



Locator Information System (LIST)



PUBLICATION CATEGORY
Research and Inquiry

PROCEDURE MANUAL
Locator Information System (LIST)



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Latest Update Information

The Locator Information System (LIST) procedure has been updated as follows:

Section	Description of Change
LIST Procedure Manual	Procedure document has been updated throughout to be accessible with assistive technology according to Section 508 of the Rehabilitation Act.



System Overview

The Locator Information System (LIST) procedure is an on-line database management system of the United States Department of Agriculture's (USDA) Payroll/Personnel System (PPS).

This section includes the following topics:

System Capabilities and Interface.....3

System Capabilities and Interface

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

Basic personnel data on new employees (e.g., Department, Agency, Social Security number (SSN), employee name, personnel office identifier (POI), and organizational (Org) structure to the fourth level) is automatically added to LIST from the PPS database after the accession personnel actions are processed. This data is updated as needed each time the Personnel Input and Edit System (PINE) runs.

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

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

LIST data may be viewed on-line (by SSN, employee name, or Org structure code) or in system-generated reports. Two methods are available for reporting LIST data: **(1)** predefined formatted reports are available through LIST and **(2)** ad hoc reports are available through the FOCUS Reporting System. For detailed instructions on accessing FOCUS, see the FOCUS Reporting System procedures located under the Reporting publications category on the Publications page of the NFC Web site.



2. Press **Enter** to display the NFC banner screen.

```

=====
== Current Date          SNX32703          T30N3022          PF1=HELP          ==
=====
==              NN      NN          FFFFFFFF          CCCCCCCC          ==
==             NNN     NN          FFFFFFFF          CCCCCCCC          ==
==            NNNN    NN           FF             CCC          ==
==           NN NN NN          FFFFFFFF          CCC          ==
==          NN  NNNN          FFFFFFFF          CCC          ==
==         NN   NNN          FF             CCCCCCCC          ==
==        NN    NN          FF             CCCCCCCC          ==
=====
==              National Finance Center          ==
==          Office of the Chief Financial Officer          ==
==      United States Department of Agriculture          ==
=====
==              For Authorized Use Only          ==
== ENTER USER ID =          PASSWORD =          NEW PASSWORD? N          ==
==                                     (Y or N)          ==
== ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU          ==
=====

```

Figure 2: NFC Banner Screen

3. Complete the fields as described below.

Field	Description/Instruction
Enter User ID	Type your assigned user identification (ID) (i.e., NF0999). Press Tab .
Password	Type your password. (Your password is not displayed on the screen.) Press Tab . Note: You may press Enter (instead of Tab) after typing your password to go directly to the CL/SUPERSESSION Main Menu screen.
New Password?	Displays system-generated "N." If you are not changing your password, press Tab. If you are changing your password, enter "Y." Then complete the steps for changing your password as described under Changing Your Password (on page 8).
Enter Application Name	Type the application acronym and press Enter to go directly to that system. OR Leave the field blank and press Enter to go directly to the CL/SUPERSESSION.

4. At the CL/SUPERSESSION Main Menu screen:

- Press **F8** to scroll through the Session IDs until the appropriate Session ID appears.
- **Tab** until the cursor is located on the line next to the Session ID.
- Press **Enter**.



OR

- Press **F9** to bring the cursor to the Command Line at the bottom of the screen and retrieve a specific Session ID.
- Type **s**.
- Press the **space bar** once.
- Type the Session ID acronym.
- Press **Enter**. See screen below for an example. The applicable system is displayed.

```

----- Actions Options Commands Features Help -----
KLSVSEL1                                CL/SUPERSESSION Main Menu                                More: +
Select sessions with the ENTER key or use a "/"
to display an action code.
  Session ID  Description                                     Type      Status
-----
- IDMS05     IDMS05                                                     Multi
- PINQ05     IDMS05                                                     Multi
- ABCDINQ    IDMS03                                                     Multi
- ABCD       IDMS03                                                     Multi
- $DB2       TSDB $DB2          TSDB  PROC($DB2      Multi
- $ORACLE    TSDA                                                       Multi
- $ORACLEA   TSDA                                                       Multi
- $SPFA      TSDA $SPFA         TSDA  PROC($SPF      Multi
- $SPFAV2    TSDA $SPFAV2       TSDA  PROC($SPF      Multi
- $SPFB      TSDB $SPFB         TSDB  PROC($SPF      Multi
- $SPFBV2    TSDB $SPFBV2       TSDB  PROC($SPF      Multi
- $SPFC      TSOC $SPFC         TSOC  PROC($SPF      Multi

TSS7030I Password Changed
Command ==>
                                                    SYSB/T30N6447
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action
  
```

Figure 3: CL/SUPERSESSION Main Menu Screen

```

----- Actions Options Commands Features Help -----
KLSVSEL1                                CL/SUPERSESSION Main Menu                                More: +
Select sessions with the ENTER key or use a "/"
to display an action code.
  Session ID  Description                                     Type      Status
-----
- IDMS05     IDMS05                                                     Multi
- PINQ05     IDMS05                                                     Multi
- ABCDINQ    IDMS03                                                     Multi
- ABCD       IDMS03                                                     Multi
- $DB2       TSDB $DB2          TSDB  PROC($DB2      Multi
- $ORACLE    TSDA                                                       Multi
- $ORACLEA   TSDA                                                       Multi
- $SPFA      TSDA $SPFA         TSDA  PROC($SPF      Multi
- $SPFAV2    TSDA $SPFAV2       TSDA  PROC($SPF      Multi
- $SPFB      TSDB $SPFB         TSDB  PROC($SPF      Multi
- $SPFBV2    TSDB $SPFBV2       TSDB  PROC($SPF      Multi
- $SPFC      TSOC $SPFC         TSOC  PROC($SPF      Multi

Command ==> s TMGT
                                                    SYSB/T30N6447
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action
  
```

Figure 4: CL/SUPERSESSION Main Menu Screen (Session ID Displayed)



Signoff Instructions

Follow the signoff-screen prompts at the bottom of the screen to exit the system or to return to the CL/SUPERSESSION Main Menu screen.

```
----- Actions Options Commands Features Help -----
KLSVSEL1                      CL/SUPERSESSION Main Menu                      More: +
Select sessions with the ENTER key or use a "/"
to display an action code.
-----
Session ID  Description                                     Type      Status
-----
- IDMS05    IDMS05                                           Multi     Current
- PINQ05    IDMS05                                           Multi     Active
-----
KLSTERM1      Exit Menu
Type a selection number or position the
cursor on a line and press ENTER.
-----
- 1. Exit and terminate sessions (X)
- 2. Exit and do not terminate sessions (N)
- 3. Resume (R)
-----
Command ==>
Enter  F1=Help  F12=Cancel
-----
trieve F10=Action                      SYSB/T30N6447
```

Figure 5: CL/SUPERSESSION Main Menu Screen

1. At the CL/SUPERSESSION Main Menu screen, press **F3** and the Exit Menu popup is displayed.
2. Position the cursor in front of Exit and press **Enter** to exit and terminate the CL/SUPERSESSION.

OR

Position the cursor in front of Resume and press **Enter** to exit the application without terminating the CL/SUPERSESSION Main Menu screen.

Changing Your Password

If you need to change your password:



1. Type "Y" next to the New Password? prompt on the NFC banner screen.

```
=====
== CURRENT DATE          SNX32703          T30N6447          PF1=HELP ==
=====
==              NN   NN          FFFFFFFF          CCCCCCCC ==
==             NNN  NN          FFFFFFFF          CCCCCCCC ==
==            NNNN NN          FF              CCC ==
==           NN NN NN          FFFFFFFF          CCC ==
==          NN  NNN          FFFFFFFF          CCC ==
==         NN   NN          FF              CCCCCCCC ==
==        NN    NN          FF              CCCCCCCC ==
=====
==              National Finance Center              ==
==            Office of the Chief Financial Officer ==
==          United States Department of Agriculture ==
=====
==              For Authorized Use Only              ==
== ENTER USER ID =          PASSWORD =          NEW PASSWORD? Y ==
==                                     (Y or N) ==
== ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU ==
=====
```

Figure 6: NFC Banner Screen (with New Password? prompt set to Y)

2. Press Enter and the Change Password screen appears.

```
-----
KLGNPWD1          Change Password
-----
Type in your new password twice, and press ENTER.

Enter new password.....
Verify new password.....

Command ==>
Enter F1=Help F3=Exit F12=Cancel
-----
```

Figure 7: Change Password Screen

3. Enter the new password.
4. Verify the new password. Once you have entered your new password and verified it, the system will display another screen stating that the password was changed. See screen below.

Note: You may change your password at anytime, but no more than once a day. Before your password expires, you will be prompted to enter a new password.

```
-----
ISS7030I Password Changed
-----

Press ENTER to continue
-----
```

Figure 8: Password Changed Verification Screen



Operating Features

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

This section includes the following topics:

System Design	11
Help Screens	11
System Edits	11
Function Keys	11

System Design

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

Help Screens

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

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the screen. All errors must be corrected before the database is updated. See the *Appendix* (on page 33) for a list of edit error messages.

Function Keys

The program function (PF) keys are used to access LIST options. How these keys are identified depends on the equipment being used. Other function keys include Enter, Clear, and Tab. For detailed instructions on equipment usage, see the appropriate manufacturer's operating guide. The functions of applicable PF keys are displayed at the bottom of each screen.





To select this option at any point in LIST, press **PF2**. The Query Employee Locator Record screen is displayed.

```

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

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

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

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

```

Figure 12: Query Employee Locator Record Screen

For more information see:

Viewing an Employee Record 16
Searching for an Employee Record 17

Viewing an Employee Record

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

Field	Description/Instruction
Department (Dept)	Enter the Department code.
Agency	Enter the Agency code.
SSN	Enter the SSN.

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

- To query another employee's record, enter the SSN and press **Enter**.



Searching for an Employee Record

To search for an employee's record by employee name, press **PF10**. The Employee Name Search screen is displayed.

```

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

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

Figure 13: Employee Name Search Screen

Complete the fields as follows:

Field	Description/Instruction
Dept	System-generated field. If the employee is in a different Department, enter the appropriate Dept code.
Last Name	Employee's full or partial last name.
Page	System-generated field. If there are multiple pages of employee names, specify a page instead of scrolling through the list of employee names.

After completing the applicable fields, press **Enter**. A list of employee names is displayed showing the Department, last name, first name, middle initial, Agency code, and POI for each employee.

- **PF8** to scroll forward through the list of employee names.
- **PF7** to scroll backward through the list of employee names.
- **PF2** or press **Enter** to query an employee's locator record, tab to the employee name, and enter in any character. The Query Employee Locator Record screen is displayed showing employee locator information for the selected employee.
- **PF2** at the employee's name to query an individual record at the Query Group of Locator Records screen. The Query Employee Locator Record screen is displayed showing the Department, Agency, and SSN for that employee.
- **PF5** to view the Help screen.





Change (Add/Change)

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

Note: Only users with read-and-write access can add and/or change LIST locator data. Department, Agency, SSN, employee name, POI, and Org structure cannot be changed using LIST. Changes to these fields must be made through the PPS database.

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

```

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

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

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

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

Figure 14: Change Employee Locator Record Screen

This section includes the following topics:

Adding New Data	20
Emergency Contact Information	20
Changing Existing Data	21



Adding New Data

To add new data, complete the fields as follows:

Field	Description/Instruction
Dept	Enter the Department code.
Agency	Enter the Agency code.
SSN	Enter the employee's SSN.

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

Field	Description/Instruction
Name (Last First Mi)	System generated.
POI	System generated.
Org Structure (2-4)	System generated.
Building Code/Building Abbreviation (Abbr)/Building Name/Address	Enter the building code. The building Abbr, name, and address are system generated. If the building code is not in the database, the error message <i>Invalid Building Code</i> is displayed. Valid codes are available in Table 096, Department Building Codes of TMGT.
Room Number	Enter the office room number.
Mail Room	Enter the appropriate mail room information.
Office Phone	Enter the office telephone number including area code and extension number.
Home Phone	Enter the home telephone number including area code.

Emergency Contact Information

For an emergency contact, the following information is needed:

Field	Description/Instruction
Name (Last, First)	Enter the last name then first name of the emergency contact.
Phone Number	Enter the telephone number including the area code and extension number of the emergency contact person.



Field	Description/Instruction
Relationship	Enter the relationship to the employee of the emergency contact person.
Delete Indicator	Enter D or K , or leave blank. When entering new data for an employee, leave this field blank. D is automatically displayed in this field after an employee's separation action is applied to the PPS database. This signifies that the record will be deleted 90 days after the date of separation. To override this code and maintain the separated employee's record in LIST for an indefinite length of time, enter K over D . To remove the separated employee's locator record from LIST at a later date, enter D . The record will remain for 90 days after the date of separation.

Changing Existing Data

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

- To change data for another employee, repeat the process for changing existing data.
- **PF5** to display the Help screen.
- **PF10** to search for a building code or building name. The Building Code Search screen is displayed.

```

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

                                           PAGE : 0001
*****

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

- Enter all or part of the building code at the Code prompt and press **Enter**. A list of available building codes and building names is displayed.



- **PF8** to scroll forward through the list of building codes and building names.
- **PF7** to scroll backward through the list.
- **PF1** to return to the previous screen.



Reports

This option is used to print specific reports. To select this option, press **PF9**. The Locator Report Listing screen is displayed.

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

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

                                     ENTER SELECTION 1

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

Figure 15: Locator Report Listing Screen

This section includes the following topics:

Reporting Through LIST.....	24
Reporting Through FOCUS.....	25



Reporting Through LIST

At the Enter Selection prompt, key in the number for the report to be printed and press **Enter**. The JCL Selection Criteria screen is displayed.

```

      ---  JCL SELECTION CRITERIA  ---
      USER IDENTIFICATION      : 20 20 SMITH
      REMOTE DESTINATION       : U1
      JOB NAME CHARACTER       : C
      SYSTEM OUTPUT CLASS     : A
      NUMBER OF COPIES        : 1
      -----
      DEPARTMENT CODE         : AG
      SERVICING AGENCY        : 90
      PERSONNEL OFFICE ID.    : 5317
      AGENCY CODE             : 90
      ORGANIZATION 2ND LEV    : 70
      ORGANIZATION 3RD LEV    : 20
      ORGANIZATION 4TH LEV    : 1010
      FROM DATE (YR MO DA)    : 00 - 00 - 00
      TO DATE (YR MO DA)      : 00 - 00 - 00

      ***  A REPORT WILL BE SUBMITTED  ***
  
```

Figure 16: JCL Selection Criteria Screen

Complete the fields as follows:

Field	Description/Instruction
User Identification	Enter the user name to appear on the Job Control Language (JCL).
Remote Destination	Enter the printer number where the report is to be printed.
Job Name Character	Enter any letter (A-Z) or number (0-9) to identify this report from others being specified. This character becomes the last character of the job name. If no entry is made, the system defaults to C .
System Output Class	To direct the report to a designated printer, enter A . To view the report at the terminal, enter X . If no entry is made, the system defaults to A . For detailed instructions on viewing reports at the terminal, see the Interactive System Productivity Facility (ISPF) procedure.
Number of Copies	Enter the number of reports needed (1-5). If no entry is made, the system defaults to 1 .
Department Code	Enter the Department code.
Servicing Agency	Enter the servicing Agency code.
Personnel Office ID	Enter the POI.



Field	Description/Instruction
Agency Code	Enter the Agency code.
Organization 2nd-4th Lev	Enter the Organization structure code to the fourth level.
From Date (Yr Mo Da)	Enter the beginning date of the time period that you wish the report to cover (for Update Log Report only).
To Date (Yr Mo Da)	Enter the ending date of the time period that you wish the report to cover (for Update Log Report only).

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

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

Reporting Through FOCUS

LIST is defined to FOCUS. For detailed instructions on accessing FOCUS, see the FOCUS Reporting System procedures located under the Reporting publications category on the Publications page of the NFC Web site.

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

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



Exhibits

This section includes the following topics:

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Exhibit 5 - Missing Building Information Report	31
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Exhibit 1 - Organizational Structure Listing

Report Number	LIST001
Brief Description:	Alphabetical list of employees by Org structure whose locator records are in LIST. It also provides the office room number, building code, building Abbr, building name and complete address, mailroom, work and home telephone numbers, and emergency contact information. If the employee is separated, the separation date appears on the report.
Primary Sequence:	Dept, Agency, POI.
Sequence of Data:	Employee name, Org structure.
Available Distribution Levels:	Dept, Agency, POI, Org structure to the fourth level.

```

REPORT ID: LIST001                                ORGANIZATIONAL STRUCTURE LISTING                                PAGE 1
                                                AS OF XX/XX/XX

DEPT      :DJ                                     ORG 2ND      :12      EXH OFC FOR IMMIGRATION REVIEW
POI       :1800                                    ORG 3RD      :03      OFC OF THE CHF IMMIG JUDGE
ORG AGCY  :12      HEADQUARTERS COMPONENTS (DOJ)  ORG 4TH      :0204     NEWARK FIELD OFFICE

NAME      SSN      ROOM#      BLDG-CD/ABBR  BLDG NAME      MAIL ROOM      SEP DATE
ADDRESS1  ADDRESS2
WORK PHONE      HOME PHONE      EMG PHONE      RELATIONSHIP      BLDG CITY      STATE      BLDG ZIP      STATUS
EMERGENCY CONTACT
-----
DOE, JANE R      XXX-XX-XXXX      30BJ0108      FOB REGION 3 BLDG      XX/XX/XX
970 BROAD ST
(555) 344-9999      (555) 222-9999      NEWARK      NJ      07102-0000
JOHN DOE      (555) 222-8888      HUSBAND
  
```

Figure 17: Organizational Structure Listing Screen



Exhibit 2 - Alphabetical Listing

Report Number	LIST002
Brief Description:	Alphabetical list of locator employees for the Department requested. It also provides the Org structure, POI, office room number, building code, mailroom, building abbreviation, work and home telephone numbers, and emergency contact information.
Primary Sequence:	Dept
Sequence of Data:	Employee name
Available Distribution Levels:	Dept

NAME	SSN	ORG STRUCTURE	POI	BUILDING LOCATION	PHONE NUMBERS
DOE, JANE	XXXXXXXX	90-70-40-0030	5317	ROOM# 2000 BLDG CODE: VA0301 ONE SKYLINE TOWER 5107 LEESBURG PIKE FALLS, VA 22041 0000	MAIL ROOM: BLDG ABBR: OST WORK (xxx) xxx-xxxx HOME (xxx) xxx-xxxx EMERGENCY (xxx) xxx-xxxx Ext xx CONTACT JOHN DOE RELATIONSHIP: HUSBAND

Figure 18: Alphabetical Listing Screen



Exhibit 3 - Separation Report

Report Number	LIST003
Brief Description:	Alphabetical list of employees within an Org structure whose separation actions have been processed through PINE, applied to the PPS database, and updated in LIST.
Primary Sequence:	Dept
Sequence of Data:	Employee name, Org structure
Available Distribution Levels:	Dept, Agency, POI, Org structure to the fourth level

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

Figure 19: Separation Report Screen



Exhibit 4 - Missing Emergency Contact Information Report

Report Number	LIST004
Brief Description:	Alphabetical list within the Org structure of the locator employees whose emergency contact information has not been entered in LIST. It also provides the work telephone number, the office room number, mailroom, building code, building abbreviation, building name, and the complete building address.
Primary Sequence:	Dept, POI, Agency
Sequence of Data:	Employee name, Org structure
Available Distribution Levels:	Dept, Agency, POI, Org structure to the fourth level

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

SMITH, JANE R	xxx-xx-xxxx	(300)999-8888	2545	VA0301		OST
ONE SKYLINE TOWER	5107 LEEBSBURG PIKE			FALLS CHURCH	VA	22041-0000

Figure 20: Missing Emergency Contact Information Report Screen



Exhibit 5 - Missing Building Information Report

Report Number	LIST005
Brief Description:	Alphabetical list within the Org structure of the locator employees whose building code, building name, and address have not been entered in LIST. It also provides the work telephone number for those employees.
Primary Sequence:	Dept, POI, Agency
Sequence of Data:	Employee name, Org structure
Available Distribution Levels:	Dept, Agency, POI, Org structure to the fourth level

REPORT ID: LIST005	MISSING BUILDING INFORMATION REPORT	PAGE 1
	AS OF XX/XX/XX	
DEPT :DJ	ORG 2ND :06	ASST INSP GEN - INVESTIGATIONS
POI :1800	ORG 3RD :50	NORTHERN REGIONAL OFFICE
ORG AGCY :IG	ORG 4TH :0100	CHICAGO FIELD OFFICE
	OFF OF INSPECTOR GENERAL (DOJ)	
NAME	SSN	WORK PHONE

DOE, JANE	xxx-xx-xxxx	(300) 555-8888
SMITH, JOHN	xxx-xx-xxxx	(400) 777-9999
TOTAL EMPLOYEES	2	

Figure 21: Missing Building Information Report Screen



Exhibit 6 - Update Log Report

Report Number	LIST006
Brief Description:	Alphabetical list within the Org structure of the locator record that has been updated in LIST during a specified period. It also provides the user ID of the person who made the online change. The type of change column indicates if the change was made online or processed through Payroll/Personnel batch update.
Primary Sequence:	Dept
Sequence of Data:	Employee name, Org structure
Available Distribution Levels:	Dept

REPORT ID: LIST006	UPDATE LOG REPORT	FROM: XX/XX/XX	TO: XX/XX/XX	PAGE 1
	AS OF XX/XX/XX			
DEPT :DJ		ORG 2ND :06	EXE OFC FOR IMMIGRATION REVIEW	
POI :1800		ORG 3RD :43	COMPUTER SERVICES STAFF	
ORG AGCY :IG	OFF OF INSPECTOR GENERAL (DOJ)	ORG 4TH :0200	COMPUTER SVC STAFF - ROCKVILLE	
EMPLOYEE-UPDATED	SSN	TYPE OF CHANGE	DATE CHANGED	UPDATED BY

SMITH, JOAN	XXX-XX-XXXX	ONLINE	XX/XX/XX	NF999
WILLIAMS, GEORGE	XXX-XX-XXXX	BATCH	XX/XX/XX	NF000

Figure 22: Update Log Report Screen



Appendix

This section includes the following topics:

LIST Error Messages33

LIST Error Messages

- A Valid Day Must Be Entered
- A Valid Month Must Be Entered
- A Valid Year Must Be Entered
- Agency-Code and POI Not Compatible
- Agency-Code Is a Required Field
- Agency-Code Is Not Valid
- Agency-Code Not Found
- Agency-Code Not Matched Agency-TB
- Department-Code Is a Required Field
- Emergency Number Exchange Must Be Numeric
- Emergency Phone Area Code Must Be Numeric
- Emergency Phone Extension Must Be Numeric
- Emergency Phone Number Must Be Numeric
- Employee Already Exists - Check Key Fields
- Employee Record Cannot Be Deleted
- Employee Record Not Found
- Employee Record Not Found - Check Key Fields
- Employee Records Not Found
- Error Finding Employee - Check Key Fields



Error Finding Employee - Check Security

Error Obtaining Employee - Check Key Fields

Error Obtaining Table Record

Error on Modify - Please Try Again

Error Storing New Employee - Please Retry

Home Phone Area Code Must Be Numeric

Home Phone Exchange Must Be Numeric

Home Phone Number Must Be Numeric

Index Key Not Found - Check Key Fields

Invalid Building Code

Invalid Security Level Request

Invalid Subschema Request

Last Name Is a Required Field

Locator Records Not Found

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

No Matches Were Encountered

Number of Copies Must Be From 1 to 5

Office Phone Area Code Must Be Numeric or (FTS)

Office Phone Exchange Must Be Numeric

Office Phone Extension Must Be Numeric

Office Phone Number Must Be Numeric

Organization 2nd Lev Is a Required Field

Output Class of "A" or "X" Required

POI Is a Required Field

Printer Identification Required



Request Denied - Security Violation

SSN Must Be Entered

SSN Must Be Numeric

SSNO Is a Required Field

Select a Valid Option or Desired PF Key

Servicing Agency Is a Required Field

Unable to Ready Table

User Identification Required

2nd-Lev Is a Required Field

3rd-Lev Is a Required Field

4th-Lev Is a Required Field



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