NFC Procedures

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

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Document Tracking System (DOTSE)

TITLE I
Payroll/Personnel Manual

CHAPTER 18
Document Tracking System (DOTSE)

Latest Update Information

The Document Tracking System (DOTSE) procedure (Title I, Chapter 18) dated 8/20/02, was converted from a 2-column to 1-column format. The content of the procedure remains the same. As a result of this conversion, some shifting in text has occurred.

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

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

For information about this publication, please contact Government Employees Services Branch at **504-255-5322** .

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About This Procedure

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

How The Procedure Is Organized

This procedure is divided into several primary sections which are tabbed for easy access. Primary sections, page numbering, and the amendment process are described below:

Introduction includes general information as follows:

> **System Overview** describes what the system is used for and provides related background information.
>
> **System Access** provides access security information and instructions for accessing the system.
>
> **Operating Features** describes the system's design and how to use its operating features.

DOTSE Main Menu gives instructions for selecting options from the system's primary selection screen.

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

Exhibits includes illustrations of forms.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) will be used as needed to accommodate additional pages. All amended pages will be marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert the pages for each amendment according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

- Messages displayed by the system are printed in *italics*. Example:

  The message *Delete Successful* is displayed.

- Field specifications are also printed in italics. Example:

Check Amount	*optional, numeric field; max. of 10 positions* Key in the amount of the check.

- For date fields, "*(mmddyy)*" means that you should key in the date in month/day/year order, using leading zeros for single-digit months and days. Example:

  Key in the date (*mmddyy*) that the personnel office received the employee's application.

- Data that is system generated is printed in italics. Example:

  A completed SF-1184 - Unavailable Check Cancellation screen is displayed with the function message *Found*.

- Data that is system generated or that you must key in exactly as shown is printed in **`bold italics`**. Example:

- Key in **`32`**.

- Emphasized text within a paragraph is printed in **bold**. Example:

  A **subtotal** of each column and a **grand total** are calculated.

- Figure, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a bold font as shown here. Example:

  SF-1166-Second Check Screen (**Figure 9**) is displayed.

- References to sections within the procedure are printed in bold as shown here. Example:

  See **Adding An Inquiry Record** under **Inquiry Information**.

- Keyboard references are printed in brackets. Example:

  Press **[Enter]**. Press **[PF6]**.

- Optional actions at the end of a processing function are preceded by bullets. Example:

  - To clear the system, press **[PF9]**.

- Important extra information is identified as a note. Example:

  Note: Enter only one code.

Who To Contact For Help

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

For questions about NFC processing, contact the Payroll/Personnel Operations Section at **504-255-4630.**

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

For questions about the system (including help with unusual conditions), contact Payroll/Personnel Analysis Section at **504-255-5606.**

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

Introduction

This section presents the following topics:

System Overview
System Access
Operating Features

System Overview

This procedure provides instructions for accessing and operating the Document Tracking System (DOTSE). DOTSE is an online database management system of the U.S. Department of Agriculture (USDA) that is used to (1) add, update, and query all written inquiries received at the National Finance Center (NFC), (2) track manually processed transactions, and (3) process recertified payments.

DOTSE processing is a effort involving agency and NFC entries. The Inquiry Information (Option 1) of DOTSE is utilized for an electronic log of inquiries. Telephone inquiries from the clients and NFC's responses are entered by NFC technicians in the Payroll/Personnel Operations Section. Requests for information and recertified payments are entered by the agency. NFC technicians enter responses and/or additional information pertaining to these requests. Agencies access the MANLOG option to enter adjustment data and to view manual payment processes.

Written And Telephone Inquiries

The Inquiry Information option of DOTSE is used by agencies to enter data from Form AD-354, Request for Information (Exhibit 1), and to enter data to initiate the recertification process. The AD-354 is used by agencies to request information from NFC.

Note: When the Form AD-354 is entered in DOTSE, the paper copy should not be sent to NFC.

If the Form AD-354 **(1)** includes an attachment, **(2)** is based on a reimbursable agreement, or **(3)** is for a special project, it must be sent to NFC electronically or by mail; it should not be entered in DOTSE. These Form AD-354's are entered in DOTSE by NFC technicians.

Telephone inquiries received by NFC are logged in the system by NFC technicians in the Payroll/ Personnel Operations Section. Requests for Information are logged in DOTSE by the agencies. These inquiries are researched and the findings are entered by NFC technicians. If a telephone inquiry cannot be completed while the caller is on the line, the caller will be able to access DOTSE later to obtain the status of the inquiry and the action taken to process the inquiry. When the requested information does not require documentation to be mailed, NFC will enter the requested information in DOTSE on a supplemental screen instead of mailing the information. Therefore, it is important for agencies to access DOTSE within 7 workdays after transmitting an inquiry to obtain the status.

Recertified Payments

Recertified payments are a result of the issuance of a second payment when the payee claims nonreceipt, loss, theft, destruction, forgery, or cancellation of a U.S. Treasury check or direct deposit/electronic funds transmission for the first payment. Agencies enter the data in DOTSE to initiate the recertification process. NFC verifies the data and completes the recertification process. Voluntary Allotments and Discretionary Allotments will be processed by NFC.

Manual Processes

The Manual Log System (MANLOG) is used to record requests to process manual payments, collections, adjustments, and other transactions that are not processed through the automated Payroll/ Personnel System.

Form AD-343, Payroll Action Request (**Exhibit 2**), is used to enter data for processing adjustments. Agencies enter information from the Form AD-343 in DOTSE to initiate the process. NFC will calculate and process the adjustment based on the agency's entry. NFC updates DOTSE with the applicable information pertaining to the adjustment processing.

Status of Inquiries

Telephone and written inquiries, recertification processes, and manual payments (e.g., quick service requests, AD-343, etc.) can be queried through DOTSE to obtain the status of the inquiry.

After the inquiry or payment is entered in DOTSE, NFC researches and processes the information. All DOTSE entries should be processed within 7 workdays. If, however, the inquiry or payment is not processed within the allotted timeframe, call NFC's Payroll/Personnel Operations Section.

History

History begins with DOTSE implementation for the Inquiry and Recertification options. MANLOG's history began July 1993. The data is retained indefinitely or until there is a need to purge the system.

Reporting

DOTSE is defined to FOCUS. You may use FOCUS to create ad hoc reports.

System Access

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

Remote Terminal Usage And Security

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

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

Security Access

The following information describes the security environment at NFC.

Security Software

System security at NFC is managed by CA TOP SECRET, a commercial access control package operated in an IBM Multiple Virtual Storage (MVS) environment. CA TOP SECRET provides protection for dataset, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilitates through a three-step process as follows:

1. CA TOP SECRET validates the user to determine if he/she is authorized to use DOTSE. The user's logon access (user ID and password) is validated during the logon process.
2. CA TOP SECRET confirms that the user is authorized to use the requested facility.
3. CA TOP SECRET determines if the user is authorized to use the requested resources *(i.e., datasets, programs, transactions, database subschemas, Security Access Code (SAC), etc.).*

Validation Process

To facilitate user access to NFC maintained systems, significant interaction/interface among software packages is necessary to control access. This interaction is transparent to the user. The following steps occur during a sign-on to DOTSE.

1. The user is prompted to enter his/her user ID and password.
2. At the Application prompt, the user then keys in DOTSE.
3. CA TOP SECRET validates the user ID, password, and access authorization to DOTSE.

4. Upon verification/validation of the user ID and password, the user is logged onto the NFC mainframe computer and into DOTSE.

5. IDMS security controls are then checked. The user must be established in the data dictionary (the user record name is the same as the ACID name) in order to proceed.

6. The user is allowed to execute the DOTSE program which will perform his/her assigned function as long as his/her security access for the program match.

7. The CA TOP SECRET profiles are used to determine if the user can access the subschema where the data is stored. The CA TOP SECRET user's permissions are read to determine if access is allowed.

The SAC is used to verify if access is to be granted to a particular record. The primary SAC entry is:

SAC:DORPSSSSDDAAOOOO,Where SSSS=PAYE or MANL, DD=department code, AA=Agency code, OOOO=personnel office identifier (POI)

SAC:DOWPSSSSFF, Where SSSS=PAYE or MANL and FF=Function 01=Inquiry, 02=Recert, and 06=MANLOG

DOTSE Security

DOTSE is protected through a record level security. DOTSE's record level security is controlled via a SAC. The SAC assigns a specific DOTSE code for each agency; thereby, security is assured at the record level. The DOTSE code mandates the record access. Therefore, one agency cannot access the data for another agency.

Users must request access through their agency's security office. The request should provide the following data: name of user, agency, user ID, type of access (Inquiry read, MANLOG read, Inquiry update, Recertification, or MANLOG update), telephone number, application name and SAC.

Sign-On

To sign on, connect to your telecommunications network to display the NFC banner screen (**Figure 1**) on your terminal.

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

Figure 1. NFC Banner Screen

Respond to the prompts as follows:

Enter User ID

required, alphanumeric field; max. of 8 positions

Key in your assigned user ID (e.g., **NF199**). Press **[Tab]**.

Password

required, alphanumeric field; 6 to 8 positions

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

New Password

alphanumeric field; 6 to 8 positions

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

Enter Application Name

required, alphanumeric field; max. of 9 positions

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

The DOTSE Main Menu (**Figure 4**) is displayed, except when NFC needs to communicate special system function messages.

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

```
==============================================================================
==  XX/XX/XX      SNAMOD2       NFC MENU        T3134806      15:12:50  CT    ==
==============================================================================
==                                                                          ==
==  SELECT ONE:                                                             ==
==     1. PAYROLL/PERSONNEL SYSTEMS                                         ==
==     2. FINANCIAL INFORMATION SYSTEMS                                     ==
==     3. PROPERTY MANAGEMENT INFORMATION SYSTEMS                           ==
==     4. ADMINISTRATIVE INFORMATION SYSTEMS                                ==
==     5. DEVELOPMENT SYSTEMS  <NFC ONLY>                                   ==
==     6. DATA BASE TEST SYSTEMS  <NFC ONLY>                                ==
==     7. MISSION ASSIGNMENT TRACKING SYSTEM  <GAO ONLY>                    ==
==     8. DIRECTIVES BULLETIN BOARD                                         ==
==                                                                          ==
==  ENTER APPLICATION NAME OR SELECTION NUMBER ==>             PF11 = EXIT  ==
==============================================================================
==                                                                          ==
==                              MESSAGE BOARD                               ==
==============================================================================
```

Figure 2. NFC Menu

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

Note: When signing on, before you display the system's main menu, you may 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.)

Instructions follow for using the DOTSE Main Menu.

Sign-Off

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

```
Enter Next Task Code
bye
```

Figure 3. Enter Next Task Code Prompt

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

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

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

Operating Features

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

System Design

DOTSE is a menu driven system. It consists of one menu with six options. The Inquiry Information option of DOTSE is used by agencies to enter data from Form AD-354, Request for Information and to initiate the recertification process. Recertified payments are processed using Options 1 through 5. Each option must be completed in its entirety before a recertified payment can be processed. No updates can be made after a recertified payment is disbursed. A record cannot be deleted once it is added. Manual payments are processed using Option 6.

System Edits

DOTSE performs edit and/or validity checks on entered data, as applicable. If the data does not pass system edits, the fields are highlighted and the message *Please Correct Field(s) In Error* appears at the bottom of the screen. All errors must be corrected before DOTSE is updated.

Function Keys

Your keyboard includes:

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

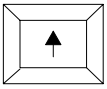
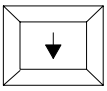
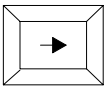
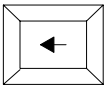
For instructions on your equipment usage for these keys, consult your agency ADP staff.

Function keys are assigned functions relevant to the program being operated. These keys are normally located on a separate pad or across the top of the keyboard. Assigned PF key functions used in DOTSE are displayed on each screen and are described below:

Function Keys

Key	Description
PF1	Used to return to the DOTSE main menu.
PF2	Used to add or update a record. Used to refresh the screen except for the social security number.
PF3	Used to move between various submenus in DOTSE without having to return to the main menu.
PF4	Used to move to a specific screen.
PF5	Used to return to the Inquiry Menu.
PF6	Used to add an employee to the database in MANLOG.
PF7	Used to scroll backward to the previous screen within a record.
PF8	Used to scroll forward to the next screen within a record.
PF9	Used to clear (initialize) the screen of keyed in data including the social security number.
PF10	Used to return to the previous record.
PF11	Used to scroll to the next record.
Clear	Used to exit the system. Used to
Del	Used to delete data from a field.
Enter	Used to enter data into the system after you have keyed it in at a screen.
Tab	Used to move the cursor from field to field.

Function Keys

Key	Description
	Used to move the cursor up from line to line.
	Used to move the cursor down from line to line.
	Used to move the cursor to the right from position to position within a field.
	Used to move the cursor to the left from position to position within a field.

DOTSE Main Menu

After accessing DOTSE, the main menu (**Figure 4**) is displayed.

```
DOA0000                USDA, OFM, NATIONAL FINANCE CENTER                XX/XX/XX
MAIN MENU                DOCUMENT TRACKING SYSTEM

                            FOR AUTHORIZED USE ONLY

                        1.  INQUIRY INFORMATION
                        2.  INFORMATION ON FIRST CHECK
                        3.  SF-1166 - SECOND CHECK
                        4.  SF-1184 UNAVAILABLE CHECK CANCELLATION
                        5.  CLAIM OF NON-RECEIPT (DD/EFT)
                        6.  MANLOG

             DEPARTMENT CODE:___   AGENCY CODE:___  PERSONNEL OFFFICE:____


                              SELECTION:     (PRESS ENTER)

                       CLEAR=EXIT                  PF5=HELP
```

Figure 4. DOTSE Main Menu

Below is a brief description of each DOTSE processing option.

1. **Inquiry Information**. Used to add, update, and view inquiry information for Form AD-354, Request For Information, and to recertify payments. Used to describe the inquiry and summarize the results.

2. **Information On First Check**. Used to add, update, and/or view information from the original payment. This option is used to recertify payments for paper checks and direct deposit/electronic funds transfers (DD/EFT).

3. **SF-1166 - Second Check**. Used to add, update, and/or view information on a second (recertified) payment that is to be issued as a result of the first payment being canceled. This option is used to recertify payments for paper checks and DD/EFT payments.

4. **SF-1184 Unavailable Check Cancellation**. Used to add/generate, update, and view an SF-1 184, Unavailable Check Cancellation. This screen is used to flag the system to put a stop payment on the original check. This option is used to recertify payments for paper checks only.

5. **Claim Of Non-Receipt (DD/EFT).** Used to record a claim of nonreceipt of a direct deposit/electronic funds transfer by a financial institution. NFC's Certification and Disbursement Section receives a list of unavailable check cancellations and contacts the financial institution to verify that the funds were not received. This option is used for DD/EFT payments only.

6. **MANLOG.** Used to record, update, and view manually processed payments and adjustments that were not processed through the automated Payroll/Personnel System. This option is also used to enter adjustment data.

To select an option from the DOTSE Main Menu, complete the fields described below:

Department Code	*required, alpha field; 2 position* Key in the department code.
Agency Code	*required, numeric field; 2 positions* Key in the agency code.
Personnel Office	*required, alphameric field; 4 positions* Key in the personnel office for the agency submitting the request.
Selection	*required, numeric field; 1 position* Key in the number that identifies the applicable option.

Press **[Enter]**. The screen for the selected option is displayed. Instructions follow for using each option on this menu.

Inquiry Information

Inquiry Information is Option 1 on the DOTSE Main Menu screen (**Figure 4**). This option is used to (1) add, update, and view inquiry information for an AD-354, Request for Information, (2) add, update, and view recertified payment records, (3) add a description of the inquiry and/or recertification record, and (4) summarize the results of the inquiry and/or recertification record. Certain entries distinguish a recertification request from an AD-354 request. The Type Inquiry field distinguishes a paper check from an electronic funds transfer. Additional remarks can also be entered on another screen.

To select this option, from the DOTSE menu, key in **1** at the Selection prompt and press **[Enter]**.

The Inquiry Information screen (**Figure 5**) is displayed with the message *Not Found* in the upper right corner.

```
DO10001                USDA, OFM, NATIONAL FINANCE CENTER              XX/XX/XX
INQUIRY                     DOCUMENT TRACKING SYSTEM                  NOT FOUND
                               INQUIRY INFORMATION

      IDENTIFICATION NUMBER: PAYE
                  PAYEE NAME:                              AMOUNT:
METHOD INQUIRY RECEIVED:                                   DATE DUE:
TYPE INQUIRY:
DATE RCVD:                TIME RCVD:                      INDEX NO:

INQUIRER:                                          PHONE NO:             EXT:
INQUIRERS LOCATION:                      ST:      PAYEE(1)/AGCY(2)/OTHER(3):

DEPARTMENT:    AGENCY:     ACCOUNTING STATION:       UNIT«FS:    FUND CODE:
SUBMITTING PERSONNEL OFFICE:                 ORIGINATING OFFICE:

CORRESPONDENCE DATE:               ASSIGNED DATE:              INQUIRY BY: 199
ASSIGNED TO:                            ASSIGNED BY:

REPLY METHOD:                         REPLY DATE:            REPLY TIME:
REPLY CODE:
  PF1=MENU PF2=UPDT PF3=RCRT PF7=PGUP  PF8=PGDN    **        PF10=PREV  PF11=NEXT
```

Figure 5. Inquiry Information Screen

Adding Inquiry Information For An AD-354 Record

To avoid entering a duplicate inquiry, you should query the system to assure the inquiry does not exist, especially when entering an inquiry for a recertified payment. To add inquiry information for an AD-354 record, complete the fields below. Unnumbered fields do not apply to the AD-354.

Identification Number

required, alphanumeric field; max. of 29 positions

Key in the employee's social security number (SSNO). Press **[Enter]**. An extension to the SSNO can be entered if a record exists. Press **[PF11]** to confirm that another record does not exist.

Caution: This record cannot be deleted once added. Please verify that the correct SSNO is entered. A new inquiry record must be added if an erroneous SSNO was entered.

If an inquiry record exists, the established record is displayed with the message *Found* in the upper right corner. To add a new inquiry when a record exists, key in any character (e.g., **a**, **b**, **c**, etc.) after the social security number and press **[PF2]** to refresh the screen.

If an inquiry record does not exist, the message *Not Found* is displayed in the upper right corner. Press **[PF2]**. The message changes to *Add*. Complete the applicable fields. The data for the system-generated fields is obtained from other DOTSE entries or the database.

Payee Name

optional, alphanumeric field; max. of 25 positions

Key in the employee's name for which the information is requested.

Amount

conditional, numeric field; max. of 11 positions

Key in the amount, if applicable, that applies to the inquiry. Key in the amount in dollars and cents (e.g., $1000 is entered as **1000***;* $500.50 is entered as **500.50**.

Method Inquiry Received

system generated

The system generates *6* (electronic transmission) in this field to indicate how the inquiry is transmitted. This code can be changed to *3* (priority (e.g., congressional, special handling, etc.)) if applicable.

Date Due

system generated

The date an inquiry is scheduled to be completed. Written inquiries are completed within 7 workdays; priority inquiries are completed within 2 workdays.

Type Inquiry

required, alphanumeric field; 3 positions

Key in **800** (General Information, AD-354) to identify a written inquiry.

Date Rcvd

system generated

The date that the inquiry is entered.

Time Rcvd

system generated

The time that the inquiry is entered.

Inquirer

required, alphanumeric field; max. of 32 positions

Key in the name of the individual making the inquiry:

Positions 1-10. Key in the first name. **[Tab]** to the next part.

Positions 11-32. Key in the last name. **[Tab]** to the next field.

Phone No

required, numeric field; 10 positions

Key in the telephone number starting with the area code.

Ext

required, numeric field; 4 positions

Key in the telephone extension, if applicable or tab to the next field.

Payee (1)/Agcy (2)/ Other (3)

system generated

The system generates **2** (agency) in this field to indicate that the agency is entering the data.

Department

system generated

The department code.

Agency

system generated

The agency code.

Submitting Personnel Office

system generated

The personnel office identifier for the agency submitting the inquiry. Press **[Enter]**.

Correspondence Date

NFC only

The date the inquiry was entered in DOTSE.

Assigned Date

NFC only

The date the inquiry was assigned.

Inquiry By

system generated

The system generates *199* (outside agency) in this field to indicate that the inquiry is entered by an agency.

Assigned To

NFC only

The ID of the NFC technician who is assigned the inquiry.

Assigned By

NFC only

The ID of the supervisor assigning the inquiry.

Reply Method

NFC only

The code and description that identifies how the reply was made.

Reply Date

NFC only

The date the inquiry was completed.

Reply Time

NFC only

The time that the inquiry was completed.

Reply Code

NFC only

The code and description which identifies the action taken on the inquiry.

Press **[Enter]**. The system edits the data. If no errors are found, the record is added. The message changes to *Found* to confirm that the record was updated. If errors exist, the

message *Please Correct Field(s) In Error* is displayed at the bottom of the screen and the fields with errors are highlighted. Correct the field(s) in error and press **[Enter]** to add the record.

To enter additional information about the inquiry, press **[PF7]** at the Inquiry Information screen. The Supplemental Inquiry Information screen (**Figure 6**) is displayed.

```
 DO10002              USDA, OFM, NATIONAL FINANCE CENTER                XX/XX/XX
 INQUIRY                    RECERTIFICATION TRACKING SYSTEM            NOT FOUND
                      SUPPLEMENTAL INQUIRY INFORMATION

   IDENTIFICATION NUMBER: BLCO
              PAYEE NAME:                              AMOUNT:
            INQUIRY BY:  199 JOHN DOE

                           DESCRIPTION OF INQUIRY



                            SUMMARY OF RESULT

 PF1=MENU   PF2=UPDATE   PF3=RCRT   PF7=PGUP   PF8=PGDN   PF10=PREV   PF11=NEXT
```

Figure 6. Supplemental Inquiry Information Screen

The first four fields of the Supplemental Inquiry Information screen are system generated from the Inquiry Information screen.

Identification Number

system generated

The employee's social security number.

Payee Name

system generated

The employee's name.

Amount

system generated

The amount of the payment if applicable to the inquiry.

Inquiry By

system generated

The system generates **199** in this field to indicate the inquiry was entered by an agency.

Press **[PF2]**. The message at the upper right corner of the screen changes from *Found* to *Update*.

Description Of Inquiry

required, alphanumeric field; 3 lines, max. of 80 positions each

Key in a description of the inquiry.

Summary Of Result

NFC only

A summary of the results of the inquiry.

Press **[Enter]**. The record is added. The message at the upper right corner of the screen changes from *Update* to *Found*. To return to the Inquiry Information screen for the same record, press **[PF7]**.

If space is needed to add more information, press **[PF8]** to display the Additional Remarks screen (**Figure 7**).

```
DO10003                  USDA, OFM, NATIONAL FINANCE CENTER              XX/XX/XX
INQUIRY                       DOCUMENT TRACKING SYSTEM                    FOUND
                                ADDITIONAL REMARKS

       IDENTIFICATION NUMBER: PAYE
                   PAYEE NAME:                            AMOUNT:









 PF1=MENU   PF2=UPDT     PF3=RCRT   PF7=PGUP   PF8=PGDN   PF10=PREV   PF11=NEXT
```

Figure 7. Additional Remarks Screen

Press **[PF2]**. The message at the upper right corner of the screen changes from *Found* to *Update*. Key in the additional information that pertains to the inquiry and press **[Enter]**. The record is added. The message at the upper right corner of the screen changes from *Update* to *Found*.

- To return to the Supplemental Inquiry Information screen for the same record, press **[PF7]**.
- To perform other processing tasks, press the applicable PF key. To exit, press **[Clear]**.

Recertification Process

Recertification is the reissuing of a second payment because a payee is claiming nonreceipt, loss, theft, mutilation, destruction, or forgery of a U.S. Treasury check or DD/EFT.

A substitute check is issued when the payee did not receive the original check. A replacement check is issued when the original check was received but was lost, stolen, destroyed, or defaced to the extent that it was nonnegotiable. For purposes of this procedure, both checks will be referred to as replacement checks.

Each case of a report of nonreceipt, loss, theft, destruction, mutilation, or forgery of a check, where the payee is entitled to the proceeds of the check, should be reviewed by the agency to ensure that:

- The claimant is entitled to the payment;
- A check was previously scheduled for issuance;
- The check is not in the possession of the employee or agency; and

- No cancellation or deposit action has previously taken place.

In each case where a claim is necessary, a personally signed statement from the payee or other claimant should be obtained for the agency's records. The statement should include the following information:

- Identification of the payment (salary, travel, etc.)
- Whether the check was received and, if so, whether the check was lost, stolen, destroyed, or mutilated
- Whether the check was endorsed by the payee on the reverse side of the check or if the check had a limited endorsement such as For Deposit Only
- The circumstances surrounding the loss, theft, destruction, or mutilation of the check (if received)
- Present address of the claimant
- Signature of the payee (or payees, if the check is drawn jointly to two or more payees)

To avoid the possible loss of the replacement check, it is strongly recommended that the check be sent to an office address or an address other than the one to which the original was sent. This precaution will **not** result in a permanent change in the employee's check mailing address.

Types of Recertified Payments

The types of recertified payments are listed below. If the original payment was DD/EFT, the employee may request a paper check for the recertified payment and vice versa.

- **Hard Copy** - Both the original payment and the second check are issued as a paper check.
- **EFT** - Both payments are issued as EFT.
- **Mixed** - The method of payment for the second check is different than the original.

Replacement Instructions

Employees should report nonreceipt of a check to the agency personnel office if they did not receive their check by Monday after Thursday (payday) or EFT payment by Tuesday (pay week). The agency must determine if the check has been issued and sent to the correct mailing address by checking the Information/Research Inquiry System (IRIS) IR124, Address/Check Information, IR524, PERHIS Address/Check Information and/or the Payroll/Personnel Inquiry System (PINQ) Program PQ032, Payroll Listing, and the Manual Log System (MANLOG) option of DOTSE.

The employee must complete and sign Form AD-663, Request For Issuance Of Replacement Check. The agency certifies that the information on the AD-663 is correct and maintains this form at the agency location.

Treasury is notified by NFC and a stop payment is placed on the original check. If the check was cashed, FMS-3858, Claim Documents, and FMS-1133, Claim Against The United

States For The Proceeds Of A Government Check, are forwarded from Treasury to NFC with a copy of the cashed check. The forms and check are forwarded to the employing agency and given to the employee. The employee reviews the signature on the check and if he/she did not sign the check, did not give someone else permission to cash the check, or did not benefit in any way from the check, he/she completes the FMS-1133 and returns it to the employing agency. The completed forms and the copy of the canceled check is returned to the NFC to be analyzed and updated to DOTS. The NFC forwards the documents to the Division of Check Claims at Treasury. When the funds are recovered, they are credited to the agency's account.

The employee must negotiate only the replacement check. The original check, if received, must be returned by certified or registered mail to NFC at the following address with an explanation for the return:

ABCO Collections Unit
National Finance Center, USDA
P.O. Box 61765
New Orleans, LA 70161

If the employee inadvertently negotiates both checks, he/she becomes liable for the return of the proceeds of the second check plus any interest and penalties that accrue before the amount is repaid.

Adding Inquiry Information For A Recertification Record

To successfully add a recertified payment, Options 1 through 5 must be completed in their entirety. To add a Recertification record, complete the fields below. Unnumbered fields do not apply to a recertified payment. The Inquiry Information screen (**Figure 8**) is displayed.

```
DO10001                USDA, OFM, NATIONAL FINANCE CENTER              XX/XX/XX
INQUIRY                     DOCUMENT TRACKING SYSTEM                  NOT FOUND
                               INQUIRY INFORMATION

      IDENTIFICATION NUMBER: PAYE
                  PAYEE NAME:                              AMOUNT:

METHOD INQUIRY RECEIVED:                                   DATE DUE:
TYPE INQUIRY:
DATE RCVD:                TIME RCVD:                      INDEX NO:

INQUIRER:                                        PHONE NO:             EXT:
INQUIRERS LOCATION:                      ST:      PAYEE(1)/AGCY(2)/OTHER(3):

DEPARTMENT:    AGENCY:     ACCOUNTING STATION:       UNIT FS:    FUND CODE:
SUBMITTING PERSONNEL OFFICE:                 ORIGINATING OFFICE:

CORRESPONDENCE DATE:               ASSIGNED DATE:              INQUIRY BY: 199
ASSIGNED TO:                            ASSIGNED BY:

REPLY METHOD:                          REPLY DATE:            REPLY TIME:
REPLY CODE:

PF1=MENU PF2=UPDT PF3=RCRT PF7=PGUP  PF8=PGDN     **    PF10=PREV  PF11=NEXT
```

Figure 8. Inquiry Information Screen

Note: Ensure that no payment has been returned or disbursed by researching DOTSE before beginning the recertification process. If a payment has been recertified, or an SF-1098 (Schedule Of Cancelled Or Undelivered Checks) or RO145 (Scheduled Of Cancelled EFT

Items) was issued, do not enter the data; contact NFC Payroll/Personnel Inquiry Section at **504-255-4630** .

Identification Number

required, alphanumeric field; max. of 29 positions

Key in the social security number (SSNO) and press **[Enter]**. An extension to the SSNO can be entered if a record exists. Press **[PF11]** to confirm that another record does not exist.

Caution: This record cannot be deleted once added. Please verify that the correct SSNO is entered. A new inquiry record must be added if an erroneous SSNO was entered

If a recertification record exists, the established record is displayed with the message *Found* in the upper right corner. To add another record when a record exists, key in any character (e.g., **a**, **b**, **c**, etc.) after the social security number and press **[PF2]** to refresh the screen.

If a recertification record does not exist, the message *Not Found* is displayed in the upper right corner. Press **[PF2]**. The message changes to *Add*. Complete the applicable fields. The data for the system-generated fields is obtained from DOTSE entries or the database.

Payee Name

optional, alphanumeric field; max. of 25 positions

Key in the payee's name.

Amount

optional, numeric field; max. of 11 positions

Key in the amount of the payment. Key in the amount in dollars and cents (e.g., $1000 is entered as **1000***;* $500.50 is entered as **500.50**.

Method Inquiry Received

system generated

The system generates *6* in this field to indicate how the inquiry is transmitted. This code can be changed to **3** (priority/e.g., congressional, special handling, etc.) if applicable.

Date Due

system generated

The date an inquiry is scheduled to be completed. Written inquiries are completed within 7 workdays; priority inquiries are completed within 2 workdays.

Type Inquiry

required, alphanumeric field; 3 positions

Key in the code that identifies the type of inquiry.) Valid values are:

001 Non Receipt (Paper Check)
002 Non Receipt (DD/EFT)

Date Rcvd

system generated

The date that the recertification record is entered.

Time Rcvd

system generated

The time the recertification record is entered.

Inquirer

required, alphanumeric field; max. of 32 positions

Key in the name of the user entering the recertification record.

Positions 1-10. Key in the first name. **[Tab]** to the next part:

Positions 11-32. Key in the last name. **[Tab**] to the next field.

Phone No

required, numeric field; 10 positions

Key in the telephone number starting with the area code.

Ext

required, numeric field; 4 positions

Key in the telephone extension or tab to the next field.

Payee (1)/ Agcy(2)/ Other(3)

system generated

The system generates *2* (agency) in this field to indicate that the agency is entering the data.

Department

system generated

The department code.

Agency

system generated

The agency code.

Submitting Personnel Office

system generated

The personnel office identifier for the agency submitting the request.

Correspondence Date

NFC only

The date the recertification record was entered in DOTSE.

Assigned Date

system generated

The date the inquiry was assigned.

Inquiry By

system generated

The system generates *199* in this field to indicate that the inquiry is entered by an agency.

Assigned To

system generated

The ID of the employee assigned the research.

Assigned By

system generated

The ID of the supervisor assigning the inquiry.

Reply Method

required, numeric, 1 position

The code and description that identifies how the reply was made. Key in **2** (wire/electronic).

Reply Date

NFC only

The date the inquiry was completed.

Reply Time

NFC only

The time that the inquiry was completed.

Reply Code

required, numeric field; 2 positions

The code and description which identifies the method the original payment was made. Key in **55** (recertified payment-SF-1184 /To Be Generated) for a paper check. Key in **64** (recertified check-DD/EFT) for direct deposit/electronic funds transfer.

Note: If the incorrect reply code was entered, and the payment hasn't been disbursed, the reply code can be changed.

Press **[Enter]**. The system edits the data. If no errors are found, the record is added. The message changes to *Found* to confirm that the record was updated. If errors exist, the message *Please Correct Field(s) In Error* is displayed at the bottom of the screen and the fields with errors are highlighted. Correct the field(s) in error and press **[Enter]** to add the record. After the record is added, the Information On First Check screen is displayed for a paper check or direct deposit/ electronic funds transfer.

- To perform other processing tasks, press the applicable PF key. To exit, press **[Clear]**.

Updating An Inquiry AD-354 Record And/Or A Recertification Record

To update an AD-354 record or a recertification record, key in **1** at the DOTSE main menu screen (**Figure 4**) and press **[Enter]** to display the Inquiry Information screen (**Figure 5**). Key in the social security number at the Identification Number field on Inquiry Information screen. Press **[Enter]**. A completed Inquiry Information screen is displayed with the function message *Found*.

To update the record, press **[PF2]**. The function message changes to *Update*. Key in the new data using the instructions under *Adding Inquiry Information for An (AD-354) Record* or *Adding Inquiry Information For A Recertification Record*. All fields can be updated except the Identification Number, Reply Time, and Date Due.

After keying in the data, press **[Enter]**. If no errors are found, the record is updated and the function message changes to *Found* to confirm that the record was updated.

Note: No updates can be made after a recertified payment is disbursed.

To update supplemental inquiry information, press **[PF7]** at the Inquiry Information screen. The Supplemental Inquiry Information screen is displayed. The function message changes to *Found* and the selected record is displayed. To update the record, press **[PF2]**. The message changes to *Update*. Key in the new data using the instructions under **Adding Inquiry Information For An (AD-354) Record** or **Adding Inquiry Information For A Recertification Record**. Only the Description of Inquiry and Summary of Result fields can be updated. If you need to update the information on the Additional Remarks screen (**Figure 7**), press **[PF8]** twice to display this screen.

After keying in the data, press **[Enter]**. If no errors are found, the record is updated and the message changes to *Found* to confirm that the record was updated.

- To perform other processing tasks, press the appropriate PF key. To exit, press **[Clear]**.

Viewing An Inquiry (AD-354) Record And/Or A Recertification Record

To view an AD-354 record or a recertification record, key in **1** at the DOTSE main menu screen (**Figure 4**) and press **[Enter]** to display the Inquiry Information screen (**Figure 5**). Key in the social security number at the Identification Number field on the Inquiry Information screen. Press **[Enter]**. The data for the selected social security number is displayed with the function message *Found*. Press **[PF11]** to scroll through multiple records.

- To view the supplemental inquiry information screen, key in **1** at the DOTSE main menu screen (**Figure 4**) and press **[Enter]** to display the Inquiry Information screen (**Figure 5**). Press **[PF7]** to display the Supplemental Inquiry Information screen (**Figure 6**). To view the Additional Remarks screen (**Figure 7**), press **[PF8]** at the Inquiry Information screen.
- To perform other processing tasks, press the appropriate PF key. To exit, press **[Clear]**.

Information On First Check

Information On First Check is Option 2 on the DOTSE Main Menu screen (**Figure 4**). This option is used to add, update, or view information from the original payment when processing a recertified payment. This screen automatically displays for recertified payments (i.e., reply code **55** or **64** is entered on the Inquiry Information screen). The information entered on this screen applies to the original payment. Most of the information is system generated if the payment was processed in the automated system; if processed manually the system-generated information must be entered. The information entered must be identical to the original payment to successfully process the recertified payment.

To select this option from the DOTSE menu, key in **2** at the Selection prompt and press **[Enter]**.

The Information On First Check screen (**Figure 9**) is displayed.

```
DO20011            USDA, OFM, NATIONAL FINANCE CENTER                XX/XX/XX
DISB                    DOCUMENT TRACKING SYSTEM                   NOT FOUND
                       INFORMATION ON FIRST CHECK

 IDENTIFICATION NUMBER: PAYE
                  NAME:                                   AMOUNT:         0.00

 CHECK SYM/NO:                DATE ISSUED:           CHECK AMOUNT:
       NAME:
 ADDRESS(1):
 ADDRESS(2):
       CITY:                        ST:     ZIP CODE:

 CHECK SERIES:                      DISBURSING OFFICE:          ALC
 SF-1166 SCHEDULE NUMBER:     REF NO:                         INV DATE:
 CHECK TYPE:      PAY PERIOD:     PERIOD OF VOUCHER/SVC:           TO:

 CHECK NUMBER(CORRECTION):           DATE TO CLAIMS:            DO SYMBOL:
                                    REMARKS

PF1=MENU PF2=UPDT  PF3=FORMS PF4=SUBMA PF7=PGUP PF8=PGDN PF10=PREV PF11=NEXT
```

Figure 9. Information On First Check Screen

Key in the employee's social security number at the Identification Number field and press **[Enter]**.

If the record is established, the Information On First Check screen is displayed with the message *Found*.

Instructions for adding new records, updating established records, and viewing established records are provided below. Unnumbered fields do not apply to a recertified payment.

Adding An Information On First Check Record

To add the first check information, press **[PF2]**. The message changes to *Add*.

Complete the fields as described. The data in most system-generated fields are transferred from the Inquiry Information screen or the database, if the payment was processed in the automated system. If the payment was processed manually, the system does not generate the data; these fields must be completed by the agency. Instructions follow for completing these fields.

Identification Number

system generated

PAYE is generated in the first four fields and then the employee's social security number.

Name

system generated

The name of the payee.

Amount

system generated

The amount of the original payment.

Check Sym/No

system generated

The original check number for a paper check.

Date Issued

conditional, numeric, 6 positions

This date is system-generated if the payment was processed in the automated Payroll/Personnel System. If the original payment was processed outside the automated system, enter the current date.

Check Amount

required, numeric field; max. of 10 positions

Key in the amount of the original payment. This amount must be the same as the amount in field #3.

Name

required, alphanumeric field; max. of 25 positions

Key in the name of the payee. The name must be identical to the name on the original payment.

Address (1)

required, alphanumeric field; max. of 35 positions

Key in the first line of the street address or post office box number of the original check inscription.

Note: If the original check went to a designated agent '(DA), enter the designated agent number on this line. (e.g., D/A 1234). If the original payment was EFT, enter a routing number. Key in **RT#** [space] and the routing number. (e.g., **RT# 065205219**).

Address (2)

required, alphanumeric field; max. of 35 positions

Key in the second line of the street, apartment number, or post office box number, if needed for a paper check. Complete this field for all recertified payments.

Note: If an account number has to be entered for an EFT payment, key in **ACCT#** [space] and the account number (e.g., **Acct# 1234**).

City

conditional, alphanumeric field; max. of 20 positions

Key in the city as it appears on the original check inscription. Complete this field for paper checks only.

St

conditional, alpha field; 2 positions

Key in the abbreviated state code as it appears on the original check inscription. Key in **FF** for a foreign address. Complete this field for paper checks only.

ZIP Code

conditional, numeric field; 9 positions

Key in the ZIP Code. Leave 2 spaces then key in the ZIP+4 Code (optional). If the ZIP+4 is not available, leave blank or fill with zeros. Leave blank for a foreign address. This field is required for paper checks only.

Check Series

conditional, numeric field, 16 positions

The range of check numbers issued on an SF-1166 or SF-1184. This field is system generated for a paper check and not required for an EFT. If the check series is not generated because the original check was processed outside the automated system, enter 9's in this field.

Disbursing Office

conditional, numeric field; 4 positions

Key in the SF-1166 disbursing office only if the SF-1166 Schedule Number field is completed. If the original payment was processed outside the automated system, key in **0310** as the Disbursing Office number. The system generates this data (for automated payments) after all entries are made on this screen.

ALC

system generated

The Agency Location Code *12400001* is generated in this field.

SF-1 166 Schedule Number

conditional, numeric field; 11 positions

Key in the SF-1166 voucher and schedule number on which the original check was issued if Field 14 is completed. This schedule number can be found in PINQ Program PQ032.

Note: The system generates a schedule number for an EFT payment (e.g., *7BA041-3*). The second and third positions of the schedule number should be changed as follows based on your department code. The second position of the schedule number distinguishes a paper check from an EFT: B (paper check) or A (EFT). The third position is the database (i.e., A (Agriculture), N (other), and T (Treasury).

- 7AA041-3: USDA employees
- 7BN041-3: for Non-USDA employees
- 7AT041-3: for Treasury employees

Pay Period

required, numeric field; 2 positions

Key in the pay period of the original payment.

Check Number (Correction)

system generated

The corrected check number on the SF-1184 received from Treasury if the incorrect check number was entered.

Date To Claims

system generated

The corrected check date on the SF-1184 received from Treasury if the incorrect check date was entered.

DO Symbol

system generated

The corrected DO symbol on the SF-1184 received from Treasury if the incorrect DO symbol was entered.

Remarks *optional, alphanumeric field; 3 lines, max. of 80 positions each*

Key in any additional information pertinent to the inquiry.

Press **[Enter]**. The system edits the data. If no errors are found, the record is added and the function message changes to *Found* to confirm that the record was added. If errors are found, the message *Please Correct Field(s) In Error* is displayed at the bottom of the screen and the fields with errors are highlighted. Correct the field(s) in error and press **[Enter]** to add the record. After the record is added, the SF-1166 - Second Check screen is displayed for an electronic funds transfer or the SF-1184 Unavailable Check Cancellation screen is displayed for a paper check.

- To perform other processing tasks, press the appropriate PF key. To exit, press **[Clear]**.

Updating Information On First Check Record

To update a First Check record, key in **2** at the DOTSE main menu screen (**Figure 4**) and press **[Enter]** to display the Information On First Check screen (**Figure 9**). A completed Information On First Check screen is displayed with the function message *Found*.

To update the information, press **[PF2]**. The function message changes to *Update*. Key in the new data using the instructions under **Adding An Information On First Check Record**.

After keying in the data, press **[Enter]**. The system edits the data. If no errors are found, the record is updated and the message changes to *Found* to confirm that the record was updated.

- To perform other processing tasks, press the appropriate PF key. To exit, press **[Clear]**.

Viewing A First Check Record

To view a first check record, key in **2** at the DOTSE main menu screen (**Figure 4**). Press **[Enter]** to display the Information On First Check screen (**Figure 9**). Key in the social security number at the Identification Number field on the Information On First Check screen. A completed Information On First Check screen is displayed with the function message *Found*. Press **[PF11]** to scroll through multiple records.

- To perform other processing tasks, press the appropriate PF key. To exit, press **[Clear]**.

SF-1 166 - Second Check

SF-1 166 - Second Check is Option 3 on the DOTSE Main Menu screen (**Figure 4**). This option is used to add, update, or view inquiry information for a recertified payment.

Note: Before a recertified payment record can be established, the original payment record must be established. This option is used for both paper checks and DD/EFT payments.

Most of the information is system generated or is completed by NFC. The field, Payment Status, displays *D* when the payment has been disbursed. After the payment has been disbursed, the record can only be viewed; no changes can be made.

This screen automatically displays with the function message *Found* after the Information On First Check screen is completed for an electronic funds transfer.

To select this option from the DOTSE menu, key in **3** at the Selection prompt and press **[Enter]**. The SF-1166 - Second Check screen (**Figure 10**) is displayed.

```
DO20012            USDA, OFM, NATIONAL FINANCE CENTER                XX/XX/XX
DISB                     DOCUMENT TRACKING SYSTEM                  NOT FOUND
                          SF-1166 - SECOND CHECK

IDENTIFICATION NUMBER: PAYE                              REPLY CODE:
                 NAME:                                   AMOUNT:         0.00

       DATE TO CERTIFICATION:
            DATE TO TREASURY:

CONSOLIDATED SCHEDULE NUMBER:               FFIS SCHEDULE NUMBER:

      FEEDER SCHEDULE NUMBER:             ADMINISTRATIVE INTEREST:
      MANUAL SCHEDULE NUMBER:                            ALC:

  DATE 2ND PAYMENT PROCESSED:
         PAYMENT STATUS:                                  CHECK TYPE:

  CHECK SYM/NO:                CHECK DATE:            CHECK AMOUNT:
        NAME:
  ADDRESS(1):
  ADDRESS(2):
        CITY:                        ST:      ZIP CODE:

PF1=MENU PF2=UPDT   PF3=FORMS            PF7=PGUP PF8=PGDN PF10=PREV PF11=NEXT
```

Figure 10. SF-1 166 - Second Check Screen

Key in the social security number at the Identification Number field and press **[Enter]**. If the record is not established, the message, *Not Found*, displays. Press **[PF1]** to return to the menu and select Option 1 to begin the recertification process.

Instructions for adding new records, updating established records, and viewing established records are provided below. Unnumbered fields do not apply to a recertified payment.

Adding An SF-1166 - Second Check Record

To add a second check record, press **[PF2]**. The function message changes to *Add*.

Note: Do not press **[PF2]** if the function is already in the Add mode.

Complete the fields as described: The data for the system-generated fields is obtained from DOTSE entries or the database.

Identification Number

system generated

PAYE is generated in the first four fields and then the employee's social security number.

Reply Code

system generated

The action taken to process the payment.

Name

system generated

The name to be shown on the recertified payment.

Amount

system generated

The amount of the recertified payment.

Date To Certification

NFC only

The date that the payment schedule was sent to NFC's Certification and Disbursement Section for recertification.

Date To Treasury

NFC only

The date that the payment schedule was sent to Treasury for payment.

Consolidated Schedule Number

NFC only

The Treasury schedule number of the second payment.

Feeder Schedule Number

NFC only

The feeder schedule number of the second payment.

Manual Schedule Number

NFC only

The schedule number of the second payment.

ALC

system generated

The Agency Location Code *12400001* is generated in this field.

Date 2nd Payment Processed

system generated

The date that the second payment was processed by NFC.

Payment Status

conditional, alpha field; 1 position

The system generates *N* (waiting to be processed). On paper checks the agency must change *N* to *P* (process). On DD/EFT payments, *N* will automatically change to *P* when certification enters **Y** in the OK To Recertify field on the Claim of Non-Receipt DD/EFT screen (**Figure 12**). After the payment is disbursed, the system changes the *P* to *D* (disbursed). After the payment is disbursed, the record cannot be updated.

Check Type

required, alpha field; 1 position

The type of payment being recertified. Key in **0** for a paper check, **9** for a DD/EFT address on the database or **2** for DD/EFT address other than the database.

Note: If **0** or **2** is entered in this field, fields 15 and 16 must contain specific instructions about the payment. See page 18, Information On First Check, fields 8 and 9.

Check Amount

system generated

The amount of the replacement payment.

Name

required, alphanumeric field; max. of 25 positions

Key in the payee's name. This field is required for all recertified payments.

Address (1)

required, alphanumeric field; max. of 30 positions

Key in the first line of the payee's address plus enter **RE** (recert) and the pay period for a DD/EFT payment. (e.g., **P. O. Box 503 RE01**). For Designated Agents (D/A) enter **D/A** [space] and the designated agent code (e.g., **D/A 1234**). For EFT payments, enter Routing number **RT#** [space] and the routing number. (e.g., **RT# 251076**).

Address (2)

optional, alphanumeric field; max. of 30 position max.

Key in the second line of the payee's address if applicable for a paper check. Do not use for Designated Agent. For DD/EFT Check Type 2 payments, key in the account number **Acct#** [space] and the account number.
(e.g., **Acct# 3456**).

City

conditional, alphanumeric field; max. of 30 positions

Key in the city name. This field is required for paper checks.

St

conditional, alpha field; 2 positions

Key in the abbreviated state code. Key in **FF** for a foreign address. This field is required for paper checks.

ZIP Code

conditional, numeric field; 9 positions

Key in the ZIP Code. Leave 2 spaces then key in the ZIP+4 Code (*optional*). If the ZIP+4 is not available, leave blank or fill with zeros. Leave blank for a foreign address. This field is required for paper checks**.**

Press **[Enter]**. The system edits the data. If no errors are found, the record is added and the message changes to *Found* to confirm that the record was added. If errors are found, a

message *Please Correct Field(s) In Error* is displayed at the bottom of the screen and the fields with errors are highlighted. Correct the field(s) in error and press **[Enter]** to add the record. After the record is added, the Claim of Non-Receipt (DD/EFT) screen is displayed for an electronic funds transfer.

- To perform other processing tasks, press the appropriate [PF] key. To exit, press **[Clear]**.

Updating An SF-1166 Second Check Record

To update a replacement check record, key in **3** at the DOTSE main menu screen (**Figure 4**). Press **[Enter]** to display the SF-1166-Second Check screen (**Figure 10**). Key in the social security number at the Identification Number field on the SF-1166 - Second Check screen. Press **[Enter]**. A completed SF-1166 - Second Check screen is displayed with a function message *Found*.

To update the record, press **[PF2]**. The message changes to *Update*. Key in the new data using the instructions under **Adding An SF-1166 - Second Check Record**.

After keying in the data, press **[Enter]**. The system edits the data. If no errors are found, the record is updated and the message changes to *Found* to confirm that the record was updated.

- To perform other processing tasks, press the appropriate [PF] key. To exit, press **[Clear]**.

Viewing An SF-1166 Second Check Record

To view a replacement check record, key in **3** at the DOTSE main menu screen (**Figure 4**). Press **[Enter]** to display the SF-1166-Second Check screen (**Figure 10**). Key in the social security number at the Identification Number field on the SF-1166-Second Check screen (**Figure 10**). Press **[Enter]**. A completed SF-1166-Second Check screen displayed with the function message *Found*. Press **[PF11]** to scroll through multiple records.

- To perform other processing tasks, press the appropriate PF key. To exit, press **[Clear]**.

SF-1184 Unavailable Check Cancellation

Unavailable Check Cancellation is Option 4 on the DOTSE Main Menu Screen (**Figure 4**). This option is used for paper checks to add/generate, update, and view the SF-1184, Unavailable Check Cancellation (**Exhibit 3**). This screen generates an SF-1184 to Treasury to alert them to put a stop payment on the original check (paper checks only).

Note: An inquiry record and a first check record must be established before this option can be used.

This information is transmitted to the Department of the Treasury for them to place a stop payment on the original check. The agency completes only two fields on this screen: New Address and Stop Reason Codes. The remaining fields are either system generated or completed by NFC.

This screen automatically displays for paper checks with the message *Found* after the Information On First Check screen is completed.

To select this option from the DOTSE menu, key in **4** at the Selection prompt and press **[Enter]**. The SF-1184 Unavailable Check Cancellation screen (**Figure 11**) is displayed.

```
 DO30003                    USDA, OFM, NATIONAL FINANCE CENTER              XX/XX/XX
 RCRT DOCS                    RECERTIFICATION TRACKING SYSTEM               FOUND
                      SF-1184 UNAVAILABLE CHECK CANCELLATION

      IDENTIFICATION NUMBER: PAYE
                        NAME:                                  AMOUNT:
    SF-1184 SCHEDULE NUMBER:                   CHECK SERIES:
      DATE TO CERTIFICATION:                     CHECK DATE:
        DATE TO TREASURY(1):                   CHECK AMOUNT:
        DATE TO TREASURY(2):                   CHECK NUMBER:
         DATE FROM TREASURY:                         ALC
 OLD ADDRESS:                                  NEW ADDRESS:


STOP REASON CODES:                   TREASURY RESPONSE OPTION:
 DATE OF DEATH:                       DESC:
                                          CHECK CANCELED DATE:
 CHECK NUMBER(CORRECTION):                   SCHEDULE NUMBER:
                                        DATE TO CLAIMS:            DO SYMBOL:
     PF1=MENU  PF2=UPDT  ** PF7=PGUP  PF8=PGDN **  PF10=PREV  PF11=NEXT
```

Figure 11. SF-1 184 Unavailable Check Cancellation Screen

Key in the social security number at the Identification Number field and press **[Enter]**. If the record was not established, the message, *Not Found*, displays. Press **[PF1]** to return to the menu and select Option 1 to begin the recertification process.

Instructions for adding new records, updating established records, and viewing established records are provided below.

Adding An SF-1184 Record

To add an SF-1184 record, press **[PF2]**. The message changes to *Add*.

Complete the fields as described: The data for the system-generated fields is obtained from DOTSE entries or the database.

Identification Number

system generated

PAYE is generated in the first four fields and then the employee's social security number.

Name

system generated

The payee's name.

Amount

system generated

The amount of the original check.

SF-1 184 Schedule Number

system generated

The schedule number of the original check.

Check Series

system generated

The check number range for the check.

Date to Certification

NFC only

The date the unavailable check cancellation (SF-1184) was sent to NFC's Certification Section.

Check Date

system generated

The date of the original check.

Date to Treasury (1)

NFC only

The date NFC sent the unavailable check cancellation (SF-1184) to Treasury.

Check Amount

system generated

The amount of the original check.

Date to Treasury (2)

NFC only

The date NFC sent the second unavailable check cancellation (SF-1184) to Treasury if the first was not received.

Check Number

system generated

The check number of the original check.

Date from Treasury

NFC only

The date the SF-1184 was received at NFC from Treasury.

ALC

system generated

The Agency Location Code 12400001 is generated in this field.

Old Address

system generated

The address of the original check.

New Address

required, alphanumeric field; 4 lines, max. of 35 positions each

Key in the payee's name and address.

Note: The payee's name must be on the first line of the address.

Stop Reason Codes

required, alphanumeric field, 1 positions

A code that identifies the reason for the stop payment. Key in **A**, Recertified.

Treasury Response Option
NFC only
The code that indicates the action taken by Treasury.

Desc
NFC only
A description of the action taken by Treasury.

Date Of Death
NFC only
The date the payee died if applicable.

Check Canceled Date
NFC only
The date the check was canceled.

Schedule Number
NFC only
The schedule number of the check.

Check Number (Correction)
NFC only
The corrected check number.

Date To Claims
NFC only
The date the check was sent to claims.

After keying in the data, press **[Enter]**. The system edits the data. If no errors are found, the information is added and the SF-1184 is marked for generation in the batch processing procedure. The function message changes to *Found* to confirm that the record was added. If errors are found, the message *Please Correct Field(s) In Error* is displayed at the bottom of the screen and the fields with errors are highlighted. Correct the field(s) in error and press **[Enter]** to add the record. After the record is added, the SF-1166-Second Check screen is displayed for a paper check.

- To perform further processing tasks, press the appropriate PF key. To exit, press **[Clear]**.

Updating An SF-1184 Record

To update an SF-1184 record, key in **4** at the DOTSE main menu screen (**Figure 4**). Press **[Enter]** to display the SF-1184 Unavailable Check Cancellation screen. Key in the social security number at the Identification Number field on the SF-1184 Unavailable Check Cancellation screen. Press **[Enter]**. A completed SF-1184 - Unavailable Check Cancellation screen (**Figure**) is displayed with the function message *Found*.

To update the information, press **[PF2]**. The function message changes to *Update*. Key in the new data using the instructions under **Adding An SF-1184**.

After keying in the data, press **[Enter]**. If no errors are found, the record is updated and the message changes to *Found* to confirm that the record was updated.

- To perform other processing tasks, press the appropriate PF key. To exit, press **[Clear]**.

Viewing An SF-1184 Record

To view an SF-1184 record, key in **4** at the DOTSE main menu screen (**Figure 4**) and press **[Enter]** to display the SF-1184 Unavailable Check Cancellation screen. Key in the social security number at the Identification Number field on the SF-1184 Unavailable Check Cancellation screen (**Figure 11**). Press **[Enter]**. A completed SF-1184 - Unavailable Check Cancellation screen is displayed with the function message *Found*. Press **[PF11]** to scroll through multiple records.

- To perform other processing, press the appropriate PF key. To exit, press **[Clear]**.

Claim of Non-Receipt (DD/EFT)

Claim of Non-Receipt(DD/EFT) is Option 5 on the DOTSE Main Menu screen (**Figure 4**). This option is used to record and trace a claim of nonreceipt of a direct deposit/electronic funds transfer (DD/EFT) payment only.

Note: An inquiry record is required to use this option. This screen is completed by NFC and agencies to complete the process for a DD/EFT transmission. Certain entries on this screen generate data on other DOTSE screens. Below is a synopsis of the process.

- The agency enters the financial institution information.
- The agency contacts the financial institution regarding the nonreceipt.
- The financial institution verifies the transmission was/was not received.
- NFC verifies with the financial institution that the payment was not received.
- If an DD/EFT payment was not received, NFC enters **Y** ***(yes to recertify)*** in the OK To Recertify field. This entry generates **P** ***(process)*** in the Payment Status field of the SF-1166-Second Check screen. Manual schedules are processed daily.
- NFC changes the payment status from **P** to **D** ***(disbursed)*** to disburse the payment. No changes to a recertified payment can be made once the payment is disbursed.
- If an DD/EFT payment was received, NFC enters **N** (no, do not recertify) in the OK To Recertify field.

This screen automatically displays with the message *Found* for DD/EFT recertified payments after the SF-1166 - Second Check screen is completed.

To select this option from the DOTSE menu, key in **5** at the Selection prompt and press **[Enter]**. The Claim of Non-Receipt DD/EFT screen (**Figure 12**) is displayed.

```
DO30007             USDA, OFM, NATIONAL FINANCE CENTER                XX/XX/XX
RCRT DOCS                   DOCUMENT TRACKING SYSTEM                 NOT FOUND
                           CLAIM OF NON-RECEIPT DD/EFT
   IDENTIFICATION NUMBER: PAYE
                     NAME:                              AMOUNT:         0.00

RCVD:              00  BY: 000
PAID DATE:            1166 SCHD:            DO:
RO145«SCHD NO:               TRACER NO:            ALC:

REMARK/BANK:

  SENT TO CERT:                                     RCVD FROM CERT:

NON RECEIPT NO:       RCVD BY CERT:                   FAX TO DO:
            DO RESPONDED:
          CERT COMPLETED:
COPY RETURNED TO INQUIRY:                       OK TO RECERTIFY:
                                  FINAL RESULTS
PF1=MENU PF2=UPDT          PF7=PGUP PF8=PGDN         PF10=PREV PF11=NEXT
```

Figure 12. Claim Of Non-Receipt DD/EFT Screen

Key in the social security number at the Identification Number field and press **[Enter]**. If an inquiry record was not established, the message *Not Found*, displays. Press **[PF1]** to return to the menu and select Option 1 to begin the recertification process.

Instructions for adding new records, updating established records, and viewing established records are provided below. Unnumbered fields do not apply to a recertified payment.

Adding A Claim Of Non-Receipt DD/EFT Record

To add a claim of nonreceipt, press **[PF2]**. The message changes to *Add*.

Complete the fields as described: The data for the system-generated fields is obtained from DOTSE entries or the database.

Identification Number *system generated*

PAYE is generated in the first four fields and then the employee's social security number.

Name *system generated*

The employee's name.

Amount *system generated*

The amount of the recertified payment.

Rcvd *system generated*

The date the entry was made.

By *system generated*

The NFC inquiry technician code.

Paid Date

system generated

The date the recertified payment was paid.

1166 Schd

system generated

The schedule number of the original payment.

DO

system generated

The disbursing office code that issued the check.

RO145 Schd No

system generated

The RO145 schedule number.

Tracer No

system generated

The tracer number.

ALC

system generated

The Agency Location Code *12400001* is generated in this field.

Remarks/Bank

required, alphanumeric field; 3 lines, max. 80 positions each

Key in any additional pertinent information such as name of bank, phone number, full address of bank, and contact person at the bank. This field is required for EFT payments only.

Sent To Cert

required, numeric field; 6 positions

Key in the current date *(MMDDYY).*

Rcvd From Cert

NFC only

The date the claim was received from Certification and Disbursement Section.

Non Receipt No

NFC only

The control number assigned to the claim of nonreceipt.

Faxed To DO

NFC only

The date the claim was faxed to the disbursing office (DO)/disbursing center (DC).

DO Responded

NFC only

The date the DO/DC responded.

Cert Completed	*NFC only* The date the claim was completed.
Copy Returned To Inquiry	*NFC only* The date the claim was returned from the Certification and Disbursing Section to the Payroll/Personnel Operations Section.
OK To Recertify	*NFC only* Used to approve/disapprove the claim. NFC enters **Y** (yes) to recertify if the claim is approved. This entry generates **P** (process) in the Payment Status field of the SF-1166-Second Check screen.
Final Results	*NFC only* Additional information for descriptive or clarification purposes.

After keying in the data, press **[Enter]**. The system edits the data. If no errors are found, the record is added and marked for generation in the batch processing procedure. The message changes to *Found* to confirm that the record was added. If errors are found, the message *Please Correct Field(s) In Error* is displayed at the bottom of the screen and the fields with errors are highlighted. Correct the field(s) in error and press **[Enter]** to add the record. When the record is successfully added, the message changes to *Found*.

- To perform further processing tasks, press the appropriate PF key. To exit, press **[Clear]**.

Updating A Claim Of Non-Receipt DD/EFT Record

To update a claim of nonreceipt record, key in **5** at the DOTSE main menu screen (**Figure 4**). Press **[Enter]** to display the Claim Of Non-Receipt DD/EFT screen (**Figure 12**). Key in the social security number at the Identification Number field on the Claim of Non-Receipt DD/EFT screen. Press **[Enter]**. A completed Claim of Non-Receipt DD/EFT screen is displayed with the function message *Found*.

To update the record, press **[PF2]**. The message changes to *Update*. Key in the new data using the instructions under **Adding A Claim Of Non-Receipt DD/EFT Record**.

After keying in the data, press **[Enter]**. If no errors are found, the record is updated and the message changes to *Found* to confirm that the record was added.

- To perform other processing tasks, press the appropriate PF key. To exit, press **[Clear]**.

Viewing A Claim Of Non-Receipt DD/EFT Record

To view a claim of nonreceipt record, key in **5** at the DOTSE main menu screen (**Figure 4**). Press **[Enter]** to display the Claim Of Non-Receipt DD/EFT screen (**Figure 12**). Key in the

social security at the Identification Number field on the Claim of Non-Receipt DD/EFT screen (**Figure 12**). Press **[Enter]**. A completed Claim of Non-Receipt DD/EFT screen is displayed with the message *Found*. Press **[PF11]** to scroll through multiple records.

To perform other processing tasks, press the appropriate PF key. To exit, press **[Clear]**.

MANLOG

MANLOG is Option 6 on the DOTSE Main Menu Screen (**Figure 4**). This option is used to record, update, and view requests received from agencies to process manual payments, collections, adjustments and other transactions not processed through the Automated Payroll/Personnel System. The agency enters the adjustment data in DOTSE to initiate the process and NFC calculates and processes the adjustment based on the agency's entry. Most of the information is system generated or is completed by NFC.

Transactions that are entered and processed in the Special Payroll Processing System (SPPS) are recorded and tracked in MANLOG. Agencies can then view MANLOG records to see the status of their manual payments and adjustments.

All AD-343 requests that pertain to adjustment processing are entered in DOTSE using the MANLOG option except for the following transactions.

- Advances in pay
- Bankruptcy
- Bureau of Compensation (BEC) Claims
- Commercial garnishments
- Delinquent educational loans
- Deposits for military service
- Dual appointments
- Employee indebtedness (except for separated employee; processed in SPPS)
- IRS Tax levies
- Limited payability checks
- Military service credit deposits for periods of reemployment
- Restoration cases
- Special handling with or without a reimbursable agreement
- Voluntary child care and alimony payments

To select this option, from the DOTSE menu, key in **6** at the *Selection* prompt and press **[Enter]**. The MANLOG screen (**Figure 13**) is displayed.

```
DO60000                  USDA, OFM, NATIONAL FINANCE CENTER            XX/XX/XX
                              DOCUMENT TRACKING SYSTEM                 PAGE: 0001
IDENT NO:                             MANLOG
P/P-YR   SCHEDULE    BATCH       RCVD       ASSIGN     TYPE     COMPLETE
           NO         NO         DATE         TO      PAYMENT    DATE

PF1=MENU     PF7=PGUP      PF8=PGDN      PF9=ADD       PF10=PREV      PF11=NEXT
```

Figure 13. MANLOG DO60000 Screen 1

This screen lists all transactions from SPPS and those that have been entered in MANLOG for manual processing. Key in the social security number at the Identification Number field.

Ident No

required, numeric field; 9 positions

Key in social security number. Press **[Enter]**.

If the social security number is not established in MANLOG, the message *SSN Not Found* is displayed at the bottom of the screen.

Press **[PF9]** and press **[Enter]** to add the social security number to MANLOG. Press **[PF9]** again to display the D060001 screen 2 (**Figure 14**).

```
DO60001              USDA, OFM, NATIONAL FINANCE CENTER            XX/XX/XX
                          DOCUMENT TRACKING SYSTEM
                                   MANLOG

IDENT NO: 999999999
ASSIGNED TO:   199  OUTSIDE AGENCY
RCVD DATE:
DEPT:      AG:        OFFICE       PP:           YR
TYPE PAYMENT:
REPLY CODE:                                                  REPLY DATE:
SCHEDULE NO:
                                                        BATCH NO:
                                 REMARKS:
                  CLEAR=NO CHANGE         ENTER=PROCESS
```

Figure 14. MANLOG DO60001 Screen 2

If the D060001 does not display, press **[PF6]** (override), **[Tab]**, enter the name, and press **[PF9]** again.

Instructions follow for adding a MANLOG record, updating a MANLOG record and viewing a MANLOG record.

Adding A MANLOG Record

To add an adjustment (AD-343) or payment transaction, press **[PF9]** at the MANLOG D060000 screen 1 (**Figure 13**). The MANLOG D060001 screen 2 (**Figure 14**) is displayed. Complete the fields as described below. The data for the system generated fields is obtained from DOTSE entries or the database.

Ident No

system generated

The social security number of the employee.

Assigned To

system generated

The system generates *199* in this field to indicate that the agency is entering the transaction.

Rcvd Date

system generated

The date the record was received by NFC. For SPPS transactions, the date the user entered the transaction in SPPS.

Dept

system generated

The assigned department code.

Ag

system generated

The agency code.

Office

system generated

The personnel office identifier (POI) code of the office submitting the transaction.

PP

optional, numeric field; 2 positions

Key in the 2-digit pay period for the transaction.For multiple pay period adjustments, key in the beginning pay period.

Yr

optional, numeric field; 4 positions

Key in the 4-digit year for the transaction.

Type Payment

required, numeric field; 3 positions

The code that identifies the type of transaction. Key in **837** which indicates AD-343, Payroll Action Request.

Reply Code

NFC only

This code identifies the action taken to complete the transaction. A reply code is shown on all completed transactions. (e.g., **01** general information provided, **02** paid status given, etc.) The code and description are displayed.

Reply Date

NFC only

This code indicates the date the transaction was completed. For SPPS transactions, the date the transaction was paid. If this field is blank, the transaction is still pending.

Schedule No

NFC only

The schedule number for the payment of a manual payment, a recertified payment, or a recertified limited payability check. This number is assigned by the Payroll/Personnel Operations Section. The second digit identifies the type of payment. (e.g., **B** indicates a manual payment, **R** indicates a recertified payment and L indicates a recertified limited payability checks.)

Batch No

NFC only

The schedule number for a financial allotment. For SPPS transactions, this field is blank.

Remarks

required, alphanumeric field; 3 lines, max. of 80 positions each

Additional information pertinent to the inquiry. Key in the following information in the remarks field for an AD-343.

First line	Agency contact name and phone number
Second line	An explanation of the action to be taken (include pay period numbers if applicable)
Third line	Accounting code if different than on database
Fourth line	Payment address if other than address on database

---

After keying in the data, press **[Enter]**. The system edits the data. If no errors are found, the record is added. The system returns to MANLOG D060000 screen 1 (**Figure 13**). The transaction entered is listed. If errors are found, the message *Please Correct Field(s) In Error* is displayed at the bottom of the screen and the fields with errors are highlighted. Correct the field(s) in error and press **[Enter]**. When the record is successfully added, the system returns to the MANLOG screen.

- To perform other processing tasks, press the applicable PF key. To exit, press **[Clear]**.

Updating A MANLOG Record

To update an adjustment or payment transaction key in the social security number at the Ident No field on MANLOG DO60000 screen 1 (**Figure 13**) and press **[Enter]**. A completed D060000 is displayed.

Note: A record cannot be updated if the Reply Code field contains an entry. In that case the modification must be entered as a new request.

To update the data, tab to the desired transaction and key in any character (e.g., **a**, **c**, **1**, **2**. etc.) Press **[Enter]**. DO60001 screen 2 is displayed (**Figure 14**). Key in the new data using the instructions under **Adding A MANLOG Record**.

After keying in the data, press **[Enter]**. The system edits the data. If no errors are found, the record is updated and the system returns to DO60000 screen 1 (**Figure 13**) with the updated information displayed. If errors are found, the message *Please Correct Field(s) In Error* is displayed at the bottom of the screen and the fields with errors are highlighted. Correct the field(s) in errors and press **[Enter]**. When the record is successfully updated, the system returns to DO60000 screen 1 (**Figure 13**).

- To perform other processing tasks, press the appropriate PF key. To exit, press **[Clear]**.

Viewing A MANLOG Record

To view a MANLOG record, key in the social security number at the Ident No field on DO60000 screen 1 (**Figure 13**). Press **[Enter]**. The record for that SSNO is displayed.

Note: For SPPS transactions, fields 3 and 10 are the dates of entry and payment. Field 12 is blank.

If the transaction being queried is not displayed on Page 1, press **[PF8]** to scroll to the next page(s). Press **[PF7]** to scroll backward.

- To display data for another employee, key in the social security number directly over the one displayed and press **[Enter]**. The data for that SSNO is displayed.
- To perform other processing tasks, press the applicable PF key. To exit, press **[Clear]**.

Exhibits

This section presents

1. Form AD-354, Request For Information
2. Form AD-354, Request For Information
3. Form SF-1184, Unavailable Check Cancellation

1. Form AD-354, Request For Information

REQUEST FOR INFORMATION

IDENTIFICATION NUMBER						
SOCIAL SECURITY, ACCOUNT, BOAC, GBL, GTR, PURCHASE ORDER, ETC.	AGENCY CODE (2)	FOR OFM/NFC USE ONLY				ACCT. STATION/ PERSONNEL OFFICE IDENTIFIER (4)
		INQUIRY CODE (3)	REPLY CODE (2)	DATE REC'D. (6)	DATE COMP. (6)	CLERK CD. (2)
☐ IDENTIFICATION REQUESTED. PLEASE FURNISH COPY.	NAME *(Employee, Vendor, Traveler, Cashier, Claimant, Casual)*					SCHEDULE/PP NO.

INSTRUCTIONS

Check type inquiry and information requested. If information requested is not described below, check type inquiry and briefly describe information requested in the "Other" block. Always attach a copy of the source document pertaining to the inquiry for identification and follow-up.

TYPE INQUIRY	INFORMATION REQUESTED				
☐ **Salary/ Allowance**	W-2 FOR TAX YEAR ☐	PAYROLL LISTING FOR YEAR(S) ☐	CASUAL TIME ☐	UNIFORM ☐	OTHER *(Explain Below)* ☐
☐ **Check/Bond**	NON-RECEIPT *(Check one)* ☐	BOND ☐			
☐ **Travel Voucher/Advance**	RECONCILE, AGENCY BALANCE IS: ☐	PAYMENT STATUS OF TRAVEL VOUCHER/ADVANCE ☐	NON-RECEIPT ☐	DATE OF ADVANCE OR PERIOD OF TRAVEL	
☐ **FEDSTRIP Motor Pool**	STATUS				
☐ **GBL/GTR/CBL**	STATUS				
☐ **Imprest Fund**	STATUS OF FORM NUMBER ☐	NON-RECEIPT OF PAYMENT ☐	FURNISH (SUB)VOUCHERS FOR AUDIT PERIOD ☐		
☐ **Telephone/ Utilities**	MASTER FILE ERROR ☐	NON-RECEIPT OF PAYMENT ☐			
☐ **Purchase Order (AD-838)**	STATUS				
☐ **Over-the-Counter Purchase (AD-744)**	STATUS				
☐ **Misc. Pay**	STATUS				
☐ **Gasoline Credit Card**	REQUEST FOR MASTER FILE ☐	NON-RECEIPT OF CREDIT CARD ☐			
☐ **Billings/ Collections**	STATUS ☐	BILL NUMBER ☐	APPLICANT/DEBTOR NUMBER ☐	DOCUMENT NUMBER ☐	
☐ **CAS/Agency Reporting**	TYPE REPORT	REPORT DATE			
☐ OTHER *(If more space is required, add additional sheet(s).)*					

NFC REPLY

MAIL REPLY TO:

AGENCY
NAME
AND
ADDRESS

AUTHORIZED SIGNATURE

TITLE

PHONE *(Area Code and number)*

DATE

FORM AD-354 (Rev. 9/93)

Exhibits

2. Form AD-343, Payroll Action Request

PAYROLL ACTION REQUEST

1. PERSONNEL OFFICE SEQUENTIAL REQUEST NUMBER

3. ***INSTRUCTIONS ON REVERSE OF AGENCY COPY PLEASE READ CAREFULY***

U.S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
PO BOX 60000
NEW ORLEANS LA 70160

2. ADJUSTMENT PERIOD *(Inclusive)*

FROM		TO	
DATE	P/P	DATE	P/P

4. FROM

AGENCY CODE	PERSONNEL OFFICE IDENTIFIER	ACCT. STATION CODE

AGENCY NAME AND MAILING ADDRESS

CITY | STATE | ZIP CODE

5. EMPLOYEES T&A CONTACT POINT

6. FLSA
☐ EXEMPT ☐ NON–EXEMPT

7. RETIREMENT COVERAGE CODE

8. TYPE EMPLOYMENT
☐ FULL-TIME ☐ INTERMIT-TENT ☐ REEMPLOYED ANNUITANT
☐ PART-TIME ☐ ALTERNATE WORK SCHEDULE

9. SOCIAL SECURITY NO.

10. EMPLOYEES NAME *(Last, First, Middle Initial)*

11. NATURE OF ACTION TO BE TAKEN

12. TERMINATED ☐ NO ☐ YES IF YES DATE TERMINATED

CHECK MAILING ADDRESS OR DESIGNATED AGENT NUMBER

13. EXPLANATION OF CIRCUMSTANCES WHICH REQUIRE THIS ACTION

14. GROSS AMOUNT OF ADJUSTMENT
$

15. ACCOUNTING DATA TO BE CHARGED AND/OR CREDITED

16. ATTACHMENTS SUPPORTING OR AUTHORIZING THIS ACTION

17. PERSON TO BE CONTACTED FOR ADDITIONAL INFORMATION

TELEPHONE *(Area Code and Number)*

18. EMPLOYEES SIGNATURE AND DATE SIGNED *(If Required)*

19. APPROVAL

AUTHORIZED OFFICIALS SIGNATURE AND TITLE

DATE APPROVED

NFC

FORM AD–343 (USDA) (REV. 11/95)

3. Form SF-1184, Unavailable Check Cancellation

BSFO - BUREAU OF GOVERNMENT FINANCIAL OPERATIONS NSN 7540-00-526-3709

Standard Form No. 1184 (Rev. 6-84)
Prescribed by Dept. of the Treasury
I TFRM 4-7000
1184-108
Previous Edition Unusable

UNAVAILABLE CHECK CANCELLATION

CK. SYM.	CK. SERIAL	CK. AMOUNT	CK. DATE	AGY./PAYEE ID NO.

LINE CODE	STOP CD.	AGENCY CODE

PAYEE NAME

ADDRESS

NAME OF DECEDENT

FOR D. O. USE

- ☐ *Request processed*
- ☐ *Payment returned and cancelled by DO on* _____
- ☐ *No payment issued*
- ☐ *Incorrect/incomplete SF-1184*

D. O. Activity

(Signature)

D. OF DEATH	AMT. TO BE RECLAIMED	AGY. LOC. CODE	AGENCY OUTPUT

AGENCY REFERENCE

FOR AGENCY USE

Agency *(Signature)*

ADMINISTRATIVE AGENCY COPY—AGENCY RETAIN THIS COPY FOR INTERNAL USE

Heading Index

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

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