years

**Brief Description:** Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 4 years. For CSRS employees, see P0005.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

REPORT ID: CULP0157													EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 4 YEARS													PAGE 8												
AGENCY FA FARM SERVICE AGENCY ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													AS OF XX/XX/XX																									
ORG LEVEL 2 05 XXXXXX																																						
ORG LEVEL 3 03 XXXXX																																						
ORG LEVEL 4 THRU 8 0000-00-00-00 XXXX																																						
PAY-PL	SERS	GR	LAST NAME	OFFICIAL TITLE	FIRST NAME	SSN	BIRTH DATE	SCD-RET	POI	RET CODE	AGE YR MO	LENGTH OF SRV	DUTY STATION																									
GS	0301	15	WILLIAMS	STATE EXEC DIR	JOHNSON	R 000-00-0000	09/05/27	07/12/93	4881	K	69 11	04	09-0280-003																									
GS	0318	06	WILLIAMSON	SECY OA	JACKSON	S 000-00-0000	01/01/39	12/14/87	4882	K	58 07	09	09-0842-003																									
TOTAL EMPLOYEES FOR LEVEL 4													2																									

## 153. P0158, Employees Eligible To Retire (FERS/CSRS Offset) Currently Or Within 5 Years

**Brief Description:** Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 5 years. For CSRS employees, see P0006.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

REPORT ID: CULP0158													EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 5 YEARS													PAGE 7												
AGENCY FA FARM SERVICE AGENCY ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													AS OF XX/XX/XX																									
ORG LEVEL 2 01 XXXX																																						
ORG LEVEL 3 00 XXXX																																						
ORG LEVEL 4 THRU 8 0000-00-00-00 XXXX																																						
PAY-PL	SERS	GR	LAST NAME	OFFICIAL TITLE	FIRST NAME	SSN	BIRTH DATE	SCD-RET	POI	RET CODE	AGE YR MO	LENGTH OF SRV	DUTY STATION																									
GS	0301	15	SMITH	CONFID ASST	MARY JAN	000-00-0000	08/14/39	04/19/93	4881	K	58 00	04	11-0000-001																									
GS	0301	15	JONSON	SPECIAL ASST TO THE ADMINISTRATO	JONES	000-00-0000	12/17/39	08/19/95	4881	K	57 08	02	11-0000-001																									
TOTAL EMPLOYEES FOR LEVEL 4													2																									

## 154. P0159, SPPS - Analysis Of QSR Payments Within Department By Reason Code

**Brief Description:** Provides a list of the total number and amount of quick service request (QSR) payments by reason code for the current pay period and year to date.

**Sequence of Data:** Agency

**Report Updated:** After BEAR is executed.

CULP0159/SPPS0501		SPECIAL PAYROLL PROCESSING SYSTEM				DATE: XX/XX/XX	
		QUICK SERVICE REQUEST					
		ANALYSIS OF QSR PAYMENTS WITHIN DEPARTMENT BY REASON CODE				PAGE 1	
		PROCESSING PAY PERIOD NO/YR XX/XX					
AG	U.S. DEPARTMENT OF AGRICULTURE	REASON		-- CURRENT PAY PERIOD --		---- YEAR TO DATE ----	
AGENCY	POI	CODE	DESCRIPTION	NO. REQUEST	AMOUNT	NO. REQUEST	AMOUNT
11	5008	01	LATE T&A	4	1375.00	7	2950.00
		05	DATA BASE INCORRECT	0	.00	2	1575.00
		06	PERSONNEL DOCUMENTS ROLLED BACK	0	.00	2	1175.00
		POI 5008 TOTALS:		4	1375.00	11	5700.00

## 155. P0160, SPPS - Transaction Register

**Brief Description:** Provides a list of the quick service request (QSR) payments processed each day. It also provides the employee name, net pay, payment date, schedule number, and pay period of each QSR payment.

**Sequence of Data:** Social security number

**Report Updated:** QSR payments are processed each work day at 11:00 AM Central Standard Time (CST). Requests entered after 11:00 AM CST will be updated and processed the following day.

CULP0160/SPPS051		SENSITIVE PERSONNEL DATA - USE IS RESTRICTED				DATE: XX/XX/XX		
DEPT/AGCY: AG/11		SPECIAL PAYROLL PROCESSING SYSTEM						
POI: 0000		QUICK SERVICE REQUEST				PAGE 1		
		TRANSACTION REGISTER						
		PROCESSING PAY PERIOD NO/YR XX/XX						
SSNO	EMPLOYEE NAME	NET PAY	PAYMENT DATE	---- TRANSACTION ENTRY DATE	---- TIME	CHECK SEQUENCE NUMBER	SCHEDULE NUMBER	PAY PERIOD NUMBER
000000000	SMITHS, JOHNS K	550.00	00/14/00	00/11/XX	13:57:48	000000	000000	19
REASON CODE: 02 DESCRIPTION: LATE ACCESSION		T & A CONTACT POINT: AG 11, ST 31, CITY 0207, UN 00, TK 00						
CK DIST: BANK RTE NO: 004000721, ACCT NO: 3216 7787		ACCT TYPE: C						
CONTACT: NAME: JOHNSON, ANDREW		AGENCY: 11		PHONE NO.: 000 000-0000				





## 160. P0165, SPPS - Death Case/Status Of Active Claims By Agency/POI Thru Quarter Ending XX/XX/XX

**Brief Description:** Provides a quarterly status of disbursement to the beneficiary/heir.

**Sequence of Data:** Employee name

**Report Updated:** Each SPPS process

CULP0165/SPPS162	SENSITIVE PERSONNEL DATA - USE IS RESTRICTED		DATE MM/DD/YY
			PAYE 'ZZZZ
SPECIAL PAYROLL PROCESSING SYSTEM DEATH CASE STATUS OF ACTIVE CLAIMS BY AGENCY/POI THRU QUARTER ENDING XX/XX/XX			
DEPARTMENT: AG			
AGENCY: 00			
POI: 0000			
EMPLOYEE NAME JOHNSON, JANE A.			
SSNO 000000000 DATE OF DEATH XX/XX/XX			
DATE OF LAST DISBURSEMENT: XX/XX/XX			
NET AMOUNT(S) RECORDED :			
PAYE DISBURSED	:	.00	NOT DISBURSED: X,XXX.XX
MANUAL PAY DISBURSED	:	.00	OUTSTANDING: .00
TAX CREDITS DISBURSED	:	.00	NOT DISBURSED: XX.XX
NET AMOUNT(S) PROCESSED :			
DISBURSED TO CLAIMANTS	:	.00	
PENDING STATUS	:	.00	
COLLECTIONS	:	.00	
TOTAL PROCESSED:			.00

## 161. P0166, SPPS - Indebtedness/Active Cases As Of XX/XX/XX

**Brief Description:** Provides a list of outstanding SPPS indebtedness cases and the number of days held in SPPS.

**Sequence of Data:** Social security number

**Report Updated:** Each SPPS process

CULP0166/SPPS121	SENSITIVE PERSONNEL DATA - USE IS RESTRICTED		DATE: XX/XX/XX
	SPECIAL PAYROLL PROCESSING SYSTEM		
	INDEBTEDNESS		
	ACTIVE CASES AS OF 00/04/XX		PAGE: 1
DEPARTMENT: AG			
AGENCY: 11			
POI: 0000			
SSNO	EMPLOYEE NAME	DATE OF TERMINATION	NUMBER OF DAYS ACTIVE IN SPPS
000000000	JONE, SMITHS P	XX/XX/XX	0000000

## 162. P0167, SPPS - Indebtedness Advanced Leave Hours Collected By SPPS For Processing Pay Period/Yr XX/XX

**Brief Description:** This pay period report provides a list of separated employees who are indebted for leave, the type of advanced leave, and the number of advanced leave hours collected through SPPS. The hours collected must be deleted from the database using the Time Inquiry - Leave Update System (TINQ).

**Sequence of Data:** Social security number

**Report Updated:** Each SPPS process

CULP0167/SPPS120		SENSITIVE PERSONNEL DATA - USE IS RESTRICTED			DATE: XX/XX/XX
		SPECIAL PAYROLL PROCESSING SYSTEM			PAGE 1
		INDEBTEDNESS ADVANCED LEAVE HOURS COLLECTED BY SPPS			
		FOR PROCESSING PAY PERIOD/YR XX/XXXX			
DEPARTMENT: AG					
AGENCY: 11					
POI: 0000					
SSNO					
		EMPLOYEE NAME		TYPE OF LEAVE	LEAVE HOUR
T & A	CONTACT POINT:	STATE 46 CITY 0203 UNIT 00 TIMEKEEPER 15			
000000000		JOHNSTONS, SMITH S		SICK	4.00
T & A	CONTACT POINT:	STATE 46 CITY 0203 UNIT 00 TIMEKEEPER 09			
000000000		SMITH, WILLIAMS P		ANNUAL	4.00
T & A	CONTACT POINT:	STATE 46 CITY 0203 UNIT 00 TIMEKEEPER 09			
000000000		SMITH, WILLIAMS P		ANNUAL	4.00







## 168. U0001, Listing Of Personnel Error Messages

**Brief Description:** Provides a list of employees with current payroll/personnel error messages for all payroll and personnel transactions which failed the edits during the Personnel Edit System (PINE) process for the prior, current, and future pay periods. It also provides a Signon Ident field which identifies the name of the system generating the action (e.g., PINE 58, BEAR00, etc.). The report also lists PMSO error messages. It is the responsibility of the agencies to immediately correct these transactions to ensure employees receive their within-grade increases, pay adjustments, etc. timely. Also available to front-end systems interface (FESI) users is Report U6701. For employee express users, see Report U6801.

**Sequence of Data:** Form number

**Report Updated:** After PINE is executed.

REPORT U0001	U.S. DEPARTMENT OF AGRICULTURE		PAGE NO.	1
DATE XX/XX/XX	NATIONAL FINANCE CENTER			
	LISTING OF PERSONNEL ERROR MESSAGES			
SIGNON IDENT NFCSPPS	FOR PAY PERIOD 17 JOB 1800 PASS 02			
	***** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED *****			
ORG STRUCTURE	SON			
SSNO	EMPLOYEE NAME			
FORM (TASK) FAIL ERR	E R R O R M E S S A G E . . . . . ELEMENT NAME . . . . . CONTENT OF ELEMENT . . .			
NUMBER	CNT	CODE		
00 70 30 0040	0000			
000000000	WILLIAMS, ANDREW G			
NFC-74 (030)	01 019	DUPLICATE DOCUMENTS		A
NFC-74 (030)	01 019	DUPLICATE DOCUMENTS		A



## 170. U0003, Listing Of All Documents Processed

**Brief Description:** Provides a cumulative list of all transactions processed during the current pay period and shows the disposition of each document. It also provides a HCUP Ind (History Correction Update Processing System Indicator) column. Y denotes the personnel action is part of a HCUP package. Also available to FESI users is Report U6703.

**Sequence of Data:** Social security number

**Report Updated:** After PINE is executed.

REPORT CULU0003		NATIONAL FINANCE CENTER										PAGE NO		1	
DATE XX/XX/XX		LISTING OF ALL DOCUMENTS PROCESSED													
		PAY PERIOD 17 PASS 05													
														** PRESENT FOR 060-063-065 DOCUMENTS ONLY **	
SSNO	AGENCY	DOC CODE	PP NO	PASS NO	FAIL COUNT	DISPOSITION	EFFECTIVE DATE	SON	BATCH NUMBER	ACTION CODE	HCUP IND	AUTH DATE	NOA CODE1	NOA CODE2	
000000000	11	063	17	01		APPLIED	08/17/XX	0000	7700	2		08/16/00		894	
000000000	11	063	17	03		APPLIED	08/30/XX	0000	5522	3		08/27/00		357	
000000000	11	100	17	02		APPLIED	08/17/XX	0000	5521						
		112	17	02		APPLIED	08/17/XX	0000	5521						

## 171. U0004, Listing Of Error Counts By Document

**Brief Description:** Provides a list of the number of errors for each error message within a form number. Also available to FESI users is Report U6704.

**Sequence of Data:** Agency code and POI

**Report Updated:** After PINE is executed.

REPORT CULU0004		NATIONAL FINANCE CENTER										PAGE NO.		4	
DATE XX/XX/XX		LISTING OF ERROR COUNTS BY DOCUMENT													
		FOR PAY PERIOD 17 PASS 05													
AGENCY	SON	FORM NUMBER		ERR MSG NO	NO OF ERRORS	DESCRIPTION									
XX	0000	SF-50	(063)	021	1	DOCUMENT BEING HELD FOR MORE THAN ONE AUDIT PASS									
				025	1	IN SINQ DUE TO ROLLBACK-TAKE APPROPRIATE ACTION									
XX				439	1	LEAVE EARN STATUS MUST BE PRESENT									
XX				030	2	DOCUMENT EDITED - WAITING DUE TO HCUP PACKAGE									
				031	1	HCUP DOCUMENT IN ERROR									
				074	1	DATE AND NATURE OF ACTION REQUIRE FEGLI REMARK CD									
				099	1	OCCUPATIONAL SERIES CODE CANNOT CHANGE WITH NOA									
XX				018	2	MULTIPLE PERSONNEL ACTION ERROR									
				021	1	DOCUMENT BEING HELD FOR MORE THAN ONE AUDIT PASS									
				025	2	IN SINQ DUE TO ROLLBACK-TAKE APPROPRIATE ACTION									
				158	1	EMPLOYEE SEPARATED - CANNOT PROCESS ACTION									
				513	2	VIETNAM INDICATOR AND VETS PREF NOT COMPATIBLE									
				TOTAL NUMBER OF ERRORS =	16										

## 172. U0005, Listing Of Error Counts By Document

**Brief Description:** Provides a list of the number of errors for each error message within a form number. Also available to FESI users is Report U6705.

**Sequence of Data:** Agency code and form number

**Report Updated:** After PINE is executed.

REPORT CULU0005		NATIONAL FINANCE CENTER		PAGE NO.	1
DATE XX/XX/XX		LISTING OF ERROR COUNTS BY DOCUMENT			
		FOR PAY PERIOD 17 PASS 05			
AGENCY	FORM NUMBER	ERR MSG NO	NO OF ERRORS	DESCRIPTION	
XX	SF-50 (063)	018	2	MULTIPLE PERSONNEL ACTION ERROR	
		021	2	DOCUMENT BEING HELD FOR MORE THAN ONE AUDIT PASS	
		025	3	IN SINO DUE TO ROLLBACK-TAKE APPROPRIATE ACTION	
		030	2	DOCUMENT EDITED - WAITING DUE TO HCUP PACKAGE	
		031	1	HCUP DOCUMENT IN ERROR	
		074	1	DATE AND NATURE OF ACTION REQUIRE FEGLI REMARK CD	
		099	2	OCCUPATIONAL SERIES CODE CANNOT CHANGE WITH NOA	
		158	1	EMPLOYEE SEPARATED - CANNOT PROCESS ACTION	
		439	1	LEAVE EARN STATUS MUST BE PRESENT	
		513	2	VIETNAM INDICATOR AND VETS' PREF NOT COMPATIBLE	
		599	1	CLASSIFICATION ACTION CODE INVALID	
TOTAL NUMBER OF ERRORS =			18		

## 173. U0006, Listing Of Personnel Error Messages

**Brief Description:** Provides a list of employees with payroll/personnel error messages for a specific pay period, job, and pass. Also available to FESI users is Report U6706.

**Sequence of Data:** User ID and organizational structure

**Report Updated:** After PINE is executed.

REPORT U0006		U.S. DEPARTMENT OF AGRICULTURE		PAGE NO.	1
DATE XX/XX/XX		NATIONAL FINANCE CENTER			
		LISTING OF PERSONNEL ERROR MESSAGES			
SIGNON IDENT XX000		FOR PAY PERIOD 17 JOB 1700 PASS 05			
***** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED *****					
ORG STRUCTURE	SON				
SSNO	EMPLOYEE NAME				
FORM (TASK) FAIL ERR	.....E R R O R M E S S A G E.....	.....ELEMENT NAME..... ..CONTENT OF ELEMENT...			
NUMBER	CNT	CODE			
02 08 09 0200	0000				
000000000	SMITHS, JOHN M				
SF-50 (063)	01 025	IN SINO DUE TO ROLLBACK-TAKE APPROPRIATE ACTION			
SF-50 (063)	01 186	EFF DATE OF ACTION NOT LATER THAN LAST ACTION			
187 CONTINUATION OF ERROR MESSAGE 186		NAT OF ACT 1ST 3 POS	000		
		NAT OF ACT 2ND 3 POS	781 VXM		
		PREVIOUS EFFECTIVE DATE	000000		
		EFFECTIVE DATE OF ACTION	081797		
		DB-PREVIOUS EFFECTIVE DATE	000000		
		DB-EFFECTIVE DATE OF ACTION	082297		
		AUTHENTICATION DATE	081797		
		DB-NAT OF ACT 1ST 3 POS	000		
		DB-NAT OF ACT 2ND 3 POS	571 XZM		
		DB-AUTHENTICATION DATE	082297		

## 174. U6701, SINQ 67 Listing Of Personnel Error Messages

**Brief Description** Provides a two-section report of position data and personnel actions entered in FESI that failed the PINE edits. The report also lists PMSO error messages. The first section (**Figure 1**) lists employees with current payroll/personnel edit messages for the prior, current, and future pay periods. When the entire department is requested, the second section (**Figure 2**) provides a summary of the total count of prior, current, and future suspended transactions and is sorted by form number. Also available to FESI users and all other users is Report U0001. For Employee Express users, see Report U6801.

**Sequence of Data:** Form number

**Report Updated:** After PINE is executed.

REPORT U6701	U.S. DEPARTMENT OF AGRICULTURE					PAGE NO	2
DATE XX/XX/XX	NATIONAL FINANCE CENTER						
	SINQ 67 LISTING OF PERSONNEL ERROR MESSAGES						
SIGNON IDENT SPC	FOR PAY PERIOD 14 JOB 1400 PASS 01						
	*** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ****						
	ORG STRUCTURE	SON	BATCH NUMBER				
SSNO	EMPLOYEE NAME	NOA AUTH1 AUTH2	AUTH DATE	EFFECTIVE DATE	USER ID		
FORM (TASK) FAIL	ERR	E R R O R M E S S A G E		ELEMENT NAME	CONTENT OF ELEMENT		
NUMBER	CNT	CODE					
51 07 54 0000	0000	6706					
000000000	SMITH, JOHN M	302 NEM	XX XX XX	XX XX XX	SPC		
SF-50 (063) 1	000 EFF DATE INDICATES FUTURE DOC					XXXXXX	
	098 RESIDENCE ADDRESS MISSING - MUST SUBMIT AD-349						

**Figure 1. First section**

REPORT U6701	U.S. DEPARTMENT OF AGRICULTURE					PAGE NO.	1
DATE	NATIONAL FINANCE CENTER						
	SINQ 67 REPORT OF SUSPENSE DOCUMENT COUNT						
	FOR JOB PASS						
	FOR DEPARTMENT AG SERVICING AGENCY 00						
	SUBMITTING OFFICE 0000 AGENCY 00						
FORM NUMBER	PRIOR COUNT	CURRENT COUNT	FUTURE COUNT	TOTAL			
NFC-74	0	0	0	0			
AD-581	0	0	0	0			
SF-50	0	0	0	0			
AD-349	0	0	0	0			
AD-347	0	0	0	0			
AD-658	0	0	0	0			
AD-770	0	0	0	0			
AD-287-2	0	0	0	0			
SF-1187	0	0	0	0			

**Figure 2. Second section**



## 176. U6703, SINQ 67 Listing Of All Documents Processed

**Brief Description:** Provides a cumulative list of FESI transactions processed during the current pay period and shows the disposition of each document. It also provides a HCUP Ind (History Correction Update Processing System Indicator) column. Y denotes the personnel action is part of a HCUP package. Also available to FESI users and all other users is Report U0003.

**Sequence of Data:** Social security number

**Report Updated:** After PINE is executed.

REPORT CULU6703															PAGE NO	1
DATE XX/XX/XX															NATIONAL FINANCE CENTER	
SINQ 67 LISTING OF ALL DOCUMENTS PROCESSED																
PAY PERIOD 20 PASS 01																
SSNO	AGENCY	DOC CODE	PP NO	PASS NO	FAIL COUNT	DISPOSITION	EFFECTIVE DATE	SON	BATCH NUMBER	ACTION CODE	HCUP IND	AUTH DATE	NOA CODE1	NOA CODE2		
000000000	93	063	20	01		APPLIED	XX/XX/XX	0000	6620	2		XX/XX/XX		782		
000000000	93	063	20	01	01	SUSPENSE	XX/XX/XX	0000	6620	2		XX/XX/XX	782			
000000000	93	063	20	01		APPLIED	XX/XX/XX	0000	6620	2		XX/XX/XX		003		

## 177. U6704, SINQ 67 Listing Of Error Counts By Document

**Brief Description:** Provides a list of the number of errors for each form and position related errors. This information is gathered from personnel and position data entered through FESI. Also available to FESI users and all other users is Report U0004.

**Sequence of Data:** Agency code and POI

**Report Updated:** After PINE is executed.

REPORT CULU6704															PAGE NO.	2
DATE XX/XX/XX															NATIONAL FINANCE CENTER	
SINQ 67 LISTING OF ERROR COUNTS BY DOCUMENT																
FOR PAY PERIOD 20 PASS 01																
AGENCY	SON	FORM NUMBER			ERR MSG NO	NO OF ERRORS	DESCRIPTION									
68	1636	PMSO-1 (998)			041	5	INDIVIDUAL POSITION ALREADY EXISTS									
TOTAL NUMBER OF ERRORS =						5										



## 179. U6706, SINQ 67 Listing Of Personnel Error Messages

**Brief Description:** Provides a two-section report of FESI transactions that failed the PINE edits. The first section (**Figure 1**) lists employees with position and personnel edit messages for a specific pay period, job, and pass. When the entire department is requested, the second section (**Figure 2**) provides a summary of the count of prior, current, and future suspended transactions. Also available to FESI users and all other users is Report U0006. For employee express users, see Report U6806.

**Sequence of Data:** User ID and organizational structure

**Report Updated:** After PINE is executed.

REPORT U6706	U.S. DEPARTMENT OF AGRICULTURE					PAGE NO	2
DATE XX/XX/XX	NATIONAL FINANCE CENTER						
SINQ 67 LISTING OF PERSONNEL ERROR MESSAGES							
SIGNON IDENT SPC	FOR PAY PERIOD 14 JOB 1400 PASS 01						
*** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ****							
	ORG STRUCTURE	SON	BATCH NUMBER				
SSNO	EMPLOYEE NAME		NOA AUTH1 AUTH2	AUTH DATE	EFFECTIVE DATE	USER ID	
FORM (TASK) FAIL	ERR	E R R O R M E S S A G E			ELEMENT NAME	CONTENT OF ELEMENT	
NUMBER	CNT	CODE					
51 07 54 0000	0000		6706				
000000000	SMITH, JOHN M		302 NEM	XX XX XX	XX XX XX	SPC	
SF-50 (063) 1	000 EFF DATE INDICATES FUTURE DOC					XXXXXX	
098 RESIDENCE ADDRESS MISSING - MUST SUBMIT AD-349							

**Figure 1. First section**

REPORT U6706	U.S. DEPARTMENT OF AGRICULTURE					PAGE NO.	4
DATE	NATIONAL FINANCE CENTER						
SINQ 67 REPORT OF SUSPENSE DOCUMENT COUNT							
FOR JOB 1400 PASS							
FOR DEPARTMENT CM							
FORM NUMBER	PRIOR COUNT	CURRENT COUNT	FUTURE COUNT	TOTAL			
NFC-74	0	0	0	0			
AD-581	0	0	0	0			
SF-50	0	0	0	0			
AD-349	0	0	0	0			
AD-347	0	0	0	0			
AD-658	0	0	0	0			
AD-770	0	0	0	0			
AD-287-2	0	0	0	0			
SF-1187	0	0	0	0			

**Figure 2. Second section**

## 180. U6801, Employee Express Personnel Error Messages

**Brief Description:** Provides a two-section report of Employee Express (EEX) transactions that failed the PINE edits. The first section (**Figure 1**) lists employees with transactions that failed the PINE edits for the prior, current, and future pay periods. The report also lists PMSO error messages. When the entire department is requested, the second section (**Figure 2**) provides a summary of the total count of prior, current, and future suspended transactions. For FESI users, see Reports U0001 and U6701. For all other users, see Report U0001 only.

**Sequence of Data:** Form number

**Report Updated:** After PINE is executed.

REPORT U6801	U.S. DEPARTMENT OF AGRICULTURE	PAGE NO	2
DATE XX/XX/XX	NATIONAL FINANCE CENTER		
	LISTING OF PERSONNEL ERROR MESSAGES		
SIGNON IDENT SPC	FOR PAY PERIOD 14 JOB 1400 PASS 01		
	*** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ****		
	ORG STRUCTURE      SON		
SSNO	EMPLOYEE NAME		
FORM (TASK) FAIL ERR	E R R O R M E S S A G E	ELEMENT NAME	CONTENT OF ELEMENT...
NUMBER	CNT	CODE	
51 07 54 0000	0000		
000000000	SMITH, JOHN M		
AD-349 (349) 1 06 006	AGENCY/SON NOT COMPATIBLE WITH DATA BASE	AGENCY CODE - BLOCK 95	
		DB-AGENCY	54
		AGENCY CODE AD-349	54
		DB-SUBMITTING OFFICE NUMBER	1812

**Figure 1. First section**

REPORT U6801	U.S. DEPARTMENT OF AGRICULTURE	PAGE NO.	4		
DATE	NATIONAL FINANCE CENTER				
	EMPLOYEE EXPRESS PERSONNEL ERROR MESSAGES				
	FOR JOB 1400 PASS 01				
	FOR DEPARTMENT CM				
FORM NUMBER	PRIOR	COUNT	CURRENT COUNT	FUTURE COUNT	TOTAL
NFC-74	0		0	0	0
AD-581	0		0	0	0
SF-50	0		0	0	0
AD-349	0		0	0	0
AD-347	0		0	0	0
AD-658	0		0	0	0
AD-770	0		0	0	0
AD-287-2	0		0	0	0
SF-1187	0		0	0	0

**Figure 2. Second section**

## 181. U6806, Employee Express Personnel Error Messages

**Brief Description:** Provides a two-section report of EEX transactions that failed the PINE edits. The first section (**Figure 1**) lists employees with payroll edit messages for a specific pay period, job, and pass. When the entire department is requested, the second section (**Figure 2**) provides a summary of the count of prior, current, and future suspended transactions and is sorted by form number. For FESI users, see Reports U0006 and U6706. For all other users, see Report U0001 only.

**Sequence of Data:** User ID and organizational structure

**Report Updated:** After PINE is executed.

REPORT U6806	U.S. DEPARTMENT OF AGRICULTURE		PAGE NO	2
DATE XX/XX/XX	NATIONAL FINANCE CENTER			
	LISTING OF PERSONNEL ERROR MESSAGES			
SIGNON IDENT SPC	FOR PAY PERIOD 14 JOB 1400 PASS 01			
	*** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ****			
	ORG STRUCTURE	SON		
SSNO	EMPLOYEE NAME			
FORM (TASK) FAIL	ERR	.....E R R O R M E S S A G E.....		.....ELEMENT NAME.....CONTENT OF ELEMENT...
NUMBER	CNT	CODE		
51 07 54	0000	0000		
000000000	SMITH, JOHN M			
AD-349 (349) 1 06 006	AGENCY/SON NOT COMPATIBLE WITH DATA BASE		AGENCY CODE - BLOCK 95	
			DB-AGENCY	54
			AGENCY CODE AD-349	54
			DB-SUBMITTING OFFICE NUMBER	1812

**Figure 1. First section**

REPORT U6806	U.S. DEPARTMENT OF AGRICULTURE		PAGE NO.	4
DATE	NATIONAL FINANCE CENTER			
	EMPLOYEE EXPRESS PERSONNEL ERROR MESSAGES			
	FOR JOB 1400 PASS			
	FOR DEPARTMENT GM			
FORM NUMBER	PRIOR COUNT	CURRENT COUNT	FUTURE COUNT	TOTAL
NFC-74	0	0	0	0
AD-581	0	0	0	0
SF-50	0	0	0	0
AD-349	0	0	0	0
AD-347	0	0	0	0
AD-658	0	0	0	0
AD-770	0	0	0	0
AD-287-2	0	0	0	0
SF-1187	0	0	0	0

**Figure 2. Second section**

## Appendix

This section contains the following appendix:

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## A. CULPRPT Reports Listed By Subject Matter

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