Payroll/Personnel Output (PPO)

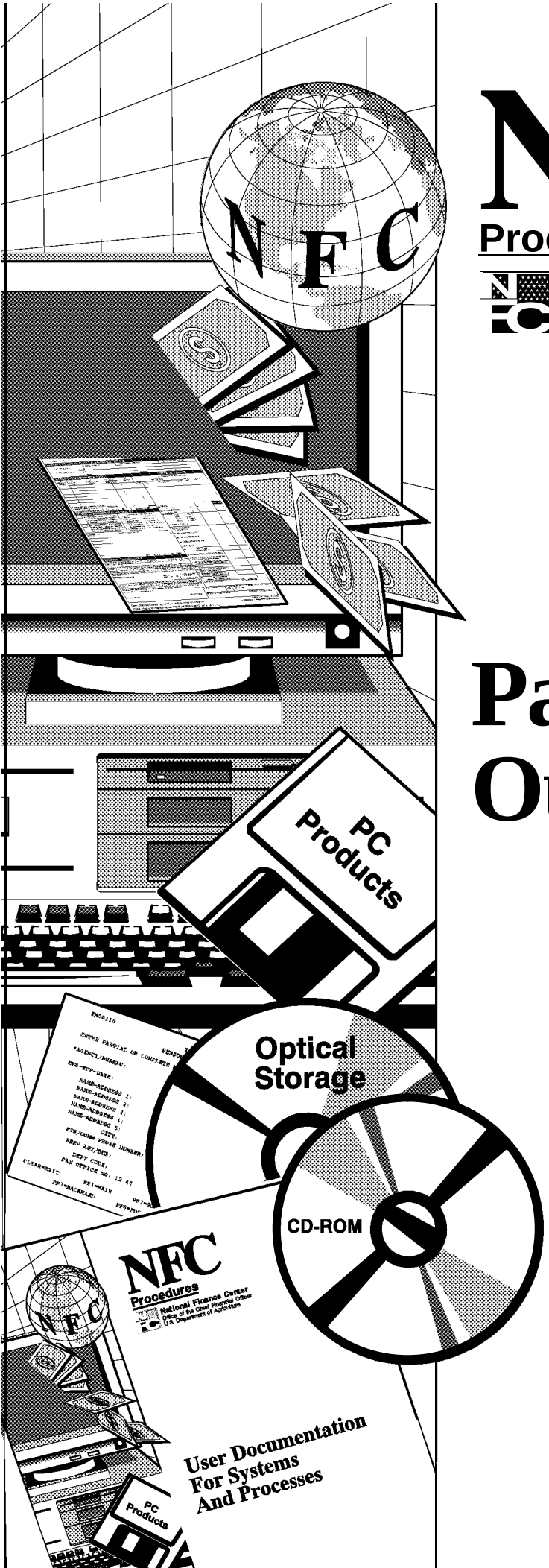
This is the Web version of the PPO procedure. If you compare this version to the hardcopy, you may see the following differences:

- **In all procedures**, fonts have been changed for web publishing, and as a result, some shifting in text may have occurred.
- **In amended procedures**, the amended pages (if any) have been interfiled, and where applicable, point pages were eliminated. As a result, repagination may have occurred. Also, amendment marks (arrows and stars) have been removed, and amendment numbers in the footer have been replaced with an issue date.

This document is hyperlinked for easy navigation. To find information, just search the **Table Of Content**s 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're jumping from topic to topic, you may need to set Acrobat's zoom feature to view full pages. Otherwise, if the topic you're jumping to is in the lower part of a page, you'll 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 the Directives and Analysis Branch (DAB).



NFC Procedures

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

September 1995

Payroll/Personnel Output

TITLE I
Payroll/Personnel Manual

CHAPTER 20
Reports

SECTION 5
Payroll/Personnel Output

Table Of Contents

Page

About This Procedure 1

Overview 3

Alphabetical List Of Payroll/Personnel Reports 7

Exhibits

1–148 *(Payroll/Personnel Reports: For individual report titles and page numbers, see Alphabetical List Of Payroll/Personnel Reports)* 17

(reserved)

About This Procedure

This procedure provides lists and illustrations of external payroll/personnel reports and forms generated by the Payroll/Personnel System. The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

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

Overview describes what the procedure is used for and provides related background information.

The **Exhibit** section includes an illustration and a brief description of each form and report.

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

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

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

What Conventions Are Used

- Emphasized text within a paragraph is printed in **bold**. Example: **DISPATCH**, used to mail reports.

- Figure and exhibit references link figures and exhibits with the text. These references are printed in a bold font as shown here. Example: Each system-generated report has a banner cover sheet (**Figure 2**). It shows the address, maildrop number, and bundle ID.

- References to sections within the procedure are printed in bold as shown here. Example: See **Requesting Reissuance of a Missing Report**.

Who To Contact For Help

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

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 general questions about Payroll/Personnel reports, contact Information Center personnel at **504–255–5230**.

(reserved)

Overview

The Payroll/Personnel Output procedure lists, illustrates, and describes external payroll/personnel reports and forms. The reports and forms are generated by the Payroll/Personnel System on a recurring or as requested basis. These reports are produced from information stored in the Payroll/Personnel System data base, which stores current and historical employee data relating to pay, leave, employment status, organizational structure, position, etc. This information is used in personnel management and statistical analysis and serves as a daily aid in personnel operations.

This procedure contains an illustration of each report accompanied by a brief summary of its contents and significant characteristics. A sample report (**Figure 1**) and brief description of each significant characteristic follows. **Note:** All illustrations have been altered to change employee names and social security numbers in accordance with the Privacy Act Statement.

Report Number. Used to identify the system or job from which the report is generated. Example: PAYE5101, generated from the Payroll Processing System (PAYE).

Brief Description. Used to give an explanation and purpose of the report. Example: Provides the number of cash awards for invention, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Production Frequency. Used to indicate the availability of the report by pay period, month, quarter, and/or year. Example: Quarterly (SF–113 cutoff).

Primary Sequence. Used to identify the level by which the entire report is organized. Example: Department, agency, geographic location, employment group.

Sequence Of Data. Used to identify the order by which the data on the report is arranged. Example: PATCO category, pay plan.

Other Sources For This Report. Used to identify other means through which the report is available. Example: Payroll/Personnel Report Generator System (CULPRPT), Remote Forms Queuing System (RFQS), etc.

Available Media. Used to identify the different types of media by which the report is available. Available types of media are:

> **Hard Copy**. NFC system generated copy.
>
> **Microfilm**. A reduced reproduction of the report by page.
>
> **Microfiche**. A reproduction of the entire report on a sheet of microfilm.
>
> **Electronic Transmission**. NFC system to agency by means of special equipment. For equipment information and usage, consult your agency automatic data processing (ADP) staff.

Available Distribution. Used to identify the different levels by which the report is available for distribution. Example: Department, agency, organizational structure to the 4th level.

DN–714–14 AARU4002 FYXX CASH AWARDS FOR INVENTION BY PATCO & PAY LEVEL
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT
AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE
AGCY 01 OFFICE OF THE SECRETARY

PAT CO	PAY LEVEL		TOTAL ALL	WHITE MALE	WHITE FEMALE	BLACK MALE	BLACK FEMALE	HISPANIC MALE	HISPANIC FEMALE	ASIAN AM./ PACIFIC IS MALE	ASIAN AM./ PACIFIC IS FEMALE	AM. INDIAN/ AK. NATIVE MALE	AM. INDIAN/ AK. NATIVE FEMALE
P	GS 09	#	4	0	2	.0	.2	0	0	0	0	0	0
		%		0	100.0	0	100.0	0	0	0	0	0	0
		$	400	0	200	.0	200	0	0	0	0	0	0
		%		.0	100.0	0	100.0	.0	.0	0	0	0	0
	GS 10	#	4		2	.0	2	0	0	0	0	0	0
		%		.0	100.0	0	0	.0	.0	0	0	0	0
		$	800		400	.0	400	0	0	0	0	0	0
		%		.0	100.0	0	100.0	.0	.0	.0	.0	.0	.0
	GS 12		4		2	.0	2	0	0	0	0	0	0
		%		100.0	.0	100.0	.0	.0	.0	.0	.0	.0	.0
			6,000	3,000	0	3,000	0	0	0	0	0	0	0
				100.0	.0	100.0	.0	.0	.0	.0	.0	.0	.0
	GS/GM 13	#	2	0	1		1	0	0	0	0	0	0
		%		.0	100.0	.0	100.0	.0	.0	.0	0	0	0
		$	1,000	0	500	0	500	0	0	0	0	0	0

Figure 1. Sample Report (*example is Cash Awards For Invention by PATCO & Pay Level)*

An alphabetical list of the illustrated reports is provided for quick reference. The list provides the title of the report, the report number, the production frequency, the exhibit number, and the page on which the report is illustrated.

To formulate the payroll/personnel reports, information is collected from numerous payroll/personnel forms for employees who are payrolled by NFC. Agencies enter employee data into the Payroll/ Personnel Remote Entry System (PRES) and the Personnel Action Processing System (PACT). Data is also obtained from other areas of the Payroll/Personnel data base, i.e., the Position Management System (PMSO).

EEO program directors have the ultimate responsibility for safeguarding and monitoring agency minority employment data for their agencies. They are also accountable for ensuring that agency officials with authorized access to this data for EEO purposes are aware of the Privacy Act and security provisions. The data collected and shown on the output reports is used for statistical reporting, and does not identify individual employees by name or other means.

Forms, control listings, and notification listings are also available through the Remote Forms Queuing System (RFQS). RFQS is a computerized batch-processing system that uses information in USDA's Payroll/Personnel System data base to provide agency personnel offices with electronic control in obtaining forms and tickler reports at remote sites. For more information about accessing RFQS and requesting forms and reports, see Title I, Chapter 20, Section 2, Remote Forms Queuing System (RFQS).

If additional system-generated reports are developed, information about these reports will be forwarded as a bulletin or an amendment to this procedure.

Reporting

Reports identified in this procedure are system generated and available to the agencies.

Agencies are required to inform NFC of any changes to their (1) organizational breakout needs, i.e., levels of reporting required, (2) destination needs, i.e., distribution list, (3) output type needs, i.e., hard copy, microfilm, microfiche, electronic transmission, and (4) required number of copies.

When requesting changes in report distribution, use the following instructions.

Request for a Change to a Report/Procedure Distribution. To add, change, or delete a report or the distribution information for a report, use one of the following methods:

To request a change by mail, complete Form AD–1083, Address/Report Information Input (**Figure 2**), and return it to:

USDA/NFC
Attn: Directives and Analysis Branch
P.O. Box 60000
New Orleans, LA 70160

Directives and Analysis Branch (DAB) will coordinate requests to ensure your address information is routed to the NFC organization responsible for updating.

Form AD–1083 can be used to update addresses for agency offices that are receiving any reports from NFC. For detailed information on the use of Form AD–1083, see Bulletin 94–3, Changing or Correcting Address Information, dated August 5, 1994, addressed to all titles of NFC external procedures.

Form AD–1083 consolidates the information needed for any address change and has completion instructions on the reverse of the form. Please follow these instructions to ensure proper completion of the form. **It is important to identify whether the address is used for mailing reports or for mailing procedures.** Also, when changing/deleting an address, it is important to identify any number or acronym that appears on the current mailing label. This information will help DAB to pinpoint address sources and ensure accurate updates. To order copies of the form, submit a completed Form AD–14, Request for Supplies, Forms, and/or Publications, to the Consolidated Forms and Publications Distribution Center, 3222 Hubbard Road, Landover, MD 20785.

To FAX a change request, send Form AD–1083 to DAB at FAX number **504–255–4367**.

Request for Development/Modification of a Report. A request to develop a new report or modify an existing report should be directed through appropriate agency personnel. After agency approval, submit a sample of the new or modified report with instructions to:

USDA, Office of Personnel
Automated Personnel Systems Division
Room 341W, Administration Building
Washington, DC 20250

Request for Reissuance of a Missing Report. To request reissuance of a missing report, users should contact the Operations Branch, Computer Scheduling Section at **504–255–5318**.

REQUEST FOR ACTION FOR PROCEDURES/REPORTS

(For adding, changing, or deleting addresses for distribution of procedures/reports)

A. IDENTIFICATION *(Complete this section for all requests)*

FAX TO: **(504) 255–4367**
MAIL TO: **USDA, NATIONAL FINANCE CENTER**
ATTN.: DAB (Directives and Analysis Branch)
PO BOX 60,000
NEW ORLEANS, LA 70160–0001

1. CONTACT NAME *(Name of person completing this form)*

2. CONTACT TELEPHONE NUMBER *(Area code and number)*

B. PROCEDURES ACTION *(Check appropriate block(s))*

☐	**Order procedure(s) and add address to distribution list** *(Complete Sections A, B, D, & E)*	☐	**Add procedure(s) to an existing address on the distribution list** *(Complete Sections A, B, D, & E)*
☐	**Order PC procedure(s)/software and add address to distribution list** *(Complete Sections A, B, D, & E)*	☐	**Change number of copies of procedure(s)** *(Complete Sections A, B, D, & E)*
☐	**Order procedure(s)/software (as needed for training)** ***DO NOT ADD ADDRESS TO DISTRIBUTION LIST*** *(Complete Sections A, B, D, & E)*	☐	**Discontinue procedure(s)** *(Complete Sections A, B, D, & E)*
☐	**Change address for procedures** *(Complete Sections A, D, & E)*	☐	**Delete address and all procedure(s)** *(Complete Sections A, D, & E)*

ORDERING PROCEDURE(S)/BULLETIN(S)/SOFTWARE

3. NAME OF PROCEDURE	4. TITLE NUMBER	5. CHAPTER NUMBER	6. SECTION NUMBER	7. SUB-SECTION NUMBER	8. BULLETIN NUMBER	9. DISKETTE SIZE FOR PC SOFTWARE	10. NUMBER OF COPIES	11. INVENTORY CONTROL NUMBER (FOR NFC USE ONLY)

To order additional procedures, please fill out *Form AD–1083A, Continuation Sheet for Ordering Procedures.*

12. CONTROL NUMBER (FOR NFC USE ONLY)

C. REPORTS ACTION *(Check appropriate block(s))*

☐	**Order report(s)** *(Complete Sections A, C, D, & E)*	☐	**Change level(s) or distribution control** (See Block 19) *(Complete Sections A, C, D, & E)*
☐	**Change an address for reports** *(Complete Sections A, C, D, & E)*	☐	**Discontinue report(s)** *(Complete Sections A, C, D, & E)*
☐	**Change report media** (See Block 18) *(Complete Sections A, C, D, & E)*	☐	**Change number of copies of reports** (See Block 18) *(Complete Sections A, C, D, & E)*

ORDERING REPORTS

13. MAILDROP NUMBER *(Top number on banner page)*

14. BUNDLE ID *(2nd number on banner page)*

15. REPORT/JOB SET NUMBER

16. REPORT TITLE

17. DISTRIBUTION CONTROL

18. MEDIA *(Check one or more and indicate the number of copies)*
☐ NFC PRODUCED HARDCOPY # OF COPIES ►
☐ MICROFICHE # OF COPIES ►
☐ MICROFILM # OF COPIES ►
☐ ELECTRONIC TRANSMISSION
NODE __ __ __ __ /REMOTE DESTINATION *(or printer ID)*

19. REPORTING LEVELS *(Check one or more)*
☐ DEPARTMENT ☐ AGENCY ☐ POI ☐ CONTACT POINT
☐ 2ND LEVEL ORG ☐ 3RD LEVEL ORG ☐ 4TH LEVEL ORG

D. ADDRESS DATA *(Complete this section for all requests)*

20. ADDRESS KEY CODE *(As shown in the upper left corner of the mailing label)*

CURRENT OR OLD ADDRESS			NEW ADDRESS		
21. NAME			21. NAME		
22. AGENCY NAME		23. AGENCY CODE	22. AGENCY NAME		23. AGENCY CODE
24. AGENCY STREET ADDRESS			24. AGENCY STREET ADDRESS		
25. CITY	26. STATE	27. ZIP CODE 5–4	25. CITY	26. STATE	27. ZIP CODE 5–4
28. AGENCY TELEPHONE NUMBER *(Area Code and Number)*	29. E-MAIL ADDRESS		28. AGENCY TELEPHONE NUMBER *(Area Code and Number)*	29 E-MAIL ADDRESS	

E. AUTHORIZATION *(Complete this section for all requests)*

30. AUTHORIZED SIGNATURE AND TITLE	31. TELEPHONE NUMBER *(Area code and number)*	32. DATE

FORM AD–1083 (Revised 2/99)

Figure 2. Address/Report Information Input

Each system-generated report has a banner cover sheet (**Figure 3**). It shows the address, maildrop number, and bundle ID. When submitting any of the requests, you **must** reference the following items:

1 **Maildrop Number**: Printed across the top of the banner cover sheet (e.g., 90195011).

2 **Bundle ID**: Printed under the maildrop number on the banner cover sheet (e.g., PT0S5130).

Note: If the identification information for various report requests is the same, you only have to complete one Form AD–1083 and attach a list of the maildrop numbers and bundle ID's for each report.

```
1
 9999999999      0000000        11      9999999999   55555555555    0000000      11        11
999999999999    000000000      111     999999999999  55555555555   000000000    111       111
99        99   00        00   1111    99        99  55          00        00  1111      1111
99        99   00        00     11    99        99  55          00        00    11        11
99        99   00        00     11    99        99  55          00        00    11        11
999999999999   00        00     11   999999999999  555555555    00        00    11        11
999999999999   00        00     11   999999999999  5555555555   00        00    11        11
          99   00        00     11            99          55   00        00    11        11
          99   00        00     11            99          55   00        00    11        11
99        99   00        00     11    99        99          55   00        00    11        11
999999999999    000000000   1111111111 999999999999  55555555555    000000000  1111111111 1111111111
 9999999999      0000000    1111111111  9999999999   5555555555      0000000   1111111111 1111111111

2
PPPPPPPPPPP   TTTTTTTTTTTT    0000000     SSSSSSSS    55555555555     11        333333333    0000000
PPPPPPPPPPP   TTTTTTTTTTTT   000000000   SSSSSSSSS    55555555555    111       3333333333   000000000
PP        PP        TT     00        00  SS      SS  55            1111        33     33  00        00
PP        PP        TT     00        00  SS          55             11                33  00        00
PP        PP        TT     00        00  SSS         55             11                33  00        00
PPPPPPPPPPP         TT     00        00   SSSSSSSS   555555555      11              3333  00        00
PPPPPPPPPPP         TT     00        00     SSSSSSS  5555555555     11              3333  00        00
PP                  TT     00        00         SSS          55     11                33  00        00
PP                  TT     00        00          SS          55     11                33  00        00
PP                  TT     00        00  SS      SS          55     11        33      33  00        00
PP                  TT      000000000  SSSSSSSSSS   55555555555  1111111111  3333333333  000000000
PP                  TT       0000000    SSSSSSSS    5555555555  1111111111   333333333    0000000

                                INFORMATION RESOURCE MANAGEMENT DIVISION
                                OPERATIONS BRANCH
                                SCHEDULING SECTION
                                JOHN SMITH

* START  MAIL  DROP 90195011     BUNDLE  ID  PT0S5130    94551    8:34:35   SYSA   CHANGES?  –  ANNOTATE & RETURN TO NFC ASAP
* START  MAIL  DROP 90195011     BUNDLE  ID  PT0S5130    94551    8:34:35   SYSA   CHANGES?  –  ANNOTATE & RETURN TO NFC ASAP
* START  MAIL  DROP 90195011     BUNDLE  ID  PT0S5130    94551    8:34:35   SYSA   CHANGES?  –  ANNOTATE & RETURN TO NFC ASAP
* START  MAIL  DROP 90195011     BUNDLE  ID  PT0S5130    94551    8:34:35   SYSA   CHANGES?  –  ANNOTATE & RETURN TO NFC ASAP
* START  MAIL  DROP 90195011     BUNDLE  ID  PT0S5130    94551    8:34:35   SYSA   CHANGES?  –  ANNOTATE & RETURN TO NFC ASAP
* START  MAIL  DROP 90195011     BUNDLE  ID  PT0S5130    94551    8:34:35   SYSA   CHANGES?  –  ANNOTATE & RETURN TO NFC ASAP
* START  MAIL  DROP 90195011     BUNDLE  ID  PT0S5130    94551    8:34:35   SYSA   CHANGES?  –  ANNOTATE & RETURN TO NFC ASAP
```

Figure 3. Banner Cover Sheet

Alphabetical List of Payroll/Personnel Reports

Alphabetical List Of Payroll/Personnel Reports

(For descriptions and illustrations of these reports, see Exhibits 1–148.)

Title	No.	Frequency	Exhibit
Annual Leave Status Report Of Leave To Be Taken, Forfeited, Or Restored	AECO3901	Annual (P/P 18)	1
Annual Recruitment And Relocation Report	SRPR4302	Annual (SF–113 Cutoff)	2
Annual Report Of Employees Receiving Retention Allowance	AECO7202	Annual (SF–113 Cutoff)	3
Annual Report Of Grade And Pay Retention	SRPR2502	Annual (Calendar Year)	4
Annual Report Of Leave Usage For Leave Year 19XX	PREP6102	Annual (Leave Year)	5
Annual Report Of Within Grade Increase By Race And Sex	ADAM4102	Annual (Fiscal Year)	6
Annual Report Of Within-Grade Increase By Series And Grade	ADAM4104	Annual (Fiscal Year)	7
Annual Summary Of Activity Under Merit Promotion Procedures	SRPR0704	Annual (Calendar Year)	8
Annual Summary Of Penalty Type Actions	SRPR1702	Annual (Calendar Year)	9
Annual Time Off Award Report – Prior And Current Years	SRPR4502	Annual (Leave Year)	10
Cash Awards For Invention By PATCO & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	11
Cash Awards For Invention By PATCO, Series & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	12
Cash Awards For Performance By PATCO & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	13
Cash Awards For Performance By PATCO, Series & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	14
Cash Awards For Special Act Or Service By PATCO & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	15
Cash Awards For Special Act Or Service By PATCO Series & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	16
Cash Awards For Suggestions By PATCO & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	17
Cash Awards For Suggestions By PATCO, Series & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	18
Certification For Within-Grade Increase	CD–416	Pay Period	19
Change In Work Force EEO Profile By PATCO	AARU4002	Quarterly (SF–113 Cutoff)	20
Change In Work Force EEO Profile By Series With 50 Or More	AARU4002	Quarterly (SF–113 Cutoff)	21

Alphabetical List Of Payroll/Personnel Reports *(cont'd)*

(For descriptions and illustrations of these reports, see Exhibits 1–148.)

Title	No.	Frequency	Exhibit
Change In Work Force EEO Profile By Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	22
Classified Employee Control Listing Of Within-Grade Increase Forms For F/T And P/T Employees	AECO36T7	Pay Period	23
Classified Employee Within-Grade Increase Four Week Notification For F/T And P/T Employees	AECO36U4	Pay Period	24
Classified Employee Within-Grade Increase Sixteen Week Listing For F/T And P/T Employees	AECO36S1	Pay Period	25
Classified Employee WGI Status Sixteen Week Listing For F/T And P/T Employees	AECO36S2	Pay Period	26
Compensatory Time For Religious Observance	PAYE6102	Pay Period	27
Competitive Promotions By PATCO & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	28
Competitive Promotions By PATCO, Series & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	29
Control List For Supervisory/Managerial Probationary Forms	AECO8301	Pay Period	30
Control List For Supervisory/Managerial Probationary Period Report Forms	AECO36T3	Pay Period	31
Control Listing Of Performance Evaluation Forms Prepared For F/T And P/T Employees	AECO36T8	Pay Period	32
Conversion To Career Tenure Four Week Notification	AECO37U8	Pay Period	33
Cumulative Gains & Losses By Occupational Series	EEOT3004	Quarterly (SF–113 Cutoff)	34
Cumulative Gains & Losses Summary	EEOT3004	Quarterly (SF–113 Cutoff)	35
Data For Preparation Of Semi-Annual Bond Report	PAYE4704	Semiannual (Fiscal Year)	36
Defacto Employment	DEFACTO EMPLOYMENT	Pay Period	37
Detail In Support Of 113–A	EMPR3101	Monthly	38
Detail Quarterly Accession Report	ADAM4204	Quarterly (SF–113 Cutoff)	39
Detail Report Of Use Of Delegations Of Personnel Authorities, Alphabetic By Agency	ADAM3002	Semiannual (Fiscal Year)	40
Detail Report Of Use Of Delegations Of Personnel Authorities, By Authority	ADAM3001	Semiannual (Fiscal Year)	41
Earnings Separated By Duty Station And Residence	PAYE7703	Annual (Fiscal Year)	42

Alphabetical List Of Payroll/Personnel Reports *(cont'd)*
(For descriptions and illustrations of these reports, see Exhibits 1–148.)

Title	No.	Frequency	Exhibit
EEO Groups with Underrep Indices & No. Needed To Reach Parity By PATCO & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	43
EEO Groups With Underrep Indices & No. Needed To Reach Parity By PATCO, Series & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	44
Employees Approaching Expiration Of Detail Assignment	AECO37U1	Pay Period	45
Employees Approaching Expiration Of Grade Retention	AECO37T9	Pay Period	46
Employees Approaching Expiration Of Limited Appointment – Temporary	AECO37T1	Pay Period	47
Employees Approaching Expiration Of Temporary Promotion	AECO37U2	Pay Period	48
Employees Reassigned Because Of RIF	SRPR2102 (Report 2)	Monthly (SF–113 Cutoff)	49
Employees Reduced In Grade Because Of RIF	SRPR2102 (Report 3)	Monthly (SF–113 Cutoff)	50
Employees Separated Because Of RIF	SRPR2102 (Report 1)	Monthly (SF–113 Cutoff)	51
Employees With Dual Appointments	BEAR7071	Pay Period	52
Employment & Goals Report By Occupational Series	EEOT3004	Quarterly (SF–113 Cutoff)	53
Employment & Goals Summary	EEOT3004	Quarterly (SF–113 Cutoff)	54
Employment And % Of Representation Of Most-Populous PATCO Series	EEOT4002	Quarterly (SF–113 Cutoff)	55
Error Analysis By Contact Point	TIME 3201	Pay Period	56
Error Analysis By Personnel Office Identifier	TIME 3202	Pay Period	57
Federal Wage System WGI Status Eight Week Notification	AECO37U3	Pay Period	58
Grade Distribution Report By Occupational Series	EEOT3004	Quarterly (SF–113 Cutoff)	59
Grade Distribution Summary	EEOT3004	Quarterly (SF–113 Cutoff)	60
Health Insurance	PACS452–1	Pay Period	61
Individual Retirement Record – Civil Service Retirement System (CSRS)	SF–2806	Pay Period	62
Individual Retirement Record – Federal Employees Retirement System (FERS)	SF–3100A	Pay Period	63
Interim Performance Evaluation	Memorandum	Pay Period	64

Alphabetical List Of Payroll/Personnel Reports *(cont'd)*

(For descriptions and illustrations of these reports, see Exhibits 1–148.)

Title	No.	Frequency	Exhibit
Internal Movement Goal Accomplishments By PATCO	AARU4002	Quarterly (SF–113 Cutoff)	65
Internal Movement Goal Accomplishments By Series With 50 Or More	AARU4002	Quarterly (SF–113 Cutoff)	66
Involuntary Separations By PATCO & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	67
Involuntary Separations By PATCO, Series & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	68
Leave Error Report	TIME4004	Odd-Numbered Pay Periods	69
Life Insurance	PACS458–3	Pay Period	70
List Of Covered Employees	PACS452–2	Pay Period	71
List Of Employees Covered Under Option X	PACS458–2	Pay Period	72
Listing Of Employees On LWOP Pending OWCP For 3 Or More Months	BEAR8502	Pay Period	73
Listing Of Employees With Change In Union Dues	BEAR9203	Pay Period	74
Listing Of Salary Data For Sched No XXXXXX	PAYE3313	Pay Period	75
Monthly Report Of Federal Civilian Employment	EMPR127–1 (SF–113–A)	Monthly	76
Monthly Report Of Full-Time Equivalent/ Work-Year Civilian Employment	EMPR123–1 (SF–113–G)	Monthly	77
Monthly Report Of Senior Community Service Program Enrollees	BEAR7074	Monthly	78
Non Competitive Promotions By PATCO & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	79
Non Competitive Promotions By PATCO, Series & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	80
Notification Of Adjustment To Longevity Date	AECO37U7	Pay Period	81
Notification Of Change In Earned Annual Leave Status	BEAR2001	Pay Period	82
Notification Of Change (NOC) Suspense Report	PINE5801	Daily	83
Notification Of Employees In Non-Pay Status With Expired NTE Dates	AECO37T5	Pay Period	84
Notification Of Expiration Of Probationary Or Trial Period	AECO36T2	Pay Period	85
Notification Of Longevity Percent Changes	AECO37U6	Pay Period	86
Notification Of Personnel Action	SF–50–B	Pay Period	87
Notification Of Position To Be Inactivated	AECO4604 (PMS 2)	Pay Period	88
Notification Of WGI Overdue	BEAR2002	Pay Period	89

Alphabetical List Of Payroll/Personnel Reports *(cont'd)*

(For descriptions and illustrations of these reports, see Exhibits 1–148.)

Title	No.	Frequency	Exhibit
Number Of Enrolled Employees	PACS458–1	Pay Period	90
Numerical Objective Accomplishments By PATCO	AARU4002	Quarterly (SF–113 Cutoff)	91
Numerical Objective Accomplishments By Series With 50 Or More	AARU4002	Quarterly (SF–113 Cutoff)	92
Occupational Series Summary – Average Grade	EEOT3004	Quarterly (SF–113 Cutoff)	93
Occupational Series Summary – % Of Representation	EEOT3004	Quarterly (SF–113 Cutoff)	94
Pay Period Personnel Actions On Employees Required To File SF–278	SRPT1902	Pay Period	95
Performance Appraisal	AD–435	Pay Period	96
Performance Evaluation Eligibility For – Perm (Or Temp) – Employees	AECO37U5	Pay Period	97
Permanent Workforce – Analysis Of Work Force:Federal Wage System	CULP0117	Annual (SF–113 Cutoff)	98
Permanent Workforce – Analysis Of Workforce:Types Of Occupations	CULP0125	Annual (SF–113 Cutoff)	99
Permanent Workforce – Analysis Of Work Force:White Collar (GS, GM, SES and All Other)	CULP0113	Annual (SF–113 Cutoff)	100
Personnel Notification Document	SI–650	Pay Period	101
Position NTE Date Approaching Expiration	AECO4604 (PMS 3)	Pay Period	102
Position Organization Listing	POLS15XX	Pay Period	103
Premium Pay And Leave Report (*By Employee*)	PAYE8501	Pay Period	104
Premium Pay And Leave Report (*By Organizational Structure*)	PAYE8502	Pay Period	105
Probationary Or Trial Period Report	AD–507	Even-Numbered Pay Periods	106
Projected Duties Follow-Up	AECO4602 (PMS 4)	Pay Period	107
Promotions And Career Development Programs	SRPR1304	Annual (Fiscal Year)	108
Qtrly List Of Penalty Type Personnel Actions	SRPR1902	Quarterly (Calendar Year)	109
Quality Step Increases By PATCO & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	110
Quality Step Increases By PATCO, Series & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	111
Quarterly Accession Report	ADAM4202 (*Dept*)	Quarterly (SF–113 Cutoff)	112

Alphabetical List Of Payroll/Personnel Reports *(cont'd)*

(For descriptions and illustrations of these reports, see Exhibits 1–148.)

Title	No.	Frequency	Exhibit
Quarterly Report Of Employees Required To File SF–278	SRPT1702	Quarterly (Calendar Year)	113
Quarterly (Or Annual) Report Of Gains & Losses	AECO1604 or AECO1606	Quarterly/Annual (SF–113 Cutoff)	114
Quarterly Report On Continuation Of Pay For OWCP	AECO2402	Quarterly (Fiscal Year)	115
Quarterly Report On RIF	SRPR2302	Quarterly (Fiscal Year)	116
Quarterly (Or Annual) Special Pay Report 1	ADAM5002	Quarterly/Annual (Fiscal Year)	117
Quarterly (Or Annual) Special Pay Report 2	ADAM5004	Quarterly/Annual (Fiscal Year)	118
Quarterly (Or Annual) Special Pay Report 3	ADAM5006	Quarterly/Annual (Fiscal Year)	119
Questionable Union Dues	BEAR7073	Even-Numbered Pay Periods	120
Record Of Documents Deleted Manually	ADJP0803	Pay Period	121
Record Of Leave Data	SF–1150	Pay Period	122
Report Of Federal Employment And Wages For Three Months Period Ending (Month/Year)	PAYE4702	Quarterly (Leave Year)	123
Report Of Leave And Development Of Leave Factors	PECO.F0302	Annual (Leave Year)	124
Report Of Retirements	AECO37T4	Even-Numbered Pay Periods	125
Report Of TSP Separations For Pay Period XX	CULPTSPS	Pay Period	126
RIF'd Employees Covered By CSR & Eligible For Discontinued Service Retirement	SRPR3302 (Report 1)	Monthly (SF–113 Cutoff)	127
RIF'd Employees Covered By CSR & Not Eligible For Discontinued Service Retirement	SRPR3302 (Report 2)	Monthly (SF–113 Cutoff)	128
Section 912, U.S. Overseas Civilian Allowances	PAYE48A1	Every 5 Years; 1998, 2003, 2008, etc.	129
Semi-Annual Accounting Data	BEAR7077	Semiannual (Fiscal Year)	130
Semiannual Listing Of Separated Employees	SRPR1504	Semiannual (Leave Year)	131
Semi-Annual (Or Annual) Minority Report	AECO1204 or AECO1206	Semiannual/Annual (SF–113 Cutoff)	132
Semi–Annual (Or Annual) Report of Separations, CAO Promotions & Reassignments	ADAM0302	Semiannual/Annual (Calendar Year)	133
Semi–Annual (Or Annual) Report of Special Employment Programs	SRPR0904	Semiannual/Annual (SF–113 Cutoff)	134

Alphabetical List Of Payroll/Personnel Reports *(cont'd)*

(For descriptions and illustrations of these reports, see Exhibits 1–148.)

Title	No.	Frequency	Exhibit
Semi-Annual (Or Annual) Report On Accessions And Separations By Handicap	SRPR0104	Semiannual/Annual (Pay Periods 5 and 18)	135
Semi-Annual (Or Annual) Report On Cash Awards For Performance	AECO1208 or AECO1210	Semiannual/Annual (SF–113 Cutoff)	136
Semi-Annual (Or Annual) Report On Cash Awards For Suggestions	AECO1208 or AECO1210	Semiannual/Annual (SF–113 Cutoff)	137
Semi-Annual (Or Annual) Report On Quality Increases	AECO1208 or AECO1210	Semiannual/Annual (SF–113 Cutoff)	138
SES Recertification Notification	AECO37V1	Pay Period	139
Statement For Recipients Of 19XX Miscellaneous Or Interest Income Or Taxable Grants	Form 1099	Annual (Calendar Year)	140
Statement Of Earnings And Leave	AD–334	Pay Period	141
Student Employment Report By Occupational Series	SRPR0502–A	Annual (Fiscal Year)	142
Student Employment Report Of Worksites By State	SRPR0502–B	Annual (Fiscal Year)	143
Summary Of Accomplishments In Affirmative Action Program For Employment Of Individuals With Disabilities	SRPR3704	Annual (Fiscal Year)	144
Summary Report Of Use Of Delegations Of Personnel Authorities, Alphabetic By Agency	ADAM3004	Semiannual (Fiscal Year)	145
Summary Report Of Use Of Delegations Of Personnel Authorities, By Authority	ADAM3003	Semiannual (Fiscal Year)	146
Supervisory Or Managerial Probationary Period Report	AD–773	Pay Period	147
TAPER And Status Quo Employees Approaching Eligibility For Conversion to Career	AECO37U4	Pay Period	148
Temporary Employees – FEHB Coverage Eligibility	AECO37U4	Pay Period	149
Total Wage Employee Population	BEAR9003	Pay Period	150
Training Instances By PATCO & Pay Level	TRAI5301	Quarterly (SF–113 Cutoff)	151
Training Instances By PATCO, Series & Pay Level	TRAI5302	Quarterly (SF–113 Cutoff)	152
Vacancy Review Notice	AECO4604 (PMS 1)	Pay Period	153
Voluntary Separations By PATCO & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	154
Voluntary Separations By PATCO, Series & Pay Level	AARU4002	Quarterly (SF–113 Cutoff)	155

Alphabetical List Of Payroll/Personnel Reports *(cont'd)*
(For descriptions and illustrations of these reports, see Exhibits 1–148.)

Title	No.	Frequency	Exhibit
Wage And Tax Statement	Form W–2	Annual (Calender Year)	156
Wage Employees Error Listing	BEAR9004	Pay Period	157
Within-Grade Increase Record	AD–658	Pay Period	158
Work Years And Personnel Cost Report Basic And Premium Work Years And Pay	OPM1351–A	Annual (Fiscal Year)	159
Work Years And Personnel Cost Report Cost Of Employees' Benefits	OPM1351–B	Annual (Fiscal Year)	160
Work Years And Personnel Cost Report Leave Earned And Used	OPM1351–C	Annual (Leave Year)	161
Your Personal Statement Of Benefits	None	Annual (Calender Year)	162
90-Day Notification For Recertification Of Retention Allowance	AECO37U9	Pay Period	163

(reserved)

Exhibits

Exhibit 1

Annual Leave Status Report Of Leave To Be Taken, Forfeited, Or Restored

Report Number: AECO3901

Brief Description: Provides the projected number of annual leave hours an employee has in excess of the maximum carryover (usually 240 hours) to either use, lose, or have restored by the end of the leave year. This report contains sensitive data; use is restricted.

Production Frequency: Annual (P/P 18)

Primary Sequence: Department, agency, contact point

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Contact point

PREPARED XX/XX/XX AECO3901 ANNUAL LEAVE STATUS REPORT PAGE 1
OF LEAVE TO BE TAKEN, FORFEITED, OR RESTORED – AS OF XX/XX/XX

** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

AG 96 90 OFFICE OF FINANCE AND MANAGEMENT CONTACT POINT 90 11 1000 10 10

SOCIAL SECURITY NUMBER	EMPLOYEE NAME	ANNUAL LEAVE HOURS CEILING	CURRENT BALANCE	PROJECTED ACCRUAL	TAKE OR RESTORE	FORFEIT	DATE LEAVE CATEGORY CHANGES	PAY PERIOD CATEGORY CHANGES
000–11–2222	DOE, JANE R.	240.00	271.75	323.75	83.75			
000–22–3333	SMITH, ANN F.	240.00	249.50	313.50	73.50			
	CONTACT POINT TOTAL 2							

ANNUAL LEAVE CAN ONLY BE RESTORED DUE TO AN ADMINISTRATIVE ERROR, SICKNESS OR EXIGENCIES OF THE PUBLIC BUSINESS. FOR SUCH LEAVE TO BE RESTORED, IT MUST BE SCHEDULED IN WRITING THREE PAY PERIODS PRIOR TO THE END OF THE LEAVE YEAR. FORM AD–582, AUTHORIZATION FOR RESTORED ANNUAL LEAVE, MUST BE SENT TO NFC TO ESTABLISH THE NUMBER OF HOURS OF RESTORED LEAVE.

Exhibit 2
Page 1

Annual Recruitment And Relocation Report

Report Number: SRPR4302

Brief Description: Provides a 3-part report. **Part 1** lists employees receiving recruitment bonuses and other related data. **Part 2** lists employees receiving relocation bonuses and other related data. **Part 3** is a summary of both recruitment and relocation bonuses. This report contains sensitive data; use is restricted.

Production Frequency: Annual (SF–113 cutoff)

Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department, agency, POI

XX/XX/XX SRPR4302 ANNUAL RECRUITMENT AND RELOCATION REPORT – PART 1 RECRUITMENT BONUSES PAGE 1
REPORTING PERIOD:
FROM XX/XX/XX – XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

** S E N S I T I V E P E R S O N N E L D A T A – U S E I S R E S T R I C T E D **

SSN	LAST NAME	FIRST NAME	EDUC LEVEL	SEX M F	WHITE	BLACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLED	TARGETED	NOT DISABLED
000000000	DOE	JOE	13	X	X							X
			PAY PLAN	SERIES	GRADE	NOA	NOA DATE	BONUS PCT	BONUS AMT			
			GS	0404	06	815	11/14/93	9	$2,000.00			
SSN	LAST NAME	FIRST NAME	EDUC LEVEL	SEX M F	WHITE	BLACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLED	TARGETED	NOT DISABLED
000000001	DOE	JANE	14	X	X							X
			PAY PLAN	SERIES	GRADE	NOA	NOA DATE	BONUS PCT	BONUS AMT			
			GS	0404	05	815	01/09/94	5	$1,000.00			

TOTALS	TOTAL EMPLOYEES	TOTAL AMOUNT	MALE	FEM	WHITE	BLACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLED	TARGETED	NOT DISABLED
	2	$3,000.00	1	1	2							2

Part 1. Recruitment Bonuses

Exhibit 2
Page 2

Annual Recruitment And Relocation Report

XX/XX/XX SRPR4302 ANNUAL RECRUITMENT AND RELOCATION REPORT – PART 2 RELOCATION BONUSES PAGE 1
REPORTING PERIOD:
FROM XX/XX/XX – XX/XX/XX

DEPT AG U.S. DEPARTMENT OF AGRICULTURE

** S E N S I T I V E P E R S O N N E L D A T A – U S E I S R E S T R I C T E D **

SSN	LAST NAME	FIRST NAME	EDUC LEVEL	SEX M F	WHITE	BLACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLED	TARGETED	NOT DISABLED
000000002	DOE	MICHAEL	21	X		X						X

PAY PLAN	SERIES	GRADE	NOA	NOA DATE	BONUS PCT	BONUS AMT
GS	0487	15	816	11/15/93	23	$20,000.00

SSN	LAST NAME	FIRST NAME	EDUC LEVEL	SEX M F	WHITE	BLACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLED	TARGETED	NOT DISABLED
000000003	DOE	JEAN	21	X				X			X	

PAY PLAN	SERIES	GRADE	NOA	NOA DATE	BONUS PCT	BONUS AMT
GS	0470	14	816	01/09/94	22	$14,000.00

TOTALS	TOTAL EMPLOYEES	TOTAL AMOUNT	MALE	FEM	WHITE	BLACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLED	TARGETED	NOT DISABLED
	2	$34,000.00	1	1		1		1			1	1

Part 2. Relocation Bonuses

Exhibit 2
Page 3

Annual Recruitment And Relocation Report

XX/XX/XX SRPR4302 ANNUAL RECRUITMENT AND RELOCATION REPORT – PART 3 ALL BONUSES PAGE 1

REPORTING PERIOD:
FROM XX/XX/XX – XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

** S E N S I T I V E P E R S O N N E L D A T A – U S E I S R E S T R I C T E D **

SSN	LAST NAME	FIRST NAME	EDUC LEVEL	SEX M F	WHITE	BLACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLED	TARGETED	NOT DISABLED
000000000	DOE	JOE	13	X	X							X
			PAY PLAN	SERIES	GRADE	NOA	NOA DATE	BONUS PCT	BONUS AMT			
			GS	0404	06	815	11/14/93	9	$2,000.00			
SSN	LAST NAME	FIRST NAME	EDUC LEVEL	SEX M F	WHITE	BLACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLED	TARGETED	NOT DISABLED
000000001	DOE	JANE	14	X	X							X
			PAY PLAN	SERIES	GRADE	NOA	NOA DATE	BONUS PCT	BONUS AMT			
			GS	0404	05	815	01/09/94	5	$1,000.00			
SSN	LAST NAME	FIRST NAME	EDUC LEVEL	SEX M F	WHITE	BLACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLED	TARGETED	NOT DISABLED
000000002	DOE	MICHAEL	21	X		X						X
			PAY PLAN	SERIES	GRADE	NOA	NOA DATE	BONUS PCT	BONUS AMT			
			GS	0487	15	816	11/15/93	23	$20,000.00			
SSN	LAST NAME	FIRST NAME	EDUC LEVEL	SEX M F	WHITE	BLACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLED	TARGETED	NOT DISABLED
000000003	DOE	JEAN	21	X				X		X		
			PAY PLAN	SERIES	GRADE	NOA	NOA DATE	BONUS PCT	BONUS AMT			
			GS	0470	14	816	01/09/94	22	$14,000.00			

TOTALS	TOTAL EMPLOYEES	TOTAL AMOUNT	MALE	FEM	WHITE	BLACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLED	TARGETED	NOT DISABLED
	4	$37,000.00	2	2	2	1		1		1		3

Part 3. Both Bonuses

Exhibit 3

Annual Report Of Employees Receiving Retention Allowance

Report Number: AECO7202

Brief Description: Provides a list of employees receiving retention allowances and other data that pertains to the employee and the allowance. This report contains sensitive data; use is restricted.

Production Frequency: Annual (SF–113 cutoff)

Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department, agency, POI

XX/XX/XX AECO7202 ANNUAL REPORT OF EMPLOYEES RECEIVING RETENTION ALLOWANCE PAGE 1

REPORTING PERIOD:

FROM XX/XX/XX – XX/XX/XX DEPT DJ DEPARTMENT OF JUSTICE LEV2 02 EASTERN REGION
AGCY IN IMMIGRATION AND NATURALIZATION SERVICE
POI 0000 ANYTOWN, VT 05403–6813

** S E N S I T I V E P E R S O N N E L D A T A – U S E I S R E S T R I C T E D **

SSN	LAST NAME	FIRST NAME	EDUC LEVEL	SEX	WHITE	BLACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLED	TARGETED	NOT DISABLED
000000004	DOE	DAVID	05	M			X					X

PAY PLAN	SERIES	GRADE	BEGIN PAY PERIOD	END PAY PERIOD	ALLOWANCE PERCENT	ALLOWANCE AGGREGATE	BASE SALARY
GS	1806	07	20	20	11	99.06	24988.00

SSN	LAST NAME	FIRST NAME	EDUC LEVEL	SEX	WHITE	BLACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLED	NOT DISABLED
000000005	DOE	MANUEL	13	M		X				X	

PAY PLAN	SERIES	GRADE	BEGIN PAY PERIOD	END PAY PERIOD	ALLOWANCE PERCENT	ALLOWANCE AGGREGATE	BASE SALARY
GS	1816	12	21	21	12	266.90	41641.00

TOTALS	TOTAL EMPLOYEES	TOTAL AMOUNT	MALE	FEMALE	WHITE	BLACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLED	NOT DISABLED
	2	365.96	2	0	0	1	1	0	0	1	1

THIS REPORT CONTAINS ANNUAL EMPLOYEE AND STATISTICAL DATA REQUIRED FOR THE REVIEW AND EVALUATION OF THE USE OF RETENTION ALLOWANCES. THIS REPORT SHOULD BE INCORPORATED WITH YOUR AGENCY'S NARRATIVE STATEMENTS AND FORWARDED TO YOUR DESIGNATED DEPARTMENT/AGENCY OFFICIAL.

Exhibit 4

Annual Report Of Grade And Pay Retention

Report Number: SRPR2502

Brief Description: Provides a 2-part report. **Part A** lists employees receiving retained grade and a rate of pay other than the regular rate for the position. It shows the beginning date of the entitlement. **Part B** lists employees receiving retained grade and a rate of pay other than the regular rate for the position. It shows the ending date of the entitlement. This report contains sensitive data; use is restricted.

Production Frequency: Annual (calendar year)

Primary Sequence: Department, agency, POI

Sequence Of Data: Most recent date of nature of action code

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department, agency, POI

XX/XX/XX SRPR2502 ANNUAL REPORT OF GRADE AND PAY RETENTION – PART A – BEGIN ENTITLEMENT PAGE 1
REPORTING PERIOD:
FROM XX/XX/XX – XX/XX/XX DEPT AGCY 40 DEPARTMENT OF TREASURY BUR ALCOHOL,TOBACCO,& FIR * * SENSITIVE PERSONNEL DATA – USE IS RESTRICTED * *

					FROM DATA			TODATA					
SSNO	EMPLOYEE NAME	AGCY	E.O.	LVLS 2–4	DATE	PP/GR/SER/APPT	NOA & DATE	PP GR SER/APPT PDR	DUTY	STATE	AND CITY
000112222	J B JONES	40	4030	40 19 0030	XXXXXX	GS 11 0202 11	20456 XXXXXX	GS 11 0202 01	K	DC	WASHINGTON
000223333	A U SMITH	40	4038	30 31 0000	XXXXXX	GS 12 0240 01	20460 XXXXXX	GS 12 0240 01	J	IL	PEORIA
AGENCY TOTAL 2											

Part A. Begin Entilement

XX/XX/XX SRPR2502 ANNUAL REPORT OF GRADE AND PAY RETENTION – PART B – END ENTITLEMENT PAGE 1
REPORTING PERIOD:
FROM XX/XX/XX – XX/XX/XX DEPT AGCY 40 DEPARTMENT OF TREASURY BUR ALCOHOL,TOBACCO,& FIR * * SENSITIVE PERSONNEL DATA – USE IS RESTRICTED * *

					FROM DATA			TODATA					
SSNO	EMPLOYEE NAME	AGCY	E.O.	LVLS 2–4	DATE	PP/GR/SER/APPT	NOA & DATE	PP GR SER/APPT PDR	DUTY	STATE	AND CITY
000112222	J B JONES	40	4030	40 19 0030	XXXXXX	GS 11 0202 11	20456 XXXXXX	GS 11 0202 01	K	DC	WASHINGTON
000223333	A U SMITH	40	4038	30 31 0000	XXXXXX	GS 12 0240 01	20460 XXXXXX	GS 12 0240 01	J	IL	PEORIA
AGENCY TOTAL 2											

Part B. End Entlement

Exhibit 5

Annual Report Of Leave Usage For Leave Year 19XX

Report Number: PREP6102

Brief Description: Provides an annual summary on leave usage of statistical data (e.g., number of days earned, number of days used, monetary value of leave used, etc.).

Production Frequency: Annual (leave year)

Primary Sequence: Department, agency

Sequence Of Data: Type of leave

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Available Distribution Levels: Department, agency, POI, organizational structure to the 5th level

RUN DATE XX/XX/XX PREP6102 ANNUAL REPORT OF LEAVE USAGE FOR LEAVE YEAR 19XX PAGE 001

DEPT CM U.S. DEPARTMENT OF COMMERCE LVLS 08 OFFICE OF PUBLIC AFFAIRS
AGCY 51 OFFICE OF THE SECRETARY LVLS 62 NEWS RELATIONS DIVISION

TYPE OF LEAVE	NO. OF EMPLOYEES	NO. DAYS EARNED	NO. DAYS USED	AVG. DAYS USED	VALUE OF LEAVE USED	NO. DAYS CARRIED OVER	NO. DAYS FORFEITED	LUMP SUM ANN LV PD NO. DAYS	VALUE	SICK LV DAYS RETIREMT CR
ANNUAL	2	5	2	1.0	$ 121	2				
SICK	2	5				4				
MILITARY**	0									
LWOP	0									
AWOL	0									
ADMINISTRATIVE	2		7	3.5	$ 680					

** FOR MILITARY LEAVE ONLY, THE REPORT COVERS THE FISCAL YEAR WHICH ENDED ON SEPTEMBER 30 OF THE LEAVE–YEAR

Exhibit 6

Annual Report Of Within Grade Increase By Race And Sex

Report Number: ADAM4102

Brief Description: Provides a summary of within-grade increase activity granted, withheld, and processed by race, grade, and sex. A percentage figure is also depicted for increases withheld.

Production Frequency: Annual (fiscal year)

Primary Sequence: Department

Sequence Of Data: Race, grade, sex

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

RUN DATE XX/XX/XX ADAM4102 ANNUAL REPORT OF WITHIN GRADE INCREASE PAGE 1
FOR XX/XX/XX/ TO XX/XX/XX BY RACE AND SEX

DEPT AG U.S. DEPARTMENT OF AGRICULTURE

		NO. WGIS GRANTED			NO. WGIS WITHHELD			NO. PROCESSED			% WITHHELD		
MINORITY		M	F	T	M	F	T	M	F	T	M	F	T
AMERICAN INDIAN OR	GS	342	275	617	0	0	0	342	275	617	.00	.00	.00
ALASKAN NATIVE	WAGE	39	6	45	0	0	0	39	6	56	.00	.00	.00
	TOTAL	381	281	662	0	0	0	381	281	662	.00	.00	.00
ASIAN OR	GS	280	205	485	0	1	1	280	206	486	.00	.48	.20
PACIFIC ISLANDER	WAGE	8	4	12	0	0	0	8	4	12	.00	.00	.00
	TOTAL	288	209	497	0	1	1	288	210	498	.00	.47	.20
BLACK	GS	1099	1918	3017	9	11	20	1108	1929	3037	.81	.57	.65
	WAGE	110	15	125	0	1	1	110	16	126	.00	6.25	.79
	TOTAL	1209	1933	3142	9	12	21	1218	1945	3163	.73	.61	.66
HISPANIC	GS	941	538	1479	3	0	3	944	538	1482	.31	.00	.20
	WAGE	77	6	83	0	0	0	77	6	83	.00	.00	.00
	TOTAL	1018	544	1532	3	0	3	1021	544	1565	.29	.00	.19
WHITE	GS	17811	11823	29634	59	20	79	17870	11846	29713	.33	.16	.26
	WAGE	855	163	1018	0	0	0	855	163	1018	.00	.00	.00
	TOTAL	18666	11986	30652	59	20	79	18725	12006	30731	.31	.16	.25
CHINESE	GS	12	1	13	0	0	0	12	1	13	.00	.00	.00
	WAGE	0	0	0	0	0	0	0	0	0	.00	.00	.00
	TOTAL	12	1	13	0	0	0	12	1	13	.00	.00	.00
FILIPINO	GS	3	1	4	0	0	0	3	1	1	.00	.00	.00
	WAGE	1	0	1	0	0	0	1	0	1	.00	.00	.00
	TOTAL	4	1	5	0	0	0	4	1	5	.00	.00	.00
HAWAIIAN	GS	6	3	9	0	0	0	6	3	9	.00	.00	.00
	WAGE	0	1	1	0	0	0	0	1	1	.00	.00	.00
	TOTAL	6	4	10	0	0	0	6	4	10	.00	.00	.00
JAPANESE	GS	44	19	63	0	0	0	44	19	63	.00	.00	.00
	WAGE	1	0	1	0	0	0	1	0	1	.00	.00	.00
	TOTAL	45	19	64	0	0	0	45	19	63	.00	.00	.00
OTHER ASIAN OR	GS	2	2	4	0	0	0	2	2	4	.00	.00	.00
PACIFIC ISLANDER	WAGE	0	0	0	0	0	0	0	0	0	.00	.00	.00
	TOTAL	2	2	4	0	0	0	2	2	4	.00	.00	.00

Exhibit 7

Annual Report Of Within-Grade Increase By Series And Grade

Report Number: ADAM4104

Brief Description: Provides an annual summary of within-grade increases by series, grade, and sex.

Production Frequency: Annual (fiscal year)

Primary Sequence: Department, agency

Sequence Of Data: Occupational series, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

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

RUN DATE XX/XX/XX ADAM4104 ANNUAL REPORT OF WITHIN–GRADE INCREASE PAGE 1
FOR XX/XX/XX TO XX/XX/XX BY SERIES AND GRADE

U.S. DEPARTMENT OF AGRICULTURE ARS

SERIES GRADE	NO. WGIS GRANTED			NO. WGIS WITHHELD			NO. WGIS PROCESSED			% WITHHELD		
	M	F	T	M	F	T	M	F	T	M	F	T
0201 PERSONNEL MANAGEMENT												
07	0	1	1	0	0	0	0	1	1	.00	.00	.00
09	4	2	6	0	0	0	4	2	6	.00	.00	.00
11	1	0	1	0	0	0	1	0	1	.00	.00	.00
SERIES TOTAL	5	3	8	0	0	0	5	3	8	.00	.00	.00
0212 PERSONNEL STAFFING												
12	1	0	1	0	0	0	1	0	1	.00	.00	.00
SERIES TOTAL	1	0	1	0	0	0	1	0	1	.00	.00	.00

Exhibit 8

Annual Summary Of Activity Under Merit Promotion Procedures

Report Number: SRPR0704

Brief Description: Provides an annual summary of all activity under merit promotion procedures effected by the agency. A separate report is provided for each employment group (e.g., permanent full-time, permanent part-time, etc.)

Production Frequency: Annual (calendar year)

Primary Sequence: Department, agency, employment group

Sequence Of Data: Occupational series, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

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

XX/XX/XX SRPR0704 ANNUAL SUMMARY OF ACTIVITY UNDER MERIT PROMOTION PROCEDURES EMPLOYMENT GROUP PFT SERIES SUM PAGE 1
REPORTING PERIOD
FROM XX/XX/XX – XX/XX/XX DEPT U.S. DEPARTMENT OF AGRICULTURE
AGCY 03 AGR RESEARCH SERVICE

		PROMOTIONS				REASSIGNMENTS			DEMOTIONS			ACCESSIONS			CONVERSIONS		
SERIES–GRADE		COMP	CAREER	EXEMP	TOTAL	COMP	NON–COMP	TOTAL	COMP	NON–COMP	TOTAL	COMP	N/A	TOTAL	COMP	NON–COMP	TOTAL
0006	06	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
SERIES–TOTALS		0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
0016	12	1	0	0	1	0	0	0	0	2	2	2	0	2	0	0	0
0016	13	0	0	0	0	0	1	1	0	1	1	0	0	0	0	0	0
0016	14	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
SERIES–TOTALS		1	0	1	2	0	1	1	0	3	3	2	0	2	0	0	0

Exhibit 9

Annual Summary Of Penalty Type Actions

Report Number: SRPR1702

Brief Description: Provides an annual summary by nature of action code of the number of employees affected by personnel actions processed under adverse action procedures.

Production Frequency: Annual (calendar year)

Primary Sequence: Department, agency

Sequence Of Data: Nature of action code

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department, agency

XX/XX/XX SRPR1702 ANNUAL SUMMARY OF PENALTY TYPE ACTIONS PAGE 1

REPORTING PERIOD:
FROM XX/XX/XX – XX/XX/XX DEPT U.S. DEPARTMENT OF COMMERCE
AGCY 59 MINORITY BUSINESS DVLPMT AG

NATURE OF ACTION CODE	NUMBER
206–30	3
207–80	1
903–13	1
AGENCY TOTAL	5

Exhibit 10

Annual Time Off Award Report – Prior And Current Years

Report Number: SRPR4502

Brief Description: Provides a list of employees who received a time off award in the last 2 years. The report contains hours earned, used, forfeited, and forwarded. The report contains sensitive data; use is restricted.

Production Frequency: Annual (leave year)

Primary Sequence: Department, agency

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department, agency, POI

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XX/XX/XX    SRPR4502          ANNUAL TIME OFF AWARD REPORT – PRIOR AND CURRENT YEARS                    PAGE 1
REPORTING PERIOD:
FROM XX/XX/XX – XX/XX/XX      DEPT        U.S. DEPARTMENT OF AGRICULTURE
                              AGCY  11    FOREST SERVICE
                    ** S E N S I T I V E   P E R S O N N E L   D A T A   –   U S E   I S   R E S T R I C T E D **

                                          PAY     SERIES   GRADE   EFFECTIVE    NO. HOURS
SSN         LAST NAME   FIRST NAME        PLAN                      DATE         EARNED

000000004   DOE         MARY              GS      0462     05      XX/XX/XX     20.00

EMPLOYEE TOTALS   PRIOR YR    HOURS EARNED      .00 HOURS USED      .00 HOURS FORFEITED      .00 HOURS FORWARDED      .00
                  CURRENT YR HOURS EARNED    20.00 HOURS USED      .00 HOURS FORFEITED      .00 HOURS FORWARDED    20.00

                                          PAY     SERIES   GRADE   EFFECTIVE    NO. HOURS
SSN         LAST NAME   FIRST NAME        PLAN                      DATE         EARNED

000000007   SMITH       JOHN              GS      0462     05      XX/XX/XX     20.00

EMPLOYEE TOTALS   PRIOR YR    HOURS EARNED      .00 HOURS USED      .00 HOURS FORFEITED      .00 HOURS FORWARDED      .00
                  CURRENT YR HOURS EARNED    20.00 HOURS USED      .00 HOURS FORFEITED      .00 HOURS FORWARDED    20.00
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Exhibit 11

Cash Awards For Invention By PATCO & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of cash awards for invention, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group

Sequence Of Data: PATCO category, pay plan

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

PAGE 3

DN–714–14 AARU4002 FYXX CASH AWARDS FOR INVENTION BY PATCO & PAY LEVEL
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT
AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE
AGCY 01 OFFICE OF THE SECRETARY

PAT		TOTAL	WHITE		BLACK		HISPANIC		ASIAN AM./ PACIFIC IS		AM. INDIAN/ AK. NATIVE	
CO PAY LEVEL		ALL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
P GS 09	#	2	0	2	.0	.0	0	0	0	0	0	0
	%		.0	100.0	0	0	.0	.0	0	0	0	0
	$	200	0	200	.0	.0	0	0	0	0	0	0
	%		.0	100.0	0	0	.0	.0	0	0	0	0
GS 10	#	2		2	.0	.0	0	0	0	0	0	0
	%		.0	100.0	0	0	.0	.0	0	0	0	0
	$	400		400	.0	.0	0	0	0	0	0	0
	%		.0	100.0	0	0	.0	.0	.0	.0	.0	.0
GS 12		2		2	.0	.0	0	0	0	0	0	0
	%		100.0	.0			.0	.0	.0	.0	.0	.0
		3,000	3,000	0	0	0	0	0	0	0	0	0
			100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
GS/GM 13	#	1	0	1		0	0	0	0	0	0	0
	%		.0	100.0	.0	.0	.0	.0	.0	0	0	0
	$	500	0	500	0	0	0	0	0	0	0	0
	%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
TOTAL GS/GM	#	7	2	5	0	0	0	0	0	0	0	0
	%		28.6	71.4	.0	.0	.0	.0	.0	.0	.0	.0
	$	4,100	3,000	1,100	0	0	0	0	0	0	0	0
	%		73.2	26.8	.0	.0	.0	.0	.0	.0	.0	.0
PATCO TOTAL	#	7	2	5	0	0	0	0	0	0	0	0
	%		28.6	71.4	.0	.0	.0	.0	.0	.0	.0	.0
	$	4,100	3,000	1,100	0	0	0	0	0	0	0	0
	%		73.2	26.8	.0	.0	.0	.0	.0	.0	.0	.0

Exhibit 12

Cash Awards For Invention By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of cash awards for inventions, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–15 AARU4002 FYXX CASH AWARDS FOR INVENTION BY PATCO, SERIES & PAY LEVEL PAGE 228

RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE
AGCY 01 OFFICE OF THE SECRETARY

PAT CO	PAY LEVEL		TOTAL	WHITE		BLACK		HISPANIC		ASIAN AM./ PACIFIC IS		AM. INDIAN/ AK. NATIVE	
SERIES			ALL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
0809 CONST CONTROL													
P	GS 09	#	2	0	2	0	0	0	0	0	0	0	0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	200	0	200	0	0	0	0	0	0	0	0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS 10	#	2	0	2	0	0	0	0	0	0	0	0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	400	0	400	0	0	0	0	0	0	0	0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS 12	#	2	2	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	3,000	3,000	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS/GM 13	#	1	0	1	0	0	0	0	0	0	0	0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	500	0	500	0	0	0	0	0	0	0	0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
	TOTAL GS/GM/SES	#	7	2	5	0	0	0	0	0	0	0	0
		%		28.6	71.4	.0	.0	.0	.0	.0	.0	.0	.0
		$	4,100	3,000	1,100	0	0	0	0	0	0	0	0
		%		73.2	26.8	.0	.0	.0	.0	.0	.0	.0	.0
	SERIES TOTAL	#	7	2	5	0	0	0	0	0	0	0	0
		%		28.6	71.4	.0	.0	.0	.0	.0	.0	.0	.0
		$	4,100	3,000	1,100	0	0	0	0	0	0	0	0
		%		73.2	26.8	.0	.0	.0	.0	.0	.0	.0	.0
0809 CONST CONTROL													
A	GS 09	#	2	0	2	0	0	0	0	0	0	0	0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	200	0	200	0	0	0	0	0	0	0	0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS 10	#	2	0	2	0	0	0	0	0	0	0	0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	400	0	400	0	0	0	0	0	0	0	0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS 12	#	2	2	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	3,000	3,000	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS/GM 13	#	1	0	1	0	0	0	0	0	0	0	0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	500	0	500	0	0	0	0	0	0	0	0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0

Exhibit 13

Cash Awards For Performance By PATCO & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of cash awards for performances, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: PATCO category, pay level

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–14 AARU4002 FYXX CASH AWARDS FOR PERFORMANCE BY PATCO & PAY LEVEL PAGE 114
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

PAT CO	PAY LEVEL		TOTAL ALL	WHITE MALE	WHITE FEMALE	BLACK MALE	BLACK FEMALE	HISPANIC MALE	HISPANIC FEMALE	ASIAN AM./ PACIFIC IS MALE	ASIAN AM./ PACIFIC IS FEMALE	AM. INDIAN/ AK. NATIVE MALE	AM. INDIAN/ AK. NATIVE FEMALE
	SES/GS 16–18	#	2	2	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	5,820	5,820	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
P	GS 05	#	2	1	1	0	0	0	0	0	0	0	0
		%		50.0	50.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	632	132	500	0	0	0	0	0	0	0	0
		%		20.9	79.1	.0	.0	.0	.0	.0	.0	.0	.0
	GS 07	#	29	11	7	3	4	0	0	2	1	0	1
		%		37.9	24.1	10.3	13.8	.0	.0	6.9	3.4	.0	3.4
		$	21,040	7,695	4,707	2,699	1,941	0	0	2,763	820	0	415
		%		36.6	22.4	12.8	9.2	.0	.0	13.1	3.9	.0	2.0
	GS 09	#	135	69	26	7	11	2	1	13	6	0	0
		%		51.1	19.3	5.2	8.1	1.5	.7	9.6	4.4	.0	.0
		$	146,041	82,045	25,326	7,457	6,881	2,400	1,500	13,333	7,099	0	0
		%		56.2	17.3	5.1	4.7	1.6	1.0	9.1	4.9	.0	.0
	GS 11	#	232	117	52	11	13	3	1	26	8	0	1
		%		50.4	22.4	4.7	5.6	1.3	.4	11.2	3.4	.0	.4
		$	320,821	156,610	73,042	13,927	17,296	4,273	1,330	43,986	9,715	0	622
		%		48.8	22.8	4.3	5.4	1.3	.4	13.7	3.0	.0	.2
	GS 12	#	390	148	135	20	35	7	5	27	9	2	2
		%		37.9	34.6	5.1	9.0	1.8	1.3	6.9	2.3	.5	.5
		$	516,728	197,724	172,992	20,776	36,859	9,664	6,627	50,883	14,726	3,730	2,747
		%		38.3	33.5	4.0	7.1	1.9	1.3	9.87	2.8	.7	.5
	GS/GM 13	#	860	539	160	36	41	17	5	34	23	4	1
		%		62.7	18.6	4.2	4.8	2.0	.6	4.0	2.7	.5	.1
		$	1,186,682	675,683	255,239	18,075	4,050	9,300	625	14,000	6,250	14,050	0
		%		87.7	5.6	1.8	.4	.9	.1	1.4	.6	1.4	.0
	GS/GM 14	#	1,168	887	146	43	25	13	4	40	8	2	0
		%		75.9	12.5	3.7	2.1	1.1	.3	3.4	.7	.2	.0
		$	2,390,580	1763,197	244,362	133,131	72,274	29,242	11,375	110,010	22,636	4,353	0
		%		73.8	10.2	5.6	3.0	1.2	.5	4.6	.9	.2	.0
	GS/GM 15	#	817	679	66	26	10	10	0	22	3	0	1
		%		83.1	8.1	3.2	1.2	1.2	.0	2.7	.4	.0	.1
		$	1,601,810	1363,220	110,081	34,902	20,903	16,515	0	43,701	10,878	0	1,610
		%		85.1	6.9	2.2	1.3	1.0	.0	2.7	.7	.0	.1
	TOTAL GS/GM	#	3,633	2,451	593	146	139	52	16	164	58	8	6
		%		67.5	16.3	4.0	3.8	1.4	.4	4.5	1.6	.2	.2
		$	6,184,314	4246,306	886,249	264,737	217,544	81,732	27,270	319,878	122,594	11,893	6,111
		%		68.7	14.3	4.3	3.5	1.3	.4	5.2	2.0	.2	.1
P	OTHER 07	#	2	0	2	0	0	0	0	0	0	0	0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	1,247	0	1,247	0	0	0	0	0	0	0	0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0

Exhibit 14

Cash Awards For Performance By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of cash awards for performances, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–15 AARU4002 FYXX CASH AWARDS FOR PERFORMANCE BY PATCO, SERIES & PAY LEVEL PAGE 154

RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT CM U.S. DEPARTMENT OF COMMERCE

PAT CO	PAY LEVEL		TOTAL	WHITE		BLACK		HISPANIC		ASIAN AM./ PACIFIC IS		AM. INDIAN/ AK. NATIVE	
SERIES			ALL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
1340 METEOROLOGY													
P	GS 12	#	1	1	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	250	250	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS/GM 13	#	89	81	2	1	1	4	0	0	0	0	0
		%		91.0	2.2	1.1	1.1	4.5	.0	.0	.0	.0	.0
		$	82.545	79,937	2,131	782	782	2,913	0	0	0	0	0
		%		92.0	2.6	.9	.9	3.5	.0	.0	.0	.0	.0
	GS/GM 14	#	111	98	3	4	1	0	1	3	1	0	0
		%		88.3	2.7	3.6	.9	.0	.9	2.7	.9	.0	.0
		$	136,368	114,791	3,082	8,794	899	0	1,798	6,105	899	0	0
		%		84.2	2.3	6.4	.7	.0	1.3	4.5	.7	.0	.0
	GS/GM 15	#	99	89	2	1	0	4	0	3	0	0	0
		%		89.9	2.0	1.0	.0	4.0	.0	3.0	.0	.0	.0
		$	152,137	137,475	4,066	1,828	0	3,785	0	4,983	0	0	0
		%		90.4	2.7	1.2	.0	2.5	.0	3.3	.0	.0	.0
	TOTAL GS/GM/SES	#	300	269	7	6	2	8	1	6	1	0	0
		%		89.7	2.3	2.0	.7	2.7	.3	2.0	.3	.0	.0
		$	371,300	328,453	9,279	11,404	1,681	6,698	1,798	11,088	899	0	0
		%		88.5	2.5	3.1	.5	1.8	.5	3.0	.2	.0	.0
	SERIES TOTAL	#	300	269	7	6	2	8	1	6	1	0	0
		%		89.7	2.3	2.0	.7	2.7	.3	2.0	.3	.0	.0
		$	371,300	328,453	9,279	11,404	1,681	6,698	1,798	11,088	889	0	0
		%		88.5	2.5	3.1	.5	1.8	.5	3.0	.2	.0	.0
1224 PATENT EXAMINING													
P	GS 07	#	16	5	5	2	1	0	0	2	1	0	0
		%		31.3	31.3	12.5	6.3	.0	.0	12.5	6.3	.0	.0
		$	14,180	3,722	4,106	1,949	820	0	0	2,793	820	0	0
		%		26.2	29.0	13.7	5.8	.0	.0	19.5	5.8	.0	.0
	GS 09	#	103	57	17	5	6	1	1	12	4	0	0
		%		55.3	16.5	4.9	5.8	1.0	1.0	11.7	3.9	.0	.0
		$	122,648	70,933	19,121	6,840	3,946	1,500	1,500	12,733	6,075	0	0
		%		57.8	15.6	5.6	3.2	1.2	1.2	10.4	5.0	.0	.0
	GS 11	#	139	77	23	5	4	2	0	25	3	0	0
		%		55.4	16.5	3.6	2.9	1.4	.0	18.0	2.2	.0	.0
		$	211,599	108,235	39,810	7,362	6,014	3,651	0	42,857	3,670	0	0
		%		51.2	18.8	3.5	2.8	1.7	.0	20.3	1.7	.0	.0
	GS 12	#	103	50	15	8	4	1	1	19	5	0	0
		%		48.5	14.6	7.8	3.9	1.0	1.0	18.4	4.9	.0	.0
		$	180,580	84,792	27,320	8,860	5,446	2,611	2,238	38,565	10,748	0	0
		%		47.0	15.1	4.9	3.0	1.4	1.2	21.4	6.0	.0	.0

Exhibit 15

Cash Awards For Special Act Or Service By PATCO & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of cash awards for special act or service, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: PATCO category, pay level

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–14 AARU4002 FYXX CASH AWARDS FOR SPECIAL ACT OR SERVICE BY PATCO & PAY LEVEL PAGE 119
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

PAT			TOTAL	WHITE		BLACK		HISPANIC		ASIAN AM./ PACIFIC IS		AM. INDIAN/ AK. NATIVE	
CO	PAY LEVEL		ALL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
	SES/GS 16–18	#	2	2	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	1,250	1,250	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
P	GS 07	#	1	0	1	0	0	0	0	0	0	0	0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	125	0	125	0	0	0	0	0	0	0	0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS 09	#	5	2	2	0	0	0	0	1	0	0	0
		%		40.0	40.0	.0	.0	.0	.0	20.0	.0	.0	.0
		$	825	225	500	0	0	0	0	100	0	0	0
		%		27.3	60.6	.0	.0	.0	.0	12.1	.0	.0	.0
	GS 11	#	7	3	3	0	1	0	0	0	0	0	0
		%		42.9	42.9	.0	14.3	.0	.0	.0	.0	.0	.0
		$	3,495	1,150	1,845	0	500	0	0	0	0	0	0
		%		32.9	52.8	.0	14.3	.0	.0	.0	.0	.0	.0
	GS 12	#	7	5	2	0	0	0	0	0	0	0	0
		%		71.4	28.6	.0	.0	.0	.0	.0	.0	.0	.0
		$	1,520	1,245	275	0	0	0	0	0	0	0	0
		%		81.9	18.1	.0	.0	.0	.0	.0	.0	.0	.0
	GS/GM 13	#	16	13	3	0	0	0	0	0	0	0	0
		%		81.3	18.8	.0	.0	.0	.0	.0	.0	.0	.0
		$	9,375	6,675	2,700	0	0	0	0	0	0	0	0
		%		71.2	28.8	.0	.0	.0	.0	.0	.0	.0	.0
	GS/GM 14	#	11	10	1	0	0	0	0	0	0	0	0
		%		90.9	9.1	.0	.0	.0	.0	.0	.0	.0	.0
		$	6,035	5,535	500	0	0	0	0	0	0	0	0
		%		91.7	8.3	.0	.0	.0	.0	.0	.0	.0	.0
	GS/GM 15	#	12	11	1	0	0	0	0	0	0	0	0
		%		91.7	8.3	.0	.0	.0	.0	.0	.0	.0	.0
		$	9,600	9,100	500	0	0	0	0	0	0	0	0
		%		94.8	5.2	.0	.0	.0	.0	.0	.0	.0	.0
	TOTAL GS/GM	#	59	44	13	0	1	0	0	1	0	0	0
		%		74.6	22.0	.0	1.7	.0	.0	1.7	.0	.0	.0
		$	30,975	23,930	6,445	0	500	0	0	100	0	0	0
		%		77.3	20.8	.0	1.6	.0	.0	.3	.0	.0	.0
P	OTHER 11	#	1	1	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	1,500	1,500	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	OTHER 14	#	3	3	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	4,500	4,500	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0

Exhibit 16

Cash Awards For Special Act Or Service By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of cash awards for special act or service, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–15 AARU4002 FYXX CASH AWARDS FOR SPECIAL ACT OR SERVICE BY PATCO, SERIES & PAY LEVEL PAGE 191
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

PAT CO SERIES	PAY LEVEL		TOTAL ALL	WHITE MALE	WHITE FEMALE	BLACK MALE	BLACK FEMALE	HISPANIC MALE	HISPANIC FEMALE	ASIAN AM./ PACIFIC IS MALE	ASIAN AM./ PACIFIC IS FEMALE	AM. INDIAN/ AK. NATIVE MALE	AM. INDIAN/ AK. NATIVE FEMALE
1340 METEOROLOGY													
P	GS 09	#	4	2	1	0	0	0	0	1	0	0	0
		%		50.0	25.0	.0	.0	.0	.0	25.0	.0	.0	.0
		$	425	225	100	0	0	0	0	100	0	0	0
		%		52.9	23.5	.0	.0	.0	.0	23.5	.0	.0	.0
	GS 12	#	3	3	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	985	985	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS/GM 13	#	10	9	1	0	0	0	0	0	0	0	0
		%		90.0	10.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	4,625	2,925	1,700	0	0	0	0	0	0	0	0
		%		63.2	36.8	.0	.0	.0	.0	.0	.0	.0	.0
	GS/GM 14	#	3	3	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	1,235	1,235	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS 16–18 & SES	#	1	1	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	500	500	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	TOTAL GS/GM/SES	#	21	18	2	0	0	0	0	1	0	0	0
		%		85.7	9.5	.0	.0	.0	.0	4.8	.0	.0	.0
		$	7,770	5,870	1,800	0	0	0	0	100	0	0	0
		%		75.5	23.2	.0	.0	.0	.0	1.3	.0	.0	.0
	SERIES TOTAL	#	21	18	2	0	0	0	0	1	0	0	0
		%		85.7	9.5	.0	.0	.0	.0	4.8	.0	.0	.0
		$	7,770	5,870	1,800	0	0	0	0	100	0	0	0
		%		75.5	23.2	.0	.0	.0	.0	1.3	.0	.0	.0
0482 FISHERY BIOLOGY													
P	GS 09	#	1	0	1	0	0	0	0	0	0	0	0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	400	0	400	0	0	0	0	0	0	0	0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS 11	#	1	1	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	400	400	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS/GM 14	#	2	2	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	1,550	1,550	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0

Exhibit 17

Cash Awards For Suggestions By PATCO & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of cash awards for suggestions, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: PATCO category, pay level

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–14 AARU4002 FYXX CASH AWARDS FOR SUGGESTIONS BY PATCO & PAY LEVEL PAGE 111
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

PAT			TOTAL	WHITE		BLACK		HISPANIC		ASIAN AM./ PACIFIC IS		AM. INDIAN/ AK. NATIVE	
CO	PAY LEVEL		ALL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
P	GS 09	#	1	1	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	25	25	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS 11	#	3	2	1	0	0	0	0	0	0	0	0
		%		66.7	33.3	.0	.0	.0	.0	.0	.0	.0	.0
		$	100	75	25	0	0	0	0	0	0	0	0
		%		75.0	25.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS 12	#	1	1	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	100	100	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS/GM 13	#	1	0	0	1	0	0	0	0	0	0	0
		%		.0	.0	100.0	.0	.0	.0	.0	.0	.0	.0
		$	100	0	0	100	0	0	0	0	0	0	0
		%		.0	.0	100.0	.0	.0	.0	.0	.0	.0	.0
	GS/GM 14	#	1	1	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	25	25	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	TOTAL GS/GM	#	7	5	1	1	0	0	0	0	0	0	0
		%		71.4	14.3	14.3	.0	.0	.0	.0	.0	.0	.0
		$	350	225	25	100	0	0	0	0	0	0	0
		%		64.3	7.1	28.6	.0	.0	.0	.0	.0	.0	.0
	PATCO TOTAL	#	7	5	1	1	0	0	0	0	0	0	0
		%		71.4	14.3	14.3	.0	.0	.0	.0	.0	.0	.0
		$	350	225	25	100	.0	.0	.0	.0	.0	.0	.0
		%		64.3	7.1	28.6	.0	.8	.0	.0	.0	.0	.0
T	GS 11	#	1	1	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	1,060	1,060	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS 12	#	1	1	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	1,300	1,300	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	TOTAL GS/GM	#	2	2	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	2,360	2,360	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0

Exhibit 18

Cash Awards For Suggestions By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of cash awards for suggestions, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–15 AARU4002 FYXX CASH AWARDS FOR SUGGESTIONS BY PATCO, SERIES & PAY LEVEL PAGE 137
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

PAT CO SERIES	PAY LEVEL		TOTAL ALL	WHITE MALE	WHITE FEMALE	BLACK MALE	BLACK FEMALE	HISPANIC MALE	HISPANIC FEMALE	PACIFIC IS MALE	PACIFIC IS FEMALE	ASIAN AM./ AK. NATIVE MALE	ASIAN AM./ AK. NATIVE FEMALE
1224 PATENT EXAMINING													
P	GS 09	#	1	1	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	25	25	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS/GM 14	#	1	1	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	25	25	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	TOTAL GS/GM/SES	#	2	2	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	50	50	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	SERIES TOTAL	#	2	2	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	50	50	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
1370 CARTOGRAPHY													
P	GS 11	#	3	2	1	0	0	0	0	0	0	0	0
		%		66.7	33.3	.0	.0	.0	.0	.0	.0	.0	.0
		$	100	75	25	0	0	0	0	0	0	0	0
		%		75.0	25.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS 12	#	1	1	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	100	100	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	TOTAL GS/GM/SES #		4	3	1	0	0	0	0	0	0	0	0
		%		75.0	25.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	200	175	25	0	0	0	0	0	0	0	0
		%		87.5	12.5	.0	.0	.0	.0	.0	.0	.0	.0
	SERIES TOTAL	#	4	3	1	0	0	0	0	0	0	0	0
		%		75.0	25.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	200	175	25	0	0	0	0	0	0	0	0
		%		87.5	12.5	.0	.0	.0	.0	.0	.0	.0	.0
1223 PATENT CLASSIFYING													
P	GS/GM 13	#	1	0	0	1	0	0	0	0	0	0	0
		%		.0	.0	100.0	.0	.0	.0	.0	.0	.0	.0
		$	100	0	0	100	0	0	0	0	0	0	0
		%		.0	.0	100.0	.0	.0	.0	.0	.0	.0	.0

Exhibit 19

Certification For Within-Grade Increase

Report Number: CD–416

Brief Description: Provides advance notice that a Department of Commerce employee will complete the waiting period required for a within-grade salary increase.

Production Frequency: Pay Period

Primary Sequence: Department, agency

Sequence Of Data: N/A

Other Sources For This Report:: RFQS, Certification For Within-Grade Increase

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

FORM CD-416
(REV. 7.87)
DOA 202-531

U.S. DEPARTMENT OF COMMERCE

CERTIFICATION FOR WITHIN-GRADE INCREASE

Important: Before completing this form, read the instructions on the reverse side.

1. Employee Name	2. Date Ending Waiting Period
3. Title, Series, Grade, Step	4. Organization

5. Certification:

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

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

6. Complete CD-396, "Performance Plan, Progress Review, and Appraisal Record," if employee's current rating does not support the decision to grant or deny the within-grade increase.

Signature of Certifing Official	Title	Date
Signature of Approving Official (when required by operating unit)	Title	Date
Signature of Personnel Office (optional)	Title	Date

Submitting Office No.	Organization Code	Agency Code

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

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

Exhibit 20

Change In Work Force EEO Profile By PATCO

Report Number: AARU4002

Brief Description: Provides the number of employees, percentage of representation, and civilian labor force (CLF) representation for each professional, administrative, technical, clerical, and other (PATCO) category. The data is provided for 2 consecutive fiscal years and depicts the percentage of change. Wage grade employees are also included in the report.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: PATCO category

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–1 AARU4002 FYXX CHANGE IN WORK FORCE EEO PROFILE BY PATCO PAGE 1
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

	YEARS/%		TOTAL		WHITE		BLACK		HISPANIC		ASIAN AM./ PACIFIC IS		AM. INDIAN/ AK. NATIVE	
PATCO CATEGORY	CHANGE		ALL	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM
	CLF	%		32.1	60.6	26.9	2.3	2.8	2.2	1.1	2.5	1.1	.2	.1
	19XX	#	30351	3662	24345	3140	1005	272	561	85	521	133	257	32
		%		12.1	80.2	10.3	3.3	.9	1.8	.3	1.7	.4	.8	.1
PROFESSIONAL	19XX	#	31324	4263	24628	3669	1011	312	586	103	560	143	276	36
		%		13.6	78.6	11.7	3.2	1.0	1.9	.3	1.8	.5	.9	.1
	%CHANGE			1.5	1.6–	1.4	.1–	.1	.1	.0	.1	.1	.1	.0
	CLF	%		31.7	60.4	26.6	3.6	3.1	2.8	1.3	1.1	.5	.3	.2
	19XX	#	13386	5416	6993	4357	601	759	236	159	61	79	79	62
		%		40.5	52.2	32.5	4.5	5.7	1.8	1.2	.5	.6	.6	.5
ADMINISTRATIVE	19XX	#	14087	5988	7068	4766	626	858	255	186	66	91	84	87
		%		42.5	50.2	33.8	4.4	6.1	1.8	1.3	.5	.6	.6	.6
	%CHANGE			2.0	2.0–	1.3	.1–	.4	.0	.1	.0	.0	.0	.1
	CLF	%		47.0	45.0	37.0	3.5	6.3	2.7	2.4	1.2	.9	.3	.3
	19XX	#	30382	9249	18360	7532	1120	1163	1023	271	114	89	516	194
		%		30.4	60.4	24.8	3.7	3.8	3.4	.9	.4	.3	1.7	.6
TECHNICAL	19XX	#	31117	9971	18249	8091	1110	1245	1073	299	120	107	594	229
		%		32.0	58.6	26.0	3.6	4.0	3.4	1.0	.4	.3	1.9	.7
	%CHANGE			1.6	1.8–	1.2	.1–	.2	.0	.1	.0	.0	.2	.1
	CLF	%		72.8	21.7	57.3	2.8	9.3	1.9	4.2	.7	1.5	.1	.4
	19XX	#	13924 13152		480	10334	223	2040	42	436	13	109	14	233
		%		94.5	3.4	74.2	1.6	14.7	.3	3.1	.1	.8	.1	1.7
CLERICAL	19XX	#	14017 13237		503	10327	219	2099	43	443	5	116	10	252
		%		94.4	3.6	73.7	1.6	15.0	.3	3.2	.0	.8	.1	1.8
	%CHANGE			.1–	.2	.5–	.0	.3	.0	.1	.1–	.0	.0	.1
	CLF	%		10.1	75.3	7.7	8.3	1.6	4.8	.6	.7	.1	.8	.1
	19XX	#	586	237	195	165	83	40	26	14	12	4	33	14
		%		40.4	33.3	28.2	14.2	6.8	4.4	2.4	2.0	.7	5.6	2.4
OTHER	19XX	#	820	367	260	266	107	58	44	20	6	3	36	20
		%		44.8	31.7	32.4	13.0	7.1	5.4	2.4	.7	.4	4.4	2.4
	%CHANGE			4.4	1.6–	4.2	1.2–	.3	1.0	.0	1.3–	.3–	1.2–	.0
	CLF	%		19.9	64.2	14.3	8.4	2.9	6.1	2.0	.8	.4	.5	.1
	19XX	#	2550	171	1842	116	337	39	126	5	15	0	59	11
		%		6.7	78.2	4.5	13.2	1.5	4.9	.2	.6	.0	2.3	.4
WAGE SYSTEM	19XX	#	2474	168	1781	115	314	36	128	6	17	0	66	11
		%		6.8	72.0	4.6	12.7	1.5	5.2	.2	.7	.0	2.7	.4
	%CHANGE			.1	.2–	.1	.5–	.0	.3	.0	.1	.0	.4	.0
	19XX	#	91179 31887		52215	25644	3369	4313	2014	970	736	414	958	546
		%		35.0	57.3	28.1	3.7	4.7	2.2	1.1	.8	.5	1.1	.6
TOTAL	19XX	#	93839 33994		52489	27234	3387	4608	2129	1057	774	460	1066	635
		%		36.2	55.9	29.0	3.6	4.9	2.3	1.1	.8	.5	1.1	.7
	%CHANGE			1.2	1.4–	.9	.1–	.2	.1	.0	.0	.0	.0	.1

Exhibit 21

Change In Work Force EEO Profile By Pay Level

Report Number: AARU4002

Brief Description: Provides the number of employees, percentage of representation, and civilian labor force (CLF) representation for each professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees. The data is provided for 2 consecutive fiscal years and includes the percentage of change. Wage grade employees are also included in the report.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Pay level

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–3 AARU4002 FYXX CHANGE IN WORK FORCE EEO PROFILE BY PAY LEVEL PAGE 11
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT
AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

PAY LEVEL	YEARS/% CHANGE		TOTAL ALL	TOTAL FEM	WHITE MALE	WHITE FEM	BLACK MALE	BLACK FEM	HISPANIC MALE	HISPANIC FEM	ASIAN AM./ PACIFIC IS MALE	ASIAN AM./ PACIFIC IS FEM	AM. INDIAN/ AK. NATIVE MALE	AM. INDIAN/ AK. NATIVE FEM
	19XX	#	6	5	1	1	0	3	0	1	0	0	0	0
		%		83.3	16.7	16.7	.0	50.0	.0	16.7	.0	.0	.0	.0
GS 01	19XX	#	25	20	1	1	3	18	0	1	1	0	0	0
		%		80.0	4.0	4.0	12.0	72.0	.0	4.0	4.0	.0	.0	.0
	%CHANGE			3.3–	12.7–	12.7–	12.0	22.0	.0	12.7–	4.0	.0	.0	.0
	19XX	#	48	25	9	8	13	17	0	0	0	0	1	0
		%		52.1	18.8	16.7	27.1	35.4	.0	.0	.0	.0	2.1	.0
GS 02	19XX	#	54	31	8	13	14	17	0	0	0	0	1	1
		%		57.4	14.8	24.1	25.9	31.5	.0	.0	.0	.0	1.9	1.9
	%CHANGE			5.3	4.0–	7.4	1.2–	3.9–	.0	.0	.0	.0	.2–	1.9
	19XX	#	365	254	37	104	72	143	1	2	1	5	0	0
		%		69.6	10.1	28.5	19.7	39.2	.8	.5	.3	1.4	.0	.0
GS 03	19XX	#	339	240	33	100	63	135	1	1	2	4	0	0
		%		70.8	9.7	29.5	18.6	39.8	.3	.3	.6	1.2	.0	.0
	%CHANGE			1.2	.4–	1.0	1.1–	.6	.0	.2–	.3	.2–	.0	.0
	19XX	#	1527	1208	158	611	146	543	8	31	5	18	2	5
		%		79.1	10.3	40.0	9.6	35.6	.5	2.0	.3	1.2	.1	.3
GS 04	19XX	#	1555	1229	163	638	150	539	7	29	5	18	1	5
		%		79.0	10.5	41.0	9.6	34.7	.5	1.9	.3	1.2	.1	.3
	%CHANGE			.1–	.2	1.0	.0	.9–	.0	.1–	.0	.0	.0	.0
	19XX	#	1949	1477	327	808	120	606	9	37	13	17	3	9
		%		75.8	16.8	41.5	6.2	31.1	.5	1.9	.7	.9	.2	.5
GS 05	19XX	#	1959	1504	301	812	131	631	9	35	11	18	3	8
		%		76.8	15.4	41.4	6.7	32.2	.5	1.8	.6	.9	.2	.4
	%CHANGE			1.0	1.4–	.1–	.5	1.1	.0	.1–	.1–	.0	.0	.1–
	19XX	#	1453	1280	103	736	64	502	4	24	2	12	0	6
		%		88.1	7.1	50.7	4.4	34.5	.3	1.7	.1	.8	.0	.4
GS 06	19XX	#	1481	1305	107	748	62	515	5	25	2	12	0	5
		%		88.1	7.2	50.5	4.2	34.8	.3	1.7	.1	.8	.0	.3
	%CHANGE			.0	.1	.2–	.2–	.3	.0	.0	.0	.0	.0	.1–
	19XX	#	1977	1300	511	674	103	549	21	39	41	33	1	5
		%		65.8	25.8	34.1	5.2	27.8	1.1	2.0	2.1	1.7	.1	.3
GS 07	19XX	#	1952	1298	492	680	104	546	21	37	36	29	1	6
		%		66.5	25.2	34.8	5.3	28.0	1.1	1.9	1.8	1.5	.1	.3
	%CHANGE			.7	.6–	.7	.1	.2	.0	.1–	.3–	.2–	.0	.0
	19XX	#	516	383	92	183	36	192	2	5	2	3	1	0
		%		74.2	17.8	35.5	7.0	37.2	.4	1.0	.4	.6	.2	.0
GS 08	19XX	#	514	391	85	183	34	199	1	6	2	3	1	0
		%		76.1	16.5	35.6	6.6	38.7	.2	1.2	.4	.6	.2	.0
	%CHANGE			1.9	1.3–	.1	.4–	1.5	.2–	.2	.0	.0	.0	.0

Exhibit 22

Change In Work Force EEO Profile By Series With 50 Or More

Report Number: AARU4002

Brief Description: Provides the number of employees, percentage of representation, and civilian labor force (CLF) representation for each professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees. The data is provided for 2 consecutive fiscal years and includes the percentage of change. Wage grade employees are also included in the report.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: PATCO category, occupational series

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–2 AARU4002 FYXX CHANGE IN WORK FORCE EEO PROFILE BY SERIES WITH 50 OR MORE PAGE 2
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

SERIES CODE & NAME	YEARS/%			TOTAL		WHITE		BLACK		HISPANIC		ASIAN AM./ PACIFIC IS		AM. INDIAN/ AK. NATIVE	
PATCO CATEGORY	CHANGE			ALL	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM
	CLF	%		32.1	60.6	26.9	2.3	2.8	2.2	1.1	2.5	1.1	.2	.1
PROFESSIONAL	19XX	#	5442	956	4221	891	34	8	103	27	49	17	79	13
		%		17.6	77.6	16.4	.6	.1	1.9	.5	.9	.3	1.5	.2
0460	19XX	#	5404	1038	4095	968	32	8	106	29	48	20	85	13
FORESTRY		%		19.2	75.8	17.9	.6	.1	2.0	.5	.9	.4	1.6	.2
	%CHANGE			1.6	1.8–	1.5	.0	.0	.1	.0	.0	.1	.1	.0
PROFESSIONAL	19XX	#	4652	538	3650	495	289	24	85	10	10	4	70	5
		%		11.6	78.5	10.6	6.4	.5	1.8	.2	.2	.1	1.5	.1
0457	19XX	#	4568	552	3557	510	293	21	88	11	12	4	66	6
SOIL CONSERVATION		%		12.1	77.9	11.2	6.4	.5	1.9	.2	.3	.1	1.4	.1
	%CHANGE			.5	.6–	.6	.0	.0	.1	.0	.1	.0	.1	.0
PROFESSIONAL	19XX	#	3833	512	3035	461	202	38	45	8	9	2	30	3
		%		13.4	79.2	12.0	5.3	1.0	1.2	.2	.2	.1	.8	.1
0475	19XX	#	3811	541	2985	480	201	41	43	12	9	5	32	3
AGRL MGMT		%		14.2	78.3	12.6	5.3	1.1	1.1	.3	.2	.1	.8	.1
	%CHANGE			.8	.9–	.6	.0	.1	.1–	.1	.0	.0	.0	.0
PROFESSIONAL	19XX	#	1866	240	1295	178	75	37	40	8	206	15	10	2
		%		12.9	69.4	9.5	4.0	2.0	2.1	.4	11.0	.8	.5	.1
0701	19XX	#	1870	259	1282	198	75	37	41	8	204	14	9	2
VETERINARY MEDICAL SCIENCE		%		13.9	68.6	10.6	4.0	2.0	2.2	.4	10.9	.7	.5	.1
	%CHANGE			1.0	.8–	1.1	.0	.0	.1	.0	.1–	.1–	.0	.0
PROFESSIONAL	19XX	#	1852	222	1503	187	19	8	44	12	32	8	32	7
		%		12.0	81.2	10.1	1.0	.4	2.4	.6	1.7	.4	1.7	.4
0810	19XX	#	1843	239	1470	200	23	9	48	12	33	11	30	7
CIVIL ENGINEERING		%		13.0	79.8	10.9	1.2	.5	2.6	.7	1.8	.6	1.6	.4
	%CHANGE			1.0	1.4–	.8	.2	.1	.2	.1	.1	.2	.1–	.0
PROFESSIONAL	19XX	#	1543	154	1266	144	84	5	15	2	12	0	12	3
		%		10.0	82.0	9.3	5.4	.3	1.0	.1	.8	.0	.8	.2
0470	19XX	#	1512	154	1239	145	82	5	15	2	11	0	11	2
SOIL SCIENCE		%		10.2	81.9	9.6	5.4	.3	1.0	.1	.7	.0	.1–	.1
	%CHANGE			.2	.1–	.3	.0	.0	.0	.0	.1–	.0	.1–	.1–
PROFESSIONAL	19XX	#	999	147	787	131	27	9	13	3	9	4	16	0
		%		14.7	78.8	13.1	2.7	.9	1.3	.3	.9	.4	1.5	.0
0401	19XX	#	1156	195	878	175	34	12	18	3	11	4	20	1
GEN BIOLCL SCI		%		16.9	76.0	15.1	2.9	1.0	1.6	.3	1.0	.3	1.7	.1
	%CHANGE			2.2	2.8–	2.0	.2	.1	.3	.0	.1	.1–	.1	.1
PROFESSIONAL	19XX	#	1122	206	712	141	45	13	105	32	50	17	4	3
		%		18.4	63.5	12.6	4.0	1.2	9.4	2.9	4.5	1.5	.4	.3
0436	19XX	#	1114	213	700	145	49	14	101	33	47	18	4	3
PLT PROTECTION & QUAR		%		19.1	62.8	13.0	4.4	1.3	9.1	3.0	4.2	1.6	.4	.3
	%CHANGE			.7	.7–	.4	.4	.1	.3–	.1	.3–	.1	.0	.0

Exhibit 23

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

Report Number: AECO36T7

Brief Description: Provides a list to the agency of full-time and part-time employees for whom Form AD–658, Within-Grade Increase Record, is being distributed. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Classified Employee Control Listing of Within-Grade Increase for F/T and P/T Employees

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

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PREPARED XX/XX/XX     AECO36T7     CLASSIFIED EMPLOYEE CONTROL LISTING OF                                    PAGE     1
                                   WITHIN–GRADE INCREASE FORMS FOR F/T AND P/T EMPLOYEES – AS OF XX/XX/XX

                                                                   ** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

FW  06 U.S. OFFICE OF SPECIAL COUNSEL                                   POI      4860      BELTSVILLE, MD
     EMPLOYEE NAME                      OFFICIAL TITLE OF POSITION                      DUTY STATION LOCATION
                ORG.                                PAY                     COMMENCING                  PAY     NON–PAY  INTERMITTENT
          STRUCT. LEVELS     PAY          OCC   RATE INDIVIDUAL MASTER DATE TOWARD                      PERIOD   STATUS    D A Y S
  SOC SEC NO –2— THRU —8–  PLAN GRADE  SERIES DETR POS. NO.   REC NO.   WGI    D S    CODES   WGI DUE   HOURS   WORKED ELAPSED
DOE, JANE P                            SOIL SCNTST                                  BELTSVILLE, MD
000–45–6789 0653052145846589   GS  11   2  0560      0  006T3685   6T3685   XX/XX/XX  24 0100 033    XX      20.00    000     0000
SMITH, STEPHEN T                       PLANT PHYSIOL                                BELTSVILLE, MD
000–22–3333 0650523587458548   GS  12   2  0438      0  001P8560   6P856    XX/XX/XX  24 0100 033    XX      20.00    000     0000
```

Exhibit 24

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

Report Number: AECO36U4

Brief Description: Provides a list of employees whose latest performance appraisal ratings are fully successful or greater. It is produced 4 weeks prior to NFC's generation of WGIs for those employees listed on the report. It updates the 16-week notification previously issued. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Classified Employee Within Grade Increase Four Week Notification for F/T and P/T Employees

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

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PREPARED XX/XX/XX     AECO36U4    CLASSIFIED EMPLOYEE WITHIN-GRADE INCREASE FOUR WEEK NOTIFICATION                    PAGE     1
                                  FOR F/T AND P/T EMPLOYEES – AS OF XX/XX/XX

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

                                                                  **  SENSITIVE  PERSONNEL  DATA  –  USE  IS  RESTRICTED  **

AG 03 03 AGRICULTURAL RESEARCH SERVICE                                   POI     4860     BELTSVILLE, MD

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

DOE, JANE A                                BUDG ANAL                                       BELTSVILLE, MD
000–45–6789 0101010410000000     GS 11   2   0560     0   006T3685   6T3685    XX/XX/XX   24 0100 033          12                 000     0000

SMITH, JAMES P                             PLANT PHYSIOL                                   BELTSVILLE, MD
000–65–4321 0101010405000000     GS 12   2   0438     0   006P8560   6P856     XX/XX/XX   24 0100 033          12                 000     0000

    STRUCTURE LEVEL 01 01 0104        TOTAL          2
```

Exhibit 25

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

Report Number: AECO36S1

Brief Description: Provides a list of within-grade increases (WGI) for classified employees in pay plans GS, GG, LG, FO, FP, AL, CA, WG, WS, and TR whose latest performance appraisal rating is fully successful or greater; the WGI is generated by the Payroll/Personnel System for each of these employees. It is produced 16 weeks prior to the due date of the employee's WGI. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Classified Employee Within-Grade Increase Sixteen Week Listing for F/T and P/T Employees

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

PREPARED XX/XX/XX AECO36S1 CLASSIFIED EMPLOYEE WITHIN–GRADE INCREASE SIXTEEN WEEK LISTING PAGE 1
FOR F/T AND P/T EMPLOYEES – AS OF XX/XX/XX

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

** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

AG 03 03 AGRICULTURAL RESEARCH SERVICE POI 4860 BELTSVILLE, MD

EMPLOYEE NAME / ORG. / STRUCT. LEVELS / SOC SEC NO –2— THRU —8–	OFFICIAL TITLE OF POSITION / PAY / PAY PLAN	GRADE	RATE	OCC SERIES	INDIVIDUAL DETR POS. NO	MASTER REC NO.	DATE TOWARD WGI	DUTY STATION LOCATION / COMMENCING / D S	CODES	WGI / PROCESSING STATUS / PAY PERIOD	NON–PAY HOURS	INTERMITTENT / D A Y S / WORKED	ELAPSED
DOE, JANE L	BUDG ANAL							BELTSVILLE, MD					
000–45–6789 0101052145846589	GS	11	2	0560	0	006T3685	6T3685	XX/XX/XX	24 0100 033	XX	20.00	000	0000
SMITH, MICHAEL O	PLANT PHYSIOL							BELTSVILLE, MD					
000–65–4321 0101052145846589	GS	12	2	0438	0	006P856	6P856	XX/XX/XX	24 0100 033	XX	20.00	000	0000

Exhibit 26

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

Report Number: AECO36S2

Brief Description: Provides a list of classified employees in pay plans GS, GG, LG, FO, FP, AL, CA, WG, WS, and TR whose latest performance appraisal is less than satisfactory. A within-grade increase (WGI) will not be processed for these employees. The report is produced 16 weeks prior to the due date of the employee's WGI. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Classified Employee WGI Status Sixteen Week Listing for F/T and P/T Employees

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

```
PREPARED XX/XX/XX        AECO36S2        CLASSIFIED EMPLOYEE WGI STATUS SIXTEEN WEEK LISTING                    PAGE      1
                                                  FOR F/T AND P/T EMPLOYEES – AS OF XX/XX/XX

          A WITHIN GRADE INCREASE ACTION WILL NOT BE PROCESSED FOR THESE EMPLOYEES – DUE TO LESS THAN SATISGACTORY PERFORMANCE
                   TO GRANT AN EMPLOYEE A WITHIN GRADE INCREASE THE AGENCY MUST CHANGE THE PERFORMANCE APPRAISAL

                                                                  * * SENSITIVE PERSONNEL DATA – USE IS RESTRICTED * *

AG 03 03 AGRICULTURAL RESEARCH SERVICE                                  POI      4860     BELTSVILLE, MD

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

DOE, JANE R                          COMPR PROGMR                                  BELTSVILLE, MD
000–45–6789 1019152145846589    GS 11   2    0560     0   006T3685    6N3685   XX/XX/XX  24 0100 033      XX        20.00    000    0000

SMITH, ANDREW M                      RES ENT                                       BELTSVILLE, MD
000–65–4321 1019152145846589    GS 12   2    0438     0   006P856     1A7856   XX/XX/XX  24 0100 033      XX        20.00    000    0000

            EMPLOYING OFFICE TOTAL          1
```

Exhibit 27

Compensatory Time For Religious Observance

Report Number: PAYE6102

Brief Description: Provides a list of employees who were advanced or earned compensatory time for religious observance. It also provides the pay period in which the compensatory time was incurred and the number of hours that have been paid back to date. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

DATE XX/XX/XX PAYE6102 FOREST SERVICE SOUTHERN REGION #REGION 8# PAGE 1
DEP REG FORESTER FOR ADMIN – FISCAL AND LAW ENFORCEMENT

AG 11 SUBMITTING OFF. : 5153 * * SENSITIVE PERSONNEL DATA – USE IS RESTRICTED * * PAY PERIOD X

COMPENSATORY TIME FOR RELIGIOUS OBSERVANCE

EMPLOYEE NAME	S. S. NO.	PAY PER./ YEAR	REL. COMP. TIME (ADVANCED)	REG. /REL. COMP TIME (EARNED)	REG. COMP. TIME (USED)	REL. COMP. TIME (BALANCE)	CURRENT REL. COMP TIME BALANCE	STAT
SMITH, JANE T.	000 12 3456	07/93	21.25	4.00		21.25–	21.25–	
		09/93		4.00		21.25–		
		18/93		9.75	1.25	21.25–		
		05/94			15.75	21.25–		

Exhibit 28

Competitive Promotions By PATCO & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of competitive promotions, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: PATCO category, pay level

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–12 AARU4002 FYXX COMPETITIVE PROMOTIONS BY PATCO & PAY LEVEL PAGE 79
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

PAT		TOTAL	WHITE				BLACK				HISPANIC				ASIAN AM./ PACIFIC IS				AM. INDIAN/ AK. NATIVE			
			MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE		MALE		FEMALE	
CO	PAY LEVEL	NO.	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	%	NO.	NO.	%	%	NO.
P	GS 05	1	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 07	2	0	0	1	50.0	0	.0	0	.0	0	.0	0	.0	0	.0	1	50.0	0	.0	0	.0
	GS 09	2	1	50.0	0	.0	0	.0	1	50.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 11	5	5	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 12	7	5	71.4	1	14.3	0	.0	1	14.3	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS/GM 13	25	12	8.0	9	36.0	2	8.0	0	.0	1	4.0	1	4.0	0	.0	0	.0	0	.0	0	.0
	GS/GM 14	18	11	61.1	6	33.3	1	5.6	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS/GM 15	18	15	83.3	1	5.6	0	.0	0	.0	0	.0	1	5.6	0	.0	0	.0	0	.0	0	.0
	TOTAL GS/GM	78	50	64.1	23.1	23.1	4	5.1	2	2.6	1	1.3	1	1.3	1	1.3	1	1.3	0	.0	0	.0
P	OTHER 13	4	0	.0	2	50.0	1	25.0	1	25.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	OTHER 14	2	1	50.0	1	50.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	TOTAL OTHER	6	1	16.7	3	50.0	1	16.7	1	16.7	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	PATCO TOTAL	84	51	60.7	21	25.0	5	6.0	3	3.6	1	1.2	1	1.2	1	1.2	1	1.2	0	.0	0	.0
A	GS 05	2	0	0	1	50.0	1	50.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 07	5	2	40.0	1	20.0	2	40.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 09	7	0	.0	4	57.1	0	.0	3	42.9	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 11	12	2	16.7	5	41.7	1	8.3	4	33.3	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 12	6	2	33.3	4	66.7	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS/GM 13	30	13	43.3	12	40.0	1	3.3	3	10.0	13.3		0	.0	0	.0	0	.0	0	.0	0	.0
	GS/GM 14	10	5	50.0	3	30.0	1	10.0	1	10.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS/GM 15	7	4	57.1	2	28.6	1	14.3	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	TOTAL GS/GM	79	28	35.4	32	40.5	7	8.9	11	13.9	11.3		0	.0	0	.0	0	.0	0	.0	0	.0
A	OTHER 11	2	0	.0	2	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	OTHER 13	1	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	1	100	0	.0	0	.0
	OTHER 14	4	1	25.0	1	25.0	2	50.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	OTHER 15	1	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	TOTAL OTHER	8	2	25.0	3	37.5	2	25.0	0	.0	0	.0	0	.0	0	.0	1	12.5	0	.0	0	.0
	PATCO TOTAL	87	30	34.5	35	40.2	9	10.3	11	12.6	1	1.1	0	.0	0	.0	1	1.1	0	.0	0	.0
T	GS 04	2	0	.0	0	.0	0	.0	2	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 05	7	2	28.6	3	42.9	1	14.3	1	14.3	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 06	12	1	8.3	3	25.0	1	8.3	6	50.0	0	.0	1	8.3	0	.0	0	.0	0	.0	0	.0
	GS 07	10	2	20.0	3	30.0	0	.0	5	50.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 08	4	0	.0	1	25.0	0	.0	3	75.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 09	5	0	.0	2	40.0	1	20.0	2	40.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 10	2	2	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 11	6	4	66.7	0	.0	0	.0	2	33.3	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 12	6	5	83.3	1	16.7	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	TOTAL GS/GM	54	16	29.6	13	24.1	3	5.6	21	38.9	0	.0	1	1.9	0	.0	0	.0	0	.0	0	.0
T	OTHER 03	2	0	.0	2	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	OTHER 04	2	0	.0	1	50.0	0	.0	0	.0	0	.0	1	50.0	0	.0	0	.0	0	.0	0	.0
	OTHER 05	1	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0

Exhibit 29

Competitive Promotions By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of competitive promotions, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–13 AARU4002 FYXX COMPETITIVE PROMOTIONS BY PATCO, SERIES & PAY LEVEL PAGE 83
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT
AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

PAT CO PAY LEVEL SERIES		TOTAL NO.	WHITE MALE NO. %	WHITE FEMALE NO. %	BLACK MALE NO. %	BLACK FEMALE NO. %	HISPANIC MALE NO. %	HISPANIC FEMALE NO. %	ASIAN AM./ PACIFIC IS MALE NO. %	ASIAN AM./ PACIFIC IS FEMALE NO. %	AM. INDIAN/ AK. NATIVE MALE NO. %	AM. INDIAN/ AK. NATIVE FEMALE NO. %
0110 ECONOMIST												
P	GS 09	1	0 .0	0 .0	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS/GM 14	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS/GM 15	1	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	1 100	0 .0	0 .0	0 .0
	TOTAL GS/GM/SES	3	1 33.3	0 .0	0 .0	1 33.3	0 .0	0 .0	1 33.3	0 .0	0 .0	0 .0
	SERIES TOTAL	3	1 33.3	0 .0	0 .0	1 33.3	0 .0	0 .0	1 33.3	0 .0	0 .0	0 .0
1529 MATH STATISTICIAN												
P	OTHER 13	1	0 .0	0 .0	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 14	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL OTHER	2	1 50.0	0 .0	0 .0	1 50.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	SERIES TOTAL	2	1 50.0	0 .0	0 .0	1 50.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
1370 CARTOGRAPHY												
P	GS 12	4	4100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS/GM 13	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL GS/GM/SES	5	5100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	SERIES TOTAL	5	5100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
1360 OCEANOGRAPHY												
P	GS/GM 13	1	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS/GM 14	1	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL GS/GM/SES	2	0 .0	2 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	SERIES TOTAL	2	0 .0	2 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
1315 HYDROLOGY												
P	GS 11	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL GS/GM/SES	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	SERIES TOTAL	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
0510 ACCOUNTING												
P	GS 07	1	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	1100	0 .0	0 .0
	GS 12	1	0 .0	0 .0	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS/GM 13	2	1 50.0	1 50.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS/GM 14	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL GS/GM/SES	5	2 40.0	1 20.0	0 .0	1 20.0	0 .0	0 .0	0 .0	1 20.0	0 .0	0 .0

Exhibit 30

Control List For Supervisory/Managerial Probationary Forms

Report Number: AECO8301

Brief Description: Provides notification that Form AD–773, Supervisory or Managerial Probationary Period Report, has been distributed for the employee approaching expiration of a supervisory/managerial probationary period. This report contains sensitive data; use is restricted.

Production Frequency: Pay Period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Control List For Supervisory/Managerial Probationary Forms

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

PREPARED XX/XX/XX AECO8301 CONTROL LIST FOR SUPERVISORY/MANAGERIAL PROBATIONARY FORMS ENDING XX/XX/XX PAGE 1

EMPLOYING OFFICE CODE 3173 NORFOLK VA 23510 SENSITIVE PERSONNEL DATA USE IS RESTRICTED

AGENCY CODE CM54 NATIONAL OCEANIC AND ATMOSPHER

EMPLOYEE NAME	S.S. NUMBER	SUPV/ MCR	DUTY STATION	ORGANIZATION STRUCTURE	PROJECTED END DATE
DOE, JAMES	000123456	2	WILMINGTON OH	NATIONAL WEATHER SERVICE EASTERN REGION WILMINGTON (WSO) OHIO	XX/XX/XX
WILLIAMS, MARIE	000112345	2	PATUXENT RIVER MO	NATIONAL WEATHER SERVICE EASTERN REGION PATUXENT (WSMO) MARYLAND	XX/XX/XX

Exhibit 31

Control List For Supervisory/Managerial Probationary Period Report Forms

Report Number: AECO36T3

Brief Description: Provides notification that Form AD–773, Supervisory or Managerial Probationary Period Report, has been distributed for each employee listed signifying approaching expiration of supervisory/managerial probationary period. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Control List for Supervisory/Managerial Probationary Period Report Forms

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

PREPARED XX/XX/XX AECO36T3 CONTROL LIST FOR SUPERVISORY/MANAGERIAL PAGE 1
PROBATIONARY PERIOD REPORT FORMS – AS OF XX/XX/XX

** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

AG 05 05 AGRI STABILIZATION & CONSERV SER POI 4881 WASHINGTON, DC

EMPLOYEE NAME	S.S. NUMBER	DUTY STATION	LOCATION	ORG. STRUCTURE CODES 2 3	4 5 6 7 8	REMARK
SMITH, JANE B	000–11–2222	ANYTOWN, LA	06–1001–001	02 13 0010	01 00 00 00	
	EMPLOYING OFFICE TOTALS	1				

Exhibit 32

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

Report Number: AECO36T8

Brief Description: Provides notification that Form AD–435, Performance Appraisal, has been distributed for each employee listed. It is prepared 5 pay periods prior to the evaluation due date. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Control Listing of Performance Evaluation Merit Pay Employees Forms Prepared for F/T and P/T Employees

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

```
PREPARED XX/XX/XX                    CONTROL LISTING OF PERFORMANCE EVALUATION                    PAGE    1
                                FORMS PREPARED FOR F/T AND P/T EMPLOYEES – AS OF XX/XX/XX

                                                        * * SENSITIVE PERSONNEL DATA – USE IS RESTRICTED * *
KG 82 82 ACTION                                                    4860   BELTSVILLE, MD

        EMPLOYEE NAME                   OFFICIAL TITLE OF POSITION          DUTY STATION LOCATION
                ORG.                            PAY
        STRUCT. LEVELS    PAY          OCC    RATE INDIVIDUAL  MASTER                          PERFORMANCE EVALUATION
SOC SEC NO –2— THRU —8–   PLANGRADE   SERIES  DETR POS NO      REC NO        D S   CODES     **FORMS DUE PAY PERIOD 14**

DOE, JANE R                             COMPR PROGMR                        BELTSVILLE, MD
  000–45–6789  0100000000000000GM 14    0560    0   6N3685       1125          24 0100 033

SMITH, ANDREW M                         RES ENT                             BELTSVILLE, MD
  000–65–4321  0100000000000000  GM 13  0438    0   1A7856       2014          24 0100 033

    STRUCTURE LEVEL 61.00 0000  TOTAL   2
```

Exhibit 33

Conversion To Career Tenure Four Week Notification

Report Number: AECO37U8

Brief Description: Provides notification to the agency that an employee is approaching career tenure.

Production Frequency: Pay Period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Conversion To Career Tenure Four Week Notification

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

```
PREPARED  XX/XX/XX   AECO37U8   CONVERSION TO CAREER TENURE FOUR WEEK NOTIFICATION                    PAGE 1
                                                AS OF XX/XX/XX

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

AG 03 03 AGRICULTURAL RESEARCH SERVICE                                   POI  4816  WASHINGTON, DC

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

DOE, JANE                    SECY  TYPG                                          WASHINGTON, DC
000-00-1234 4013003010000    GS  06  3      0318    3              091267  XX/XX/XX  11 0010 00   13        000     0000

  STRUCTURE LEVEL XX XX XXXX                TOTAL  1
```

Exhibit 34

Cumulative Gains & Losses By Occupational Series

Report Number: EEOT3004

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the fiscal year-to-date cumulative gains and losses by occupational series.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, pay plan, occupational series

Sequence Of Data: Series, sex, race

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Department, agency, organizational structure to the 8th level

```
RUN DATE     XX/XX/XX    EEOT3004          CUMULATIVE GAINS & LOSSES BY OCCUPATIONAL SERIES WORLD WIDE                PAGE  1
                                                PFT– GM
     REPORT QTR      4TH                          0101     SOCIAL SCIENCE
REPORT AS OF DATE XX/XX/XX                  DEPT  AG        U.S. DEPARTMENT OF AGRICULTURE
                                            AGCY  18   ECONOMIC RESEARCH SERVICE

                 :                  :                  :        :   G   A   I   N   S        :     L   O   S   S   E   S  :                 :
                 :        LAST FY  :     4TH QTR CUM :  NET   : APPT : APPT :        :        :  SEP   : SEP :                 :  PROMOTIONS  :
                 :        : % TOT  :     : % TOT     :  GAIN  :  TO  : W/IN :  EMP   : REASGN :  FROM  : W/IN : EMP :REASGN  :                :
                 : EMPMT:      EMP :  EMPMT:      EMP :  LOSS  : DEPT : UNIT : CONV: OTHER  :  DEPT  : UNIT : CONV: OTHER  : GAINS : LOSSES :
TOT EMPMT        :    3                 4                  1      1                          1          1                        1
SEX              :
F                :
M                :    3 100.00          4 100.00           1      1                          1          1                        1
                   ADVERSE IMPACT  % – VS MALES            (80)                             (120)                      (80)
WHITE            :
F                :
M                :    3 100.00          4 100.00           1      1                          1          1                        1
T                :    3 100.00          4 100.00           1      1                          1          1                        1
                   ADVERSE IMPACT  % – VS MINORITIES       (80)                             (120)                      (80)

     PROMOTION GAINS AND LOSSES ARE NOT INCLUDED IN NET GAIN LOSS.  ASTERISK INDICATES ADVERSE IMPACT PERCENTAGE.
```

Exhibit 35

Cumulative Gains & Losses Summary

Report Number: EEOT3004

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the fiscal year-to-date cumulative gains and losses by employment group and pay plan.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, pay plan

Sequence Of Data: Sex, race

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Department, agency, organizational structure to the 8th level

RUN DATE XX/XX/XX EEOT3004 CUMULATIVE GAINS & LOSSES SUMMARY WORLD WIDE PAGE 1
PFT– GM

REPORT QTR 4TH DEPT AG U.S. DEPARTMENT OF AGRICULTURE
REPORT AS OF DATE XX/XX/XX AGCY 18 ECONOMIC RESEARCH SERVICE

	LAST FY		4TH QTR CUM		NET	GAINS				LOSSES				PROMOTIONS	
	EMPMT	% TOT EMP	EMPMT	% TOT EMP	GAIN LOSS	APPT TO DEPT	APPT W/IN UNIT	EMP CONV	REASGN OTHER	SEP FROM DEPT	SEP W/IN UNIT	EMP CONV	REASGN OTHER	GAINS	LOSSES
TOT EMPMT	297		326		29	15	1			44	25	2	3	1	71	31
SEX															
F	39	13.13	45	13.80	6					14	4	1	3		20	7
M	258	86.87	281	86.20	23	15	1			30	21	1		1	51	24
ADVERSE IMPACT % – VS MALES					(80)					(120)	142*			(80)	245	
MINORITIES																
F	6	2.02	7	2.15	1					3	2				5	2
M	17	5.72	15	4.60	2–					1	2			1	3	3
T	23	7.74	22	6.75	1–					4	4			1	8	
ADVERSE IMPACT % – VS WHITES					(80)					(120)	240*			(80)	175	
BLACK																
F	2	.67			2–					2						
M	4	1.35	3	.92	1–					1						
T	6	2.02	3	.92	3–					3						
ADVERSE IMPACT % – VS NON–BLACK					(80)					(120)	1346*			(80)		
HISPANIC																
F																
M	1	.34	1	.31						1				1	1	1
T	1	.34	1	.31						1				1	1	1
ADVERSE IMPACT % – VS NON–HISPANIC					(80)					(120)				(80)	464	
ASIAN/PACI																
F	4	1.35	7	2.15	3					3					5	2
M	12	4.04	11	3.37	1–						1				2	2
T	16	5.39	18	5.52	2					3	1				7	4
ADVERSE IMPACT % – VS NON–ASIAN/PACI					(80)					(120)	66			(80)	187	
WHITE																
F	33	11.11	38	11.66	5					11	2	1	3		15	5
M	241	81.14	266	81.60	25	15	1			29	19	1			48	21
T	274	92.26	304	93.25	30	15	1			40	21	2			63	26
ADVERSE IMPACT % – VS MINORITIES					(80)					(120)	42			(80)	57*	

PROMOTION GAINS AND LOSSES ARE NOT INCLUDED IN NET GAIN LOSS. ASTERISK INDICATES ADVERSE IMPACT PERCENTAGE.

Exhibit 36

Data For Preparation Of Semi-Annual Bond Report

Report Number: PAYE4704

Brief Description: Provides the number of full- time permanent employees on the payroll at the end of the period and the number of employees buying series E and/or H bonds as of the last day of the 6-month period in March/September. Also provides the percentage of employees participating in the purchase of savings bonds and the amount allotted by the agency for the purchase of E and H bonds during the period.

Production Frequency: Semiannual (fiscal year)

Primary Sequence: Department, agency

Sequence Of Data: N/A

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department, agency

RUN DATE XX/XX/XX	PAYE4704	DEPT: U.S. DEPARTMENT OF AGRICULTURE AGCY: 01 OFFICE OF THE SECRETARY		PAGE 1
		DATA FOR PREPARATION OF SEMI–ANNUAL BOND REPORT FOR SIX MONTHS PERIOD ENDING MAR. 19XX		
	NUMBER OF FULL TIME PERMANENT EMPLOYEES ON PAYROLL AT END OF PERIOD			89
	NUMBER OF EMPLOYEES BUYING SERIES E AND/OR H BONDS AS OF LAST PAY PERIOD IN MAR.			29
	PERCENTAGE OF EMPLOYEES PARTICIPATING			33
	AMOUNT ALLOTTED FOR PURCHASE OF E AND H BONDS DURING PERIOD			$13,613.50

Exhibit 37

Defacto Employment

Report Number: DEFACTO EMPLOYMENT

Brief Description: Provides a list of employees who have been paid for time worked during the pay period in which the not-to-exceed date was reached. Agency personnel should review this list and submit the necessary documentation to NFC. All T&A's received for subsequent pay periods are suspended and payments are withheld until appropriate personnel actions are received. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Contact point, department, agency, organizational structure to the 2nd level

DATE: XX/XX/XX

SUBJECT: DEFACTO EMPLOYMENT ** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

TO: 16–0020

IN AN EFFORT NOT TO DELAY SALARY PAYMENTS, WE HAVE PAID THE FOLLOWING EMPLOYEES WHO HAVE EXCEEDED THEIR NTE DATES IN PAY PERIOD XX.

NAME		SSNO	CONTACT POINT	NTE DATE
JOHNSON	A	000112233	162929599199	XX/XX/XX

PLEASE REVIEW YOUR RECORDS IMMEDIATELY AND SUBMIT NECESSARY DOCUMENTATION TO NFC. IF YOU HAVE ANY QUESTIONS REGARDING THIS NOTIFICATION, PLEASE CONTACT THE PAYROLL/PERSONNEL PROCESSING SECTION AT 504–680–4PAY (504–680–4729).

PAYROLL/PERSONNEL PROCESSING SECTION

Exhibit 38

Detail In Support Of 113–A

Report Number: EMPR3101

Brief Description: Provides a detailed list of the totals appearing on the SF–113–A, Monthly Report of Federal Civilian Employment. The report identifies the social security number and surname for each employee included in the various line item totals on the SF–113–A. This report contains sensitive data; use is restricted.

Production Frequency: Monthly

Primary Sequence: Department, servicing agency, agency

Sequence Of Data: Line item, social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Prepared to lowest level of SF–113–A report distribution as requested by the agency

```
EMPR3101                                   DETAIL IN SUPPORT OF 113–A                                   PAGE    4
DATE PREPARED:   XX/XX/XX
REPORT PERIOD:   XX/XX/XX  –  XX/XX/XX      DEPARTMENT:   DEPARTMENT OF COMMERCE
SENSEITIVE PERSONNEL DATA                      AGENCY:   DEPT OF COMMERCE PATIENT & TRADEMARK OFC
   USE IS RESTRICTED                                     ASST COMM FOR TRADEMARKS

                                           SA  00      4TH LEVEL  –  ORG STRUCTURE    00   33   00   0009
LINE   1          TOTALS          COLUMN  B        COLUMN  C          COLUMN  D          COLUMN  E
EMPLOYEES          155                 0                0                155                0

   LINE  2     TOTAL  IN  PERMANENT POSITIONS

            SOCIAL SECURITY NO.                NAME                    COLUMN CODE              PAY PLAN

                000–11–3333                  JANE                          E                       GS
                000–45–9999                  JOHN                          E                       GS
                000–99–1111                  MARY                          E                       WS
```

Exhibit 39

Detail Quarterly Accession Report

Report Number: ADAM4204

Brief Description: Provides a list of accessions and agency transfers for full-time and part-time employees.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, agency

Sequence Of Data: Duty station, occupational series, grade, pay plan

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department, agency

XX/XX/XX ADAM4204 DETAIL QUARTERLY ACCESSION REPORT – XX/XX/XX THRU XX/XX/XX PAGE 1

U.S. DEPARTMENT OF AGRICULTURE

DUTY STATION			SERIES/	PAY				TYPE	TYPE	NOA	EFF.
ST/CITY	STATE	CITY	GRADE	PLAN	LAST NAME	FIRST NAME	I	APPT	EMP.	CODE	DATE
24 0010	MD	BELTSTOWN	0322–04	GS	DOE	JANE	R	02	1	12403	XX/XX/XX
30 0910	MT	ANY CITY	0995–04	GS	SMITH	JOHN	L	02	1	12408	XX/XX/XX

Exhibit 40

Detail Report Of Use Of Delegations Of Personnel Authorities, Alphabetic By Agency

Report Number: ADAM3002

Brief Description: Provides a detailed list of selected personnel authorities and employee name in agency and authority order.

Production Frequency: Semiannual (fiscal year)

Primary Sequence: Department, agency

Sequence Of Data: Authority, POI**,** employee name

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department, agency

ADAM3002 DETAIL REPORT OF USE OF DELEGATIONS OF PERSONNEL AUTHORITIES, ALPHABETIC BY AGENCY DATE XX/XX/XX
FOR THE PERIOD XX/XX/XX THRU XX/XX/XX

U S DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

AUTHORITY	EMP OFFICE	EMPLOYEE NAME	PAY PLAN	OCC SERIES	GRADE	DUTY STATION ST CITY CTY	NATURE ACTION	EFFECTIVE DATE	TYPE EMP	TYPE APPT
				OFFICIAL TITLE						
SCH A 213.3102 (G)	4822	DOE J R	ED	0434	00	06 1260 095	16607	XX/XX/XX	3	08
				PLANT PATH EXP						
SCH A 213.3102 (G)	4822	SMITH M A	ED	0434	00	06 1260 095	16607	XX/XX/XX	3	08
				PLANT PATH EXP						
EMPLOYING OFFICE TOTAL	2									
AUTHORITY TOTAL	2									
SCH A 213.3102 (G)	4822	JOHNSON A L	GS	0203	04	06 3150 067	16607	XX/XX/XX	3	08
				PERS CLK TYPG						
EMPLOYING OFFICE TOTAL	1									
AUTHORITY TOTAL	1									

Exhibit 41

Detail Report Of Use Of Delegations Of Personnel Authorities, By Authority

Report Number: ADAM3001

Brief Description: Provides a detailed list of selected personnel authorities and employee name in authority and agency order.

Production Frequency: Semiannual (fiscal year)

Primary Sequence: Department

Sequence Of Data: Authority, POI, employee name

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department

ADAM3001 DETAIL REPORT OF USE OF DELEGATIONS OF PERSONNEL AUTHORITIES, BY AUTHORITY
FOR THE PERIOD XX/XX/XX THRU XX/XX/XX DATE XX/XX/XX
U.S. DEPARTMENT OF AGRICULTURE

AUTHORITY	AGENCY ABBR	EMP OFFICE	EMPLOYEE NAME	PAY PLAN	OCC SERIES	GRADE	DUTY STATION	NATURE OF ACTION	EFF DATE ACTION	TYPE EMP	TYPE APPT
					OFFICIAL TITLE						
REG. 301.201	APHIS	0082	SMITHS T J	GS	0704	07	30 5300 000	43505	XX/XX/XX	1	03
					ANML HLTH TECHNCN						
REG. 301.201	APHIS	0082	SMITHS T J	GS	0704	07	30 5300 000	43505	XX/XX/XX	1	03
					ANML HLTH TECHNCN						
REG. 301.201	APHIS	0082	JONES A B	GS	0704	09	30 6300 000	43505	XX/XX/XX	5	03
					SUPVRY ANML HLTH TECHNCN						
EMPLOYING OFF TOTAL	3										
AGENCY TOTAL	3										
REG. 301.201	FAS		DOE C L	GS	0318	05	20 8000 000	43506	XX/XX/XX	1	03
					SECY STENY						
EMPLOYING OFF TOTAL	1										
AGENCY TOTAL	1										
AUTHORITY TOTAL	4										

Exhibit 42

Earnings Separated By Duty Station And Residence

Report Number: PAYE7703

Brief Description: Provides a list of employee's earnings by duty station of work performed and residence in the states of Kansas and Missouri. This report contains sensitive data; use is restricted.

Production Frequency: Annual (fiscal year)

Primary Sequence: Contact point, social security number

Sequence Of Data: Department, contact point

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Contact point

```
REPORT NO. WTW00102                    USDA–OFM–NFC                                  PAGE:      3
DATE PREPARED  XX/XX/XX                W2 REPORTING SYSTEM
TIME PREPARED  06: 45  AM              EARNINGS BY DUTY STATION AND RESIDENCE
                                       FOR KANSAS AND MISSOURI
                                 * *  SENSITIVE PERSONNEL DATA – USE IS RESTRICTED  * *

TA  CONTACT:  XX–20–2899–17–00                                   SSNO: 000–22–6666     TAX YEAR:   19XX

JOHN E. DOE                            TAXABLE TRVL     0.00
842 ANY STREET                         NO TAX TRVL      0.00
SOMEWHERE          KS  000000000              COLA      0.00
                                       ALLOWANCES       0.00

DUTY  STATION  EARNINGS:
STATE  COUNTY              CITY                GROSS  AMOUNT
  KS    ANYWHERE           ANYTOWN                  13,000.65

                                   TOTAL           13,000.65

RESIDENCE  EARNINGS:
STATE  COUNTY              CITY                GROSS  AMOUNT
  KS    ANYCOUNTY          ANYCITY                  13,000.65

                                   TOTAL           13,000.65
```

Exhibit 43

EEO Groups With Underrep Indices & No. Needed To Reach Parity By PATCO & Pay Level

Report Number: AARU4002

Brief Description: Provides underrepresentation indices and the number of employees needed to reach parity by professional, administrative, technical, clerical, and other (PATCO) category and pay level. Average grade by pay group is also provided.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: PATCO category, pay level

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–4 AARU4002 FYXX EEO GROUPS WITH UNDERREP INDICES & NO. NEEDED TO REACH PARITY BY PATCO & PAY LEVEL PAGE 11
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT
AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

			TOTAL	WHITE		BLACK		HISPANIC		ASIAN AM./ PACIFIC IS		AM. INDIAN/ AK. NATIVE	
PATCO	PAY LEVEL		NO.	MALE NO.	FEMALE NO.	MALE NO.	FEMALE NO.	MALE NO.	FEMALE NO.	MALE NO.	FEMALE NO.	MALE NO.	FEMALE NO.
	SES/GS 16–18		347	289	34	17	2	3	0	1	0	1	0
		UI/RI		137/ 0	36/ 60	213/ 0	21/ 8	40/ 5	0/ 4	12/ 8	0/ 4	147/0	0/ 1
PROF.	GS 05		363	131	155	26	13	12	4	6	4	9	3
		UI/RI		60/ 89	159/ 0	312/ 0	128/0	150/0	101/ 0	66/ 3	101/0	1K+/ 0	831/ 0
	GS 07		1318	573	537	51	49	26	27	13	14	19	9
		UI/RI		72/226	151/ 0	168/ 0	133/ 0	90/ 3	187/ 0	40/ 20	97/ 1	723/0	687/ 0
	GS 09		6465	3767	1816	237	109	203	72	80	59	93	29
		UI/RI		96/151	104/0	160/ 0	60/ 72	142/0	102/ 0	50/ 82	83/ 13	722/0	453/ 0
	GS 10		47	30	9	2	2	2	2	0	0	0	0
		UI/RI		105/ 0	71/4	185/ 0	152/0	194/0	387/ 0	0/ 2	0/ 1	0/ 0	0/ 0
	GS 11		9646	7309	1369	347	88	214	44	102	43	114	16
		UI/RI		125/ 0	53/1K+	157/ 0	33/182	101/0	42/ 63	42/140	41/ 64	593/0	170/ 0
	GS 12		7343	5674	846	226	110	128	22	218	35	70	14
		UI/RI		128/ 0	43/1K+	134/ 0	54/ 96	79/ 34	28/ 59	119/0	44/ 46	479/0	195/ 0
	GS/GM 13		4484	3570	450	134	58	65	9	128	27	42	1
		UI/RI		131/ 0	37/757	130/ 0	46/ 68	66/ 34	19/ 41	114/0	55/ 23	471/0	27/ 4
	GS/GM 14		2159	1798	199	43	26	21	3	47	9	13	0
		UI/RI		137/ 0	34/382	87/ 7	43/ 35	44/ 27	13/ 21	87/ 7	38/ 15	304/0	0/ 3
	GS/GM 15		1092	980	68	17	0	7	1	15	0	4	0
		UI/RI		148/ 0	23/226	68/ 9	0/ 31	29/ 17	9/ 11	55/ 13	0/ 12	186/0	0/ 1
	TOTAL GS/GM		32917	23832	5449	1083	455	678	184	609	191	364	72
		UI/RI		119/ 0	62/1K+	143/ 0	50/467	94/ 47	51/178	74/214	53/171	555/0	223/ 0
	AV GRADE		11.20	11.48	10.25	10.87	10.58	10.65	9.78	11.70	10.57	10.71	9.67
PROF.	OTHER 07		2	2	0	0	0	0	0	0	0	0	0
		UI/RI		165/ 0	0/1	0/ 0	0/ 0	0/ 0	0/ 0	0/ 0	0/ 0	0/ 0	0/ 0
	OTHER 11		2	1	0	0	0	1	0	0	0	0	0
		UI/RI		83/ 1	0/1	0/ 0	0/ 0	1K+/0	0/ 0	0/ 0	0/ 0	0/ 0	0/ 0
	OTHER 12		17	9	4	1	1	2	0	0	0	0	0
		UI/RI		87/ 2	87/1	256/ 0	210/ 0	535/0	0/ 1	0/ 1	0/ 1	0/ 0	0/ 0
	OTHER 13		40	28	4	1	0	6	0	0	1	0	0
		UI/RI		116/ 0	37/7	109/ 0	0/ 2	682/0	0/ 1	0/ 1	228/0	0/ 0	0/ 0
	OTHER 14		51	40	8	0	0	1	0	2	0	0	0
		UI/RI		129/ 0	58/6	0/ 2	89/ 0	0/ 1	89/ 0	157/0	0/ 1	0/ 1	0/ 0
	OTHER 15		42	40	1	1	0	0	0	0	0	0	0
		UI/RI		157/ 0	9/ 11	104/ 0	0/ 2	0/ 1	0/ 1	0/ 1	0/ 1	0/ 0	0/ 0
	OTHER 16–18		114	103	4	2	1	0	0	3	0	1	0
		UI/RI		149/ 0	13/ 27	76/ 1	32/ 3	0/ 3	0/ 2	105/0	0/ 2	441/0	0/ 1
	TOTAL OTHER		268	223	21	5	2	10	0	5	1	1	0
		UI/RI		137/ 0	29/ 51	81/ 2	27/ 6	170/0	0/ 3	75/ 2	34/ 2	189/0	0/ 1
	AVG GRADE		14.99	15.18	14.05	14.40	15.00	12.70	.00	15.80	13.00	16.00	.00
PATCO TOTAL			33185	24055	5470	1088	457	688	184	614	192	365	72
		UI/RI		120/ 0	61/1K+	143/ 0	49/473	94/ 72	51/181	74/216	53/173	552/0	221/ 0
	AVG. GRADE		11.23	11.52	10.26	10.88	10.60	10.68	9.78	11.73	10.58	10.72	9.67
ADM.	GS 05		178		88	21 5	42	2		7	4 2	1	6
		UI/RI		20/ 87	186/ 0	78/ 2	761/ 0	403	303/	205/ 2	260	189/ 0	1K+/ 0

Exhibit 44

EEO Groups With Underrep Indices & No. Needed To Reach Parity By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides underrepresentation indices and the number of employees needed to reach parity by PATCO category and pay level for occupational series with 50 or more employees. Average grade by pay group and occupational series is also provided.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–5 AARU4002 FYXX EEO GROUPS WITH UNDERREP INDICES & NO. NEEDED TO REACH PARITY BY PATCO, SERIES & PAY LEVEL PAGE 40

RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

			TOTAL	WHITE		BLACK		HISPANIC		ASIAN AM./ PACIFIC IS		AM. INDIAN/ AK. NATIVE	
SERIES	PAY LEVEL		NO.	MALE NO.	FEMALE NO.	MALE NO.	FEMALE NO.	MALE NO.	FEMALE NO.	MALE NO.	FEMALE NO.	MALE NO.	FEMALE NO.
0460 FORESTRY													
PROF.	GS 05		71	20	45	1	0	0	1	2	0	2	0
		UI/RI		46/ 23	236/ 0	61/ 1	0/ 2	0/ 2	128/0	113/0	0/ 1	1K+/ 0	0/ 0
	GS 07		193	70	99	3	0	4	5	2	4	2	4
		UI/RI		60/ 47	191/ 0	68/ 2	0/ 6	94/ 1	236/0	42/ 3	189/ 0	521/ 0	1K+/ 0
	GS 09		1266	737	414	5	4	35	11	16	10	28	6
		UI/RI		96/ 31	122/ 0	17/ 25	11/ 32	126/ 0	79/ 3	51/ 16	72/ 4	1K+/ 0	478/ 0
	GS 11		1708	1400	217	14	2	25	9	19	2	17	3
		UI/RI		135/ 0	47/243	36/ 26	4/ 46	67/ 13	48/ 10	45/ 24	11/ 17	500/ 0	180/ 0
	GS 12		1076	885	127	6	2	26	3	6	3	18	0
		UI/RI		136/ 0	44/163	24/ 19	7/ 29	110/ 0	26/ 9	22/ 21	26/ 9	839/ 0	0/ 1
	GS/GM 13		676	595	52	1	0	11	0	3	1	13	0
		UI/RI		145/ 0	29/130	7/ 15	0/ 19	74/ 4	0/ 8	18/ 14	14/ 7	964/ 0	0/ 1
	GS/GM 14		264	244	9	2	0	4	0	0	0	5	0
		UI/RI		153/ 0	13/ 62	33/ 4	0/ 8	69/ 2	0/ 3	0/ 7	0/ 3	949/ 0	0/ 1
	GS/GM 15		109	104	4	0	0	1	0	0	0	0	0
		UI/RI		157/ 0	14/ 26	0/ 3	0/ 3	42/ 2	0/ 2	0/ 3	0/ 2	0/ 1	0/ 1
	GS 16–18 & SES		41	40	1	0	0	0	0	0	0	0	0
		UI/RI		161/ 0	9/ 10	0/ 1	0/ 2	0/ 1	0/ 1	0/ 1	0/ 1	0/ 0	0/ 0
	TOTAL GS/GM/SES		5404	4095	968	32	8	106	29	48	20	85	13
		UI/RI		125/ 0	67/486	26/ 93	5/144	89/ 13	49/ 31	36/ 88	34/ 40	789/ 0	245/ 0
	AV GRADE		11.02	11.38	9.74	10.56	10.25	10.79	9.45	10.17	9.45	10.80	8.85
0457 SOIL CONSERVATION													
PROF.	GS 05		55	23	19	8	0	1	0	2	0	1	1
		UI/RI		69/ 11	128/ 0	633/0	0/ 2	831/1	0/ 1	146/ 0	0/1	912/ 0	1K+/ 0
	GS 07		243	121	88	15	8	4	2	0	0	5	0
		UI/RI		82/ 27	135/ 0	269/0	118/0	752/2	75/1	0/ 6	0/3	1K+/ 0	0/ 1
	GS 09		1034	672	227	75	9	22	5	4	2	16	2
		UI/RI		107/ 0	82/ 52	316/0	31/ 20	97/ 1	44/ 7	16/ 22	18/ 10	776/ 0	198/ 0
	GS 11		2103	1750	133	131	4	41	4	4	2	32	2
		UI/RI		137/ 0	24/433	271/0	7/ 55	89/ 6	18/ 20	8/ 49	9/ 22	763/ 0	100/ 0
	GS 12		698	618	30	31	0	12	0	0	0	6	1
		UI/RI		146/ 0	16/158	193/0	0/ 20	78/ 4	0/ 8	0/ 18	0/ 8	432/ 0	148/0
	GS/GM 13		339	296	11	23	0	3	0	2	0	4	0
		UI/RI		144/ 0	12/ 81	295/0	0/ 10	40/ 5	0/ 4	24/ 7	0/ 4	592/ 0	0/ 1
	GS/GM 14		50	42	1	5	0	1	0	0	0	1	0
		UI/RI		139/ 0	7/ 13	435/0	0/ 2	91/ 1	0/ 1	0/ 2	0/ 1	1K+/ 0	0/ 0
	GS/GM 15		22	17	0	4	0	0	0	0	0	1	0
		UI/RI		128/ 0	0/ 6	791/0	0/ 1	0/ 1	0/ 1	0/ 1	0/ 1	1K+/ 0	0/ 0
	GS 16–18 & SES		16	14	1	1	0	0	0	0	0	0	0
		UI/RI		144/ 0	23/ 4	272/0	0/ 1	0/ 1	0/ 1	0/ 1	0/ 1	0/ 0	0/ 0

Exhibit 45

Employees Approaching Expiration Of Detail Assignment

Report Number: AECO37U1

Brief Description: Provides notification of employees who are approaching their not-to-exceed dates for detailed assignments. It is generated 3 pay periods prior to the expiration date. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure, employee name

Other Sources For This Report:: RFQS, Employees Approaching Expiration of Detail Assignment

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

```
PREPARED XX/XX/XX   AECO37U1          EMPLOYEES APPROACHING EXPIRATION OF DETAIL ASSIGNMENT – AS OF XX/XX/XX          PAGE 1
                                                    * *  SENSITIVE  PERSONNEL  DATA  –  USE  IS  RESTRICTED   * *

AG 05 05     AGRI STABILIZATION & CONSERV SER                    PERS. OFF. ID.      4881    WASHINGTON, DC

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

STEPHEN, RYAN C.
000–22–2222     04  01 0002      00       GS      04        0318        888888      UNCL 0035     XX/XX/XX      SECY TYPG

   STRUCTURE LEVEL    04 01 0002 00 TOTAL              1

                 EMPLOYING OFFICE TOTAL              1
```

Exhibit 46

Employees Approaching Expiration Of Grade Retention

Report Number: AECO37T9

Brief Description: Provides notification of employees approaching expiration of grade retention. It is generated 3 pay periods prior to the expiration date. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure, employee name

Other Sources For This Report:: RFQS, Employees Approaching Expiration of Grade Retention

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

PRRPARED XX/XX/XX AECO37T9 EMPLOYEES APPROACHING EXPIRATION OF GRADE RETENTION – AS OF – XX/XX/XX PAGE 1

** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

AG 03 03 AGRICULTURAL RESEARCH SERVICE POI 4860 BELTSVILLE, MD

EMPLOYEE NAME / SOCIAL SECURITY	ORGANIZATIONAL STRUCTURE CODES	INDIVIDUAL POSITION NUMBER	* CURRENT PAID GRADE DATA * P/P	SER	OCCUPATION FUNC	GRADE /STEP	SALARY AMOUNT	RT	PRD*	* GRADE RETENTION DATA * P/P	SER	OCCUPATION FUNC	GRADE	EXPIRATION DATE
DOE, JANE														
000–11–2222	10 12 1255 05 01 00 00	00885104	* WG	6907	00	06/05	000011.39	PH	A*	WG	6907	00	05	XX/XX/XX
SMITH, JOHN														
000–22–3333	10 12 1255 05 01 00 00	008C2302	* WG	5703	00	06/05	000011.39	PH	A*	WG	6907	00	05	XX/XX/XX
JONES, ANNIE														
000–12–3456	10 12 1260 10 05 05 00	008A5603	* WG	3603	00	10/05	000014.32	PH	A*	WG	3603	00	08	XX/XX/XX
WILLIAMS, ANDREW														
000–34–9876	10 12 1265 20 00 00 00	003B4489	* GS	1320	11	12/07	042989.00	PA	B*	GS	1320	31	11	XX/XX/XX

STRUCTURE LEVEL 10 12 TOTAL 4

Exhibit 47

Employees Approaching Expiration Of Limited Appointment – Temporary

Report Number: AECO37T1

Brief Description: Provides notification of employees approaching expiration of their not-to-exceed date for temporary appointments. It is generated 3 pay periods prior to the expiration date. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure, employee name

Other Sources For This Report:: RFQS, Employees Approaching Expiration of Limited Appointment – Temporary

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

PREPARED XX/XX/XX AECO37T1 EMPLOYEES APPROACHING EXPIRATION OF LIMITED APPOINTMENT – TEMPORARY – AS OF XX/XX/XX PAGE 1

** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

AG 03 03 AGRICULTURAL RESEARCH SERVICE POI 4860 BELTSVILLE, MD

EMPLOYEE NAME / SOC SEC NO	ORG. STRUCTURE 2	3	4	PAY PLAN GRADE	OCC SERIES	TYPE APPT	SERVICE YEAR DATE	NOT TO EXCEED DATE	APPOINTMENT MAXIMUM DOLLARS	HRS	DAYS	LIMITATION EXPENDED DOLLARS	HOURS	DAYS	BALANCE DOLLARS	HOURS	DAYS
DOE, JANE J																	
000–22–3345	10	12	1275	GS 11 01	0434	09	XX/XX/XX	*XX/XX/XX									
JOHNSON, JIM F																	
000–34–7890	10	12	1275	GS 04 01	1131	09	*XX/XX/XX	XX/XX/XX			1040			677.00			363.00
SMITH, ANDREW L																	
000–55–9999	10	12	1275	GS 04 01	0404	09	*XX/XX/XX	XX/XX/XX			1040			467.00			522.00

STRUCTURE LEVEL 10 12 1275 TOTAL 3

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

Exhibit 48

Employees Approaching Expiration Of Temporary Promotion

Report Number: AECO37U2

Brief Description: Provides notification of employees approaching expiration of their not-to-exceed date for a temporary promotion. It is generated 3 pay periods prior to the expiration date. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure, employee name

Other Sources For This Report:: RFQS, Employees Approaching Expiration of Temporary Promotion

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

```
PREPARED XX/XX/XX   AECO37U2          EMPLOYEES APPROACHING EXPIRATION OF TEMPORARY PROMOTION – AS OF XX/XX/XX      PAGE 1
                                                          * *  SENSITIVE  PERSONNEL  DATA  –  USE  IS  RESTRICTED  * *

CM 51 55     INTERNATIONAL TRADE ADMINISTRATION                    PERS. OFF. ID.      1911     WASHINGTON, DC

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

 JONES, FRANK N.
 123–22–3333    41  040001   00        GS      12      1801        W95801   12345110    XX/XX/XX      IMPORT COMPLNC SPECLST

   STRUCTURE LEVEL   41 04 0001 00 TOTAL              1

                 EMPLOYING OFFICE TOTAL            1
```

Exhibit 49

Employees Reassigned Because Of RIF

Report Number: SRPR2102 (Report 2)

Brief Description: Provides a list of employees reassigned because of a reduction in force.

Production Frequency: Monthly (SF–113 cutoff)

Primary Sequence: Department, agency

Sequence Of Data: Occupational series and grade, minority code

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department, agency

XX/XX/XX SRPR2102 REPORT 2 EMPLOYEES REASSIGNED BECAUSE OF RIF PAGE 1
REPORTING PERIOD:
FROM XX/XX/XX – XX/XX/XX DEPT U.S. DEPARTMENT OF AGRICULTURE
AGCY 16

SERIES	BLACK			HISPANIC			INDIAN			ASIAN			WHITE			UNDESIGNATED			ALL EMPLOYEES		
& GRADE	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
0458–05	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
0458–07	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	2	2
0458–09	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
SER TOT	1	2	3	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	3	4
TOT ALL	1	2	3	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	3	4

Exhibit 50

Employees Reduced In Grade Because Of RIF

Report Number: SRPR2102 (Report 3)

Brief Description: Provides a list of employees reduced in grade because of a reduction in force.

Production Frequency: Monthly (SF–113 cutoff)

Primary Sequence: Department, agency

Sequence Of Data: Occupational series and grade, minority code

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department, agency

XX/XX/XX SRPR2102 REPORT 3 EMPLOYEES REDUCED IN GRADE BECAUSE OF RIF PAGE 1
REPORTING PERIOD:
FROM XX/XX/XX – XX/XX/XX DEPT U.S. DEPARTMENT OF AGRICULTURE

SERIES	B L A C K			HISPANIC			I N D I A N			A S I A N			W H I T E			UNDESIGNATED			ALL EMPLOYEES		
& GRADE	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
0303–05	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
SER TOT	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
0458–09	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
SER TOT	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
TOT ALL	1	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2

Exhibit 51

Employees Separated Because Of RIF

Report Number: SRPR2102 (Report 1)

Brief Description: Provides a list of employees separated because of a reduction in force.

Production Frequency: Monthly (SF–113 cutoff)

Primary Sequence: Department, agency

Sequence Of Data: Occupational series and grade, minority code

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department, agency

XX/XX/XX SRPR2102 REPORT 1 EMPLOYEES SEPARATED BECAUSE OF RIF PAGE 1

REPORTING PERIOD:
FROM XX/XX/XX – XX/XX/XX DEPT ANY DEPARTMENT
AGCY XX

SERIES	BLACK			HISPANIC			INDIAN			ASIAN			WHITE			UNDESIGNATED			ALL EMPLOYEES		
& GRADE	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
1122–05	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	1	0	1
1122–07	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	1	1
1122–09	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2	0	0	0	2	0	2
SER TOT	0	0	0	0	0	0	0	0	0	0	0	0	3	1	4	0	0	0	3	1	4
TOT ALL	0	0	0	0	0	0	0	0	0	0	0	0	3	1	4	0	0	0	3	1	4

Exhibit 52

Employees With Dual Appointments

Report Number: BEAR7071

Brief Description: Provides a list of employees working under two different appointments. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Agency

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Agency

REPORT ID :BEAR7071 PAGE 1

EMPLOYEES WITH DUAL APPOINTMENTS

** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

SOC SEC NO.	LAST NAME	AG	T/E	T/A	C.E.S.	L/C	BRT FWD	ACC	USED	CRL	BAL.		BRT FWD	ACC	USED	CRL	BAL.	OT
000–00–0001	SMITH	05	3	09	0	0 AL	.00	000	.00	000	.00	SL	.00	000	.00	000	.00	OT1
000–00–0001	SMITH	07	3	09	0	0 AL	.00	000	.00	000	.00	SL	.00	000	.00	000	.00	OT1
000–00–0002	JONES	34	3	04	0	0 AL	.00	000	.00	000	.00	SL	.00	000	.00	000	.00	OT1
000–00–0002	JONES	43	3	09	0	0 AL	.00	000	.00	000	.00	SL	.00	000	.00	000	.00	OT1
000–00–0003	DOE JR	03	1	01	0	6 AL	129.25	084	82.00	000	131.25	SL	304.50	056	35.00	000	325.50	OT1
000–00–0003	DOE JR	12	2	08	0	0 AL	.00	000	.00	000	.00	SL	.00	000	.00	000	.00	OT1

Exhibit 53

Employment & Goals Report By Occupational Series

Report Number: EEOT3004

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects a 3-year history and current employment by occupational series.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, pay plan, occupational series

Sequence Of Data: Sex, race

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Department, agency, organizational structure to the 8th level

RUN DATE XX/XX/XX EEOT3004 EMPLOYMENT & GOALS REPORT BY OCCUPATIONAL SERIES WORLD WIDE PAGE 1
PFT– GM

REPORT QTR 4TH 0101 SOCIAL SCIENCE
REPORT AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE
AGCY 18 ECONOMIC RESEARCH SERVICE

	FY 19XX NO.:	FY 19XX % TOT EMP	FY 19XX NO.:	FY 19XX % TOT EMP	A FY 1987 NO.:	A FY 1987 % TOT EMP	B C 4TH QTR CUM NO. :	B C 4TH QTR CUM % TOT EMP
TOT EMPMT :	3		3		3		4	
SEX								
F								
M	3	100.00	3	100.00	3	100.00	4	100.00
WHITE								
F								
M	3	100.00	3	100.00	3	100.00	4	100.00
T	3	100.00	3	100.00	3	100.00	4	100.00

Exhibit 54

Employment & Goals Summary

Report Number: EEOT3004

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects a 3-year history and current employment by employment group and pay plan.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, agency, employment group, pay plan

Sequence Of Data: Sex, race

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Department, agency, organizational structure to the 8th level

RUN DATE XX/XX/XX EEOT3004 EMPLOYMENT & GOALS SUMMARY WORLD WIDE PAGE 1

PFT– GM

REPORT QTR 4TH

REPORT AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE
AGCY 18 ECONOMIC RESEARCH SERVICE

	FY 19XX		FY 19XX		FY 1987		4TH QTR CUM	
	NO.	% TOT EMP	NO.	% TOT EMP	NO.	% TOT EMP	NO.	% TOT EMP
TOT EMPMT	296		300		297		326	
SEX								
F	30	10.14	37	12.33	39	13.13	45	13.80
M	266	89.86	263	87.67	258	86.87	281	86.20
MINORITIES								
F	6	2.03	7	2.33	6	2.02	7	2.15
M	14	4.73	15	5.00	17	5.72	15	4.60
T	20	6.76	22	7.33	23	7.74	22	6.75
BLACK								
F	2	.68	2	.67	2	.67		
M	4	1.35	4	1.33	4	1.35	3	.92
T	6	2.03	6	2.00	6	2.02	3	.92
HISPANIC								
F								
M	1	.34	1	.33	1	.34	1	.31
T	1	.34	1	.33	1	.34	1	.31
ASIAN/PACI								
F	4	1.35	5	1.67	4	1.35	7	2.15
M	9	3.04	10	3.33	12	4.04	11	3.37
T	13	4.39	15	5.00	16	5.39	18	5.52
WHITE								
F	24	8.11	30	10.00	33	11.11	38	11.66
M	252	85.14	248	82.67	241	81.14	266	81.60
T	276	93.24	278	92.67	274	92.26	304	93.25

Exhibit 55

Employment And % Of Representation Of Most-Populous PATCO Series

Report Number: EEOT4002

Brief Description: Reflects the employment and representation for each occupational series and PATCO category.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: PATCO category, occupational series

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Hard copy, microfilm, microfiche, electronic transmission

RUN DATE XX/XX/XX EEOT4002 EMPLOYMENT AND % OF REPRESENTATIVE OF MOST–POPULOUS PATCO SERIES STATE: WORLD WIDE PAGE
REPORT QTR: 4TH PFT
REPORT DATE XX/XX/XX DEPT: U.S. DEPARTMENT OF AGRICULTURE

PATCO/ SERIES	TOT EMP	S E X F	S E X M	MINORITIES F	MINORITIES M	MINORITIES T	B L A C K F	B L A C K M	B L A C K T	HISPANIC F	HISPANIC M	HISPANIC T	ASIAN/PACI F	ASIAN/PACI M	ASIAN/PACI T	AM. IND./AK F	AM. IND./AK M	AM. IND./AK T	W H I T E F	W H I T E M	W H I T E T
P O460 FORESTRY							.1	.5	.6	.2	1.6	1.9	.2	.8	1.0	.1	1.2	1.3	10.9	84.4	95.2
	5158	591	4567	31	215	246	6	27	33	12	84	96	10	42	52	3	62	65	560	4352	4912
P O457 SOIL CONSERVATION							.5	6.2	6.7	.2	1.8	2.0	.1	.2	.3	.1	1.3	1.4	8.7	80.9	89.6
	4689	449	4240	39	447	486	22	292	314	9	83	92	4	11	15	4	61	65	410	3793	4203

Exhibit 56

Error Analysis By Contact Point

Report Number: TIME 3201

Brief Description: Provides a list of Time and Attendance Report conditions corrected by NFC during the processing of salary payments. It is produced each pay period when an error is detected. Timekeepers should use this report as a review with emphasis on eliminating future errors. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Agency

Sequence Of Data: Contact point, POI, social security number

Other Sources For This Report:: CULPRPT, P0053, Error Analysis by Contact Pt

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Contact point, POI

REPORT ID: TIME 3201 ERROR ANALYSIS BY CONTACT POINT DATE PREPARED: XX/XX/XX
PROCESSING PAY PERIOD: XX AGENCY: FOOD SAFETY AND INSPECTION SERVICE PAGE 1
SENSITIVE PERSONNEL DATA – USE IS RESTRICTED

CONTACT POINT	F/O	NAME–LAST	F M	SSNO	ERROR DESCRIPTION
37.06.0010.03.00	4848	JONES	V J	000111113	WEEKLY HRS OVER 36–LESS THAN 44 FOR COMP SCHED 5
	4848	DOE	H L	000124567	WEEKLY HRS OVER 36–LESS THAN 44 FOR COMP SCHED 5
	4848	SMITH	P G	000348888	T/C HOURS DO NOT BALANCE–REGULAR TIME EXCEEDS MAXIMUM OF80 HOURS

CONTACT POINT TOTAL T&A–S: 3 TOTAL ERRORS: 4

Exhibit 57

Error Analysis By Personnel Office Identifier

Report Number: TIME 3202

Brief Description: Provides a list of the total number of Time and Attendance Report conditions corrected by NFC during the processing of salary payments. It is produced each pay period when an error is detected.

Production Frequency: Pay period

Primary Sequence: POI

Sequence Of Data: Agency, POI

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

REPORT ID: TIME 3202 ERROR ANALYSIS BY PERSONNEL OFFICE IDENTIFIER DATE PREPARED: XX/XX/XX
PROCESSNG PAY PERIOD: 13 PAGE 1

AGENCY	POI	TOTAL T&A–S	TOTAL ERRORS
01	5260	4	4
02	4822	326	393
03	4860	836	1141
05	4881	41	51
	4882	65	80
07	4916	62	76
	4917	32	36
	4918	11	14
	4919	30	35
	4920	60	70
	4921	7	7
	4922	40	59
	4923	32	40
	4924	24	32
	4925	22	22
	4926	18	19
	4927	52	62
	4928	34	50
	4929	50	64

Exhibit 58

Federal Wage System WGI Status Eight Week Notification

Report Number: AECO37U3

Brief Description: Provides a list of Federal Wage System employees whose within-grade increases (WGI) are not generated due to a performance rating of less than fully successful. The WGI is not generated unless action is taken to change the performance appraisal to fully successful or greater before the effective date of the WGI. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Federal Wage System WGI Status Eight Week Notification

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

PREPARED XX/XX/XX AECO37U3 FEDERAL WAGE SYSTEM WGI STATUS EIGHT WEEK NOTIFICATION – AS OF XX/XX/XX PAGE 1

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

* * SENSITIVE PERSONNEL DATA – USE IS RESTRICTED * *

AG 03 03 AGRICULTURAL RESEARCH SERVICE POI 4860 BELTSVILLE, MD

EMPLOYEE NAME / SOC SEC NO	STRUCT. LEVELS –2— THRU —8–	PAY PLAN	GRADE	OCC SERIES	ORG. / PAY / RATE INDIVIDUAL / PETR POS. NO.	MASTER REC NO.	DATE TOWARD WGI	OFFICIAL TITLE OF POSITION / DUTY STATION LOCATION / D.S. CODES	PAY PERIOD WGI DUE	TYPE OF EMPL	INTERMITTENT D A Y S WORKED	ELAPSED
DOE, JANE T				BUDG ANAL				BELTSVILLE, MD				
000–45–6789	1019152145846589	WG	04 0	0560	0 006T3685	6N3685	XX/XX/XX	24 0100 033	XX	F/T	000	0000
SMITH, SANDRA A				PLANT PHYSIOL				BELTSVILLE, MD				
000–65–4321	6066523587458548	GS	09 1	0438	0 006P856	1A7856	XX/XX/XX	24 0100 033	XX	F/T	000	0000
SMITHS, WANDA O				HYDRLGST				BELTSVILLE, MD				
000–33–4444	1012345678990988	GS	05 3	1234	0 001B1234	1B1234	XX/XX/XX	24 0100 033	XX	P/T	000	0000

Exhibit 59

Grade Distribution Report By Occupational Series

Report Number: EEOT3004

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the current grade distribution and representation by occupational series. It also reflects the grade averages for the current fiscal year and the past 3 fiscal years by occupational series.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, pay plan, occupational series

Sequence Of Data: Grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Department, agency, organizational structure to the 8th level

RUN DATE XX/XX/XX EEOT3004 GRADE DISTRIBUTION REPORT BY OCCUPATIONAL SERIES WORLD WIDE PAGE 1
PFT– GM

REPORT QTR 4TH 0101 SOCIAL SCIENCE
REPORT AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE
AGCY 18 ECONOMIC RESEARCH SERVICE

:	TOT:	S E X:		MINORITIES :			B L A C K :			HISPANIC :			ASIAN/PACI :			AM. IND./AK :			W H I T E		
GRADE:	EMP:	F:	M:	F:	M:	T :	F:	M:	T :	F:	M:	T :	F:	M:	T:	F:	M:	T:	F:	M:	T
14	1		1																1		1
%			100.0																100.0		100.0
15	3		3																3		3
%			100.0																100.0		100.0
TOT			4																4		
	4																				4
AVG GRADE																					
			14.75																14.75		
	14.75																				14.75
FYXX																					
			14.33																14.33		
	14.33																				14.33
FYXX																					
			14.00																14.00		
	14.00																				14.00
FYXX																					
			13.33																13.33		
	13.33																				13.33

Exhibit 60

Grade Distribution Summary

Report Number: EEOT3004

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the current grade distribution and representation by employment group and pay plan. It also reflects the grade averages for the current fiscal year and the past 3 fiscal years by employment group and pay plan.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, pay plan

Sequence Of Data: Grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Department, agency, organizational structure to the 8th level

RUN DATE XX/XX/XX EEOT3004 GRADE DISTRIBUTION SUMMARY WORLD WIDE PAGE 1
PFT– GM

REPORT QTR 4TH
REPORT AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE
AGCY 18 ECONOMIC RESEARCH SERVICE

:	TOT:	S E X:		MINORITIES :			B L A C K :			HISPANIC :			ASIAN/PACI :			AM. IND./AK :			W H I T E		
GRADE:	EMP:	F:	M:	F:	M:	T:	F:	M:	T:	F:	M:	T:	F:	M:	T:	F:	M:	T:	F:	M:	T
14	100	10	90																9	87	96
%		10.0	90.0																9.0	87.0	96.0
15	46	3	43																3	43	46
%		6.5	93.5																6.5	93.5	100.0
TOT		13																	9		
			133																	130	
	146																				139
AVG GRADE																					
			14.75	14.75																14.75	
					14.75																
	14.75																				14.75
FYXX																					
			14.33	14.33																14.33	
					14.33																
	14.33																				14.33
FYXX																					
			14.00	14.00																14.00	
					14.00																
	14.00																				14.00
FYXX																					
			13.33							13.33										13.33	
												13.33									
	13.33																				13.33

Exhibit 61

Health Insurance

Report Number: PACS452–1

Brief Description: Provides the total amount of employee deductions and agency contributions for non-Federal health benefits in four different categories; i.e., self only – full-time, self only – part-time, family – full-time, and family – part-time. It also identifies the total number of employees enrolled in each category.

Production Frequency: Pay period

Primary Sequence: Agency

Sequence Of Data: Group number, plan

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Agency

REPORT ID: PACS452–1 FARM CREDIT ADMINISTRATION
HEALTH INSURANCE
REPORT FOR PAY PERIOD 15 XX/XX/XX TO XX/XX/XX

GROUP NO A 1226 WO

	EMPLOYEE DEDUCTIONS	AGENCY CONTRIBUTIONS	NUMBER ENROLLED
SELF ONLY – FULL–TIME	$2,213.28	$7,795.77	159
SELF ONLY – PART–TIME	$43.34	$19.61	1
SELF ONLY – UNPAID			
FAMILY – FULL–TIME	$6,348.27	$22,421.16	183
FAMILY – PART–TIME	$7.53	$98.02	1
FAMILY – UNPAID			0
TOTALS	$8,612.42	$30,334.56	334
SELF ONLY – PREMIUM ADJUSTMENTS	$0.00	$0.00	
FAMILY – PREMIUM ADJUSTMENTS	$51.66	$0.00	
PREMIUM PAYMENT	$38,946.98		

*** INDICATES NUMBER OF EMPLOYEES IN UNPAID STATUS FOR WHOM NO DEDUCTIONS WERE WITHHELD – PREMIUM PAID BY AGENCY**

Exhibit 62

Individual Retirement Record – Civil Service Retirement System (CSRS)

Report Number: SF–2806

Brief Description: Provides a list of the entire service history and fiscal data on CSRS employees while payrolled by NFC. **Note:** This record is also prepared for Post 1956 Military service for CSRS Credit and for supplemental report after an employee has separated from service or retired when a salary adjustment on a previous pay period is requested. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Social security number

Sequence Of Data: Effective date of personnel action

Other Sources For This Report:: RETM, Individual Retirement Record - CSRS

Available Media: Hard copy, microfiche, electronic transmission

Available Distribution Levels: Agency (upon request)

LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH MO	DAY	YR	SOC SEC NO.			AGENCY	PAYROLL OFFICE	LOCATION	PAYROLL OFFICE NO
SMITH.	JOHN	A	XX	XX	XX	000	88	2222	USDA	NFC	N.O. LA.	12–40–0001
1.										34–4829		
2.												
3.												
(RECORD EACH NAME CHANGE STRIKE OUT PREVIOUS NAME)												

SERVICE HISTORY					FISCAL RECORD			
EFFECTIVE DATE (1)	ACTION (2)	BASE PAY (3)	DO NOT USE	REMARKS (4)	YEAR (5)	CALENDAR YEAR SALARY DEDUCTIONS (6)	ACCUMULATIVE TOTAL SALARY DEDUCTIONS (7)	REMARKS (8)
XX/XX/XX	CONV TO EXC APPT	16000.00		FP–07	19XX	1100.00	1100.00	DED. BEGAN XX/XX/XX
XX/XX/XX	CORRECTION CONV TO EXC APPT	17000.00		FP–07	19XX	900.00	2000.00	SCD XX/XX/XX
XX/XX/XX	PAY ADJ	17500.00		FP–07	DEDUCTIONS AND SERVICE CERTIFIED CORRECT			
XX/XX/XX	EO 12345	17500.00		FP–07				
XX/XX/XX	PROMOTION	19000.00		FP–06				
XX/XX/XX	CORRECTION PROMOTION	19000.00		FP–06				
XX/XX/XX	CORRECTION PROMOTION	19100.00		FP–06				
XX/XX/XX	BK PAY EO 12354 RETRO XX/XX/XX	19100.00		FP–06				
XX/XX/XX	CORRECTION PROMOTION	19100.00		FP–06				
XX/XX/XX	RESIGNATION	19100.00		FP–06				
XX/XX/XX	RESIGNATION	19100.00		FP–06				
XX/XX/XX	RESIGNATION	19100.00		FP–06				
XX/XX/XX	RESIGNATION	19100.00		FP–06				
XX/XX/XX	RESIGNATION	19100.00		FP–06				

Standard Form 2806 Previous edition usable
Rev 2 b) 2806 106 NSN 7540 00 926 4735

INDIVIDUAL RETIREMENT RECORD
(CIVIC SERVICE RETIREMENT SYSTEM)

US OFFICE OF PERSONNEL MANAGEMENT
OPM Supplemental 831 1

Exhibit 63

Individual Retirement Record – Federal Employees Retirement System (FERS)

Report Number: SF–3100A

Brief Description: Provides a list of the entire service history and fiscal data on FERS employees while payrolled with NFC. This report contains sensitive data; use is restricted. **Note:** This record is also prepared for Post 1956 Military service for FERS credit and for supplemental report after an employee has separated from service or retired when a salary adjustment on a previous pay period is requested.

Production Frequency: Pay period

Primary Sequence: Social security number

Sequence Of Data: Effective date of personnel action

Other Sources For This Report:: RETM, Individual Retirement Record - FERS

Available Media: Hard copy, microfiche, electronic transmission

Available Distribution Levels: Agency (upon request)

CARD 1

Last Name	First Name	Middle Name	Date Of Birth Month	Day	Year	Social Security Number			Agency	Payroll Office	Location	Payroll Office No.
1. SMITH,	JOHN	A	XX	XX	XX	000	88	2222	USDA	NFC	N.O. LA.	12–40–0001
2.										11-5029		
3.												
4.												

(RECORD EACH NAME CHANGE–STRIKE OUT PREVIOUS NAME)

FERS

SERVICE HISTORY				FISCAL RECORD			
Effective Date (1)	Action (2)	Base Pay (3)	Remarks (4)	Year (5)	Calendar Year Salary Deductions (6)	Accumulative Total Salary Deductions (7)	Remarks (8)
XX/XX/XX	CAREER–COND APT	12000.00	GS–03	19XX	7.09	7.09	DED. BEGAN
XX/XX/XX	FEGLI CHANGE	12000.00	GS–03	19XX	110.00	110.00	XX/XX/XX
XX/XX/XX	PAY ADJ	12500.00	GS–03	19XX	30.00	150.00	SCD XX/XX/XX
XX/XX/XX	EO 12663	12500.00	GS–03	DEDUCTIONS AND SERVICE			
XX/XX/XX	CORRECTION	12500.00	GS–03	CERTIFIED CORRECT			
	PAY ADJ						
XX/XX/XX	CORRECTION	12500.00	GS–03				
	PAY ADJ						
XX/XX/XX	WITHIN GR INC	12900.00	GS–03				
XX/XX/XX	REASSIGNMENT	12900.00	GS–03				
XX/XX/XX	CORRECTION	12900.00	GS–03				
	REASSIGNMENT						
XX/XX/XX	PAY ADJ	13500.00	GS–03				
XX/XX/XX	EO 12345	13500.00	GS–03				

Register of Separations Number (SF 3103)

U.S. Office of Personnel Management
5 CFR 841

NSN 7540–01–248–9251

INDIVIDUAL RETIREMENT RECORD
(Federal Employees Retirement System)

3100–202

Standard Form 3100A January 1967
U.S. Office of Personnel Management
5 CFR 841

Exhibit 64
Page 1

Interim Performance Evaluation

Report Number: Memorandum

Brief Description: Provides notification to the supervisor that a Department of Commerce employee should receive an interim performance evaluation in compliance with the Department's performance management system. The report consists of 2 parts. **Part 1** is for Nature of Action Codes (NOAC) 702 and 721, Authority code N7M, or NOAC 702, Authority code N6M or H5M. **Part 2** is for all other NOAC's and authorities.

Production Frequency: Pay Period

Primary Sequence: N/A

Sequence Of Data: N/A

Other Sources For This Report:: RFQS, Interim Performance Evaluation

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

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

MEMORANDUM FOR (TO BE COMPLETED BY PERSONNEL OFFICE)

FROM: PERSONNEL OFFICER

SUBJECT: SUMMARY PERFORMANCE RATING

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

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

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

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

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

Part 1. NOAC's 702 and 721, Authority Code N7M, or Noac 702, Authority Code N6M or H5M

Exhibit 64
Page 2

Interim Performance Evaluation *(cont'd)*

SAMPLE OF INTERIM PERFORMANCE EVALUATION REPORT
(FOR ALL OTHER NOAC'S AND AUTHORITIES)

MEMORANDUM FOR (TO BE COMPLETED BY PERSONNEL OFFICE)

FROM: PERSONNEL OFFICER

SUBJECT: SUMMARY PERFORMANCE RATING

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

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

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

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

PLEASE COMPLETE A CD–396, "PERFORMANCE MANAGEMENT RECORD, "FOR THIS EMPLOYEE AND SUBMIT IT TO MY OFFICE BY XX/XX/XX.

IF YOU HAVE ANY QUESTIONS ABOUT THIS REQUIREMENT, CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE).

Part 2. All other NOAC's and Authorities

Exhibit 65

Internal Movement Goal Accomplishments By PATCO

Report Number: AARU4002

Brief Description: Provides the number of internal movements during the fiscal year. The data is depicted for professional, administrative, technical, clerical, and other (PATCO) category. Wage grade employees are also included in the report.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: PATCO category

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–8 AARU4002 FYXX INTERNAL MOVEMENT GOAL ACCOMPLISHMENTS BY PATCO PAGE 45
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

PATCO CATEGORY	PLANNED/ ACTUAL	TOTAL ALL	TOTAL FEM	WHITE MALE	WHITE FEM	BLACK MALE	BLACK FEM	HISPANIC MALE	HISPANIC FEM	ASIAN AM./ PACIFIC IS MALE	ASIAN AM./ PACIFIC IS FEM	AM. INDIAN/ AK. NATIVE MALE	AM. INDIAN/ AK. NATIVE FEM
PROFESSIONAL	PLAN#												
	ACT #	2283	766	1386	694	52	39	38	12	30	14	31	7
ADMINISTRATIVE	PLAN#												
	ACT #	2242	1315	798	1078	68	150	40	42	9	19	12	26
TECHNICAL	PLAN#												
	ACT #	3599	1759	1508	1428	70	187	130	61	15	21	117	62
CLERICAL	PLAN#												
	ACT #	4614	4357	183	3420	50	622	14	150	4	47	6	118
OTHER	PLAN#												
	ACT #	156	78	49	59	18	15	7	1	1	0	3	3
WAGE	PLAN#												
	ACT #	273	20	193	17	42	2	12	0	1	0	5	1
TOTAL	PLAN#												
	ACT #	13167	8295	4097	6696	300	1015	241	266	60	101	174	217
	PERCENT												

Exhibit 66

Internal Movement Goal Accomplishments By Series With 50 Or More

Report Number: AARU4002

Brief Description: Provides the number of internal movements during the fiscal year. The data is depicted for professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees. Wage grade employees are also included in the report.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: PATCO category, occupational series

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–9 AARU4002 FYXX INTERNAL MOVEMENT GOAL ACCOMPLISHMENTS BY SERIES WITH 50 OR MORE PAGE 146
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT
AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

SERIES NAME	PLANNED/	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AM./ PACIFIC IS		AM. INDIAN/ AK. NATIVE	
PATCO SERIES CODE	ACTUAL	ALL	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM
PROF. 0460	PLAN#												
FORESTRY	ACT #	358	165	165	157	3	2	11	2	4	4	10	0
PROF. 0457	PLAN#												
SOIL CONSERVATION	ACT #	158	50	93	47	8	1	3	1	1	0	3	1
PROF. 0475	PLAN#												
AGRL MGMT	ACT #	144	62	73	54	7	6	0	1	0	1	2	0
PROF. 0701	PLAN#												
VETERINARY MEDICAL SCIENCE	ACT #	14	7	6	7	0	0	1	0	0	0	0	0
PROF. 0810	PLAN#												
CIVIL ENGINEERING	ACT #	79	23	46	23	3	0	2	0	4	0	1	0
PROF. 0470	PLAN#												
SOIL SCIENCE	ACT #	38	15	21	13	1	1	1	1	0	0	0	0
PROF. 0401	PLAN#												
GEN BIOLCL SCI	ACT #	247	65	160	59	9	4	6	0	1	1	6	1
PROF. 0436	PLAN#												
PLT PROTECTION & QUAR	ACT #	25	12	8	9	1	1	2	1	2	1	0	0
PROF. 0486	PLAN#												
WILDLIFE BIOLOGY	ACT #	131	65	53	60	3	2	7	0	0	2	3	1
PROF. 0110	PLAN#												
ECONOMIST	ACT #	28	11	12	7	3	3	1	0	0	1	1	0
PROF. 1320	PLAN#												
CHEMISTRY	ACT #	19	6	13	6	0	0	0	0	0	0	0	0
PROF. 0510													
ACCOUNTING	PLAN#												
	ACT #	44	24	14	16	1	7	4	1	0	0	1	0

Exhibit 67

Involuntary Separations By PATCO & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of involuntary separations and the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–10 AARU4002 FYXX INVOLUNTARY SEPARATIONS BY PATCO & PAY LEVEL PAGE 54
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

		TOTAL	W H I T E		B L A C K		HISPANIC		ASIAN AM./ PACIFIC IS		AM. INDIAN/ AK. NATIVE	
PAT CO	PAY LEVEL	NO.	MALE NO. %	FEMALE NO. %	MALE NO. %	FEMALE NO. %	MALE NO. %	FEMALE NO. %	MALE NO. %	FEMALE NO. %	MALE NO. %	FEMALE NO. %
P	GS 09	1	0 .0	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS/GM 13	1	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL GS/GM	2	1 50.0	0 .0	1 50.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
P	OTHER 11	1	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 13	1	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 15	1	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 16–18	1	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL OTHER	4	3 75.0	1 25.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	PATCO TOTAL	6	4 66.7	1 16.7	1 16.7	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
T	GS 04	1	0 .0	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS 08	1	0 .0	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS 11	1	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL GS/GM	3	1 33.3	0 .0	2 66.7	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	PATCO TOTAL	3	1 33.3	0 .0	2 66.7	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
C	GS 02	1	0 .0	0 .0	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS 03	2	0 .0	0 .0	2 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS 04	5	0 .0	1 20.0	1 20.0	3 60.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS 05	3	0 .0	1 33.3	1 33.3	1 33.3	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL GS/GM	11	0 .0	2 18.2	4 36.4	5 45.5	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
C	OTHER 03	1	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 05	1	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL OTHER	2	0 .0	2 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	PATCO TOTAL	13	0 .0	4 30.8	4 30.8	5 38.5	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
W	OTHER 03	1	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL OTHER	1	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	PATCO TOTAL	1	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0

Exhibit 68

Involuntary Separations By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of involuntary separations and the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–11 AARU4002 FYXX INVOLUNTARY SEPARATIONS BY PATCO, SERIES & PAY LEVEL PAGE 70
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

PAT CO	PAY LEVEL	TOTAL	WHITE		BLACK		HISPANIC		ASIAN AM./ PACIFIC IS		AM. INDIAN/ AK. NATIVE	
			MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
SERIES		NO.	NO. %	NO. %	NO. %	NO. %	NO. %	NO. %	NO. %	NO. %	NO. %	NO. %
1224 PATENT EXAMINING												
P	GS 09	1	0 .0	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL GS/GM/SES	1	0 .0	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	SERIES TOTAL	1	0 .0	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
1310 PHYSICS												
P	OTHER 16–18	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL OTHER	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	SERIES TOTAL	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
0855 ELCTRON ENGINEERING												
P	GS/GM 13	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL GS/GM/SES	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
P	OTHER 11	1	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL OTHER	1	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	SERIES TOTAL	2	1 50.0	1 50.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
0801 GENERAL ENGINEERING												
P	OTHER 15	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL OTHER	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	SERIES TOTAL	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
0856 ELCTRON TECHNCN												
T	GS 04	1	0 .0	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS 11	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL GS/GM/SES	2	1 50.0	0 .0	1 50.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	SERIES TOTAL	2	1 50.0	0 .0	1 50.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
1863 FOOD INSPECTION												
T	GS 08	1	0 .0	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL GS/GM/SES	1	0 .0	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	SERIES TOTAL	1	0 .0	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0

Exhibit 69

Leave Error Report

Report Number: TIME4004

Brief Description: Provides a list of leave discrepancies between the Payroll/Personnel data base and the Time and Attendance Report (T&A). It identifies year-to-date totals from the Payroll/Personnel data base and the leave balances from the latest T&A processed. It should be reviewed and the leave records audited to determine the correct leave balances. This report contains sensitive data; use is restricted.

Production Frequency: Odd-numbered pay periods

Primary Sequence: POI, contact point

Sequence Of Data: Social security number

Other Sources For This Report:: CULPRPT, P0152, Leave Error Report

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Contact point

```
REPORT ID: TIME4004                          LEAVE ERROR REPORT          DATE PREPARED: XX/XX/XX          PAGE    1
                                   SENSITIVE PERSONNEL DATA – USE IS RESTRICTED
CONTACT POINT: 07 29 7780 02 00              EMPLOYING OFFICE: 0701
                          *                                                  *
                          *                   DATA BASE                      *      TIME AND ATTENDANCE REPORT
                          *                                                  *
                          *                                                  *
                TYPE TYPE *  PRIOR     YTD     YTD     YTD    ENDING  P/T CARRYOVER *   ACCRUED USED    END
SSNO        PP LEAVE EMPL *CARRYOVER EARNED   USED     CR    BALANCE   BALANCE *    THIS PP THIS PP BALANCE

NAME: SMITH   ANNIE                   SCD DATE: XX/XX/XX        A/L CATEGORY: 6
000–11–6789   26   ANN  1     135.00   160.00   153.00          142.00                 6.00    1.00   143.00
                   SICK        137.00   104.00    47.00          194.00                 4.00           191.00

NAME: WILLIAMS  DON                   SCD DATE: XX/XX/XX        A/L CATEGORY: 8
000–22–7899   26   SICK 1     2756.00   104.00    19.00         2841.00                 4.00          3114.00

TOTAL EMPLOYEES:      2      TOTAL ERRORS:      3

CHANGES ANNOTATED ABOVE ARE CERTIFIED TO BE TRUE AND CORRECT AS OF PAY PERIOD _____
                          CERTIFIED BY:                                   DATE
```

Exhibit 70

Life Insurance

Report Number: PACS458–3

Brief Description: Provides a summary of the information contained in Reports PACS458–1 and PACS458–2. The information consists of the number of employees who are enrolled in the non-Federal life insurance plan and the total number of employees enrolled in each option by organizational structure. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Agency

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Available Distribution Levels: Agency

PACS458–3 FARM CREDIT ADMINISTRATION PAGE 01
LIFE INSURANCE
PAY PERIOD XX – XX/XX/XX TO XX/XX/XX

SENSITIVE PERSONNEL DATA – USE IS RESTRICTED

ORGANIZATION: 40 40

SSNO	EMPLOYEE NAME	BASIC	DEDUCTIONS OPTION1	DEDUCTIONS OPTION2	DEDUCTIONS OPTION3	AGENCY CONTRIBUTIONS	COVERAGE AMOUNT	PREMIUM
111–22–3333	JONES, J M	10.78	3.24	.00	.00	7.51	114,000	21.53
222–33–4444	DOE, J R	15.14	1.62	.00	.00	10.54	160,000	27.30
444–55–6666	JOHNS, Z A	17.50	26.50	9.81	1.11	12.19	185,000	67.11
555–66–7777	WILLIAMS, P M	11.24	.00	.00	.00	.00	70,000	11.24
TOTALS:		54.66		9.81		30.24		127.18
NUMBER OF EMPLOYEES:	4		31.36		1.11		529,000	

Exhibit 71

List Of Covered Employees

Report Number: PACS452–2

Brief Description: Provides a list of all active employees who are enrolled in non-Federal health insurance. It also identifies the employee deduction amount, employer contribution amount, and the type of coverage. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Agency

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Available Distribution Levels: Agency

PACS452–2 FARM CREDIT ADMINISTRATION PAGE 10

LIST OF COVERED EMPLOYEES
FOR PAY PERIOD XX 19XX

SENSITIVE PERSONNEL DATA – USE IS RESTRICTED

SSN	EMPLOYEE NAME	EMPLOYEE DEDUCTION AMT	EMPLOYER CONTRIBUTION AMT	SELF ONLY	FAMILY	PREMIUM	ADJ IND
111–11–1111	ALSO, J M	$34.69	$141.65		X	$176.34	
222–22–2222	BENOJ, M J	$34.69	$141.65		X	$176.34	
333–33–3333	DOE, A B	$13.92	$55.13	X		$69.05	
444–44–4444	FORE, I M	$13.92	$55.13	X		$69.05	
555–55–5555	YO, Y O	$34.69	$141.65		X	$176.34	
666–66–6666	SIXTER, S C	$13.92	$55.13	X		$69.05	
SELF ONLY		$2,324.64	$9,206.71	167		$11,531.35	
FAMILY		$6,759.63	$27,097.05		192	$33,857.28	
TOTALS		$9,084.27	$36,304.36	359		$45,388.63	

Exhibit 72

List Of Employees Covered Under Option X

Report Number: PACS458–2

Brief Description: Provides information for each non-Federal life insurance option. An individual report is produced for each of the three options. **Note:** For Option 3, the Insurance Volume Column is blank.

Production Frequency: Pay period

Primary Sequence: Agency

Sequence Of Data: Policy number, age groups

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Available Distribution Levels: Agency

PACS458–2 PAGE 1

PAY PERIOD 03 – XX/XX/XX TO XX/XX/XX

POLICY NUMBER GLUG–IN44

NAME OF POLICY HOLDER: FARM CREDIT ADMINISTRATION

OPTION x	NO. ENROLLED	INSURANCE VOL.	RATE	PREMIUM
AGE GROUPS				
UNDER 35	38	3,073,000	.80/25000	98.34
35 – 39	21	2,622,000	1.05/25000	110.12
40 – 44	29	3,838,000	1.62/25000	248.70
45 – 49	17	2,430,000	2.65/25000	257.58
50 – 54	14	2,184,000	4.50/25000	393.12
55 – 59	6	756,000	6.92/25000	209.26
60 & OVER	2	318,000	10.95/25000	139.28
TOTALS	127	15,221,000		1,456.40

Exhibit 73

Listing of Employees On LWOP Pending OWCP For 3 Or More Months

Report Number: BEAR8502

Brief Description: Provides a list of employees on leave without pay (LWOP) for at least 3 months due to a job-related injury whose Federal Employees Health Benefits (FEHB) carrier is not being paid through the automated system. The report advises the agency to contact the Office of Workers' Compensation Program (OWCP) or the employee to determine if the FEHB premiums are being paid by OWCP. If the FEHB premiums are being paid by OWCP, the agency should process Form SF–2810, Notice of Change in Health Benefits Enrollment, through the automated system to remove the employee's FEHB enrollment code from the Payroll/Personnel System database. The health benefits carrier will automatically be notified when the SF–2810 is processed. Also, the agency should notify OWCP of this change by mailing them all OPF (official personnel folder) copies of FEHB documents, including Form SF–2809, Health Benefits Registration Form, and the SF–2810. The report is sorted by the social security number. The report contains sensitive personnel data, use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number

Other Sources For This Report:: RFQS, Listing of Employees on LWOP Pending OWCP for 3 or more Months

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

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BEAR8502                LISTING OF EMPLOYEESõON LWOP PENDING OWCP FOR 3 OR MORE MONTHSõõõõõõõ          õõõõõõõõõõõPAGEõõõõõõõ1
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Exhibit 74

Listing Of Employees With Change In Union Dues

Report Number: BEAR9203

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

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number

Other Sources For This Report:: RFQS, Listing of Employees With Change in Union Dues

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

SENSITIVE PERSONNEL DATA USE IS RESTRICTED

REPORT PAYE3313 LISTING OF EMPLOYEE WITH CHANGE IN UNION DUES

AGCY	POI	SOCIAL	LAST NAME	INIT	ORG STRUCTURE	UNION CODE	NO 1 LOCAL	AMT OLD	AMT NEW	% OLD	% NEW	UNION CODE	NO 2 LOCAL	AMT OLD	AMT NEW	% OLD	% NE
AG	XXXX	XXX–XX–XXXX	SMITH	J	AG1001000000000000	530000		5.50	7.50				000000	.00	.00		
AG	XXXX	XXX–XX–XXXX	WILLIAM	J	AG1001000000000000	530000		5.50	7.50				000000	.00	.00		
AG	XXXX	XXX–XX–XXXX	JONES	J	AG1001000000000000	O50906		.50	1.50				000000	.00	.00		

Exhibit 75

Listing Of Salary Data For Sched No XXXXXX

Report Number: PAYE3313

Brief Description: Provides a list of salary data for employees detailed in Panama. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

REPORT PAYE3313 LISTING OF SALARY DATA FOR SCHED NO 0BN093 PAGE 1

DATE PREPARED: XX/XX/XX ** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

SSNO	AGENT	AMOUNT	EMPLOYEE	COMP–DO	TYPE–PAY	AGY	EMP–OFF	ACCT–STAT	OK–SEQ	
RTE NO			ACCOUNT NO	ADDRESS				CITY STATE ZIP		
000–33–7777	0000	10.66	PEROD L JOHNSON	3	4	70	1536	0010	000022	0BB093
022000031			920–4–558460							
000–55–4444	0000	1,534.90	JOSE M SMITH	3	4	71	1536	0010	000023	0BB093
022000031			920–4–558460							

TOTAL AMOUNT 1,545.56 TOTAL RECORDS 2

Exhibit 76

Monthly Report Of Federal Civilian Employment

Report Number: EMPR127–1 (SF–113–A)

Brief Description: Provides the total paid employment by category and geographic area in Section I. Section II provides wages and lump sum payment data. Information on turnovers (accessions and separations) appears in Section III. Section IV provides data on paid employees subject to employment ceilings. This report is required by the Office of Personnel Management (OPM). It is the agency's responsibility to forward a copy of this report to OPM.

Production Frequency: Monthly

Primary Sequence: Department, servicing agency, agency

Sequence Of Data: Line item

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Available Distribution Levels: Department, agency, POI, organizational structure

EMPR127–1 MONTHLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT (SF–113–A FORMAT)
DATE PREPARED: XX/XX/XX
DEPARTMENT: DEPARTMENT: OF AGRICULTURE
AGENCY: AGRICULTURAL RESEARCH SERVICE

EMPLOYMENT COVERAGE: AGENCY REPORT DC AG SA 07 AG 07

EMPLOYMENT AS OF NOVEMBER 19XX PAYROLL FROM XX/XX/XX TO XX/XX/XX TURNOVER FROM XX/XX/XX TO XX/XX/XX

LINE	EMPLOYMENT, PAYROLL, TURNOVER, AND CEILING DATA	TOTAL ALL AREAS (A)	U.S. TERRITORIES (B)	FOREIGN COUNTRIES (C)	WASH., D.C. METRO. AREA (D)	OUTSIDE WASH., METRO. AREA (E)
	SECTION 1 – CURRENT STATUS					
1	TOTAL EMPLOYMENT	8,500	49	49	2,200	4,400
2	TOTAL IN PERMANENT POSITIONS	7,000	40	20	1,500	5,000
3	FULL–TIME	7,000	40	30	1,500	6,000
4	FULL–TIME IN PERMANENT POSITIONS	7,000	40	25	1,500	5,000
5	FULL–TIME WITH PERMANENT APPOINTMENTS	7,000	40	20	1,500	5,500
6	PART–TIME	500	1	5	200	300
7	PART–TIME WITH PERMANENT APPOINTMENTS	300	1	1	120	200
8	INTERMITTENT	220			120	100
9	COMPETITIVE SERVICE	7,000	40	25	1,500	5,000
10	WITH PERMANENT APPOINTMENTS	7,000	40	20	1,500	5,500
11	EXCEPTED SERVICE AND SES	500	1	5	200	300
12	WITH PERMANENT APPOINTMENTS	300	1	1	120	200
13	WAGE SYSTEMS	7,000	40	25	1,500	5,000
14	U.S. CITIZENS	7,000	40	20	1,500	5,500
15	NONCITIZENS					
16	TOTAL INTERMITTENTS NOT WORKING					
	SECTION II – PAYROLL					
17	WAGES AND SALARIES EARNED – TOTAL	$18,000	85	75	4,500	15,500
18	LUMP SUM PAYMENTS	$50	2		9	40
	SECTION III – TURNOVER					
19	TOTAL ACCESSIONS	90			24	70
20	TRANSFERS	1				1
21	TOTAL NE HIRES	80			22	60
22	ACCESSIONS TO THE COMPETITIVE SERVICE	50			14	40
23	NEW HIRES TO THE COMPETITIVE SERVICE	80			15	50
24	U.S. CITIZENS	50			22	40
25	TOTAL SEPARATIONS	80			14	50
26	TRANSFERS	50			3	8
27	QUITS	80			3	11
28	U.S. CITIZENS	50			14	40
	SECTION IV – EMPLOYMENT CEILING DATA					
29	TOTAL CEILING EMPLOYMENT	8,000	49	45	2,100	6,000
30	FULL–TIME WITH PERM. APPIS	7,000	47	25	1,700	5,500
31	TOTAL PAYROLL TO CEILING EMPLOYEES	$15,000	90	75	4,000	13,000

CERTIFIED BY (SIGNATURE) OFFICIAL POSITION LOCATION AND TELEPHONE NUMBER DATE (MONTH, DAY, YEAR)

Exhibit 77

Monthly Report Of Full–Time Equivalent/Work–Year Civilian Employment

Report Number: EMPR123–1 (SF–113–G)

Brief Description: Provides the number of employees subject to the ceiling worked during the reporting period. It also provides the regular hours worked including overtime and the cumulative work years by type of employment. This report is required by the Office of Personnel Management.

Production Frequency: Monthly

Primary Sequence: Department, servicing agency, agency

Sequence Of Data: Line item

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Available Distribution Levels: Department, agency, organizational structure

EMPR123–1 MONTHLY REPORT OF FULL–TIME EQUIVALENT/WORK–YEAR CIVILIAN EMPLOYMENT (SF–113G FORMAT)

DATE PREPARED XX/XX/XX
DEPARTMENT OR AGENCY: DEPARTMENT OF AGRICULTURE
REPORT PERIOD: XX/XX/XX – XX/XX/XX
AGENCY IN AGRICULTURE: NATIONAL AGRICULTURAL LIBRARY
EMPLOYMENT COVERAGE: AGENCY LEVEL SA 03 12

EMPLOYMENT/HOURS CATEGORY	EMPLOYMENT AND HOURS (1)	EQUIVALENT FOR CURRENT PERIOD (2)	WORK – YEARS CURRENT PERIOD (2 PAY PERIODS) (3)	CUMULATIVE TO END OF CURRENT PERIOD (04 PAY PERIOD) (4)	CEILING (5)
1A. TOTAL PAID CEILING EMPLOYEES	360	150	12.00	21.07	
B. STRAIGHT TIME	24,800	150	11.00	23.00	
C. OVERTIME	240	2	.12	.19	
2A. FULL–TIME–PERMANENT APPT.	150	150	11.00	26.00	
B. STRAIGHT TIME	24,800	150	11.00	23.00	
C. OVERTIME	240	2	.12	.19	
3A. OTHER EMPLOYMENT	9	5	.40	1.00	
B. STRAIGHT TIME	1,000	5	.49	1.00	
C. OVERTIME					
4A. PART–TIME – PERMANENT APPT.	7	4	.30	.70	
B. STRAIGHT TIME	709	4	.39	.70	
C. OVERTIME					
5A. PART–TIME – TEMPORARY &	1		.03	.09	
INDEFINITE APPT.	70		.03	.09	
B. STRAIGHT TIME					
C. OVERTIME					
6A. FULL–TIME – TEMPORARY &	1	1	.03	.23	
INDEFINITE APPT.	160	1	.08	.23	
B. STRAIGHT TIME					
C. OVERTIME					
7A. INTERMITTENT					
B. STRAIGHT TIME					
C. OVERTIME					

TOTAL WORK–YEARS ALLOTED BY OMB FOR FISCAL YEAR

CERTIFIED . .. . OFFICIAL POSITION . . . . . LOCATION . . . . . DATE . . . . . .

Exhibit 78

Monthly Report Of Senior Community Service Program Enrollees

Report Number: BEAR7074

Brief Description: Provides information on senior citizens employed under special authorization with the Forest Service. The report contains data for the particular appointment regarding dollars, hours, or days. This report contains sensitive data; use is restricted.

Production Frequency: Monthly

Primary Sequence: Agency

Sequence Of Data: State code, city code, county code, social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Agency

REPORT ID :BEAR7074 (REG–FOR–STA) NATIONAL FINANCE CENTER PAGE 2
ISSUE DATE XX/XX/XX MONTHLY REPORT OF SENIOR COMMUNITY SERVICE PROGRAM ENROLLEES AS OF XX/XX/XX

* * SENSITIVE PERSONNEL DATA – USE IS RESTRICTED * *

STATE	R/S/A	FOR	STAT	CITY	CTY	SOC SEC NO.	LAST NAME	SALARY	HOURS WORKED	APPT BAL.
06	51	07	0000	0010	001	000–22–9999	SMITH	4.25	48.00	000122.00 0
06	51	07	0000	0010	001	000–22–0099	JONES	4.25	80.00	000122.00 0
06	51	07	0000	0010	001	000–22–1111	DOE	4.25	88.00	000133.00 0

Exhibit 79

Non Competitive Promotions By PATCO & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of non–competitive promotions, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–12 AARU4002 FYXX NON COMPETITIVE PROMOTIONS BY PATCO & PAY LEVEL PAGE 81

RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

PAT		TOTAL	WHITE		BLACK		HISPANIC		ASIAN AM./ PACIFIC IS		AM. INDIAN/ AK. NATIVE	
			MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
CO	PAY LEVEL	NO.	NO. %	NO. %	NO. %	NO. %	NO. %	NO. %	NO. %	NO. %	NO. %	NO. %
P	GS 07	31	26 83.9	9.7 3	1 3.2	0 .0	0 .0	0 .0	1 3.2	0 .0	0 .0	0 .0
	GS 09	116	68 58.6	19 16.4	4 3.4	4 3.4	1 .9	2 1.7	13 11.2	5 4.3	0 .0	0 .0
	GS 11	127	62 56.8	33 26.0	8 6.3	8 6.3	3 2.4	0 .0	12 9.4	1 .8	0 .0	0 .0
	GS 12	192	109 56.8	48 25.0	6 3.1	11 5.7	2 1.0	0 .0	10 5.2	6 3.1	0 .0	0 .0
	GS/GM 13	68	37 54.4	17 25.0	4 5.9	4 5.9	0 .0	1 1.5	2 2.9	3 4.4	0 .0	0 .0
	GS/GM 14	27	20 74.1	5 18.5	0 .0	0 .0	0 .0	0 .0	1 3.7	0 .0	1 3.7	0 .0
	GS/GM 15	11	8 72.7	3 27.3	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL GS/GM	572	330 57.7	128 22.4	23 4.0	27 4.7	6 1.0	3 .5	39 6.8	15 2.6	1 .2	0 .0
P	OTHER 08	2	1 50.0	.0	0 .0	1 50.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 09	2	.0	.0	0 .0	0 .0	1 50.0	0 .0	0 .0	1 50.0	0 .0	0 .0
	OTHER 10	7	3 42.9	2 28.6	0 .0	0 .0	0 .0	0 .0	1 14.3	1 14.3	0 .0	0 .0
	OTHER 11	13	3 23.1	5 38.5	0 .0	1 7.7	0 .0	0 .0	3 23.1	0 .0	1 7.7	0 .0
	OTHER 12	16	8 50.0	7 43.8	0 .0	0 .0	1 6.3	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 13	6	4 66.7	2 33.3	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 14	5	2 40.0	2 40.0	0 .0	1 20.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 15	7	5 71.4	1 14.3	0 .0	0 .0	0 .0	0 .0	1 14.3	0 .0	0 .0	0 .0
	OTHER 16–18	1	.0	100 1	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL OTHER	59	26 44.1	20 33.9	0 .0	3 5.1	2 3.4	0 .0	5 8.5	2 3.4	1 1.7	0 .0
	PATCO TOTAL	631	356 56.4	148 23.5	23 3.6	30 4.8	8 1.3	3 .5	44 7.0	17 2.7	2 .3	0 .0
A	GS 07	7	.0	4 57.1	0 .0	1 14.3	1 14.3	0 .0	1 14.3	0 .0	0 .0	0 .0
	GS 09	29	5 17.2	13 44.8	26.9	7 24.1	0 .0	1 3.4	0 .0	13.4	0 .0	0 .0
	GS 11	59	15 25.4	27 45.8	23.4	11 18.6	0 .0	0 .0	1 1.7	35.1	0 .0	0 .0
	GS 12	66	23 34.8	28 42.4	11.5	7 10.6	2 3.0	1 1.5	0 .0	23.0	0 .0	2 3.0
	GS/GM 13	19	13 68.4	4 21.1	15.3	0 .0	0 .0	0 .0	1 5.3	0 .0	0 .0	0 .0
	GS/GM 14	14	6 42.9	4 28.6	3 21.4	1 7.1	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS/GM 15	1	.0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL GS/GM	195	62 31.8	81 41.5	94.6	27 13.8	3 1.5	2 1.0	3 1.5	63.1	0 .0	2 1.0
A	OTHER 11	7	1 14.3	4 57.1	0 .0	2 28.6	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 12	14	5 35.7	2 14.3	3 21.4	2 14.3	0 .0	0 .0	0 .0	2 14.3	0 .0	0 .0
	OTHER 13	1	.0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 14	1	.0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 15	1	.0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 16–18	1	.0	0 .0	0 .0	0 .0	0 .0	0 .0	1 100	0 .0	0 .0	0 .0
	TOTAL OTHER	25	6 24.0	9 36.0	3 12.0	4 16.0	0 .0	0 .0	1 4.0	28.0	0 .0	0 .0
	PATCO TOTAL	220	68 30.9	90 40.9	15.5	31 14.1	3 1.4	2 .9	4 1.8	83.6	0 .0	2 .9
T	GS 05	14	2 14.3	9 64.3	17.1	1 7.1	0 .0	0 .0	1 7.1	0 .0	0 .0	0 .0
	GS 06	53	10 18.9	21 39.6	59.4	14 26.4	1 1.9	1 1.9	1 1.9	0 .0	0 .0	0 .0
	GS 07	49	9 18.4	20 40.8	8 16.3	10 20.4	0 .0	1 2.0	1 2.0	0 .0	0 .0	0 .0
	GS 08	21	6 28.6	3 14.3	14.8	10 47.6	0 .0	1 4.8	0 .0	0 .0	0 .0	0 .0
	GS 09	25	14 56.0	5 20.0	14.0	3 12.0	2 8.0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS 10	7	4 57.1	2 28.6	0 .0	1 14.3	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS 11	15	14 93.3	0	16.7	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0

Exhibit 80

Non Competitive Promotions By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of noncompetitive promotions, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–13 AARU4002 FYXX NON COMPETITIVE PROMOTIONS BY PATCO, SERIES & PAY LEVEL PAGE 96
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

PAT CO SERIES	PAY LEVEL	TOTAL NO.	WHITE MALE NO. %	WHITE FEMALE NO. %	BLACK MALE NO. %	BLACK FEMALE NO. %	HISPANIC MALE NO. %	HISPANIC FEMALE NO. %	ASIAN AM./ PACIFIC IS MALE NO. %	ASIAN AM./ PACIFIC IS FEMALE NO. %	AM. INDIAN/ AK. NATIVE MALE NO. %	AM. INDIAN/ AK. NATIVE FEMALE NO. %
1340 METEOROLOGY												
P	GS 07	24	23 95.8	1 4.2	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS 09	50	41 82.0	5 10.0	0 .0	0 .0	1 2.0	1 2.0	2 4.0	0 .0	0 .0	0 .0
	GS 11	10	100 10	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS 12	27	24 88.9	2 7.4	0 .0	0 .0	1 3.7	0 .0	0 .0	0 .0	0 .0	0 .0
	GS/GM 13	12	9 75.0	2 16.7	1 8.3	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS/GM 14	2	100 2	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS/GM 15	3	2 66.7	1 33.3	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL GS/GM/SES	128	111 86.7	11 8.6	1 .8	0 .0	2 1.6	1 .8	2 1.6	0 .0	0 .0	0 .0
	SERIES TOTAL	128	111 86.7	11 8.6	1 .8	0 .0	2 1.6	1 .8	2 1.6	0 .0	0 .0	0 .0
1224 PATENT EXAMINING												
P	GS 07	3	0 .0	1 33.3	1 33.3	0 .0	0 .0	0 .0	1 33.3	0 .0	0 .0	0 .0
	GS 09	37	15 40.5	4 10.8	2 5.4	1 2.7	0 .0	1 2.7	9 24.3	5 13.5	0 .0	0 .0
	GS 11	71	34 47.9	14 19.7	4 5.6	4 5.6	2 2.8	0 .0	12 16.9	1 1.4	0 .0	0 .0
	GS 12	50	31 62.0	6 12.0	2 4.0	0 .0	0 .0	0 .0	9 18.0	2 4.0	0 .0	0 .0
	GS/GM 13	31	16 51.6	8 25.8	3 9.7	2 6.5	0 .0	0 .0	0 .0	2 6.5	0 .0	0 .0
	GS/GM 14	6	3 50.0	2 33.3	0 .0	0 .0	0 .0	0 .0	1 16.7	0 .0	0 .0	0 .0
	GS/GM 15	2	1 50.0	1 50.3	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL GS/GM/SES	200	100 50.0	36 18.0	12 6.0	7 3.5	2 1.0	1 .5	32 16.0	10 5.0	0 .0	0 .0
	SERIES TOTAL	200	100 50.0	36 18.0	12 6.0	7 3.5	2 1.0	1 .5	32 16.0	10 5.0	0 .0	0 .0
1530 STATISTICIAN												
P	GS 09	4	1 25.0	2 50.3	0 .0	0 .0	0 .0	0 .0	1 25.0	0 .0	0 .0	0 .0
	GS 11	9	1 11.1	3 33.3	1 11.1	4 44.4	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS 12	29	13 44.8	9 31.0	1 3.4	4 13.8	0 .0	0 .0	0 .0	2 6.9	0 .0	0 .0
	TOTAL GS/GM/SES	42	15 35.7	14 33.3	2 4.8	8 19.0	0 .0	0 .0	1 2.4	2 4.8	0 .0	0 .0
P	OTHER 09	1	0 .0	0 .0	0 .0	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 11	2	0 .0	1 50.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	1 50.0	0 .0
	OTHER 12	6	1 16.7	4 66.7	0 .0	0 .0	1 16.7	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 15	1	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL OTHER	10	1 10.0	6 60.0	0 .0	0 .0	2 20.0	0 .0	0 .0	0 .0	1 10.0	0 .0
	SERIES TOTAL	52	16 30.8	20 35.5	2 3.8	8 15.4	2 3.8	0 .0	1 1.9	2 3.8	1 1.9	0 .0
0482 FISHERY BIOLOGY												
P	GS 07	1	100 1	0 .0	0 .0	0 .0	.0 0	0 .0	0 .0	0 .0	.0 0	0 .0
	GS 09	3	100 3	0 .0	0 .0	0 .0	.0 0	0 .0	0 .0	0 .0	.0 0	0 .0
	GS 11	6	5 83.3	1 16.7	0 .0	0 .0	0 0	0 .0	0 .0	0 .0	.0.0	0 .0
	GS 12	4	3 75.0	0 .0	0 .0	0 .0	0 0	0 0	0 .0	0 .0	.0.0	.0.0
	GS/GM 13	1	0 .0	1 100	0 .0	0 .0	0 0	0 .0	0 .0	0 .0	.0.0	.0.0

Exhibit 81

Notification Of Adjustment To Longevity Date

Report Number: AECO37U7

Brief Description: Provides a list of U.S Secret Service employees whose longevity dates have been adjusted due to hours not worked because of suspension or absence without official leave (AWOL). Suspension or AWOL hours are not creditable for longevity pay purposes. It is produced in the last pay period processed for the calender year.

Production Frequency: Annual

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Notification Of Adjustment To Longevity Date

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

PREPARED XX/XX/XX AECO37U7 NOTIFICATION OF ADJUSTMENT TO LONGEVITY DATE - AS OF XX/XX/XX PAGE 1

TRAC AC U S SECRET SERVICE PERS OFF ID XXXX WASHINGTON DC

EMPLOYEE NAME / SOC SEC NO	ORG. STRUCTURE 2 3 4	PAY PLAN	GRADE /STEP	SALARY	ADJUSTED LONGEVITY DATE	LONGEVITY DATE BEFORE ADJUSTMENT	AWOL HOURS	SUSPENSE HOURS	LONGEVITY HOURS
DOE, JOHN									
000-00-1234	XX XX XXXX	LE	12/02	$37,019.00	01/23/90	01/22/90	8.00	.00	.00

STRUCTURE LEVEL XX XX XXXX TOTAL 1

EMPLOYING OFFICE TOTAL 1

Exhibit 82

Notification Of Change In Earned Annual Leave Status

Report Number: BEAR2001

Brief Description: Provides a list of employees who will obtain an increase in the number of annual leave hours earned each pay period. This report projects the change 2 pay periods in advance. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, contact point

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Contact point

REPORT NO. BEAR2001 U.S. DEPARTMENT OF AGRICULTURE PAGE 1

NOTIFICATION OF CHANGE IN EARNED ANNUAL LEAVE STATUS (PROJECTED 2 PAY PERIODS)

* * SENSITIVE PERSONNEL DATA – USE IS RESTRICTED * *

A D D R E S S	ACTION EFF DATE	P/P	AGENCY	T & A CONTACT POINT
FEMA REGION VIII BLDG 712 BOX 12345 DENVER, CO 80222	XX/XX/XX	13	17	17–08–1453–28–09

SOCIAL SECURITY NUMBER	E M P L O Y E E N A M E	EMPLOYEE STATUS	ANNUAL LEAVE EARNED PER PAY PERIOD CURRENT	NEW	T&A CONTACT POINT TIMEKEEPER
000–11–2345	MAY, R B	ACTIVE	4	6	98–11–0010–60–06
000–22–8888	BRIAN, A D	ACTIVE	6	8	98–11–0010–60–08
000–55–9999	SMITH, H G	ACTIVE	6	8	98–11–0010–60–10

Exhibit 83

Notification Of Change (NOC) Suspense Report

Report Number: PINE5801

Brief Description: Provides a list of Direct Deposit/Electronic Funds Transfer (DD/EFT) individual account numbers and routing transit numbers of financial institutions that cannot be updated automatically in the Payroll/Personnel System and may need to be corrected by the agency. Financial institution's account and routing number changes are transmitted by electronic tape from the Department of the Treasury to the National Finance Center (NFC) to update the Payroll/Personnel System database. The report lists those numbers that cannot be updated automatically and is used by the agency to correct DD/EFT individual account numbers and/or routing transit numbers through the Payroll/Personnel Remote Entry System (PRES) when necessary. This report contains sensitive data; use is restricted.

Production Frequency: Daily

Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy

Available Distribution Levels: POI

```
DATE: XX/XX/XX                    U.S. DEPARTMENT OF AGRICULTURE                    PAGE 1
PINE5801                          NATIONAL FINANCE CENTER
                                  NOTIFICATION OF CHANGE (NOC) SUSPENSE REPORT

                                  SENSITIVE PERSONNEL DATA – USE IS RESTRICTED
AGENCY: AG                SUBMITTING OFFICE NUMBER: XXXX

SOCIAL SECURITY NUMBER: XXX–XX–XXXX          EMPLOYEE NAME: XXXXXXXX    XXXXXXXX
RETURN CODE ON NOC: C02          INFORMATION ON DATABASE    OLD INFORMATION ON NOC    NEW INFORMATION ON NOC
INDIVIDUAL ACCOUNTING NO. (DDEFT)  1111234567               00000001111234567         123456789
ROUTING TRANSIT NUMBER           9999999111                 00999999911               098767800
ACCOUNT TYPE                     C                          C
INDIVIDUAL ACCOUNT NO. (FA1)     9898
ROUTING TRANSIT NUMBER           3456789122
ACCOUNT TYPE                     S
INDIVIDUAL ACCOUNT NO. (FA2)
ROUTING TRANSIT NUMBER           000000000000
ACCOUNT TYPE
ERROR MESSAGE:            INCORRECT ACCOUNT NUMBER AND ROUTING NUMBER – NO MATCHES
```

Exhibit 84

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

Report Number: AECO37T5

Brief Description: Provides a list of employees in nonpay status with expired not-to-exceed dates. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: This Report: RFQS, Notification of Employees in Non-Pay Status With Expired NTE Dates

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

PREPARED XX/XX/XX AECO37T5 NOTIFICATION OF EMPLOYEES IN NON–PAY STATUS WITH EXPIRED NTE DATES – AS OF XX/XX/XX PAGE 1

** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

AG 03 03 AGRICULTURAL RESEARCH SERVICE POI 4860 BELTSVILLE, MD

EMPLOYEE NAME	SOCIAL SECURITY NUMBER	EMPLOY–MENT STATUS	BEGINNING DATE OF NON PAY STATUS	NTE DATE	ORG STRUCTURE 2	3	4	DUTY STATION		LOCATION
DOE, JANE R	000–22–6666	LWOP–30+	XX/XX/XX	XX/XX/XX	60	64	6435	NEW ORLEANS	LA	22 1690 071
SMITH, JOHN K	000–33–9999	LWOP–30+	XX/XX/XX	XX/XX/XX	60	62	6222	LANE	OK	40 2717 005
WILLIAMS, FRANK	000–11–2299	FURLRIF	XX/XX/XX	XX/XX/XX	60	64	6420	AUBURN	AL	01 0200 081

EMPLOYING OFFICE TOTAL 3

Exhibit 85

Notification Of Expiration Of Probationary Or Trial Period

Report Number: AECO36T2

Brief Description: Provides a list of employees approaching expiration of probationary or trial period. It is prepared 4 months in advance of the expiration date. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Notification of Expiration of Probationary or Trial Period

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

PREPARED XX/XX/XX AECO36T2 NOTIFICATION OF EXPIRATION OF PAGE 1
PROBATIONARY OR TRIAL PERIOD – AS OF XX/XX/XX

** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

AG 07 07 FARMERS HOME ADMINISTRATION POI 4860 ATHENS, GA

EMPLOYEE NAME	S.S. NUMBER	DUTY STATION	LOCATION	ORG. STRUCTURE CODES 2 3	4	5	7	6	8	REMARK
DOE, JANE R	000–22–6666	NEW ORLEANS, LA	22 1690 071	01 13	0014	40	00	00	00	
SMITH, JOHN K	000–33–9999	LANE, OK	40 2717 005	01 13	0005	00	00	00	00	
WILLIAMS, FRANK	000–11–2299	AUBURN, AL	01 0200 081	02 13	0009	00	00	00	00	
EMPLOYING OFFICE TOTAL	3									

Exhibit 86

Notification Of Longevity Percent Changes

Report Number: AECO37U6

Brief Description: Provides a list of U.S. Secret Service employees who will begin longevity pay for the first time and employees whose percentage is changing as a result of completing the number of years of service required for an increase in longevity. This report contains sensitive data; use is restricted.

Production Frequency: Pay Period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Notification Of Longevity Percent Changes

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

PREPARED XX/XX/XX AECO37U6 NOTIFICATION OF LONGEVITY PERCENT CHANGES PAGE 1

EFFECTIVE NEXT PAY PERIOD - AS OF PAY PERIOD ENDING XX/XX/XX

TR AC AC U S SECRET SERVICE PERS. OFF ID XXXX WASHINGTON, DC

EMPLOYEE NAME / SOC SEC NO	ORG STRUCTURE 2 3 4	PAY PLAN	GRADE /STEP	SALARY	NEW PERCENT	LONGEVITY DATE	AWOL HOURS	SUSPENSE HOURS
DOE, JOHN								
000-00-1234	XX XX XXXX	LE	01/06	$ 35,209.00	05	11/18/73	.00	160.00
JANE, MARY								
000-01-2345	XX XX XXXX	LE	01/09	$ 36,471.00	10	06/01/66	.00	.00

STRUCTURE LEVEL TOTAL 2

EMPLOYING OFFICE TOTAL 2

Exhibit 87

Notification Of Personnel Action

Report Number: SF–50–B

Brief Description: Provides documentation of official personnel actions processed. It reflects the data exactly as processed by NFC and as contained in the Payroll/Personnel data base for the employee. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Employee name

Sequence Of Data: Line item

Other Sources For This Report:: RFQS, Notification of Personnel Action

Available Media: Hard copy, microfiche, electronic transmission

Available Distribution Levels: Organizational structure, POI

Standard Form 50–B
Rev. 7/91
U.S. Office of Personnel Management
FPM Chapter 296–33, Subch. 4

NOTIFICATION OF PERSONNEL ACTION

1. Name *(Last, First, Middle)*	2. Social Security Number	3. Date of Birth	4. Effective Date
SMITH, JOHN L	000–55–9900	XX/XX/XX	XX/XX/XX

FIRST ACTION		SECOND ACTION	
5–A. Code 001	5–B. Nature of Action CANCELLATION	6–A. Code 893	6–B. Nautre of Action WITHIN GRADE INC
5–C. Code ATM	5–D. Legal Authority	6–C. Code Q7M	6–D. Legal Authority
5–E. Code	5–F. Legal Authority	6–E. Code	6–F. Legal Authority

7. FROM: Position Title and Number	TO: Position Title and Number
	MAIL CLK 020HQ Z01131

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary/Award	21. Pay Basis
						GS	0305	03	02	12,900.00	PA

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization
	OFFICE OF OPERATIONS MAIL & REP MGMT DIV OFF OF CH MAIL SERVICES BR MAIL SERVICES SECTION WASHINGTON DC

EMPLOYEE DATA

23. Veterans Preference	24. Tenure	25. Agency Use	26. Veterans Preference for RIF
1 — 1–None, 2–5-Point, 3–10-Point/Disability, 4–10-Point/Compensable, 5–10-Point/Other, 6–10-Point/Compensable/30%	2 — 0–None, 1– Permanent, 2–Conditional, 3–Indefinite		YES / X NO

27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant
8 WAIVED	9 NOT APPLICABLE	0

30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period
K FERS	XX/XX/XX	F FULL TIME	

POSITION DATA

34. Position Occupied	35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status
2 — 1–Competitive Service, 2–Excepted Service, 3–SES General, 4–SES Career Reserved	N — E–Exempt, N–Nonexempt		1190

30. Duty Station Code	39. Duty Station *(City – County – State or Overseas Location)*
11–0010–001	WASHINGTON DIST OF COLUMBIA DC

40. Agency Data	41.	42.	43.	44.

45. Remarks

46. Employing Department or Agency			50. Signature/Authentication and Title of Approving Official
DEPARTMENT OF AGRICULTURE			WILLIAM F. JONES, SR. DIRECTOR OF PERSONNEL
47. Agency Code	48. Personnel Office ID	49. Approval Date	
AG 98	5260	XX/XX/XX	

TURN OVER FOR IMPORTANT INFORMATION
3–Part 50–315

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540–01–333–6237

1–Employee Copy–Keep for Future Reference

AG 986005000101000000 PP 21 * 19XX * BATCH 52605666 208–11 204–11 AG/EO 98 5266

Exhibit 88

Notification Of Position To Be Inactivated

Report Number: AECO4604 (PMS 2)

Brief Description: Provides notification to managers of positions vacated for nine months that will automatically be inactivated by the Position Management System (PMSO). This tickler report is issued six months after the date the position is vacated. A final report is issued one month before the position is inactivated.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure

Other Sources For This Report:: RFQS, Notification Of Position To Be Inactivated

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

PREPARED XX/XX/XX AECO4604 (PMS 2) NOTIFICATION OF POSITION TO BE INACTIVATED PAGE 1

AG 03 03 AGRICULTURAL RESEARCH SERVICE SON 4660 WASHINGTON, DC

POSITION ORGANIZATIONAL STRUCTURE	MASTER RECORD NUMBER	POSITION NUMBER	POSITION OFFICIAL TITLE	PAY PLAN	OCCUPATIONAL SERIES	GRADE LEVEL
03 90 71 0710 00 00 00 00	002E10	RTC00005	SUPERVISORY ACCOUNTANT	GG	0510 00	14

THIS NOTIFICATION PREPARED AS OF PAY PERIOD ENDING XX/XX/XX

• • • • • THIS POSITION WAS VACATED XX/XX/XX • • • • •

UNLESS ACTION IS TAKEN TO FILL, POSITION WILL BE INACTIVATED ON XX/XX/XX

Exhibit 89

Notification Of WGI Overdue

Report Number: BEAR2002

Brief Description: Provides a list of employees who have not received within-grade increases (WGI) which were due within the past 10 pay periods. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

REPORT NO. BEAR2002 U.S. DEPARTMENT OF AGRICULTURE
NOTIFICATION OF WGI OVERDUE AS OF PP XX, 19XX

TO: EMPLOYING OFFICER
AMS, FOSTER SQUARE WEST
200 M 106TH STREET (25TH FL)
MINNEAPOLIS, MN 55000

** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

PERSONNEL RECORDS AS MAINTAINED AT NFC INDICATE THAT THE EMPLOYEES LISTED BELOW HAVE NOT RECEIVED WITHIN–GRADE–INCREASES THAT ARE POSSIBLY DUE FOR 10 OR MORE PAY PERIODS.

PLEASE SUBMIT PERSONNEL ACTIONS TO NFC TO –

– GRANT THE WGI,
– WITHHOLD THE WGI,
– CORRECT RECORDS IN ERROR,

AS APPROPRIATE.
IF YOU KNOW THAT THE STATUS OF THE EMPLOYEE RENDERS HIM OR HER INELIGIBLE FOR WGI, PLEASE DISREGARD THIS NOTICE.

SSN	EMPLOYEE	PAY PLAN	GRADE	STEP	ORGZN STRUCTURE	COMP RATING	CRITICAL ELEMENT	WGI DUE DATE	LAST RECORDED	WEEKS NEEDED TO NEXT STEP	WEEKS CREDITED SINCE WGI
000–22–0088	WILLIAMS, JOHN R	GS	07	01	02–05–76–0010–00–00–00–00	FS	1	XX/XX/XX	XX/XX/XX	052	077

Exhibit 90

Number Of Enrolled Employees

Report Number: PACS458–1

Brief Description: Provides the number of employees who are enrolled in the non-Federal life insurance plan and the total number of employees enrolled in each option. This report is sent to the insurance company by NFC. Two copies of this report are forwarded to the agency.

Production Frequency: Pay period

Primary Sequence: Agency

Sequence Of Data: Policy number

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Insurance carrier, copy sent to agency

PACS458–1 PAGE 1

PAY PERIOD 15 – XX/XX/XX TO XX/XX/XX

POLICY NUMBER GLUG–IN44

NAME OF POLICY HOLDER: FARM CREDIT ADMINISTRATION

		NUMBER ENROLLED	VOLUME
(1)	IN FORCE PREVIOUS STATEMENT	0	000
(2)	ADDITIONS/INCREASES	289	32,065,000
(3)	TERMINATIONS/DECREASES	0	000
(4)	IN FORCE ON DUE DATE	289	32,065,000
(5)	LINE 4 INCLUDES UNPAID	3	343,000
(6)	PREMIUMS PAID FOR	286	31,722,000
(7)	BASIC & PREMIUM STABILIZATION FUND RATE		.1605/$1000 *
(8)	AMOUNT DUE FOR ABOVE INSURANCE		$5,091.37
(9)	CHARGE FOR ADJUSTMENT ITEMS		$0.00
(10)	LESS REFUND FOR ADJUSTMENT ITEMS		$12.84 –
(11)	AMOUNT DUE – LIFE, AD&D, PSF		$5,078.53 **
(12)	AMOUNT DUE, OPTION 1		$1,312.04
(13)	AMOUNT DUE, OPTION 2		$485.30
(14)	AMOUNT DUE, OPTION 3		$89.45
TOTAL AMOUNT DUE THIS PAY PERIOD			$6,965.32

* INCLUDES .037/$1000 PSF RATE
** INCLUDES $1,173.71 FOR PSF

Exhibit 91

Numerical Objective Accomplishments By PATCO

Report Number: AARU4002

Brief Description: Provides the number of new hires (new to the Federal Government) during the fiscal year. This data is depicted for professional, administrative, technical, clerical, and other (PATCO) category. Wage grade employees are also included in the report.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: PATCO category

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–6 AARU4002 FYXX NUMERICAL OBJECTIVE ACCOMPLISMENTS BY PATCO PAGE 38
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

	PLANNED/	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AM./ PACIFIC IS		AM. INDIAN/ AK. NATIVE	
PATCO CATEGORY	ACTUAL	ALL	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM
PROFESSIONAL	PLAN#												
	ACT #	1337	405	840	348	29	31	25	17	31	8	7	1
ADMINISTRATIVE	PLAN#												
	ACT #	458	209	210	153	21	35	9	11	6	6	3	4
TECHNICAL	PLAN#												
	ACT #	1170	408	606	344	60	39	53	12	12	7	31	6
CLERICAL	PLAN#												
	ACT #	1770	1631	101	1213	30	311	6	58	2	22	0	7
OTHER	PLAN#												
	ACT #	489	243	155	183	49	40	27	10	3	2	12	8
WAGE	PLAN#												
	ACT #	60	4	45	3	6	1	0	0	2	0	3	0
TOTAL	PLAN#												
	ACT #	5284	2900	1957	2244	195	487	120	108	56	45	56	46
	PERCENT												

Exhibit 92

Numerical Objective Accomplishments By Series With 50 Or More

Report Number: AARU4002

Brief Description: Provides the number of new hires (new to the Federal Government) during the fiscal year. The data is depicted for professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees. Wage grade employees are also included in the report.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: PATCO category, occupational series

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–7 AARU4002 FYXX NUMERICAL OBJECTIVE ACCOMPLISMENTS BY SERIES WITH 50 OR MORE PAGE 132
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT
AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

SERIES NAME / PATCO SERIES CODE	PLANNED/ ACTUAL	TOTAL ALL	TOTAL FEM	WHITE MALE	WHITE FEM	BLACK MALE	BLACK FEM	HISPANIC MALE	HISPANIC FEM	ASIAN AM./ PACIFIC IS MALE	ASIAN AM./ PACIFIC IS FEM	AM. INDIAN/ AK. NATIVE MALE	AM. INDIAN/ AK. NATIVE FEM
PROF. 0460	PLAN#												
FORESTRY	ACT #	32	15	17	0	0	0	0	0	0	0	0	0
PROF. 0457	PLAN#												
SOIL CONSERVATION	ACT #	34	9	23	9	1	0	0	0	1	0	0	0
PROF. 0475	PLAN#												
AGRL MGMT	ACT #	54	17	31	13	2	0	2	2	1	2	1	0
PROF. 0701	PLAN#												
VETERINARY MEDICAL SCIENCE	ACT #	96	28	62	26	3	2	2	0	1	0	0	0
PROF. 0810	PLAN#												
CIVIL ENGINEERING	ACT #	35	20	10	15	2	2	1	2	1	1	1	0
PROF. 0470	PLAN#												
SOIL SCIENCE	ACT #	23	4	19	4	0	0	0	0	0	0	0	0
PROF. 0401	PLAN#												
GEN BIOLCL SCI	ACT #	22	8	13	7	0	0	0	0	1	1	0	0
PROF. 0436	PLAN#												
PLT PROTECTION & QUAR	ACT #	33	4	21	4	5	0	3	0	0	0	0	0
PROF. 0486	PLAN#												
WILDLIFE BIOLOGY	ACT #	14	5	7	5	0	0	1	0	0	0	1	0
PROF. 0110	PLAN#												
ECONOMIST	ACT #	42	12	23	11	3	0	1	1	2	0	1	0
PROF. 1320	PLAN#												
CHEMISTRY	ACT #	14	3	10	2	0	0	1	0	0	1	0	0
PROF. 0510	PLAN#												
ACCOUNTING	ACT #	27	14	8	8	3	3	1	2	1	1	0	0

Exhibit 93

Occupational Series Summary – Average Grade

Report Number: EEOT3004

Brief Description: Provides the average grade for each occupational series.

Production Frequency: Quarterly

Primary Sequence: Department, agency, geographic location, employment group, pay plan

Sequence Of Data: Occupational series, grade range

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Department, agency, organizational structure to the 8th level

RUN DATE XX/XX/XX EEOT3004 OCCUPATIONAL SERIES SUMMARY – AVERAGE GRADE WORLD WIDE PAGE 1
PFT– ES
REPORT QTR 3RD
REPORT AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE
AGCY 02 AGR. MARKETING SERVICE

SERIES A V E R A G E G R A D E D I S T R I B U T I O N

GRADE: TOT: S E X	: MINORITIES	: B L A C K	: HISPANIC	: ASIAN/PACI	: AM. IND./AK	:	: W H I T E	:
RANGE: EMP: F : M	: F : M : T	: F : M : T	: F : M : T	: F : M : T	: F : M : T	:	: F : M : T	:
GENL ADMINISTRATIVE 0301								
04– 4.00							4.00	
4.00								4.00
PROGRAM MANAGEMENT 0340								
01–04 2.80	2.80						2.80	
2.80		2.80						2.80
ADMV OFFICER 0341 KEY 4.00								
04–								
4.00							4.00	
GEN BIOLCL SCI 0401								
								4.00
01– 1.00		1.00					1.00	
1.00			1.00					1.00
AGRL MKTG SPECLST 1146 OPT								
01–04 2.50		2.50					2.50	
2.50			2.50					2.50
SERIES TOTAL								
4.00							4.00	
2.67							2.67	
2.80								2.80

Exhibit 94

Occupational Series Summary – % Of Representation

Report Number: EEOT3004

Brief Description: Provides employment and percentage of representation data for each occupational series.

Production Frequency: Quarterly

Primary Sequence: Department, agency, geographic location, employment group, pay plan

Sequence Of Data: Occupational series, grade range

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Department, agency, organizational structure to the 8th level

```
RUN DATE    XX/XX/XX   EEOT3004        OCCUPATIONAL SERIES SUMMARY – % OF REPRESENTATION                WORLD WIDE                PAGE  1
                                                   PFT– ES
     REPORT QTR    3RD
REPORT AS OF DATE XX/XX/XX                DEPT    AG          U.S. DEPARTMENT OF AGRICULTURE
                                          AGCY    02          AGR. MARKETING SERVICE

SERIES:     TOT EMP    :   S   E   X   :  MINORITIES :    B L A C K :    HISPANIC :   ASIAN/PACI:  AM. IND./AK:                 :  W H I T E    :
        : % OF:        :  F# :   F%   :  F# :   F% :   F# :   F% :   F# :   F% :   F# :   F% :   F#  :   F% :                 :  F# :   F%    :
GRADE : ASST:    % OF  :  M# :   M%   :  M# :   M% :   M# :   M% :   M# :   M% :   M# :   M% :   M#  :   M% :                 :  M# :   M%    :
RANGE : SECY:    DEPT  :              :  T# :   T% :   T# :   T% :   T# :   T% :   T# :   T% :   T#  :   T% :                 :  T# :   T%    :

  GENL ADMINISTRATIVE
  0301              1                                                                                                          1
  04–       14.29   2.13          1                                                                                            1

  PROGRAM MANAGEMENT
  0340              5                                                                                                          5
  01–04     33.33  20.83          5                                                                                            5

  ADMV OFFICER                                                                                                                 1
  0341 KEY          1             1
  04–       20.00   6.25                                                                                                       1

  GEN BIOLCL SCI
  0401              1                                                                                                          1
  01–        5.00   1.75          1                                                                                            1

  AGRL MKTG SPECLST
  1146 OPT          2                                                                                                          2
  01–04     100.0  100.0          2                                                                                            2

  SERIES TOTAL                                                                                                                 1 10.00

                   10           1 10.00                                                                                         9 90.00
                                9 90.00                                                                                        10
```

Exhibit 95

Pay Period Personnel Actions On Employees Required To File SF–278

Report Number: SRPT1902

Brief Description: Provides detail of personnel actions processed during the pay period on employees required to file SF–278, Financial Disclosure Report. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department

Sequence Of Data: Employee name

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

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

```
XX/XX/XX   SRPT1902          PAY PERIOD PERSONNEL ACTIONS ON EMPLOYEES REQUIRED TO FILE SF–278                    PAGE    1
REPORTING PERIOD:
FROM XX/XX/XX – XX/XX/XX     DEPT      U.S. DEPARTMENT OF AGRICULTURE      * * SENSITIVE PERSONNEL DATA – USE IS RESTRICTED * *

                 MID INT     T&A CONTACT MAILING ADDRESS          NATURE OF ACTION

                                                                                   TYPE  SPEC
LAST NAME        1ST NAME    OFFICIAL TITLE                       PP/SER./GR  POS. #  APPT  EMP   HOME MAILING ADDRESS
DOE              JANE        SCIENTIFIC PLANNING ADVISOR          GS 0401 16  007C8234  01    55    1234 HOMETOWN LANE
                 A           USDA–ARS NATL PROGRAM STAFF                                            ANYWHERE          MD 20944
                             RM 1234 BLDG 009 BARC–WEST           SPECIAL ACT OR SERVICE AWARD
                             BELTSVILLE          MD  20709

JONES            MARY        SECY TYPG                            GS 0316 08  00CR4234  07    14    4321 45TH STREET
                 B           USDA–FGIS–ADMINISTRATOR                                                WASHINGTON        DC 20009
                             RM 10001 P.O.BOX 99900               CONV TO EXCT APPT
                             WASHINGTON          DC  20990

SMITH            JOHN        DIR. INF CENTR                       ES 0889 01  DABS0298  01    55    3456 SAME STREET
                 L           USDA NFC INFO CTR                                                      SOMEWHERE         LA 70111
                             P.O.BOX 60000                        CHG IN DUTY STATION
                             NEW ORLEANS         LA  70160
```

Exhibit 96

Performance Appraisal

Report Number: AD–435

Brief Description: Provides documentation of the supervisor's evaluation of the employee's performance. It is produced 10 weeks prior to the completion of the employee's rating period. In addition to the AD–435, Report AECO36T8, Control Listing of Performance Evaluation Forms Prepared for F/T and P/T Employees, will be produced listing the AD–435's that are attached. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Performance Appraisal

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

United States Department of Agriculture Performance Appraisal	1 Social Security No. 000–12–3456	2 Position Number 3924	3 Pay Plan GS	4 Occup. Series 435
5 Name (Last, First, Middle initial) SMITH, JANE R	6 Grade/Step or Pay Level 09/03	7 Appraisal Period From XX/XX/XX	To XX/XX/XX	
8 Official Position Title PROGRAM ANALYST	9 Organization Structure Code 90 40 0030 10 15 10 15			
10 Duty Station 22 1690 71	11 Agency Use	12 OFM/NFC Use		

Instructions

Blocks 1 through 10, completed by OFM/NFC, should be reviewed, and, if necessary, corrected.
Block 13. Enter brief description of performance elements.
Block 14A. Check performance elements identified as critical.
Block14B, 14C, 14D. Rate actual performance by entering 2 for critical elements and 1 for non-critical elements in appropriate column.
Block 14E, 14F, 14G. Enter total of each column.
Block 14H. Enter total from 14E, 14F, and 14G.
Block 15A. Check off the correct summary rating described in decision table (15B).
Blocks 16 through 20. Self-explanatory.

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

15B Decision Table (check off Summary Rating in block 15A)
Rating of Outstanding if 14E equals 14H.
Rating of Unacceptable if any critical element is rated in 14D.
Rating of Superior if no element is rated in 14D; 14F is greater than zero; and 14E is greater than 14F.
Rating of Marginal if 14G is greater than 14E, and no critical element is rated in 14D.
Rating of Fully Successful if none of the above apply.

14E Exceeds	14F Meets	14H Does Not Meet
14H Enter total 14E + 14F + 14G = 14H		14H

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

V Outstanding
V Superior
V Fully Successful
V Marginal
V Unacceptable

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

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

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

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

20 Approving Official's Signature (optional) | Date

Exhibit 97

Performance Evaluation Eligibility For – Perm (*Or Temp*) – Employees

Report Number: AECO37U5

Brief Description: Provides the performance evaluation eligibility date for all permanent employees and temporary employees serving under an appointment of 120 days or more. An individual report is produced for each permanent employee and temporary employee serving under an appointment of 120 days or more. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Performance Evaluation Eligibility for – Perm (or Temp) – Employees

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

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

* * SENSITIVE PERSONNEL DATA – USE IS RESTRICTED * *

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

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

Exhibit 98

Permanent Workforce – Analysis Of Work Force: Federal Wage System

Report Number: CULP0117

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the number and percentage of handicapped, Federal Wage System employees by employment group and pay plan. Agencies who choose to request this report through CULPRPT should submit the report request after the Biweekly Examination, Analysis, & Reporting System (BEAR) is executed for the last full pay period of the fiscal year.

Production Frequency: Annual (SF–113 cutoff)

Primary Sequence: Agency

Sequence Of Data: Handicap code

Other Sources For This Report:: CULPRPT, P0117, Permanent Workforce – Analysis Of Work Force: Federal Wage System

Available Media: Hard copy

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

REPORT: CULP0117 PERMANENT WORKFORCE – ANALYSIS OF WORK FORCE: FEDERAL WAGE SYSTEM PAGE 15

EEO–MO–713, EEOC FORM 440
AS OF XX/XX/XX AGENCY: 90 OFFICE OF FINANCE & MGT.

CATEGORY	WD/WG1	WD/WG2	WD/WG3	WD/WG4	WD/WG5	WD/WG6	WD/WG7	WD/WG8	WD/WG9	WD/WG10	WD/WG11	WD/WG12	WD/WG13	WD/WG14	WD/WG15	OTH	TOT
	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP	#EMP
	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%
NON–IDENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00–01	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
NO–DISB	0	1	0	0	4	5	3	0	0	1	0	0	0	0	0	1	15
04–05	.0	6.6	.0	.0	26.6	33.3	20.0	.0	.0	6.6	.0	.0	.0	.0	.0	6.6	100.0
DISB–RPTD	0	0	0	0	1	1	1	0	0	1	0	0	0	0	0	1	5
06,13–94	.0	.0	.0	.0	20.0	20.0	20.0	.0	.0	20.0	.0	.0	.0	.0	.0	20.0	100.0
TOTAL	0	1	0	0	5	6	4	0	0	2	0	0	0	0	0	2	20
WORK FORCE	.0	5.0	.0	.0	25.0	30.0	20.0	.0	.0	10.0	.0	.0	.0	.0	.0	10.0	100.0

Exhibit 99

Permanent Workforce – Analysis Of Work Force: Types Of Occupations

Report Number: CULP0125

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the number and percentage of permanent employees by handicap code. Agencies who choose to request this report through CULPRPT should submit the report request after the Biweekly Examination, Analysis, & Reporting System (BEAR) is executed for the last full pay period of the fiscal year.

Production Frequency: Annual (SF–113 cutoff)

Primary Sequence: Agency

Sequence Of Data: Handicap code

Other Sources For This Report:: CULPRPT, P0125, Permanent Workforce – Analysis Of Work Force: Types Of Occupations

Available Media: Hard copy

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

REPORT ID: CULP0125 PERMANENT WORKFORCE – ANALYSIS OF WORKFORCE: TYPES OF OCCUPATIONS PAGE 2
EEO–MD–713, EEOC FORM 440
AS OF XX/XX/XX AGENCY 90 OFFICE OF FINANCE % MGT.

CATEGORY	PROF %	ADM %	TECH %	CLER %	OTHER %	BLUE %	MIXED %	SUPVR %	LDR %	NONSUP %	TOTAL %
NOT–AVAIL	3	27	8	2	0	0	.0	.0	.0	.0	40
00–01	7.5	67.5	20.0	5.0	.0	.0	.0	.0	.0	.0	100.0
NO–DISB	67	438	50	161	9	1	.0	.0	.0	1	726
04–05	9.2	60.3	6.8	22.1	1.2	.1	.0	.0	.0	.1	100.0
DISB–RPTD	4	17	2	12	0	1	.0	.0	.0	1	36
06,13–94	11.1	47.2	5.5	33.3	.0	2.7	.0	.0	.0	2.7	100.0
TOTAL	74	482	60	175	9	2	.0	.0	.0	2	802
WORK FORCE	9.2	60.0	7.4	21.8	1.1	.2	.0	.0	.0	.2	100.0
TOTL–TARGETED	0	2	0	1	0	1	.0	.0	.0	1	4
DISABILITIES	.0	50.0	.0	25.0	.0	25.0	.0	.0	.0	25.0	100.0

Exhibit 100

Permanent Workforce – Analysis Of Work Force: White Collar (GS, GM, SES And All Other)

Report Number: CULP0113

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the number and percentage of handicapped, white-collar employees by employment group and pay plan. Agencies who choose to request this report through CULPRPT should submit the report request after the Biweekly Examination, Analysis, & Reporting System (BEAR) is executed for the last full pay period of the fiscal year.

Production Frequency: Annual (SF–113 cutoff)

Primary Sequence: Agency

Sequence Of Data: Handicap code

Other Sources For This Report:: CULPRPT, P0113, Permanent Workforce – Analysis Of Work Force: White Collar (GS, GM, SES And All Other)

Available Media: Hard copy

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

REPORT: CULP0113 PERMANENT WORKFORCE – ANALYSIS OF WORK FORCE: WHITE COLLAR (GS,GM,SES, AND ALL OTHERS) PAGE 1

EEO–MO–713, EEOC FORM 440
AS OF XX/XX/XX AGENCY: 90 OFFICE OF FINANCE & MGT.

CATEGORY	GS–1 #EMP	GS–2 #EMP	GS–3 #EMP	GS–4 #EMP	GS–5 #EMP	GS–6 #EMP	GS–7 #EMP	GS–8 #EMP	GS–9 #EMP	GS–10 #EMP	GS–11 #EMP	GS–12 #EMP	GS/GM13 #EMP	GS/GM14 #EMP	GS/GM15 #EMP	SES #EMP	OTH #EMP	TOT #EMP
	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%
NON–IDENT	0	0	1	4	1	5	2	1	1	0	4	3	2	1	0	0	0	25
00–01	.0	.0	4.0	16.0	4.0	20.0	8.0	4.0	4.0	.0	16.0	12.0	8.0	4.0	.0	.0	.0	100.0
NO–DISB	0	0	36	109	198	165	121	32	61	10	182	173	95	38	6	6	0	1232
04–05	.0	.0	2.9	8.8	16.0	13.3	9.8	2.5	4.9	.8	14.7	14.0	7.7	3.0	.4	.4	.0	100.0
DISB–RPTD	0	0	7	29	26	11	10	2	2	1	17	17	7	1	2	0	0	132
06,13–94	.0	.0	5.3	21.9	19.6	8.3	7.5	1.5	1.5	.7	12.8	12.8	5.3	.7	1.5	.0	.0	100.0
TOTAL	0	0	44	142	225	181	133	35	64	11	203	193	104	40	8	6	0	1389
WORK FORCE	.0	.0	3.1	10.2	16.1	13.0	9.5	2.5	4.6	.7	14.6	13.8	7.4	2.8	.5	.4	.0	100.0

Exhibit 101

Personnel Notification Document

Report Number: SI–650

Brief Description: Provides documentation of official personnel actions processed for the Smithsonian Institution. It reflects the data exactly as processed and as contained in the Payroll/Personnel data base for the employee.

Production Frequency: Pay period

Primary Sequence: N/A

Sequence Of Data: N/A

Other Sources For This Report:: RFQS, Personnel Notification Document

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

SI-650
SI Trust Fund
Rev. 9/87

PERSONNEL
NOTIFICATION DOCUMENT

1. Name (Last, First, Middle)
2. Social Security Number
3. Date of Birth
4. Effective Date

FIRST ACTION
5-A. Code
5-B. Nature of Action

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

7. FROM: Position Title and Number
8. Pay Plan
9. Occ. Code
10. Grade or Level
11. Step or Rate
12. Total Salary
13. Pay Basis
12A. Basic Pay
12B. Locality Pay
12C. Adj. Basic Pay
12D. Other Pay
14. Organization Name

15. TO: Position Title and Number
16. Pay Plan
17. Occ. Code
18. Grade or Level
19. Step or Rate
20. Total Salary / Award
21. Pay Basis
20A. Basic Pay
12B. Locality Pay
12C. Adj. Basic Pay
12D. Other Pay
22. Organization Name

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

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

.09SMH1284

1 - EMPLOYEE COPY - KEEP FOR FUTURE REFERENCE

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

Exhibit 102

Position NTE Date Approaching Expiration

Report Number: AECO4604 (PMS 3)

Brief Description: Provides notification to management of employees who are approaching their Not-To-Exceed (NTE) date. This tickler report is issued prior to the NTE date at three, two, and one month intervals

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure

Other Sources For This Report:: RFQS, Position NTE Date Approaching Expiration

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

PREPARED XX/XX/XX AECO4604 (PMS 2) NOTIFICATION OF POSITION TO BE INACTIVATED PAGE 1

AG 03 03 AGRICULTURAL RESEARCH SERVICE SON 4860 WASHINGTON, DC

POSITION ORGANIZATIONAL STRUCTURE	MASTER RECORD NUMBER	POSITION NUMBER	POSITION OFFICIAL TITLE	PAY PLAN	OCCUPATIONAL SERIES	GRADE LEVEL
68 90 71 0710 00 00 00 00	002E10	RTC00005	SUPERVISORY ACCOUNTANT	GG	0510 00	14

THIS NOTIFICATION PREPARED AS OF PAY PERIOD ENDING XX/XX/XX

• • • • • THIS POSITION WAS VACATED XX/XX/XX • • • • •
UNLESS ACTION IS TAKEN TO FILL, POSITION WILL BE
INACTIVATED ON XX/XX/XX

Exhibit 103

Position Organization Listing

Report Number: POLS15XX

Brief Description: Provides the status of all positions within the organizational structure. An asterisk in the Error Flag column indicates those positions containing data errors. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure, pay plan, grade

Other Sources For This Report:: PMSO, Position Organization Listing

Available Media: Hard copy, electronic transmission, microfiche

Available Distribution Levels: Department, agency, organizational structure to the 8th level

```
REPORT ID: POLS15XX.                    POSITION ORGANIZATION LISTING AS OF XX/XX/XX                    PAGE   1
                                                   * *  SENSITIVE  PERSONNEL  DATA  –  USE  IS  RESTRICTED   * *

  DEPARTMENT LG        AGENCY    97    U S GENERAL ACCOUNTING OFFICE
  SVC AGENCY 97        ORG LEV 2 16    OFFICE OF INFO. RESOURCES MGMT
  SON          1339    ORG LEV 3 00
                       ORG LEV 4 0002 OFFICE OF THE DIRECTOR, OIRM

NAME                                MR–NO   IP–NO   P/P OCC SR GR/ST SUPV W/S T/A SENS FLSA OFFICIAL TITLE
SSN                        DET OR TEMP KEY DATA     * ORG STR 5–8          PRD DUTY STATION  WORKING TITLE

DOE              FRANCIS        T   000411 00000002   ES   0002    00/07    8     F   EP     2       E    DIR OIRM
000–12–3456                00 0000                    00 01–01–00–00              0   12–0012–001

SMITH            LOUIE          F   098000 00000002   GS   0045    15/07    8     F   EP     0       E    COMPR SPECLST
000–54–8989                00 0000                    00 01–01–00–00              0   11–0012–001

VACANT                              856789 00000001   GS   0303    09/00    8                0       E    ADMV OPERS ASST
                           00 0000                    00 01–01–00–00                  11–0010–001
```

Exhibit 104

Premium Pay And Leave Report (*By Employee*)

Report Number: PAYE8501

Brief Description: Provides a total of premium pay earned and leave taken for the pay period for each employee. ☞**Note:** This report may also include premium pay and leave used for prior pay periods if a corrected T&A was processed in the current pay period.☜

Production Frequency: Pay period

Primary Sequence: Department, agency, organizational structure

Sequence Of Data: Employee name

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Contact point

UNITED STATES DEPARTMENT OF AGRICULTURE – OFFICE OF FINANCE & MGT.
NATIONAL FINANCE CENTER INFO RES MGMT DIV
PAYE8501 PREMIUM PAY AND LEAVE REPORT RUN DATE: XX/XX/XX
PP09 – XX/XX/XX – XX/XX/XX

INFO RES MGMT DIV

INFORMATION RESOURCES MANAGEMENT DIVISION

ORGANIZATIONAL STRUCTURE CODE : 90 70 10 0000 00 00

LAST NAME	F I	PREMIUM PAY EARNED OVERTIME	COMP/TIME	HOLIDAY	LEAVE USED ANNUAL	SICK	COMP
DOE	J				7.00		
JONES	A				2.75		
SMITH	C		0.50		1.50	5.00	
SECTION TOTALS		0.00	0.50	0.00	11.25	5.00	0.00

* PREMIUM PAY FOR PRIOR PAY PERIOD

Exhibit 105

Premium Pay And Leave Report (*By Organizational Structure*)

Report Number: PAYE8502

Brief Description: Provides a total of premium pay earned and leave taken for the pay period for each organizational level. ☞**Note:** This report may also include premium pay and leave used for prior pay periods if a corrected T&A was processed in the current pay period.☜

Production Frequency: Pay period

Primary Sequence: Department, agency, organizational structure

Sequence Of Data: Organizational structure

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Contact point

UNITED STATES DEPARTMENT OF AGRICULTURE – OFFICE OF FINANCE & MGT.
NATIONAL FINANCE CENTER INFO RES MGMT DIV
PAYE8502 PREMIUM PAY AND LEAVE REPORT RUN DATE: XX/XX/XX
PP09 – XX/XX/XX – XX/XX/XX

ORGANIZATIONAL STRUCTURE CODE : 90 70 10 0000 00 00

RECAP PAGE

	PREMIUM PAY EARNED			LEAVE USED		
BRANCH	OVERTIME	COMP/TIME	HOLIDAY	ANNUAL	SICK	COMP
INFO RES MGMT DIV	0.00	0.00	0.00	17.75	5.25	0.50
DATA BASE MGMT BRANCH	72.50	10.00	0.00	221.00	77.00	9.00
OPERATIONS BRANCH	517.75	27.25	0.00	1245.75	1201.75	11.00
SYSTEMS ENGINEERING BRANCH	94.75	23.75	0.00	81.75	24.00	1.75
COMPUTER RESOURCES MGMT BR	3.00	60.25	0.00	39.50	21.00	30.75
TELECOMMUNICATIONS BRANCH	0.00	28.25	0.00	79.00	36.00	18.50
DIVISION TOTALS	688.00	150.00	0.00	1684.75	1365.00	71.50

* PREMIUM PAY FOR PRIOR PAY PERIOD

Exhibit 106

Probationary Or Trial Period Report

Report Number: AD–507

Brief Description: Provides notification of employees approaching expiration of probationary or trial period. It is produced at the end of the seventh month of the probationary/trial period. This report contains sensitive data; use is restricted.

Production Frequency: Even-numbered pay periods

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Probationary or Trial Period Report

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

U.S. DEPARTMENT OF AGRICULTURE

PROBATIONARY OR TRIAL PERIOD REPORT JR AB–2743

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

1. TYPE OF PERIOD EMPLOYEE IS SERVING: [X] PROBATIONARY [ ] TRIAL

2. NAME	3. SOCIAL SECURITY NUMBER	4. PAY PLAN, OCCUP. SERIES AND GRAD
SMITH, JOHN L	000–44–9922	GS 0322 04

5. OFFICIAL TITLE OF POSITION	6. PERIOD OF SERVICE COVERED BY REPORT FROM:	TO:
CLERK–TYPIST	XX/XX/XX	XX/XX/XX

7. AGENCY	8. ORGANIZATIONAL STRUCTURE CODE	9. OFFICIAL DUTY STATION
BPD	AB 03 42 0000 00 00 00 00	WASHINGTON, DIST OF COLUMBIA

10. TENURE GROUP	11. TYPE APPOINTMENT
GROUP 2	COMP CAREER–COND

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

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

I. PERFORMANCE				II. CONDUCT	
Interest in Work	____	Productivity	____	Attendance	____
Leadership	____	Quality of Work	____	Punctuality	____
Initiative	____	Self–Development	____	General Deportment	____
Dependability	____				

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

14. I CERTIFY THAT THE EMPLOYEE'S PERFORMANCE AND CONDUCT ARE: (Check One)

A. [ ] SATISFACTORY
B. [ ] UNSATISFACTORY

15. I RECOMMEND THAT THE EMPLOYEE BE: (Check One)

A. [ ] RETAINED IN PRESENT POSITION
B. [ ] SEPARATED FROM PRESENT POSITON

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

17. SIGNATURE OF SUPERVISOR	18. TITLE	19. DATE
20. SIGNATURE OF REVIEWING OFFICIAL	21. TITLE	22. DATE

FORM AD – 507 (REV. 10/80)

Exhibit 107

Projected Duties Follow-Up

Report Number: AECO4602 (PMS 4)

Brief Description: Provides notification that a post audit or review is due on a position with projected duties and responsibilities. The tickler report identifies a particular position and organization and is issued 6 months after an employee is assigned to such a position. Follow-up reports are issued every 3 months.

Production Frequency: Pay Period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure

Other Sources For This Report:: RFQS, Projected Duties Follow-Up

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

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

AG 03 03 AGRICULTURAL RESEARCH SERVICE SON 4860 BELTSVILLE, MO

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

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

WHEN SATISFIED WITH THE CLASSIFICATION, PLEASE CHANGE INDIVIDUAL PROJ-DTY-IND TO - M - USING PMSO1.

Exhibit 108

Promotions And Career Development Programs

Report Number: SRPR1304

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the work force at the end of the year, year-to-date promotions, year-to-date career development, and year-to-date development programs and percentage of representation by disability categories.

Production Frequency: Annual (fiscal year)

Primary Sequence: Department, agency

Sequence Of Data: Not applicable

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

XX/XX/XX SRPR1304 PROMOTIONS AND CAREER DEVELOPMENT PROGRAMS EEO–MD–713, EEOC FORM 440 PAGE 1

REPORTING PERIOD: PERMANENT WORKFORCE
FROM XX/XX/XX – XX/XX/XX DEPT U.S. DEPARTMENT OF AGRICULTURE
AGCY 03 AGR. RESEARCH SERVICE

CATEGORY	ON BOARD XX/XX/XX	PROMOTIONS		CAREER DEVELOPMENT (GS 5–12 OR EQUIV)		SENIOR LEVEL DEVELOPMENT PROGS (GS/GM 13–15 OR EQUIV)		SES DEVELOPMENT PROGS	
		#	%	#	%	#	%	#	%
TOTAL WORK FORCE	7,195	606	8.42	2,068	28.74	680	9.45	15	.21
NOT IDENTIFIED (00,01)	766	43	.60	147	02.04	102	1.42	2	.03
NO DISABILITIES (04,05)	6,038	546	7.59	1,827	25.39	541	7.52	11	.15
DISABILITIES REPORTED (06, 13–94)	391	17	.24	94	01.31	37	.51	2	.03
TOTAL TARGETED DISABILITIES	72	4	.06	8	00.11	7	.10		
(16,17,23,25,28,32–38,64–68,									
71–78,82,90,91,92)									

Exhibit 109

Qtrly List Of Penalty Type Personnel Actions

Report Number: SRPR1902

Brief Description: Provides a list of employees affected by personnel actions processed under adverse action procedures for the quarter. This report contains sensitive data; use is restricted.

Production Frequency: Quarterly (calendar year)

Primary Sequence: Department, agency

Sequence Of Data: POI, employee name

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department, agency

XX/XX/XX SRPR1902 QTRLY LIST OF PENALTY TYPE PERSONNEL ACTIONS XX/XX/XX THRU XX/XX/XX PAGE 1

U.S. DEPARTMENT OF AGRICULTURE ** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

(AGENCY NAME)

EMP.	DUTY STATION CODES AND NAME			EMPLOYEE NAME				TYPE			ORG. LEVELS				NOA	NOA
OFF.	ST CITY	STATE	CITY	LAST	FIRST	INT	PP*SER	GR*APPT			2	3	4	5	CODE	DATE
0001	47 1620	TENN.	MEMPHIS	DOE	JANE	T	GS 1980	09	09		08	09	0200	42	903–13	XX/XX/XX
0001	11 0010	D.C.	WASHINGTON	JONES	SUE	D	GS 0390	04	06		05	67	0005	05	206–30	XX/XX/XX
0001	55 4130		RIPON	SMITH	HENRY	F	GS 1980	09	01		08	15	0900	60	201–80	XX/XX/XX
E/O TOTAL		3														
AGENCY TOTAL		3														

Exhibit 110

Quality Step Increases By PATCO & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of quality step increases, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–14 AARU4002 FYXX — QUALITY STEP INCREASES BY PATCO & PAY LEVEL — PAGE 110
RUN DATE XX/XX/XX — GEOG COV: WORLD WIDE — EMPLOYMT COV: PFT & PPT
AS OF DATE XX/XX/XX — DEPT AG — U.S. DEPARTMENT OF AGRICULTURE

PAT CO	PAY LEVEL	TOTAL NO.	WHITE MALE NO.	WHITE MALE %	WHITE FEMALE NO.	WHITE FEMALE %	BLACK MALE NO.	BLACK MALE %	BLACK FEMALE NO.	BLACK FEMALE %	HISPANIC MALE NO.	HISPANIC MALE %	HISPANIC FEMALE NO.	HISPANIC FEMALE %	ASIAN AM./ PACIFIC IS MALE NO.	ASIAN AM./ PACIFIC IS MALE %	ASIAN AM./ PACIFIC IS FEMALE NO.	ASIAN AM./ PACIFIC IS FEMALE %	AM. INDIAN/ AK. NATIVE MALE NO.	AM. INDIAN/ AK. NATIVE MALE %	AM. INDIAN/ AK. NATIVE FEMALE NO.	AM. INDIAN/ AK. NATIVE FEMALE %
P	GS 09	1	0	.0	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 11	4	3	75.0	1	25.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 12	24	11	45.8	8	33.3	0	.0	4	16.7	0	.0	0	.0	1	4.2	0	.0	0	.0	0	.0
	GS/GM 13	17	14	82.4	1	5.9	1	5.9	0	.0	1	5.9	0	.0	0	.0	0	.0	0	.0	0	.0
	GS/GM 14	5	3	60.0	0	.0	0	.0	0	.0	0	.0	0	.0	2	40.0	0	.0	0	.0	0	.0
	GS/GM 15	11	6	54.5	1	9.1	0	.0	1	9.1	0	.0	0	.0	2	18.2	1	9.1	0	.0	0	.0
	TOTAL GS/GM	62	37	59.7	12	19.4	1	1.6	5	8.1	1	1.6	0	.0	5	8.1	1	1.6	0	.0	0	.0
P	OTHER 09	1		.0	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	OTHER 12	7	3	42.9	3	42.9	0	.0	1	14.3	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	OTHER 13	4	3	75.0	1	25.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	TOTAL OTHER	12	6	50.0	5	41.7	0	.0	1	8.3	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
PATCO TOTAL		74	43	58.1	17	23.0	1	1.4	6	8.1	1	1.4	0	.0	5	6.8	1	1.4	0	.0	0	.0
A	GS 09	9	0	.0	7	77.8	0	.0	2	22.2	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 11	14	4	28.6	8	57.1	0	.0	2	14.3	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 12	31	7	22.6	12	38.7	5	16.1	3	9.7	2	6.5	0	.0	1	3.2	0	.0	0	.0	1	3.2
	GS/GM 13	16	11	68.8	3	18.8	2	12.5	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS/GM 14	1	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	TOTAL GS/GM	71	23	32.4	30	42.3	7	9.9	7	9.9	2	2.8	0	.0	1	1.4	0	.0	0	.0	1	1.4
A	OTHER 10	1	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	OTHER 11	2	0	.0	1	50.0	0	.0	1	50.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	OTHER 12	8	2	25.0	5	62.5	1	12.5	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	OTHER 13	1	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	TOTAL OTHER	12	4	33.3	6	50.0	1	8.3	1	8.3	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
PATCO TOTAL		83	27	32.5	36	43.4	8	9.6	8	9.6	2	2.4	0	.0	0	.0	0	.0	0	.0	0	.0
T	GS 05	1	0	.0	1	100	0	.0	1	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 06	6	0	.0	3	50.0	1	16.7	2	33.3	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 07	16	0	.0	13	81.3	0	.0	3	18.8	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 08	6	1	16.7	3	50.0	0	.0	2	33.3	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 09	2	0	.0	1	50.0	1	50.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 10	3	0	.0	0	.0	0	.0	3	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 11	1	0	.0	0	.0	0	.0	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	GS 12	2	2	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	TOTAL GS/GM	37	3	8.1	21	56.8	2	5.4	11	29.7	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
T	OTHER 05	1	0	.0	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	OTHER 06	2	0	.0	1	50.0	1	50.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	OTHER 07	1	0	.0	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	OTHER 08	2	0	.0	2	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	OTHER 09	1	0	.0	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	TOTAL OTHER	7	0	.0	6	85.7	1	14.3	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	PATCO TOTAL	44	3	6.8	27	61.4	3	6.8	11	25.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0

Exhibit 111

Quality Step Increases By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of quality step increases, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–15 AARU4002 FYXX QUALITY STEP INCREASES BY PATCO, SERIES & PAY LEVEL PAGE 1
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

PAT CO	PAY LEVEL	TOTAL	WHITE		BLACK		HISPANIC		ASIAN AM./ PACIFIC IS		AM. INDIAN/ AK. NATIVE	
			MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
SERIES		NO.	NO. %	NO. %	NO. %	NO. %	NO. %	NO. %	NO. %	NO. %	NO. %	NO. %
1224 PATENT EXAMINING												
P	GS 11	1	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0 .3
	GS/GM 15	5	4 80.0	0 .0	0 .0	0 .0	0 .0	0 .0	1 20.0	0 .0	0.0	0 .0
	TOTAL GS/GM/SES	6	5 83.3	0 .0	0 .0	0 .0	0 .0	0 .0	1 16.7	0 .0	0.0	0 .0
	SERIES TOTAL	6	5 83.3	0 .0	0 .0	0 .0	0 .0	0 .0	1 16.7	0 .0	0.0	0 .0
1530 STATISTICIAN												
P	GS 11	1	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0 .0
	GS 12	13	3 23.1	5 38.5	0 .0	4 30.8	0 .0	0 .0	1 7.7	0 .0	0.0	0 .0
	GS/GM 13	4	3 75.0	1 25.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0 .0
	GS/GM 14	1	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0 .0
	TOTAL GS/GM/SES	19	7 36.8	7 36.8	0 .0	4 21.1	0 .0	0 .0	1 5.3	0 .0	0.0	0 .0
P	OTHER 09	1	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0 .0
	OTHER 12	2	1 50.0	0 .0	0 .0	1 50.0	0 .0	0 .0	0 .0	0 .0	0.0	0 .0
	TOTAL OTHER	3	1 33.3	1 33.3	0 .0	1 33.3	0 .0	0 .0	0 .0	0 .0	0.0	0 .0
	SERIES TOTAL	22	8 36.4	8 36.4	0 .0	5 22.7	0 .0	0 .0	1 4.5	0 .0	0.0	0 .0
0110 ECONOMIST												
P	GS 12	2	1 50.0	1 50.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0 .0
	TOTAL GS/GM/SES	2	1 50.0	1 50.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0 .0
	SERIES TOTAL	2	1 50.0	1 50.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0 .0
1310 PHYSICS												
P	GS/GM 13	1	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0 .0
	TOTAL GS/GM/SES	1	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0 .0
	SERIES TOTAL	1	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0 .0
1529 MATH STATISTICIAN												
P	GS 09	1	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0 .0
	GS 12	4	4 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0 .0
	GS/GM 13	3	2 66.7	0 .0	0 .0	0 .0	1 33.3	0 .0	0 .0	0 .0	0.0	0 .0
	GS/GM 14	1	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	1 100	0 .0	0.0	0 .0
	TOTAL GS/GM/SES	9	6 66.7	1 11.1	0 .0	0 .0	1 11.1	0 .0	1 11.1	0 .0	0.0	0 .0
P	OTHER 12	1	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0 .0
	TOTAL OTHER	1	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0 .0
	SERIES TOTAL	10	6 60.0	2 20.0	0 .0	0 .0	1 10.0	0 .0	1 10.0	0 .0	0.0	0 .0

Exhibit 112

Quarterly Accession Report

Report Number: ADAM4202 (*Dept*)

Brief Description: Provides a summary by occupational series, grade, and duty station, of the number of agency accessions and interdepartmental gains for the quarter.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, agency

Sequence Of Data: Duty station

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department, agency

XX/XX/XX ADAM4202 QUARTERLY ACCESSION REPORT – XX/XX/XX THRU XX/XX/XX

PAGE 1 U.S. DEPARTMENT OF AGRICULTURE

DUTY STATION			SERIES/	ACCESSIONS						INTRADEPARTMENT GAINS					
				CAREER		CAREER–COND		T E M P		CAREER		CAREER–COND		T E M P	
ST/CITY	STATE	CITY	GRADE	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
06 0300	CALIF.	BELL	1980–05			1									
06 1980	CALIF.	LOS ANGELES	1980–05			1									
06 3290	CALIF.	SAN FRANCISCO	0322–04					2							
06 3340	CALIF.	SAN JOSE	1980–05			2									
06 3770	CALIF.	STOCKTON	0322–04				1								

Exhibit 113

Quarterly Report Of Employees Required To File SF–278

Report Number: SRPT1702

Brief Description: Provides a list of employees on the rolls during the reporting period who are subject to file SF–278, Financial Disclosure Report. It details the employee's title, appointment type, special employment code, and T&A contact point mailing address. This report contains sensitive data; use is restricted.

Production Frequency: Quarterly (calendar year)

Primary Sequence: Department, agency

Sequence Of Data: Employee name

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department, agency

XX/XX/XX SRPT1702 QUARTERLY REPORT OF EMPLOYEES REQUIRED TO FILE SF–278 PAGE 2

REPORTING PERIOD:
AS OF XX/XX/XX

DEPT U.S. DEPARTMENT OF AGRICULTURE
AGCY 02 AGR. MARKETING AERVICE

** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

LAST NAME	MID INT 1ST NAME	OFFICIAL TITLE	PP/SER./GR POS. #	TYPE APPT	SPEC EMP	T&A CONTACT MAILING ADDRESS
DOE	JANE A	SCIENTIFIC PLANNING ADVISOR	GS 0401 12 00003333	01	00	USDA–ARS NATL PROGRAM STAFF RM 1234 BLDG 009 BARC–WEST BELTSVILLE MD 20709
JONES	MARY B	SECY TYPG	GS 0430 09 00003344	01	00	USDA–FGIS–ADMINISTRATOR RM 10001 P.O.BOX 99900 WASHINGTON DC 20990
SMITH	JOHN K	DIR. INF CENTR	GS 0251 09 00000033	06	14	USDA NFC INFO CTR P.O.BOX 60000 NEW ORLEANS LA 70160

Exhibit 114

Quarterly (Or Annual) Report Of Gains & Losses

Report Number: AECO1604 or AECO1606

Brief Description: Provides Equal Employment Opportunity (EEO) data for each minority group, the population for the beginning and end of the year, and the gain and loss activity for the entire year by grade with occupational group, pay group, and employment group. It also reflects average grade for the occupational group and pay group. **Note:** For each minority group, the quarterly report provides the population for the beginning and end of that quarter, and the gain and loss activity for the entire quarter by grade with occupational group, pay group, and employment group.

Production Frequency: Annual, Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group, pay group

Sequence Of Data: PATCO category, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

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

XX/XX/XX AECO1604 QUARTERLY REPORT OF GAINS & LOSSES AS OF XX/XX/XX WORLD WIDE PAGE 1
MINORITY– BLACKS EMPLOYMENT GROUP – FULL TIME PERMANENT EMPLOYEES

PAY GROUP– GS AND GG DEPT U.S. DEPARTMENT OF AGRICULTURE

OCCUPA GROUP& GRADE/ SALARY	BLACK POP AS OF LAST RPTG TOT	*G A I N S* APPOINTMT* TO DEPT FEM*	CONV TO * PROMOTED* TOT	FEM*	REASSGNMT* TOT	FEM*	SEPARATED* TOT	FEM*	*L O S S E S* CONV FROM* TOT	FEM*	PROMOTED* TOT	FEM*	REASSGNMT* TOT	FEM*	BLACK POP AS OF THIS RPTG TOT	FEM	TOTAL POP AS OF THIS RPTG TOT	FEM
PROFESSIONAL																		
03			1	1									1	1				
04	3	1											2	1	1		2	1
05	41	17	16	8	6	1	8	4	13	5	8	2	1		38	14	1	1	36	18	551	216
06							3	3									3	3				
07	78	26	30	14	3	2	46	18	6	5	10	5			51	22	4	1	98	37	1568	518
08									1	1					1	1						
09	357	75	9	4	3		54	24	15	4	12	2	1	1	90	24	4	5	331	75	5506	1255
10	3	1					1	1	1										5	2	80	19
11	364	63	9	3			91	24	6	2	17	3	2	2	56	19	15	3	380	65	9331	1033
12	246	64	6	3			53	16	7	4	15	4	2	1	29	10	6	2	260	70	6502	659
13	10		3	2			6	2	2						1		1		19	4	563	42
14	3						1								1		1		4		245	22
OCCUPATIONAL GROUP TOTAL & AVERAGE GRADE																						
	1105	247	74	35	12	3	263	92	51	21	62	16	6	4	269	92	34	15	1134	271	24348	3765
	10.08	9.75	10.16	MALE													10.26	MALE	10.14	9.78	10.49	9.65 10.65 MALE
ADMINISTRATIVE																						
03	1																		1			1
04	2	1	1	1					1	1					1		2	2	1	1	2	2
05	53	39	22	13	3	2	7	7	21	17	3	3	1	1	46	35	8	7	48	32	258	191
06	2	1					2	2											4	3	138	134
07	102	72	31	18	5	3	62	47	38	31	11	5			84	65	10	3	133	98	1128	904
08	4	3					3				1	1			1	1	2		3	1	94	86
09	265	180	16	8	1		96	72	11	11	16	9			95	71	5	4	273	187	2126	1363
10	1	1																	1	1	43	18
11	308	190	11	10	4	3	100	72	9	4	16	9	1	1	77	53	6	6	332	210	3080	1397
12	359	175	19	7	2	1	84	57	10	5	25	12			66	37	10	6	373	190	3543	1112
13	19	8					9	3			2				1	1			25	10	258	46
14	1	1																	1	1	13	2
OCCUPATIONAL GROUP TOTAL & AVERAGE GRADE																						
	1117	671	100	57	15	9	363	260	90	69	74	39	2	2	371	263	43	28	1195	734	106845	255
	10.19	9.94	10.57	MALE													10.54	MALE	10.18	9.95	10.32	9.62 11.00 MALE
TECHNICAL																						
02	1		4	1	1						1				3	1			2		22	12
03	23	8	16		5	1	3	2	8	5	7	2	4	1	18	8	1	1	25	4	211	93
04	127	8	33	17	23	10	29	17	24	15	24	14	8	2	72	44	15	16	117	49	993	424
05	344	184	41	18	20	11	95	62	21	19	37	13	2	1	97	61	53	44	332	175	3413	1515
06	430	314	10	8	4	4	121	103	38	33	25	20	2	2	93	71	11	8	472	361	4320	2803
07	754	456	16	14	5	1	133	90	26	19	37	23	2	2	85	38	41	31	769	486	9263	3289

Exhibit 115

Quarterly Report On Continuation Of Pay For OWCP

Report Number: AECO2402

Brief Description: Provides a list of employees who discontinued receiving compensation from the Office of Worker's Compensation during the reporting period. This report contains sensitive data; use is restricted.

Production Frequency: Quarterly (fiscal year)

Primary Sequence: Department, agency, POI

Sequence Of Data: Pay plan, occupational series

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department, agency

XX/XX/XX AECO2402 QUARTERLY REPORT ON CONTINUATION OF PAY FOR OWCP – FROM XX/XX/XX THRU XX/XX/XX PAGE 1

AGENCY REPORT DEPT– USDA * * SENSITIVE PERSONNEL DATA – USE IS RESTRICTED * *
AGCY– OPT

PAY PLAN* & SERIES*	GR & * STEP*	EMPLOYEE NAME	SOC SEC NO*	QTR*	AGCY & EMP OFF*	DUTY STATION STATE	CITY	CONTRACT SALARY	WORK DAYS	PAYMT HOURS	HRLY RATE	AMOUNT PAID	EMP/ APPT
AD 0000	09 1	NE SMITH	000–55–9988	4 11	0511	CA	LOS ANGELES	8.23PH	1.00	8.00	8.23	65.84	0 00
AD 0000	09 1	J JONES	000–65–7878	4 11	0411	CA	LONG BEACH	7.02PH	13.00	104.00	7.02	730.08	0 00
AD 0404	00 0	DJ WILLIAMS	000–51–3334	4 02	0306	NM	LUNA	4.59PH	30.50	244.00	4.59	1,119.96	1 09
AD 0083	00 0	J DOE	000–52–2234	4 37	4848	OR	GRANTS PASS	5.50PH	17.00	136.00	5.50	748.08	1 09
ES 0301	00 4	CW GIFF	000–67–0987	4 01	5260	DC	WASHINGTON	66400.00PA	2.00	16.00	31.92	510.72	1 01
AGENCY TOTAL		5 EMPLOYEES							63.50			3,174.68	

Exhibit 116

Quarterly Report On RIF

Report Number: SRPR2302

Brief Description: Provides a summary by agency of the number of permanent full-time employees and permanent part-time employees separated by a reduction in force (RIF).

Production Frequency: Quarterly (fiscal year)

Primary Sequence: Department

Sequence Of Data: Agency code

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Agency

XX/XX/XX SRPR2302 QUARTERLY REPORT ON RIF – FROM XX/XX/XX THRU XX/XX/XX PAGE 1

U.S. DEPARTMENT OF AGRICULTURE

SEPARATIONS BY RIF

AGENCY	PFT	PPT
02–AMS		1
07–FMHA	1	
11–FS	2	
12–OGPA	3	
34–APHIS	1	
36–FGIS	3	
DEPT TOTAL	10	1

Exhibit 117

Quarterly (Or Annual) Special Pay Report 1

Report Number: ADAM5002

Brief Description: Provides a list by employee name of the number of hours and amount paid for overtime, holidays, Sunday differential, hazard, cash awards, and compensatory time. This report contains sensitive data; use is restricted.

Production Frequency: Quarterly/Annual (fiscal year)

Primary Sequence: Department, agency, organizational structure

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission, microfiche

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

RUN DATE XX/XX/XX ADAM5002 QUARTERLY SPECIAL PAY REPORT 1 PAGE 1

PAY QTR 1 FISCAL QTR 2
FROM XX/XX/XX – XX/XX/XX

** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

DEPT AG U.S. DEPARTMENT OF AGRICULTURE LVL2 70 NATIONAL FINANCE CENTER
AGCY 90 OFFICE OF FINANCE & MGT. LVL3 01 OFFICE OF THE DIRECTOR
LVL4 0000 OFFICE OF THE DIRECTOR

SOCIAL NAME		PP GR	AUO HRS/PCT AUO PAY	OT HRS OT PAY	HOLI–HRS HOLI–PAY	SUN–DIFF HRS SUN–DIFF PAY	NGHT–DIFF HRS NGHT–DIFF PAY	ENVIR–DIFF PAY HAZARD PAY	CASH AWARDS COMP TIME PD
000–10–2222									
		GS	.00	3.25	.00	.00	.00	.00	.00
DOE	J	08	.00	63.57	.00	.00	.00	.00	.00
000–11–0009		GS	.00	.00	.00	.00	.00	.00	1500.00
SMITH	A	08	.00	.00	.00	.00	.00	.00	.00
LVL4 TOTALS			.00	3.25	.00	.00	.00	.00	1500.00
			.00	63.57	.00	.00	.00	.00	.00
LVL3 TOTALS			.00	3.25	.00	.00	.00	.00	1500.00
			.00	63.57	.00	.00	.00	.00	.00

Exhibit 118

Quarterly (Or Annual) Special Pay Report 2

Report Number: ADAM5004

Brief Description: Provides a list of employees with over a specified amount of hours requested by the agency. This report contains sensitive data; use is restricted.

Production Frequency: Quarterly/Annual (fiscal year)

Primary Sequence: Department, agency, organizational structure

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission, microfiche

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

RUN DATE XX/XX/XX ADAM5004 QUARTERLY SPECIAL PAY REPORT 2 PAGE 1

PAY QTR 1 FISCAL QTR 2
FROM XX/XX/XX – XX/XX/XX

** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

DEPT U.S. DEPARTMENT OF AGRICULTURE LVL2 01 011 01 ADMN
AGCY 37 FSIS LVL3 00 00
LVL4 0000

EMPLOYEES EXCEEDING 40 HRS OF SPECIAL PAY

SOCIAL NAME		PP GR	AUO HRS/PCT AUO PAY	OT HRS OT PAY	HOLI–HRS HOLI–PAY	SUN–DIFF HRS SUN–DIFF PAY	NGHT–DIFF HRS NGHT–DIFF PAY	ENVIR–DIFF PAY HAZARD PAY	CASH AWARDS COMP TIME PD
000–10–2222									
		GS	.00	3.25	.00	.00	.00	.00	.00
DOE	J	08	.00	63.57	.00	.00	.00	.00	.00
000–11–0009		GS	.00	.00	.00	.00	.00	.00	1500.00
SMITH	A	08	.00	.00	.00	.00	.00	.00	.00
LVL4 TOTALS			.00	3.25	.00	.00	.00	.00	1500.00
			.00	63.57	.00	.00	.00	.00	.00
LVL3 TOTALS			.00	3.25	.00	.00	.00	.00	1500.00

Exhibit 119

Quarterly (Or Annual) Special Pay Report 3

Report Number: ADAM5006

Brief Description: Provides a summary of totals by special pay transaction codes.

Production Frequency: Quarterly/Annual (fiscal year)

Primary Sequence: Department, agency, organizational structure

Sequence Of Data: Transaction codes

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission, microfiche

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

RUN DATE XX/XX/XX ADAM5006 QUARTERLY SPECIAL PAY REPORT 3 PAGE 1
PAY QTR 1 FISCAL QTR 2
FROM XX/XX/XX – XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE LVL2 70 NATIONAL FINANCE CENTER
AGCY 90 OFFICE OF FINANCE & MGT.

DIFFERENTIAL			PREMIUM PAY			OTHER PAYMENTS		
TC			TC			TC		
04	SUNDAY DIFFERENTIAL HRS	1634.75	18	OT GRAIN APPEAL HRS	.00	42	LUMP SUM HRS	3798.00
	SUNDAY DIFFERENTIAL PAY	3977.54		OT GRAIN APPEAL PAY	.00		LUMP SUM PAY	63094.00
05	SUN DIFF W/NIGHT D HRS	1167.00	19	OT OVER 8 HRS	48.75	43	COMP–TIME PAID HRS	.00
	SUN DIFF W/NIGHT D PAY	4365.56		OT OVER 8 PAY	422.46		COMP–TIME PAID AMT	.00
			26	OT OVER 8 W/NIGHT D HRS	.50			
	TOTAL DIFFERENTIAL HRS	2801.75		OT OVER 8 W/NIGHT D PAY	4.00		TOTAL OTHER PAY HRS	3798.00
	TOTAL DIFFERENTIAL PAY	8343.10	30	OT CALLBACK HRS	.00		TOTAL OTHER PAY AMT	63094.00
				OT CALLBACK PAY	.00			
			31	HOLIDAY WORKED HRS	.00			
				HOLIDAY WORKED PAY	.00			
			34	FLSA HRS	376.75			
				FLSA PAY	125.45			
			41	STANDBY – AUO HRS	.00			
				STANDBY – AUO PAY	.00			
				TOTAL PREMIUM PAY HRS	426.00			
				TOTAL PREMIUM PAY AMT	551.91			

Exhibit 120

Questionable Union Dues

Report Number: BEAR7073

Brief Description: Provides a list of employees whose personnel records indicate that the employee belongs to a union, but whose Bargaining Unit Status (BUS) code indicates that the position is ineligible for inclusion in a bargaining unit. This report contains sensitive data; use is restricted.

Production Frequency: Even-numbered pay periods

Primary Sequence: Agency

Sequence Of Data: POI, Employee name

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

REPORT NO. BEAR7073 NATIONAL FINANCE CENTER PAGE 2 14X
QUESTIONABLE UNION DUES
** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

AGY	E.O.	ORG CODE	LAST NAME	SOC SEC NO.	DUTY STATION	BUS	UNION	LOCAL	PAY PERIOD XX, 1990
03	4860	30 36 3630	JONES	000 44 2345	19 0230 169	7777	52	2315	14X1
03	4860	10 19 1935	MAE	000 56 4567	42 9515 091	8888	01	0125	14X1
03	4860	10 12 1280	MOZ	000 11 5555	24 0100 033	7777	52	3147	14X1
03	4860	30 36 3620	SMITH	000 22 0088	17 6850 143	8888	52	3247	14X1
03	4860	50 53 5325	WILLIAMS	000 32 6218	06 0020 001	8888	52	1657	14X1

TOTAL EMPLOYEES EO – : 5

Exhibit 121

Record Of Documents Deleted Manually

Report Number: ADJP0803

Brief Description: Provides a list of records deleted from the Adjustment Processing System (ADJP) during the pay period. The report is sorted by social security number. This report contains sensitive data; use is restricted.

Production Frequency: Pay Period

Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

DATE: XX/XX/XX
AGENCY: 37
SUBMITTING OFFICE NO: 4830

U.S. DEPARTMENT OF AGRICULTURE
SENSITIVE PERSONNEL DATA--USE IS RESTRICTED

RECORD OF DOCUMENTS DELETED MANUALLY
FROM ADJP 4316 BY NFC
PAY PERIOD 20

ADJP0803
PAGE 1

SOCIAL SECURITY NUMBER	TRANSACTION TYPE	ADJUSTMENT PAY PERIOD	ADJUSTMENT YEAR	DEBIT/CREDIT	PASS ADJUSTMENT DELETED
000706880	LUMP SUM	19	95	DEBIT	03
	REASON FOR DELETION: -DUPLICATE RCD				
000526806	LUMP SUM	19	95	DEBIT	03
	REASON FOR DELETION: -DUPLICATE RCD				
000504354	LUMP SUM	19	95	DEBIT	04
	REASON FOR DELETION: -DUPLICATE RCD				

Exhibit 122

Record Of Leave Data

Report Number: SF–1150

Brief Description: Issued either to transfer employee leave balances to another department or to certify the leave balances when an employee separates from Government service. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, employee name

Sequence Of Data: N/A

Other Sources For This Report:: RFQS, Record of Leave Data

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

RECORD OF LEAVE DATA

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

SUMMARY OF ANNUAL AND SICK LEAVE

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

SUMMARY OF HOME LEAVE

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

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

22 Dates Leave Used Prior 24 Months	FROM MO	DAY	YEAR	TO MO	DAY	YEAR

ABSENCE WITHOUT PAY

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

MILITARY LEAVE

23 During Current Calendar Year	FROM MO	DAY	YEAR	TO MO	DAY	YEAR
A Regular–Active Duty or Training						
B Special–Civil Disturbance						

24 Remarks (include shore leave information, if applicable)

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

1150–114

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

Exhibit 123

Report Of Federal Employment And Wages For Three Months Period Ending (Month/Year)

Report Number: PAYE4702

Brief Description: Provides a summary of the number of agency personnel employed within a city and state. It displays their total salaries and wages for the quarter and states the number of female employees within the overall group.

Production Frequency: Quarterly (leave year)

Primary Sequence: Department, state, agency

Sequence Of Data: City code

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department

RUN DATE XX/XX/XX PAYE4702 U.S. DEPARTMENT OF AGRICULTURE PAGE 1

REPORT OF FEDERAL EMPLOYMENT AND WAGES
STATE: 01 AL FOR THREE MONTHS PERIOD ENDING MAR. 19XX

AGCY: 02 AGRICULTURAL MARKETING SERVICE

CITY		# OF EMPLOYEES IN PP ENDING NEAREST 15TH			TOTAL SALARIES AND WAGES FOR QTR	# OF FEMALE EMPLOYEES IN PP ENDING NEAREST 15TH		
		1ST MO	2ND MO	3RD MO		1ST MO	2ND MO	3RD MO
0010	ABBEVILLE	3	3	3	$ 25,689.00	0	0	0
0030	ADDISON	1	1	1	$ 7,445.65	1	1	1
0050	ALBERTSON	2	1	1	$ 13,445.90	0	0	0

Exhibit 124

Report Of Leave And Development Of Leave Factors

Report Number: PECO.F0302

Brief Description: Provides an annual summary of leave hours (e.g. annual, sick, compensatory, administrative, military, etc.) by accounting station.

Production Frequency: Annual (leave year)

Primary Sequence: Agency

Sequence Of Data: Accounting Station

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Agency

PECO.F0302 U.S DEPARTMENT OF AGRICULTURE

SOIL CONSERVATION SERVICE

REPORT OF LEAVE AND DEVELOPMENT OF LEAVE FACTORS

LEAVE YEAR 19XX

ACCOUNTING STATION 0051 DATE XX/XX/XX

DESCRIPTION	
1. DUTY HOURS PER PAY PERIOD	18,224.00
2. ANNUAL LEAVE FORFEITED	3.28.00
3. ANNUAL LEAVE EARNED	19,622.00
4. ANNUAL LEAVE USED	10,242.00
5. SICK LEAVE EARNED	11,387.00
6. SICK LEAVE USED	3,777.50
7. COMPENSATORY LEAVE EARNED	358.75
8. COMPENSATORY LEAVE USED	336.00
9. ADMINISTRATIVE LEAVE USED	7,859.00
10. REGULAR MILITARY HOURS USED	336.00
11. EMERGENCY MILITARY HOURS USED	.00
12. LEAVE WITHOUT PAY	6,011.75
13. ABSENCE WITHOUT LEAVE	.00
14. SUSPENSION	.00
15. LEAVE CREDITS LOSS – ANNUAL	322.00
16. LEAVE CREDITS LOSS – SICK	292.00
17. TOTAL AVAILABLE MAN HOURS #LINE 1 TIMES 26#	473,824.00
18. PROJECTED ANNUAL LEAVE ACCRUALS	42,720.00
19. TOTAL OTHER LEAVE #LINES 6,9,10,11,12,13&14#	17,984.25
20. TOTAL PAID LEAVE #LINES 4,6,9,10,11#	22,214.50
21. ANNUAL LEAVE FACTOR #SEE NOTE 1#	0.10341
22. OTHER LEAVE FACTOR #SEE NOTE 2#	0.02898
23. VALUE OF ANNUAL LEAVE FORFEITED	.00

NOTE 1 – LINE 18 DIVIDED BY LINE 17 MINUS LINES 18 & 19

NOTE 2 – LINE 20 MINUS LINE 4 DIVIDED BY LINE 17 MINUS LINES 18

Exhibit 125

Report Of Retirements

Report Number: AECO37T4

Brief Description: Provides a list of employees for whom a retirement action has been processed either in the pay period of the report or in the preceding pay period. It also states the type of retirement. This report contains sensitive data; use is restricted.

Production Frequency: Even-numbered pay periods

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Report of Retirements

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

```
PREPARED XX/XX/XX AECO37T4                    REPORT OF RETIREMENTS – AS OF  XX/XX/XX                                  PAGE    1
AG 03 03 AGRICULTURAL RESEARCH SERVICE                                   POI     4860    BELTSVILLE, MD
                                                                  * * SENSITIVE  PERSONNEL  DATA  –  USE  IS  RESTRICTED  * *
                                                                                                                   CREDITABLE
                                   ORG. STRUCTURE CODES  PAY  OCC   GRADE OR   BIRTH DATE     DUTY      TYPE OF    SERVICE
EMPLOYEE NAME /                     2   3    4   5   6   7   8   PLAN SERIES  SALARY                  STATION   RETIREMENT YRS MO DA
          RESIDENCE                                                                  POSITION TITLE

DOE, JAMES   J                     60  66 6612  22 00  00   00    GS   0802    09        04/29/30    0270 059 13   OPTIONAL    24 05  26
  BOX 1111 SAME ROAD                          RETIREMENT DATE        XX/XX/XX          ENGRG TECHNCN
  WATKINSVILLE          GA    30677

JONES, MARY                        50  54 5442  05 00  01   00    GM   0440    15        03/01/31    1020 017 38   OPTIONAL    30 00  09
  P O BOX 1234                                RETIREMENT DATE        XX/XX/XX          RES GENET INS
  FARGO                 ND    58105

SMITH, JOHN                        50  53 5301  00 00  00   00    GM   0401    15        04/07/30    0020 001 06   OPTIONAL    24 10  22
  666 ANYSTREET LANE                          RETIREMENT DATE        XX/XX/XX          AGRL ADMR
  WALNUT CREEK          CA    94598

          EMPLOYING OFFICE TOTAL        3
```

Exhibit 126

Report Of TSP Separations For Pay Period XX

Report Number: CULPTSPS

Brief Description: Provides a list of employees participating in the Federal Employees Retirement System (FERS) Thrift Savings Plan (TSP) at separation. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department, agency

REPORT ID: CULPTSPS PAGE 1
DATE XX/XX/XX REPORT OF TSP SEPARATIONS FOR PAY PERIOD XX

** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

DEPARTMENT: AG
AGENCY: 02
SON: 4822

EMPLOYEE NAME LAST	FIRST	SSNO	RET COV–CD	RET–CSR DATE	TS–VESTING DATE	TS–DEDUCTION TYPE	FACTOR	YTD–TS–DEDUCT	TYPE SEP TRANS	FROZEN REG	S/L
DOE	JANE	000–11–0000	K	XX/XX/XX	XX/XX/XX	N/A	.0000	.00		X	
SMITH	JOHN	000–33–3333	K	XX/XX/XX	XX/XX/XX	N/A	.0000	.00		X	
WILLIAMS	BEN	000–44–9999	K	XX/XX/XX	XX/XX/XX	%–BASE	.0200	4.45		X	

TOTAL EMPLOYEES IN SON: 3

TOTAL EMPLOYEES IN AGENCY: 3

TOTAL EMPLOYEES IN DEPARTMENT: 3

Exhibit 127

RIF'd Employees Covered By CSR & Eligible For Discontinued Service Retirement

Report Number: SRPR3302 (Report 1)

Brief Description: Provides a list of employees covered by Civil Service Retirement (CSR) and eligible for discontinued service retirement.

Production Frequency: Monthly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Agency, appointment type

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department

XX/XX/XX SRPR3302 REPORT 1 RIF'D EMPLOYEES COVERED BY CSR & ELIGIBLE FOR DISCONTINUED SERVICE RETIREMENT PAGE 1
REPORTING PERIOD: GEOG COV: TX EMPL GRP: PFT
FROM XX/XX/XX – XX/XX/XX DEPT SMALL BUSINESS ADMINISTRATION

AG CY	TYPE APPT	TYPE EMPL	RET COV	DATE OF BIRTH	SCD RETIREMT	PAY PLAN/ SER./GRADE	PATCO	RACE/ SEX		DATE OF SEPARATN	NOA CODE
31	08	1	K	XX/XX/XX	XX/XX/XX	GS 1199 08	A	E	F	XX/XX/XX	90452
31	08	1	K	XX/XX/XX	XX/XX/XX	GS 1199 07	A	E	M	XX/XX/XX	90452
31	08	1	K	XX/XX/XX	XX/XX/XX	GS 1166 09	A	E	M	XX/XX/XX	90452
31	08	1	K	XX/XX/XX	XX/XX/XX	GS 1166 08	A	E	M	XX/XX/XX	90452

AGCY TOTAL 00004 EMPLOYEES

STATE TOTAL 00004 EMPLOYEES

DEPT TOTAL 00004 EMPLOYEES

Exhibit 128

RIF'd Employees Covered By CSR & Not Eligible For Discontinued Service Retirement

Report Number: SRPR3302 (Report 2)

Brief Description: Provides a list of employees covered by Civil Service Retirement (CSR) and not eligible for discontinued service retirement.

Production Frequency: Monthly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Agency, appointment type

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department

XX/XX/XX SRPR3302 REPORT 2 RIF'D EMPLOYEES COVERED BY CSR & NOT ELIGIBLE FOR DISCONTINUED SERVICE RETIREMENT PAGE 1
REPORTING PERIOD: GEOG COV: TX EMPL GRP: PFT
FROM XX/XX/XX – XX/XX/XX DEPT SMALL BUSINESS ADMINISTRATION

AG CY	TYPE APPT	TYPE EMPL	RET COV	DATE OF BIRTH	SCD RETIREMT	PAY PLAN/ SER./GRADE	PATCO	RACE/ SEX	DATE OF SEPARATN	NOA CODE
31	08	1	1	XX/XX/XX	XX/XX/XX	GS 0333 08	1	E F	XX/XX/XX	90452
31	08	1	1	XX/XX/XX	XX/XX/XX	GS 0399 07	C	E F	XX/XX/XX	90452

AGCY TOTAL 00002 EMPLOYEES

STATE TOTAL 00002 EMPLOYEES

DEPT TOTAL 00002 EMPLOYEES

Exhibit 129

Section 912, U.S. Overseas Civilian Allowances

Report Number: PAYE48A1

Brief Description: Provides a list of overseas employees and the amounts of various payroll/personnel and travel allowances. This report contains sensitive data; use is restricted.

Production Frequency: Every 5 years; 1998, 2003, 2008, etc.

Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Available Distribution Levels: Department

DATE PREPARED: MM/DD/YY PAYE48A1 SECTION 912

U.S. OVERSEAS CIVILIAN ALLOWANCES
CALENDAR YEAR 1993

DEPARTMENT: AG ** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

AGENCY: AGRICULTURAL RESEARCH SERVICE

POI: 5111

SSN	LAST NAME	BASE SALARY	CN TRY	C T Y	G R P	F A M	LIVING QUARTERS ALLOW.	POST ALLOW.	SEPARATE MAINT. ALLOW.	ED ALLOW.	HOME LEAVE CHARGED	ED TRAVEL	HOME LEAVE TRAVEL	REST & RECUP. TRAVEL
000–11–2222	SMITH						0.00	0.00	0.00	0.00	760.20			

Exhibit 130

Semi-Annual Accounting Data

Report Number: BEAR7077

Brief Description: Provides a list of accounting data for each employee within an agency and is sorted by accounting distribution. This report contains sensitive data; use is restricted.

Production Frequency: Semiannual (fiscal year)

Primary Sequence: Department, agency

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Agency

REPORT NO. BEAR7077 NATIONAL FINANCE CENTER PAGE 1
SEMI-ANNUAL ACCOUNTING DATA DATE XX/XX/XX

** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

ACCOUNT DISTRIBUT	LAST NAME & INITIALS		SOC SEC NO.	TYPE APPT	TYPE EMP	ORGAN STRUCTURE* ASCS VERIFICATION LISTING *	11T1
X99000000001	JONES	A B	000 44 0001	06	1	02 70 25 0001	11T1
X99000000002	LEE	D K	000 56 0002	06	1	02 14 00 0007	11T1
X99000000003	BROWN	F R	000 11 0003	06	1	02 65 70 0001	11T1
X99000000007	SMITH	J A	000 22 0004	06	1	02 48 80 0010	11T1
X99000000009	WILLIAMS	L C	000 32 0005	06	1	02 47 70 0010	11T1

TOTAL EMPLOYEES EO – : 5

Exhibit 131

Semiannual Listing Of Separated Employees

Report Number: SRPR1504

Brief Description: Provides a list of employees who have separated during the reporting period. This report contains sensitive data; use is restricted.

Production Frequency: Semiannual (leave year)

Primary Sequence: Department, agency

Sequence Of Data: Duty station, employee name

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Available Distribution Levels: Department, agency

XX/XX/XX S92090 SRPR1504 SEMIANNUAL LISTING OF SEPARATED EMPLOYEES PAGE 2

REPORTING PERIOD:
FROM XX/XX/XX – XX/XX/XX DEPT U.S. DEPARTMENT OF AGRICULTURE
AGCY 02 AGR. MARKETING SERVICE

* * SENSITIVE PERSONNEL DATA – USE IS RESTRICTED * *

DUTY STATION CODES AND NAME			EMPLOYEE NAME					TYPE	ORG. LEVELS				SEPARATN	NOA	LAST ENT	RETIRE
ST CITY	STATE	CITY	LAST	FIRST	INT	PP SER	GR APPT		2	3	4	5	CODE	DATE	PRES GR	S.C.D.
05 2320	AR	LITTLE ROCK	DOE	JANE	R	GS 1981	02 09		08	09	0200	18	905–03	XX/XX/XX	122009	000000
05 2320	AR	LITTLE ROCK	JONES	MARY	S	GS 1981	02 09		08	09	0200	18	905–03	XX/XX/XX	122009	000000
05 2320	AR	LITTLE ROCK	SMITH	JOHN		GS 1981	02 09		08	09	0200	18	905–03	XX/XX/XX	099805	000000
05 2320	AR	LITTLE ROCK	WILLIAMS	SUE	K	WG 3502	02 09		08	09	0200	18	905–03	XX/XX/XX	099805	000000
CITY TOTAL		4														

Exhibit 132

Semi–Annual (Or Annual) Minority Report

Report Number: AECO1204 or AECO1206

Brief Description: Provides Equal Employment Opportunity (EEO) data reflecting the population by sex, race, and national origin in the professional, administrative, technical, clerical, and other (PATCO) category, occupational series, and grade. It also provides the average grade by occupational group and pay group.

Production Frequency: Semiannual/Annual (SF–113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, pay group

Sequence Of Data: Occupational group, occupational series, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

XX/XX/XX AS OF XX/XX/XX AECO1204 SEMI–ANNUAL MINORITY REPORT STATE– RQ PR PAGE 38

EMPLOYMENT GROUP – INTERMITTENT PERMANENT EMPLOYEES

PAY GROUP– GS AND GG DEPT U.S. DEPARTMENT OF AGRICULTURE

AGCY– 02 AGR. MARKETING SERVICE

OCCUPA GROUP & SERIES	BLACK		HISPANIC		AM IN/AK		ASIAN/PAC		WHITE		***POP AS OF*** ***THIS RPTG***			POP AS OF LAST RPTG		THIS RPTG % OF TOT POP		LAST RPTG % OF TOT POP		GAIN/LOSS %	
GRADE/SALARY	TOT	FEM	TOT	FEM	TOT	FEM	TOT	FEM	TOT	FEM	TOT	MINOR	FEM	MINOR	FEM	MINOR	FEM	MINOR	FEM	MINOR	FEM
TECHNICAL																					
AGRL COMMOD GRDNG																					
1980 07			1								1	1		1		100.0		100.0			
SERIES TOT			1								1	1		1		100.0		100.0			
OCC GRP TOT			1								1	1		1		100.0		100.0			
AVG GRADE			7.00								7.00	7.00		7.00							
MALES				7.00									7.00		7.00						
PAY GRP TOT			1								1	1		1		100.0		100.0			
AVG GRADE			7.00								7.00	7.00		7.00							
MALES				7.00									7.00		7.00						
EMP GRP TOT			1								1	1		1		100.0		100.0			
STATE TOT			5	1							5	5	1	5		100.0	20.00	100.0	20.00		

Exhibit 133

Semi-Annual (Or Annual) Report Of Separations, CAO Promotions & Reassignments

Report Number: ADAM0302

Brief Description: Provides a summary, by nature of action code within occupational series and grade of the separations, retirements, and changes in appointing office (CAO) promotions and reassignments.

Production Frequency: Semiannual/Annual (calendar year)

Primary Sequence: Department, agency

Sequence Of Data: Occupational series, grade

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission, microfiche

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

RUN DATE XX/XX/XX ADAM0302 SEMI–ANNUAL REPORT OF SEPARATIONS, CAO PROMOTIONS & REASSIGNMENTS AS OF XX/XX/XX PERMANENT FULL–TIME PAGE 1

PART 1– ORGANIZATIONAL LEVEL, BY SERIES, BY GRADE

PAY GROUP– GS/GG DEPT AG U.S. DEPARTMENT OF AGRICULTURE
AGCY 28 PACKERS & STOCKYARD ADMIN.

SERIES GRADE	PFT #1 BOB RESIGNTNS NAC	#2 SEP–TRANS NO. NAC	#3 SEPRATNS– ALL OTHER NO. NAC	#4 RETIREMNT OPTIONAL NO. NAC	#5 RETIREMNT DISBILTY NO. NAC	#6 RETIREMNT ALL OTHER NO. 1–6	#7 TOT COL 7	#8 %RATE DIV PFT	#9 PROMOTIONS CAO–FROM NAC	#10# REASSIGNMT CAO–FROM NO. NAC	#11 TOT COL NO. 9–10	#12 %RATE 11 DIV PFT	#13 TOT COL 7&11	#14 %RATE 13 DIV PFT
0318	SECRETARY													
06	90199	1												
GR TOT	3	1					1	.3333					1	.3333
SER TOT	9	1					1	.1111					1	.1111
0511	AUDITING													
11	90199	1	90101 2		90885	2								
GR TOT	19	1	90199 2			2	5	.2631					5	.2631
09	90199	1												
GR TOT	6	1					1	.1666					1	.1666
SER TOT	38	2	2			2	6	.1578					6	.1578
ORG TOT	47	3	2			2	7	.0982					7	.0982

Exhibit 134

Semi-Annual (Or Annual) Report Of Special Employment Programs

Report Number: SRPR0904

Brief Description: Provides gain and loss activity for an agency's special employment programs. A total count of employees participating in this program is depicted for the beginning and ending dates of the reporting period.

Production Frequency: Semiannual/Annual (SF–113 cutoff)

Primary Sequence: Department, agency, POI

Sequence Of Data: Special employment programs

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

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

XX/XX/XX SRPR0904 SEMI–ANNUAL REPORT OF SPECIAL EMPLOYMENT PROGRAMS PAGE 1
REPORTING PERIOD:
FROM XX/XX/XX – XX/XX/XX DEPT U.S. DEPARTMENT OF AGRICULTURE
AGCY 03 AGR. RESEARCH SERVICE
POI 4860 BELTSVILLE, MD 20705

		******** GAINS **********			********** LOSSES **********			
	ON–BOARD (XX/XX/XX)	APPT	CONVERSIONS	OTHER	CONV TO CAREER SPEC AUTH	CONV TO CAREER–OTHER	OTHER	ON–BOARD (XX/XX/XX)
	A	B	C	D	E	F	G	H
HANDICAP PROGRAMS								
1. 700 HR	3				——	——		3
2. SCH A(U)	11			1				12
3. SCH A(T)	3			4				7
4. SCH B(K)					——	——		
SPECIAL EXCEPTED								
5. SCH A(X)					——	——		
6. SCH A(11)					——	——		
STUDENT PROGRAMS CO–OP								
7. SCH B(A)–BACH	23							23
8. SCH B(B)–GRAD	11							11
9. SCH B(C)–ASSOC								
10. SCH A(G)–ASSOC					——	——		
11. SCH A(Q)–ASSOC					——	——		
12. SCH A(G)–H.S.					——	——		
13. SCH A(Q)–H.S.					——	——		
STUDENT PROGRAMS OTHER								
14. FEDERAL JR. FELLOW	6							6
15. STAY IN SCHOOL	49			31	——	——		80
16. SUMMER AID	1				——	——		1
VETERAN PROGRAMS								
17. VRA	12			19		——		31
18. VRA–ELIGIBLE TEMP	2				——	——		2
19. VRA–ELIGIBLE TERM	1				——	——		1
20. VRA–ELIGIBLE TOTAL	3				——	——		3
21. DISABLED–VA TRNG PGM	1					——		1
22. 30 % DISABLED TEMP					——	——		
23. 30 % DISABLED TERM					——	——		
24. 30 % DISABLED TOTAL						——		
WORKER TRAINEE								
25. REGULAR JOB					——	——		
26. DEVELOPMENTAL JOB					——	——		
27. TOTAL					——	——		

Exhibit 135

Semi-Annual (Or Annual) Report On Accessions And Separations By Handicap

Report Number: SRPR0104

Brief Description: Provides the total number of accessions and separations for disabled veterans by handicap code. (NOTE: An annual report is also created that reflects the combined totals of the semiannual reports.)

Production Frequency: Semiannual/Annual (pay periods 5 and 18)

Primary Sequence: Department, agency

Sequence Of Data: Handicap code

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

XX/XX/XX SRPR0104 SEMI–ANNUAL REPORT ON ACCESSIONS AND SEPARATIONS BY HANDICAP PAGE 2

REPORTING PERIOD:
FROM XX/XX/XX/ – XX/XX/XX DEPT U.S. DEPARTMENT OF AGRICULTURE
AGCY 03 AGR. RESEARCH SERVICE

	ACCESSIONS				SEPARATIONS			
HANDICAP		DISABLED VETERANS				DISABLED VETERANS		
CODE	TOTAL	30%	OTHER	TOTAL	TOTAL	30%	OTHER	TOTAL
84	3				4			
86	4				4			
88	3				3		1	1
89	1							
90	1				2			
91	2	1		1				
93	2		1	1				
94	1				4			
TOTAL	1373	3	6	9	1264	1	9	10

Exhibit 136

Semi-Annual (Or Annual) Report On Cash Awards For Performance

Report Number: AECO1208 or AECO1210

Brief Description: Provides the number of performance cash awards received by sex, race, and national origin for each grade within each professional, administrative, technical, clerical, and other (PATCO) category.

Production Frequency: Semiannual/Annual (SF–113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, pay group

Sequence Of Data: Occupational group, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

XX/XX/XX/ AS OR XX/XX/XX AECO1208 SEMI–ANNUAL REPORT ON CASH AWARDS FOR PERFORMANCE WORLD–WIDE PAGE 3

EMPLOYMT GROUP– FULL–TIME PERMANENT EMPLOYEES

PAY GROUP– GS AND GG DEPT HOUSING AND URBAN DEVELOPMENT

AGCY– 83 HOUSING & URBAN DEVELOPMENT

OCCUPA GROUP &	NUMBER OF CASH AWARDS FOR PERFORMANCE												
	BLACK		HISPANIC		AM–IND/AK		ASIAN/PACI		WHITE		T O T A L		
GRADE	TOTAL*	FEMALE	TOTAL*	FEMALE	TOTAL*	FEMALE	TOTAL*	FEMALE	TOTAL*	FEMALE	TOTAL**	MINOR*	FEMALE
PROFESSIONAL													
12	1								2		3	1	
OCC GRP TOT	1								2		3	1	
ADMINISTRATIVE													
05	1	1			1	1			1	1	2	1	2
07									3	3	4	1	4
09									9	4	9		4
11	2	2	1		1		1	1	26	16	30	4	19
12	7	2	7	6			1		37	13	53	16	21
OCC GRP TOT	10	5	8	6	2	1	2	1	76	37	98	22	50
TECHNICAL													
05	1										1	1	
06	2	2	3	3					4	4	9	5	9
07	4	3	1	1					8	6	13	5	10
08			1	1							1	1	1
09	1	1									1	1	1
OCC GRP TOT	8	6	5	5					12	10	25	13	21
CLERICAL													
04	1	1	2	2	1	1			9	9	12	3	12
05	3	3	1	1					13	12	18	5	17
06			1	1	1	1			3	3	4	1	4
OCC GRP TOT	4	4	4	4					25	24	34	9	33
PAY GRP TOT	23	15	17	15	3	2	2	1	115	71	160	45	104

Exhibit 137

Semi-Annual (Or Annual) Report On Cash Awards For Suggestions

Report Number: AECO1208 or AECO1210

Brief Description: Provides the number of suggestion cash awards received by sex, race, and national origin for each grade within each professional, administrative, technical, clerical, and other (PATCO) category.

Production Frequency: Semiannual/Annual (SF–113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, pay group

Sequence Of Data: Occupational group, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Agency, organizational structure to the 4th level

XX/XX/XX/ AS OR XX/XX/XX AECO1208 SEMI–ANNUAL REPORT ON CASH AWARDS FOR SUGGESTIONS WORLD–WIDE PAGE 4
EMPLOYMT GROUP– FULL–TIME PERMANENT EMPLOYEES

PAY GROUP– GS AND GG DEPT U.S. DEPARTMENT OF COMMERCE

OCCUPA GROUP &	BLACK		HISPANIC		NUMBER OF CASH AWARDS FOR PERFORMANCE AM–IND/AK		ASIAN/PACI		WHITE		T O T A L		
GRADE	TOTAL*	FEMALE	TOTAL*	FEMALE	TOTAL*	FEMALE	TOTAL*	FEMALE	TOTAL*	FEMALE	TOTAL**	MINOR*	FEMALE
PROFESSIONAL													
09			1	1							1	1	1
11									6	2	6		2
12									1		1		
OCC GRP TOT			1	1					7	2	8	1	3
TECHNICAL													
06	1	1									1	1	1
07									1	1	1		1
08									1		1		
10									1		1		
OCC GRP TOT	1	1							3	1	4	1	2
CLERICAL													
04									3	3	3		3
05									1	1	1		1
OCC GRP TOT									4	4	4		4
CLERICAL													
04									3	3	3		3
05									1	1	1		1
OCC GRP TOT									4	4	4		4
PAY GRP TOT	1	1	1	1					14	7	16	2	9

Exhibit 138

Semi-Annual (Or Annual) Report On Quality Increases

Report Number: AECO1208 or AECO1210

Brief Description: Provides the number of quality increases received by sex, race, and national origin for each grade within each professional, administrative, technical, clerical, and other (PATCO) category.

Production Frequency: Semiannual/Annual (SF–113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, pay group

Sequence Of Data: Occupational group, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Agency, organizational structure to the 4th level

XX/XX/XX/ AS OR XX/XX/XX AECO1208 SEMI–ANNUAL REPORT ON QUALITY INCREASES WORLD–WIDE PAGE 3

EMPLOYMT GROUP– FULL–TIME PERMANENT EMPLOYEES

PAY GROUP– GS AND GG DEPT U.S. DEPARTMENT OF COMMERCE

AGCY– 55 INTERNATIONAL TRADE ADMIN

OCCUPA GROUP &	NUMBER OF QUALITY INCREASES											
	BLACK		HISPANIC		AM–IND/AK		ASIAN/PACI		WHITE		T O T A L		
GRADE	TOTAL*	FEMALE	TOTAL*	FEMALE	TOTAL*	FEMALE	TOTAL*	FEMALE	TOTAL*	FEMALE	TOTAL**	MINOR*	FEMALE
PROFESSIONAL													
12	2	2									2	2	2
OCC GRP TOT	2	2									2	2	2
ADMINISTRATIVE													
11									1		1		
12	4	3							4	3	8	4	6
13	1	1							1		2	1	1
OCC GRP TOT	5	4							6	3	11	5	7
TECHNICAL													
07	1	1									1	1	1
OCC GRP TOT	1	1									1	1	1
CLERICAL													
05	1	1									1	1	1
OCC GRP TOT	1	1									1	1	1
PAY GRP TOT	9	8							6	3	15	9	11

Exhibit 139

SES Recertification Notification

Report Number: AECO37VI

Brief Description: Provides a list of SES employees due to be recertified within 2 weeks of the "projected as of" date. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, SES Recertification Notification

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Agency

PREPARED XX/XX/XX AECO37V1 SES RECERTIFICATION NOTIFICATION – PROJECTED AS OF XX/XX/XX PAGE 1

* * SENSITIVE PERSONNEL DATA – USE IS RESTRICTED * *

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

EMPLOYEE NAME / SOC SEC NO	ORG. STRUCTURE 2 3 4	PAY PLAN	GRADE /STEP	DATE ENTERED SES POSITION	DATE OF LAST CERTIFICATION	TYPE APPOINTMENT CODE
BROWN, JOE						
007–07–0007	01 08 0020	ES	00/02	XX/XX/XX	XX/XX/XX	01
DOE, JOHN L						
005–05–0005	01 08 0020	ES	00/03	XX/XX/XX	XX/XX/XX	01
SMITH, MARY						
004–05–0004	01 08 0020	ES	00/01	XX/XX/XX	XX/XX/XX	01

Exhibit 140

Statement For Recipients Of 19XX Miscellaneous Or Interest Income Or Taxable Grants

Report Number: Form 1099

Brief Description: Provides a summary of miscellaneous, interest income, or taxable grants that the employee received during the calendar year. This report contains sensitive data; use is restricted.

Production Frequency: Annual (calendar year)

Primary Sequence: Department, agency

Sequence Of Data: N/A

Other Sources For This Report:: None

Available Media: Hard copy

Available Distribution Levels: N/A

U.S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
P O BOX 60000
NEW ORLEANS, LA 70160

FEDERAL IDENTIFYING NO. 72–0564834F
FORM 1099: STATEMENT FOR RECIPIENTS OF 19XX MISCELLANEOUS OR INTEREST INCOME OR TAXABLE GRANTS

RECIPIENT'S IDENTIFYING NO. 0009999999

JANE R DOE
1990 UNITED STATE ST.
WASHINGTON, D.C. 20250

TYPE INCOME	AMOUNT
NON–EMPLOYEE COMPENSATION	$650.00

THE ABOVE COMPENSATION REPRESENTS SERVICES PERFORMED
FOR THE FOLLOWING AGENCY OR AGENCIES:

NATIONAL FINANCE CENTER

(SEE OTHER SIDE FOR INSTRUCTIONS TO RECIPIENT)

Exhibit 141
Page 1

Statement Of Earnings And Leave

Report Number: AD–334

Brief Description: See description below

Production Frequency: Pay Period

Primary Sequence: N/A

Sequence Of Data: Transaction code

Other Source For This Report : None

Available Media: Hard copy

Available Distribution Levels: N/A

Description Of Statement. The biweekly Statement of Earnings and Leave (statement) provides a breakdown of the employee's gross pay and biweekly deduction for the pay period and cumulative amounts for the tax year. It also provides the individual's year-to-date leave status for the leave year and cumulative retirement deductions. Employees receive a statement each pay period. The statement is mailed to the residence address of each employee.

Description Of Each Item

The following provides an explanation of the items found on the statement. Each item is assigned a unique number that is documented and described in the following pages. All or a combination of the items may appear on the statement depending on the particular type of appointment (full-time or part-time), rate of pay (pay plan, grade, and step), prior Federal or trust occupational, tax exemption status, benefits, deductions, contributions, and pay and leave categories.

Illustration of the statement is on page 149.10.

Descriptions of each time are as follows:

1 **Agency Name**. The employee's agency name. This item is shown as it appears on the Table Management System (TMGT) Table 023, Agency/Bureau.

2 **ZIP Code**. The postal ZIP Code of the employee's address as it appears on the Information/Research Inquiry System (IRIS) Program 124, Address/Check Information.

3 **Social Security Numbe**r. The employee's social security number

4 **Pay Period Date**. The beginning and ending date of the pay period as they appear on TMGT Table 028, Pay Periods and Corresponding Dates By Year.

5 **P/P**. The pay period that is covered by the statement as it appears on PINQ Program 032, Payroll Listing.

6 **T&A Contact Point**. The employee's T&A contact point as it appears on IRIS Program 124.

7 **Acct Stat.** The employee's accounting station.[1]

8 **Organizational Structure**. The employee's organizational structure.[1]

9 **Persnl Office**. The employee's Personnel Office Identifier (POI).[1]

10 **Pay Plan**. The employee's pay plan.[1]

11 **Gr**. The employee's grade.[1]

12 **Step**. The employee's step.[1]

13 **Salary**. The employee's adjusted salary[1], consisting of the rate of annual basic pay and locality comparability payments for the current year. Administratively Uncontrollable Overtime (AUO), availability pay, and stand-by pay amounts are obtained from the Payroll Processing System (PAYE) as of the current pay period.

14 **Rate**. The employee's salary rate code.[1]

15 **Type Emp**l. The employee's type of employment.

16 **SCD For Leave**. The employee's service computation date (SCD) for leave as it appears on IRIS Program 122, SF–50B Data Elements.

17 **Ret Deduction This Appointment**. The employee's retirement deductions for the current appointment as it appears on IRIS Program 117, Retirement Data.

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[1] This item is shown as it appears on the Information/Research Inquiry System (IRIS) Program 101, Salary Data.

18 Item (Code and Description) (transaction code and description). The transaction code and description of each item as they appear on TMGT Table 032, transaction Codes. Valid codes and descriptions are:

Transaction Code	Transaction Suffix	Description
01	00	Regular Time
	05	Regular Additional Duty Worked at Basic Rate
	07	Regular Scuba Diving 175%
	08	Regular Scuba Diving 200%
	09	Training
03	00	Interest on Back Pay
	02	Compensatory Damages (non-taxable)
	03	Miscellaneous Non-Taxable Payments
	04	Death Gratuity Payments
04	00	Sunday Differential
	07	Sunday–Scuba Diving 175%
	08	Sunday–Scuba Diving 200%
	50	Sunday Differential at 50%
05	00	Sunday Differential With Night Differential
11	00	Night Differential
	05	Night Differential at 15% (Salary and Expenses (S&E) and Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA))
	10	Night Differential at 20% (S&E and COBRA)
	15	Night Differential at 15%
	20	Night Differential at 20%
	50	Night Differential at 50%
12	00	Night Differential on Compensatory Time
13	00	Night Differential on Sunday Double Time

Transaction Code	Transaction Suffix	Description
14	00	Hazard Pay Differential
15	00	Environmental Differential
	01	Regional Pay Differential
	02	Longevity Pay
	03	Fringe
	04	Geographic Pay Differential
16	00	Other pay
	01	Penalty Pay Regular
	02	Penalty Pay Premium
	03	Scuba Diving
	05	Tank Cleaning Oil Regular
16	06	Tank Cleaning Oil Premium
	07	Launch Operations
	08	Dirty Work Regular
	09	Dirty Work Premium
17	00	Commute Use Government Auto
	01	Sales Commissions
	02	Earned Income Credit
	03	Severance Pay
	04	Incentive pay
	05	Ship Inspection Overtime Pay
	06	Services/Payments
	07	Tips/Cash/Interest Kind
	08	Fringe Benefits
	09	Parking – Fringe Benefits
	10	Transit – Fringe Benefits
	11	FLSA Meal Periods
	12	FLSA Other Travel
	13	FLSA Training
	14	FLSA UD Roll Call
	15	FLSA Home to Work Travel
	16	FLSA Other Hours
	17	Suffered and Permitted Duty

Transaction Code	Transaction Suffix	Description
	33	Non-Reimbursable Inspectional Overtime
	34	Inspectional Overtime – COPR
	36	Inspectional Overtime – Ad Valorem
	37	Inspectional Overtime for Continuation of Pay
	38	1911 – Hours Intermittent
	40	Insurance 1031 Act O/T – Air/Sea Weekdays
	41	Insurance 1031 Act O/T –Land Border Weekday
	42	Insurance 1031 Act O/T – Not Worked
	43	Insurance 1031 Act O/T Air/Sea Sunday/Holiday
	44	Insurance 1031 Act O/T Land Border Sunday/Holiday
	45	Continuation of Pay
	46	Military or Court Leave
	50	Travel Reimbursements
18	00	Overtime Grain Appeal
19	00	Overtime Over 8 Hours
	07	Overtime Over 8 Hours – Scuba Diving 175%
	08	Overtime Over 8 Hours – Scuba Diving 200%
21	00	Overtime Over 40 Hours
	07	Overtime Over 40 Hours – Scuba Diving 175%
	08	Overtime Over 40 Hours – Scuba Diving 200%
	20	OT Paid at Double Rate
	22	Call Back OT Double Rate
	30	Commute OT Triple Rate
22	00	Overtime Double for Sunday Work

Transaction Code	Transaction Suffix	Description
23	00	Overtime Travel Under FLSA
24	00	Overtime Travel Under Title V
25	00	Overtime Over 40 With Night Differential
26	00	Overtime Over 8 With Night Differential
27	00	Overtime Plus 10% of Overtime Rate
29	00	Credit Hours Worked
30	00	Overtime Call Back No Work Performance
31	00	Holiday Worked
	07	Holiday – Scuba Diving 175%
	08	Holiday – Scuba Diving 200%
	10	Holiday Pay Regular Rate
32	00	Compensatory Time Earned
	77	Compensatory Time Used
33	00	Overtime Call Back No Work on Sunday
34	00	FLSA
	01	Back Pay on FLSA
35	00	Union/Contract Negative
	05	Union/Contract Negative +15% (S&E and COBRA)
	10	Union/Contract Negative +20% (S&E and COBRA)
	15	Union/Contract Negative +15%
	20	Union/Contract Negative +20%
	50	Union/Contract Negative +50%
36	00	Union/Midterm Negative
	05	Union/Midterm Negative +15% (S&E and COBRA)
	10	Union/Midterm Negative +20% (S&E and COBRA)
	15	Union/Midterm Negative +15%
	20	Union/Midterm Negative +20%

Exhibit 141
Page 4

Transaction Code	Transaction Suffix	Description
	50	Union/Midterm Negative +50%
37	00	Union/Ongoing Labor Management Relations (LMR) Act
	05	Union/Ongoing LMR Act +15% (S&E and COBRA)
	10	Union/Ongoing LMR Act +20% (S&E and COBRA)
	15	Union/Ongoing LMR Act +15%
	20	Union/Ongoing LMR Act +20%
	50	Union/Ongoing LMR Act +50%
38	00	Union/Grievance/Appeal Rep
	05	Union/Grievance/Appeal Rep + 15% (S&E and COBRA)
	10	Union/Grievance/Appeal Rep + 20% (S&E and COBRA)
	15	Union/Grievance/Appeal Rep + 15%
	20	Union/Grievance/Appeal Rep + 20%
	50	Union/Grievance/Appeal Rep + 50%
39	00	Shore Leave Earned
40	00	Home Leave Earned
41	00	Standby – AUO Available
42	00	Lump-Sum Payment for Annual Leave
	01	Thru Date (Mo-Da-Yr)
	02	Holiday Hours Included
43	00	Compensatory Time Paid
44	00	Cash Award
	04	Spot Award
	05	Compensatory Damages (Taxable)
	06	PFP Bonus Award
	07	Performance Bonus
	08	PMRS Performance Award

Transaction Code	Transaction Suffix	Description
	09	Lump Sum Payout
	10	Separation Incentive
45	00	Cost of Living Allowance
	01	Begin Cost of Living Allowance
46	00	Post Differential
	01	Begin Post Differential
47	00	Stop Cost of Living Allowance
48	00	Stop Post Differential
49	00	Remote Worksite Allowance
	01	Horse Allowance
	02	Travel Allowance
	03	Quarters Allowance Not Taxable
	04	Quarters Allowance Taxable
	05	Non-Watch Standard Allowance/ Month Living Support
	06	Relocation Allowance Subject to Withholdings
	07	Relocation Allowance Not Subject to Withholdings
	08	Reassignment Allowance
	09	Danger Pay Allowance
	16	Relocation Allowance Subject to Withholdings
	17	Relocation Allowance Not Subject to Withholdings
50	00	Credit Hours
51	00	Comparability Allowance
	01	Uniform Allowance (Taxable)
	02	Separate Maintenance Allowance Not Taxable
	03	Separate Maintenance Allowance Taxable
	04	Post Allowance
	05	Education Allowance
	06	Foreign Language Allowance

Exhibit 141
Page 5

Transaction Code	Transaction Suffix	Description
	07	Recruitment Incentive (Taxable)
	08	Uniform Allowance (Tax Exempt)
	09	Supervisory Differential
52	00	Retention Allowance
	01	Recruitment Allowance
	02	Relocation Allowance
	03	Regular Time Hazardous Pay
59	00	Shore Leave
	03	Shore Leave – Third Shift
	04	Shore Leave – Varied Shifts
	05	Shore Leave – Sunday Differential at First Shift
	06	Shore Leave – Sunday Differential at Second Shift
	07	Shore Leave – Sunday Differential at Third Shift
60	00	Compensatory Time Used – Religious Observance
	05	Compensatory Time Used – Religious Observance With 15% Night Differential (S&E and COBRA)
	10	Compensatory Time Used – Religious Observance With 20% Night Differential (S&E and COBRA)
	15	Compensatory Time Used – Religious Observance 15%
	20	Compensatory Time Used – Religious Observance 20%
	50	Compensatory Time Used – Religious Observance 50%
61	00	Annual Leave
	03	Annual Leave – 3rd Shift
	04	Annual Leave – Varied Shifts
	05	Annual Leave With 15% Night Differential (S&E and COBRA)

Transaction Code	Transaction Suffix	Description
	06	Annual Leave – Sunday Differential at Second Shift
	07	Annual Leave – Sunday Differential at Third Shift
	10	Annual Leave With 20% Night Differential (S&E and COBRA)
	15	Annual Leave With 15% Night Differential
	20	Annual Leave With 20% Night Differential
	50	Annual Leave With 50% Night Differential
62	00	Sick Leave
	03	Sick Leave – 3rd Shift
	04	Sick Leave – Varied Shifts
	05	Sick Leave With 15% Night Differential (S&E and COBRA)
	06	Sick Leave – Sunday Differential at Second Shift
	07	Sick Leave – Sunday Differential at Third Shift
	10	Sick Leave With 20% Night Differential (S&E and COBRA)
	15	Sick Leave With 15% Night Differential
	20	Sick Leave With 20% Night Differential
	50	Sick Leave With 50% Night Differential
63	00	Restored Annual Leave
	03	Restored Annual Leave – 3rd Shift
	04	Restored Annual Leave – Varied Shifts
	05	Restored Annual Leave (S&E and COBRA) With 15% Night Differential
	06	Restored Annual Leave – Sunday Differential at Second Shift

Exhibit 141
Page 6

Transaction Code	Transaction Suffix	Description
	07	Restored Annual Leave – Sunday Differential at Third Shift
	10	Restored Annual Leave With 20% Night Differential (S&E and COBRA)
	15	Restored Annual Leave With 15% Night Differential
	20	Restored Annual Leave With 20% Night Differential
	50	Restored Annual Leave With 50% Night Differential
64	00	Compensatory Leave
	01	Wage Grade Employees – 1st Shift
	02	Wage Grade Employees – 2nd Shift
	03	Wage Grade Employees – 3rd Shift
	04	Wage Grade Employees – Varied Shifts
65	00	Regular Military Leave
	03	Regular Military Leave – 3rd Shift
	04	Regular Military Leave – Varied Shifts
	05	Regular Military Leave With 15% Night Differential (S&E and COBRA)
	06	Regular Military Leave – Sunday Differential at Second Shift
	07	Regular Military Leave – Sunday Differential at Third Shift
	10	Regular Military Leave With 20% Night Differential (S&E and COBRA)
	15	Regular Military Leave With 15% Night Differential
	20	Regular Military Leave With 20% Night Differential

Transaction Code	Transaction Suffix	Description
	50	Regular Military Leave With 50% Night Differential
66	00	Other Leave
	03	Other Leave – 3rd Shift
	04	Other Leave – Varied Shifts
	05	Other Leave With 15% Night Differential (S&E and COBRA)
	06	Other Leave – Sunday Differential at Second Shift
	07	Other Leave – Sunday Differential at Third Shift
	10	Other Leave With 20% Night Differential (S&E and COBRA)
	15	Other Leave With 15% Night Differential
	20	Other Leave With 20% Night Differential
	50	Other Leave With 50% Night Differential
	61	Time Off Awards
67	00	Injury Leave
	03	Injury Leave – 3rd Shift
	04	Injury Leave – Varied Shifts
	05	Injury Leave With 15% Night Differential (S&E and COBRA)
	06	Injury Leave – Sunday Differential at Second Shift
	07	Injury Leave – Sunday Differential at Third Shift
	10	Injury Leave With 20% (S&E and COBRA)
	15	Injury Leave With 15% Night Differential
	20	Injury Leave With 20% Night Differential
	50	Injury Leave With 50% Night Differential

Exhibit 141
Page 7

Transaction Code	Transaction Suffix	Description
68	00	Emergency Military Leave
	03	Emergency Military Leave – 3rd Shift
	04	Emergency Military Leave – Varied Shifts
	05	Emergency Military Leave With 15% Night Differential (S&E and COBRA)
	06	Emergency Military Leave Sunday Differential at 2nd Shift
	07	Emergency Military Leave Sunday Differential at 3rd Shift
	10	Emergency Military Leave With 20% Night Differential (S&E and COBRA)
	15	Emergency Military Leave With 15% Night Differential
	20	Emergency Military Leave With 20% Night Differential
	50	Emergency Military Leave With 50% Night Differential
69	00	Home Leave
	03	Home Leave – Third Shift
	04	Home Leave – Varied Shift
	05	Home Leave With 15% Night Differential (S&E and COBRA)
	06	Home Leave – Sunday Differential at Second Shift
	07	Home Leave – Sunday Differential at Third Shift
	10	Home Leave With 20% Night Differential (S&E and COBRA)
	15	Home Leave With 15% Night Differential
	20	Home Leave With 20% Night Differential
	50	Home Leave With 50% Night Differential
70	00	Logging-Forfeiture of Pay

Transaction Code	Transaction Suffix	Description
71	00	Leave Without Pay
72	00	Absence Without Official Leave
73	00	Suspension
74	00	Furlough
75	00	Retirement at 7%
	01	Retirement at 7.5%
	02	Retirement at 8%
	03	Retirement at 1.30%
	04	Retirement Other
	05	Thrift Savings – FERS
	06	Thrift Savings – CSRS
	07	Thrift Savings – Other
	08	Panama Social Security
	09	Panama Social Security Health
	10	Retirement at 7% (Tax Deferred)
	11	Retirement at 7.5% (Tax Deferred)
	12	Retirement at 8% (Tax Deferred)
	13	Retirement at 1.30% (Tax Deferred)
	14	Retirement Other (Tax Deferred)
	15	Thrift Savings – FERS Tax Deferred
	16	Thrift Savings – CSRS Tax Deferred
	17	Thrift Savings – Other Tax Deferred
	20	D.C. Retirement
	21	COVA Judges Retirement at 1%
	22	COVA Judges Retirement at 1% Plus Spouse at 3.5%
76	00	Social Security (OASDI)
	10	Social Security Tax – – Travel
	99	Social Security (OASDI) – Rate Change

Exhibit 141
Page 8

Transaction Code	Transaction Suffix	Description
77	00	Federal Tax Exemption
	01	Extra Federal Tax
	10	Federal Tax Exemption – Travel
	99	Federal Tax Formula Change
78	00	State Tax Exemption
	01	Extra State Tax
	02	Panama Income Tax
	03	Panama Education tax
	04	Old Fund Liability Tax
	10	State Tax Exemption – Travel
	99	State Tax Formula Change
79	00	City Tax Exemption
	01	Extra City Tax
	99	City Tax Formula Change
80	00	County Tax Exemption
	01	Extra County Tax
	99	County Tax Formula Change
81	00	Federal Employees Group Life Insurance (FEGLI) Coverage
	09	Life Insurance Coverage – Non-Federal
	17	Vol Accidental Death Dismemberment Coverage
	99	Rate Change
82	00	Optional FEGLI – Age Bracket
	09	Optional Insurance – Age Bracket
	10	24 Hour Accidental
	99	Rate Change
83	00	Federal Employees Health Benefits (FEHB) Enrollment Code
	09	Health Insurance Enrollment Code – Non-Federal
	99	Rate Change
84	00	Savings Bonds
	01	New Bond Authority

Transaction Code	Transaction Suffix	Description
	03	Deduction Increase
	04	Deduction Decrease
	05	Bond Canceled
	10	Bond Carryover Refund
85	00	Charitable Contributions
86	00	Commissary
87	00	Union Dues
	01	Association Dues
	03	Revocation Received
	04	Dues Withholding Ceased
	05	Insufficient Wages for Dues
	08	Union Local Canceled
	13	Adjustment to Dues Deducted
	14	Dues Change
	15	Miscellaneous Fees/Dues
88	00	Savings Account
	40	Thrift Savings Plan (TSP) Loan Repayment (Federal)
	50	TSP Loan Repayment (Non-Federal)
89	00	Imprest Fund
90	00	Travel Advance Collections
91	00	Quarters
	01	Quarters – Not Taxable
	02	Quarters – Taxable
93	10	Flexfund Dependant Care Account (DCA)
	11	Flexfund Health Care Account (HCA)
94	00	CSR Military Service Deposits
95	00	CSR Civilian Service Deposits
97	00	Medicare Hospital Insurance Tax (HITS)
	10	Medicare tax – – Travel
	99	Hospital Insurance Tax (Rate Rev)

Transaction Code	Transaction Suffix	Description
98	00	TSP Collection – Miscellaneous
	34	TSP Collection – Repayment
	35	TSP Collection Tax Deferred
99	00	Miscellaneous Deduction
	01	Salary Overpayment
	02	Duplicate Salary Payment
	03	Salary Advance Collection
	04	Lump Sum Overpayment
	05	Lump Sum Recovery
	06	Overdrawn Leave
	07	Paid Leave to LWOP
	08	Forfeiture of Pay
	09	Collection for Quick Service
	15	Salary Description
	16	Salary Overpayment
	20	Adjustment FICA and Retirement
	21	FEHB
	22	FEGLI
	23	Quarters
	24	Quarter (Not Taxed)
	25	Meals
	26	Commissary
	27	Child Support/Alimony
	28	LWOP–FEHB
	29	Credit Net Pay
	30	Bankruptcy
	31	Delinquent Loans
	32	Occupational Privilege Tax
	33	Educational Loans
	34	Thrift Savings
	35	Smithsonian Life Insurance (Nonpay Status)
	40	Tax Levy

Transaction Code	Transaction Suffix	Description
	41	Travel Advance
	42	Property Loss
	43	Subsistence
	44	Personal Phone Calls
	45	Parking Fees
	46	Jury Fees Recovery
	47	Moving Expenses Recovery
	48	Duplicate Savings Allotment
	49	Travel Overpayment
	50	Commercial Garnishments
	60	Discretionary Allotment Paid Biweekly
	61	Discretionary Allotment Paid Monthly
	70	Special Deduction
	75	SPPS Death and Indebtedness
	81	Revocation of Authorization
	82	Change/Correction to Authorization
	83	New Authorization
	85	Transfer-In
	87	Allotment Revocation
	90	Miscellaneous Deduction
	91	Miscellaneous Collection
	92	Noncash Fringe Benefit
	93	Unif-Suc-COLA Deduction
	94	CSR Military Service Deposits
	95	CSR Civilian Service deposits
	96	FERS Military Service Deposits

19 Hours (1st Wk). The number of hours worked and the number hours of leave used in each category during the first week of the pay period.

20 Hours (P/P). The number of hours worked and the number of hours of leave used in each category during the pay period as it appears on PINQ Program 032, Payroll Listing.

18 **Hours (Yr. To Date)**. The number of hours used year-to-date for regular time and/or each leave category as it appears on IRIS Program 136, Annual/Sick Leave, or 138, Other leave.

19 **Amount (1st Wk).** The amount paid in the first week of the pay period.

20 **Amount (P/P). The** The amount paid in the pay period as it appears on PINQ Program 032, Payroll Listing.

21 **Amount (Yr. To Date).** The amount paid or withheld year-to-date.

22 **Gross Pay (P/P)**. The amount[1] of gross pay for the pay period.

23 **Gross Pay (Yr. To Date**). The amount of gross pay year-to-date as it appears on IRIS Program 103,Salary YTD Date.

24 **Routing No**. The routing number of the financial institution where the employee's net pay is deposited as it appears on IRIS Program 124.

25 **Net Pay (P/P).** The amount[1] of net pay for the pay period.

26 **Net Pay (Yr. To Date)**.The amount[1] of net pay year-to-date. **Note:** The amount of the debt for a separated employee is deducted from the net pay amount.

27 **Bond Account (Auth No)**. The authorization number of the savings bond.

28 **Bond Account (Denomination**). The denomination of the savings bond.

29 **Bond Account (Deduction).** The amount of the deduction of each savings bond for the pay period.

30 **Bond Account (Balance Avail).** The amount applied to the purchase price of the savings bond.

31 **Bond Account (Balance Avail).** The number[2] of each savings bond issued during the pay period.

32 **Bond Account (Issue Date).** The issue date[2] of each savings bond.[1]

33 **Year To Date Leave Status (Type).** The type of leave accrued year-to-date.

34 **Year To Date Leave Status (Accrued).** The number of hours of leave accrued year-to-date.

35 **Year To Date Leave Status (Used).** The number of hours used year-to-date.

36 **Year To Date Leave Status (Balance).** The balance available for each type of leave year-to-date.

37 **Year To Date Leave Status (Projected Use or Lose).** The projected number of hours of use-or-lose annual leave.

38 **Pt. Hrs Unapp (Part-time Hours Unapplied).** The number of unapplied hours at the end of a pay period for a part-time employee.

39 **Max. C/O (Maximum Carrover).** the maximum number of annual leave carryover hours for the year.

40 **Leave Category.** The leave category for the employee.

41 **Remarks**. The remarks designated by his/her agency or NFC to advise an employee of changes in the statement or other pertinent information.

42 **Bar Code.** The code used by the U.S. Post Office to sort and deliver mail.

43 **Tray Number.** The number of the tray that the employee's statement is placed in for transportation to the post office. This number is used to trace delivery and mail problems.

44 **Statement Number.** The employee's earnings statement number within the mailing tray. Like the tray number, this number is used to trace delivery and mail problems.

45 **Agency Code**. The employee's agency code.

46 **Personnel Office Identifier (POI0.** The employee's POI.

47 **Name and Address**. The name and address of the employee as it appears on IRIS Program 124.

---

1 This item is shown as it appears on PINQ Program 32, Payroll Listing.

2 This item is shown as it appears on IRIS PROGRAM 108, Bonds.

3 This item is shown as it appears on IRIS Program 136, Annual/Sick Leave, or 138, Other leave.

4 This item is shown as it appears on IRIS Program 101.

Exhibit 141
Page 11

Example Of Statement Of Earnings And Leave

AGENCY NAME: NATIONAL FINANCE CENTER

FORM AD–334 USDA (REV. 6/94)

SOCIAL SECURITY NO	PAY PERIOD DATE (MO DAY YR / MO DAY YR)	P/P	T/A CONTACT POINT	ACCT STAT		PERSNL OFFICE	PAY PLAN	GR	STEP
000 00 0000	XX XX XX / XX XX XX	XX	90 22 1690 01 01	0010	90 70 01 0000	5317	GS	07	09

SALARY	RATE	TYPE EMPL	SCD FOR LEAVE	RET. DEDUCTIONS THIS APPOINTMENT
23 254 00	PA	F/T	06 24 58	18 981 81

STATEMENT OF EARNINGS AND LEAVE

EARNINGS AND DEDUCTIONS

ITEM CODE	DESCRIPTION	HOURS	P/P	YR. TO DATE	AMOUNT	P/P	YR. TO DATE
01	REGULAR TIME	* *	16 00	798 25	* *	178 24	8 880 41
34	FLSA						17 60
44	CASH AWARD		12 00				1 000 00
61	ANNUAL LEAVE			99 75		623 84	1 105 38
62	SICK LEAVE		56 00	4 25			47 35
64	COMPENSATORY LEAVE			1 75			19 50
66	OTHER LEAVE			46 00		69 12	566 16
21	OVERTIME – PREMIUM RATE		4 00	10 00		20 00	50 00
17 42	'31 ACT O/T NOT WORKED		4 00	5 50			91 91
****	***** PAY PERIOD HOURS & GROSS PAY *****		92 00			891 20	11 778 31
						62 38	746 77
75	RETIREMENT @ 7%					66 84	200 52
75 16	THRIFT SAVINGS - CSRS TAX DEF						
	* AMT BASED ON 891.20					137 16	1 686 40
77	FEDERAL TAX EXEMPTS S00					20 00	240 00
	EXTRA FEDERAL TAX					22 81	321 80
78	ST TAX LA EXEMPTS 000					4 81	57 54
81	FEGLI - COVERAGE $26000					8 53	100 45
83	FEHBA - ENROLL CODE 104					50 00	487 50
84	SAVINGS BOND					4 99	59 75
85	CHARITABLE CONTRIBUTNS					7 00	84 00
87	UNION/ASSOCIATION D2718					25 00	300 00
88	SAVINGS ACCT 3685					12 92	170 51
97	MEDICARE TAX WITHHELD						
****	********** TOTAL DEDUCTIONS **********					422 44	4 455 24
****	********** NET PAY **********					468 76	7 323 07
****	DD/EFT ROUTING NO. XXXXXXXXX						

BOND ACCOUNT

AUTH. NO.	DENOMINATION	DEDUCTION	BALANCE AVAIL.	NO. ISSUED	ISSUE DATE
1	100	50 00		1	XX XX

YEAR TO DATE STATUS

TYPE	ACCRUED	USED	BALANCE	PROJECTED USE OR LOSE	PT. HRS. UNAPP.	MAX. C/O
ANN	88 00	81 50	246 50	126 50		240 00
SICK	44 00	4 25	1363 00			LEAVE CATEG
COMP	1 75	1 75				8

REMARKS

NAME AND ADDRESS

▶ OFFICIAL PAY DATE XX/XX/XX ◀

Jane Smith
000 Rose Street
New Orleans, LA XXXXX

Exhibit 142

Student Employment Report By Occupational Series

Report Number: SRPR0502–A

Brief Description: Provides additional Office of Personnel Management (OPM) required information on student employment programs.

Production Frequency: Annual (fiscal year)

Primary Sequence: Department

Sequence Of Data: Occupational series group

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department

XX/XX/XX SRPR0502–A STUDENT EMPLOYMENT REPORT BY OCCUPATIONAL SERIES PAGE 1
REPORTING PERIOD:
FROM XX/XX/XX – XX/XX/XX DEPT U.S. DEPARTMENT OF AGRICULTURE

OCC SERIES GROUP	COOPERATIVE EDUCATION GRADUATE	BACCALAUREATE	ASSOCIATE	JUNIOR FELLOW
0000–0099	2	52	3	8
0100–0199	2	7		
0200–0299		2	1	
1700–1799		1		
1800–1899		2		

Exhibit 143

Student Employment Report Of Work Sites By State

Report Number: SRPR0502–B

Brief Description: Provides an outline of data on student employment required by OPM.

Production Frequency: Annual (fiscal year)

Primary Sequence: Department

Sequence Of Data: Duty station

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department

XX/XX/XX SRPR0502–B STUDENT EMPLOYMENT REPORT OF WORKSITES BY STATE PAGE 1
REPORTING PERIOD:
FROM XX/XX/XX – XX/XX/XX DEPT U.S. DEPARTMENT OF AGRICULTURE

DUTY STATION STATE AND CITY		COOPERATIVE EDUCATION GRADUATE	BACCALAUREATE	ASSOCIATE	JUNIOR FELLOW
RQ	PR				
0830	RIO PIEDRAS	XX			
01	AL				
2150	MOULTON			XX	
2910	TALLADEGA			XX	
3299	WING			XX	

Exhibit 144

Summary Of Accomplishments In Affirmative Action Program For Employment Of Individuals With Disabilities

Report Number: SRPR3704

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the work force at the beginning and end of the fiscal year, the year-to-date accessions and reassignment gains, the year-to-date separations and reassignment losses, appointment conversion gains and losses, and the percentage of representation by handicap category. Reports are also provided for both the permanent and temporary work forces.

Production Frequency: Annual (fiscal year)

Primary Sequence: Department, agency, employment group

Sequence Of Data: Disability category

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Agency, organizational structure to the 5th level

XX/XX/XX SRPR3704 SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT OF INDIVIDUALS PAGE 1
REPORTING PERIOD: WITH DISABILITIES EEO–MD–713, EEOC FORM 440 PERMANENT WORKFORCE
FROM XX/XX/XX – XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE
AGCY XX

CATAGORY	ON BOARD XX/XX/XX		ON BOARD XX/XX/XX		ACCESSIONS/ REAS. GAINS		SEPARATIONS/ REAS. LOSSES		APPT CONV GAINS		APPT CONV LOSSES	
	#	%	#	%	#	%	#	%	#	%	#	%
TOTAL WORKFORCE	812	100.00	801	100.00	29	100.00	55	100.00	16	100.00	1	100.00
NOT IDENTIFIED (00,01)	149	18.35	146	18.23			5	9.09	2	12.50		
NO DISABILITIES (04,05)	637	78.45	628	78.40	28	96.55	47	85.45	11	68.78	1	100.00
DISABILITIES REPORTED (06, 13–94)	26	3.20	27	3.37	1	3.45	3	5.45	3	18.75		
TOTAL TARGETED DISABILITIES	6	.74	9	1.12					3	18.75		
LISTED BELOW:												
DEAFNESS (16,17)												
BLINDNESS (23,25)												
MISSING EXTREMITIES (28, 32–38)	1	.12	2	.25					1	6.25		
PARTIAL PARALYSIS (64–68)	2	.25	2	.25								
COMPLETE PARALYSIS (71–78)	2	.25	2	.25								
CONVULSIVE DISORDERS (82)												
MENTAL RETARDATION (90)	1	.12	2	.25					1	6.25		
MENTAL ILLNESS (91)			1	.12					1	6.25		
DISTORTION OF LIMBS/SPINE (92)												

Exhibit 145

Summary Report Of Use Of Delegations Of Personnel Authorities, Alphabetic By Agency

Report Number: ADAM3004

Brief Description: Provides a summary listing of selected authorities in agency and authority order.

Production Frequency: Semiannual (fiscal year)

Primary Sequence: Department, agency

Sequence Of Data: Authority, POI

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department, agency

ADAM3004 SUMMARY REPORT OF USE OF DELEGATIONS OF PERSONNEL AUTHORITIES, ALPHABETIC BY AGENCY DATE XX/XX/XX
FOR THE PERIOD XX/XX/XX THRU XX/XX/XX
U S DEPARTMENT OF AGRICULTURE
FARMERS HOME ADMINISTRATION

AUTHORITY	EMP OFFICE	NUMBER
REG 315.704	4917	4
REG 315.704	4925	1
REG 315.704	4952	3
REG 315.704	4953	1
AUTHORITTY TOTAL		9
SCH A 213.3102 (U)	5124	1
AUTHORITY TOTAL		1

Exhibit 146

Summary Report Of Use Of Delegations Of Personnel Authorities, By Authority

Report Number: ADAM3003

Brief Description: Provides a summary listing of selected authorities in authority and agency order.

Production Frequency: Semiannual (fiscal year)

Primary Sequence: Department

Sequence Of Data: Authority, agency, POI

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department

ADAM3003 SUMMARY REPORT OF USE OF DELEGATIONS OF PERSONNEL AUTHORITIES, BY AUTHORITY DATE XX/XX/XX
FOR THE PERIOD XX/XX/XX THRU XX/XX/XX

U S DEPARTMENT OF AGRICULTURE

AUTHORITY	AGENCY ABBR	EMP OFFICE	NUMBER
REG 315.704	FMHA	4917	4
REG 315.704	FMHA	4925	1
REG 315.704	FMHA	4952	3
REG 315.704	FMHA	4953	1
AGENCY TOTAL			9
REG 315.704	FS	5124	1
AGENCY TOTAL			1
AUTHORITY TOTAL			10

Exhibit 147

Supervisory Or Managerial Probationary Period Report

Report Number: AD–773

Brief Description: Provides documentation of the supervisor's evaluation of the employee's performance while serving a probationary period as a permanent first-time supervisor or manager.

Production Frequency: Pay Period

Primary Sequence: N/A

Sequence Of Data: N/A

Other Sources For This Report:: RFQS, Supervisory Or Managerial Probationary Period Report

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Agency

UNITED STATES DEPARTMENT OF AGRICULTURE

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

SUPERVISORY OR MANAGERIAL PROBATIONARY PERIOD REPORT

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

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

9 AGENCY CODE	10 ORGANIZATIONAL STRUCTURE CODE	11 OFFICIAL DUTY STATION

SEE REVERSE OF FORM BEFORE COMPLETING FOLLOWING ITEMS

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

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

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

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

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

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

EMPLOYEE'S COPY

FORM AD – 773 (5/80)

Exhibit 148

TAPER And Status Quo Employees Approaching Eligibility For Conversion To Career

Report Number: AECO37T6

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

Production Frequency: Pay Period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, TAPER And Status Quo Employees Approaching Eligibility For Conversion To Career

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

PREPARED XX/XX/XX AECO37T6 TAPER AND STATUS QUO EMPLOYEES APPROACHING ELIGIBILITY PAGE 1
FOR CONVERSION TO CAREER - AS OF XX/XX/XX

AG 11 11 FOREST SERVICE EMP OFF 5130 ROSEBURG, OR

EMPLOYEE NAME	SOCIAL SECURITY NUMBER	ORG. STRUCTURE 2	3	4	TYPE APPT	BEGINNING DATE TOWARD CAREER	TYPE EMP	EXCESS AWOP	INT DAYS	F/T P/T DAYS	DUTY STATION ST	CITY CTY	PAY PLAN	GRADE	STATUS QUO
WILSON, BRIAN J	111-11-1111	06 0002	15		03	06/24/84	INT	0000	000	000	41	2075 019	GS	03 03	0
EMPLOYING OFFICE TOTAL	1														

Exhibit 149

Temporary Employees – FEHB Coverage Eligibility

Report Number: AECO37U4

Brief Description: Provides the date that certain temporary employees will become eligible to participate in the Federal Employees Health Benefits (FEHB) Program. It is produced 2 pay periods in advance of the FEHB eligibility pay period. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Temporary Employees–FEHB Coverage Eligibility

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

PREPARED XX/XX/XX AECO37U4 TEMPORARY EMPLOYEES – FEHB COVERAGE ELIGIBILITY – AS OF XX/XX/XX PAGE 1

* * SENSITIVE PERSONNEL DATA – USE IS RESTRICTED * *

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

EMPLOYEE NAME / SOC SEC NO	ORG. STRUCT 2 3 4	TYPE APPT	TYPE EMPLOY	DATE ELIGIBLE	DUTY STATION CITY/STATE / D S CODES		PAY PLAN	GRADE/ STEP	OCC SERIES	FEHB TEMP SCD
DOE, JANE R					DURANT	OK				
000–11–3344	60 62 6220	09	INT	XX/XX/XX	40 1430 013		GS	02 01	1311	XX/XX/XX
SMITH, JOHN L					WESTCHESTER	OK				
000–22–5566	60 62 6220	09	INT	XX/XX/XX	40 0456 037		GS	05 03	1311	XX/XX/XX
THOMAS, WILLIAM S					BELTSVILLE	MD				
000–03–0004	60 62 6220	04	P/T	XX/XX/XX	24 0100 033		GW	04 01	0318	XX/XX/XX
STRUCTURE LEVEL 60 62 6220 TOTAL			3							

Exhibit 150

Total Wage Employee Population

Report Number: BEAR9003

Brief Description: Provides the total number of wage employees in each county.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: State, city**,** pay plan

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Agency

REPORT # BEAR9003 U.S. DEPARTMENT OF AGRICULTURE PAGE 2
AS OF JULY XXXX TOTAL WAGE EMPLOYEE POPULATION
FOREST SERVICE 11 PREPARED XX/XX/XX
DENVER 0802

STATE	CITY / COUNTY	PAY PLAN–SERIES–GRADE–BARGAINING UNIT				TOTAL
	2269–SHAWNEE 093–PARK					
		WG	5001	05	7777	1
		WG	5001	07	7777	1
	2269–SHAWNEE 093–PARK					2
	2305–SILVERTHORNE 117–SUMMIT					
		WG	4742	07	0634	1
	2305–SILVERTHORNE 117–SUMMIT					1
CO	TOTAL					15
FWS AREA TOTAL						15

Exhibit 151

Training Instances By PATCO & Pay Level

Report Number: TRAI5301

Brief Description: Provides a separate report for each of the nine training types; that is, Executive Management, Supervisory, Legal, Medical, Scientific or Engineering, Administrative and Analysis, Speciality and Technical, Clerical, Trade or Credit, Orientation, and Adult Basic Education. Each report provides the training instances; hours trained; cost of tuition, books, and material; the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category; and pay level. These reports are available only to agencies using the Training Information System (TRAI).

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, training type

Sequence Of Data: PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Department, agency, organizational structure to the 5th level

DN–714–16 REPORT NO: TRAI5301 FYXX TRAINING INSTANCES BY PATCO & PAY LEVEL PAGE 1
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT TRAINING TYPE: ORIENTATION
AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE LVL2 10 FIELD ORIENTATION
AGCY 03 AGR. RESEARCH SERVICE

PAT CO	PAY LEVEL		TOTAL ALL	WHITE MALE	WHITE FEMALE	BLACK MALE	BLACK FEMALE	HISPANIC MALE	HISPANIC FEMALE	ASIAN AM./ PACIFIC IS MALE	ASIAN AM./ PACIFIC IS FEMALE	AM. INDIAN/ AK. NATIVE MALE	AM. INDIAN/ AK. NATIVE FEMALE
P	GS/GM 13	INST	1	1	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		HRS	8	8	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	0	0	0	0	0	0	0	0	0	0	0
		%		.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
P	TOTAL GS/GM	INST	1	1	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		HRS	8	8	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	0	0	0	0	0	0	0	0	0	0	0
		%		.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
P	PATCO TOTAL	INST	1	1	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		HRS	8	8	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	0	0	0	0	0	0	0	0	0	0	0
		%		.0	.0	.0	.0	.0	.0	.0	.0	.0	.0

Exhibit 152

Training Instances By PATCO, Series & Pay Level

Report Number: TRAI5302

Brief Description: Provides a separate report for each of the nine training types; that is, Executive Management, Supervisory, Legal, Medical, Scientific or Engineering, Administrative and Analysis, Speciality and Technical, Clerical, Trade or Credit, Orientation, and Adult Basic Education. Each report provides the training instances; hours trained; cost of tuition, books, and material; the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category; pay level for occupational series with 50 or more employees, and by pay level within the occupational series. These reports are available only to agencies using the Training Information System (TRAI).

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, training type

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Department, agency, organizational structure to the 5th level

DN–714–17 REPORT NO: TRAI5302 FYXX TRAINING INSTANCES BY PATCO, SERIES & PAY LEVEL PAGE 1
RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT TRAINING TYPE: ORIENTATION
AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE LVL2 10 FIELD ORGANIZATION
AGCY 03 AGR. RESEARCH SERVICE

PAT COPAY LEVEL SERIES			TOTAL ALL	WHITE MALE	WHITE FEMALE	BLACK MALE	BLACK FEMALE	HISPANIC MALE	HISPANIC FEMALE	ASIAN AM./ PACIFIC IS MALE	ASIAN AM./ PACIFIC IS FEMALE	AM. INDIAN/ AK. NATIVE MALE	AM. INDIAN/ AK. NATIVE FEMALE
0403 MICROBIOLOGY													
P	GS 11	INST	2	2	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		HRS	120	120	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	600	600	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
P	TOTAL GS/GM/SES	INST	2	2	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		HRS	120	120	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	600	600	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	SERIES TOTAL	INST	2	2	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		HRS	120	120	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		$	600	600	0	0	0	0	0	0	0	0	0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0

Exhibit 153

Vacancy Review Notice

Report Number: AECO4604 (PMS 1)

Brief Description: Provides notification to management the positions vacated within the last two weeks and the staffing options available.

Production Frequency: Pay Period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure

Other Sources For This Report:: RFQS, Vacancy Review Notice

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

PREPARED XX/XX/XX AECO4604 (PMS 1) VACANCY REVIEW NOTICE – AS OF XX/XX/XX PAGE

AG 03 03 AGRICULTURAL RESEARCH SERVICE SON 4860 WASHINGTON, DC

POSITION ORGANIZATIONAL STRUCTURE	MASTER RECORD NUMBER	POSITION NUMBER	POSITION OFFICIAL TITLE	PAY PLAN	OCCUPATIONAL SERIES	GRADE LEVEL
86 91 76 0760 10 00 00 00	H00F11	RTC00002	AUDITOR	GG	0511 00	07

* * * * * THIS POSITION WAS VACATED XX/XX/XX * * * * *

PLEASE CONTACT YOUR PERSONNEL SPECIALIST IF YOUR INTENTION IS TO :

FILL AS DESCRIBED _____ CHANGE TITLE AND SERIES _____

FILL AT LOWER GRADE _____ INACTIVE POSITION _____

FILL AT HIGHER GRADE _____ ABOLISH POSITION _____

YOUR STAFFING OPTIONS ARE :

REASSIGNMENT _____

OPM CERTIFICATE _____

VACANCY ANNOUNCEMENT _____

REINSTATEMENT _____

SPECIAL PROGRAM _____

CORRECT A MISCLASSIFICATION _____

IF YOU HAVE DECIDED TO FILL THIS VACANCY, ATTACH AN SF-52

SIGNATURE _____

Exhibit 154

Voluntary Separations By PATCO & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of voluntary separations and the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–10 AARU4002 FYXX VOLUNTARY SEPARATIONS BY PATCO & PAY LEVEL PAGE 52

RUN DATE XX/XX/XX GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT

AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE

		TOTAL	WHITE		BLACK		HISPANIC		ASIAN AM./ PACIFIC IS		AM. INDIAN/ AK. NATIVE	
PAT CO	PAY LEVEL	NO.	MALE NO. %	FEMALE NO. %	MALE NO. %	FEMALE NO. %	MALE NO. %	FEMALE NO. %	MALE NO. %	FEMALE NO. %	MALE NO. %	FEMALE NO. %
	SES/GS 16–18	7	5 71.4	1 14.3	1 14.3	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
P	GS 05	3	2 66.7	0 .0	0 .0	1 33.3	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS 07	8	5 62.5	1 12.5	1 12.5	0 .0	0 .0	0 .0	1 12.5	0 .0	0 .0	0 .0
	GS 09	7	3 42.9	2 28.6	0 .0	1 14.3	0 .0	1 14.3	0 .0	1 14.3	0 .0	0 .0
	GS 11	14	4 28.6	8 57.1	0 .0	1 7.1	0 .0	0 .0	1 12.5	0 .0	0 .0	1 7.1
	GS 12	19	10 52.6	3 15.8	1 5.3	3 15.8	1 5.3	0 .0	0 .0	1 5.3	0 .0	0 .0
	GS/GM 13	21	12 57.1	6 28.6	1 4.8	2 9.5	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS/GM 14	12	9 75.0	3 25.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS/GM 15	8	5 62.5	2 25.0	1 12.5	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL GS/GM	92	50 54.3	25 27.2	4 4.3	8 8.7	1 1.1	11.1	1 1.1	1 1.1	0 .0	1 1.1
P	OTHER 07	1	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 11	1	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 12	5	2 40.0	2 40.0	0 .0	1 20.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 13	3	1 33.3	1 33.3	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	1 33.3	0 .0
	OTHER 14	3	1 33.3	1 33.3	0 .0	0 .0	1 33.3	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 15	4	4 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 16–18	7	5 71.4	1 14.3	0 .0	0 .0	1 14.3	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL OTHER	24	14 58.3	6 25.0	0 .0	1 4.2	2 8.3	0 .0	0 .0	0 .0	1 4.2	0 .0
	PATCO TOTAL	116	64 55.2	31 26.7	4 3.4	9 7.8	3 2.6	1 .9	1 .9	1 .9	1 .9	1 .9
A	GS 07	2	0 .0	1 50.0	0 .0	1 50.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS 09	11	2 18.2	6 54.5	1 9.1	1 9.1	1 9.1	0 .0	0 .0	0 .0	0 .0	0 .0
	GS 11	12	4 33.3	7 58.3	0 .0	0 .0	0 .0	18.3	0 .0	0 .0	0 .0	0 .0
	GS 12	24	7 29.2	10 41.7	1 4.2	3 12.5	1 4.2	28.3	0 .0	0 .0	0 .0	0 .0
	GS/GM 13	7	3 42.9	3 42.9	0 .0	0 .0	1 14.3	0 .0	0 .0	0 .0	0 .0	0 .0
	GS/GM 14	7	5 71.4	0 .0	0 .0	1 14.3	1 14.3	0 .0	0 .0	0 .0	0 .0	0 .0
	GS/GM 15	7	5 71.4	2 28.6	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL GS/GM	70	26 37.1	29 41.4	2 2.9	6 8.6	4 5.7	34.3	0 .0	0 .0	0 .0	0 .0
A	OTHER 12	1	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 13	1	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	1100	0 .0	0 .0
	OTHER 14	2	0 .0	1 50.0	0 .0	1 50.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 15	1	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	OTHER 16–18	3	2 66.7	0 .0	1 33.3	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	TOTAL OTHER	8	3 37.5	2 25.0	1 12.5	1 12.5	0 .0	0 .0	0 .0	1 12.5	0 .0	0 .0
	PATCO TOTAL	78	29 37.2	31 39.7	3 3.8	7 9.0	4 5.1	33.8	0 .0	1 1.3	0 .0	0 .0
T	GS 03	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS 04	2	0 .0	1 50.0	0 .0	1 50.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS 05	9	4 44.4	3 33.3	0 .0	0 .0	1 11.1	0 .0	0 .0	0 .0	0 .0	1 11.1
	GS 06	11	1 91.1	6 54.5	2 18.2	2 18.2	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS 07	15	4 26.7	4 26.7	0 .0	5 33.3	1 6.7	0 .0	0 .0	1 6.7	0 .0	0 .0
	GS 08	3	1 33.3	0 .0	0 .0	2 66.7	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
	GS 09	12	6 50.0	3 25.0	2 16.7	1 8.3	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0

Exhibit 155

Voluntary Separations By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of voluntary separations and the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Production Frequency: Quarterly (SF–113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

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

DN–714–11 AARU4002 FYXX — VOLUNTARY SEPARATIONS BY PATCO, SERIES & PAY LEVEL — PAGE 56
RUN DATE XX/XX/XX

AS OF DATE XX/XX/XX — GEOG COV: WORLD WIDE — EMPLOYMT COV: PFT & PPT
DEPT AG U.S. DEPARTMENT OF AGRICULTURE

PAT CO	SERIES	PAY LEVEL	TOTAL NO.	WHITE MALE NO.	WHITE MALE %	WHITE FEMALE NO.	WHITE FEMALE %	BLACK MALE NO.	BLACK MALE %	BLACK FEMALE NO.	BLACK FEMALE %	HISPANIC MALE NO.	HISPANIC MALE %	HISPANIC FEMALE NO.	HISPANIC FEMALE %	ASIAN AM./ PACIFIC IS MALE NO.	ASIAN AM./ PACIFIC IS MALE %	ASIAN AM./ PACIFIC IS FEMALE NO.	ASIAN AM./ PACIFIC IS FEMALE %	AM. INDIAN/ AK. NATIVE MALE NO.	AM. INDIAN/ AK. NATIVE MALE %	AM. INDIAN/ AK. NATIVE FEMALE NO.	AM. INDIAN/ AK. NATIVE FEMALE %
	1340 METEOROLOGY																						
P		GS 05	2	2	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
		GS 07	4	3	75.0	1	25.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
		GS 12	1	0	.0	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
		GS/GM 13	3	2	66.7	0	.0	1	33.3	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
		GS/GM 14	5	5	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
		GS 16–18 & SES	1	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
		TOTAL GS/GM/SES	16	13	81.3	2	12.5	1	6.3	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	SERIES TOTAL		16	13	81.3	2	12.5	1	6.3	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	1224 PATENT EXAMINING																						
P		GS 07	2	1	50.0	0	.0	0	.0	0	.0	0	.0	0	.0	1	50.0	0	.0	0	.0	0	.0
		GS 09	1	0	.0	0	.0	0	.0	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
		GS 11	5	2	40.0	3	50.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
		GS 12	3	2	66.7	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	1	33.3	0	.0	0	.0
		GS/GM 13	4	2	50.0	2	50.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
		TOTAL GS/GM/SES	15	7	46.7	5	33.3	0	.0	1	6.7	0	.0	0	.0	1	6.7	1	6.7	0	.0	0	.0
	SERIES TOTAL		15	7	46.7	5	33.3	0	.0	1	6.7	0	.0	0	.0	1	6.7	1	6.7	0	.0	0	.0
	1530 STATISTICIAN																						
P		GS 05	1	0	.0	0	.0	0	.0	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
		GS 09	3	1	33.3	1	33.3	0	.0	0	.0	0	.0	1	33.3	0	.0	0	.0	0	.0	0	.0
		GS 11	2	1	50.3	1	50.0	0	.0	0	.0	0	.0	1	33.3	0	.0	0	.0	0	.0	0	.0
		GS/GM 14	1	0	.0	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
		TOTAL GS/GM/SES	7	2	28.6	3	42.9	0	.0	1	14.3	0	.0	1	14.3	0	.0	0	.0	1	.5	0	.0
	SERIES TOTAL		197	146	74.1	35	17.8	10	5.1	1	.5	4	2.0	0	.0	0	.0	0	.0	1	.5	0	.0
P		OTHER 07	1	0	.0	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
		OTHER 12	2	0	.0	2	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
		TOTAL OTHER	3	0	.0	3	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	SERIES TOTAL		10	2	20.0	6	60.0	0	.0	1	10.0	0	.0	1	10.0	0	.0	0	.0	0	.0	0	.0
	0482 FISHERY BIOLOGY																						
P		GS 07	1	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
		TOTAL GS/GM/SES	1	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	SERIES TOTAL		1	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
	1301 GEN PHYS SCI																						
P		GS/GM 13	1	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
		GS/GM 15	1	1	100	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0

Exhibit 156

Wage And Tax Statement

Report Number: Form W–2

Brief Description: Provides annual wage and tax information for an employee. This report contains sensitive data; use is restricted.

Production Frequency: Annual (calendar year)

Primary Sequence: Department, agency

Sequence Of Data: N/A

Other Sources For This Report:: None

Available Media: Hard copy

Available Distribution Levels: N/A

EMPLOYER'S NAME, ADDRESS AND ZIP CODE	EMPLOYEE'S NAME, ADDRESS AND ZIP CODE	1 Wages, tips, other compensation	2 Federal income tax withheld
U.S DEPARTMENT OF AGRICULTURE NATIONAL FINANCE CENTER P.O. BOX 60000 NEW ORLEANS, LA 70160	DOE, JOHN R 9122 LAKE ROAD NEW ORLEANS, LA 70000	30,733.86	6,061.18
		3 Social security wages 33,047.20	4 Social security tax withheld 600.09
EMPLOYER'S ID 72–0584834F EMPLOYEE'S SSN 123–45–6789		5 Medicare wages and tips 33,047.20	6 Medicare tax withheld 421.51

8 Allocated tips	10 Dependent care benefits	12 Benefits included in Box 1	13D. 401K TSP	13P. XX Moving Allow. NT	14B. NT Health benefits	14D. XX Moving allow. NT
			2,313.34			
9 Advance EIC payment		13C. Taxable life insurance	13E. 403B TIAA	14A. XX Moving allow. taxed	14C. COLA	14E. XX Moving allow. taxed

16 State	Employer's State ID No.	18 State income tax	19 Name of locality	Locality ID No.	21 Local income tax
LOUISIANA	1369123001	429.51			

Department of the Treasury–Internal Revenue Service
FORM W–2 Wage and Tax Statement 19XX

Copy B - To be filed with employee's FEDERAL tax return

OMB No. 1545–0008
90–22–1688–30–91

< Delivery Point

Exhibit 157

Wage Employees Error Listing

Report Number: BEAR9004

Brief Description: Provides a list of wage grade employees and the specific error condition for each POI. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency

Sequence Of Data: POI

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Agency

SENSITIVE PERSONNEL DATA USE IS RESTRICTED

REPORT # BEAR9004 — UNITED STATES DEPARTMENT OF AGRICULTURE — PAGE 2
DATE PREPARED — NATIONAL FINANCE CENTER — PAY PERIOD XX
XX/XX/XX — WAGE EMPLOYEES ERROR LISTING

** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED **

SOCIAL SECURITY NUMBER	EMPLOYEE NAME	WAGE CODE	DUTY STATION CODES	AGY	EMP OFF	TABLE–29 RATE	PAY PLAN	GRADE	STEP	TOE	PAY RT–DET	WGI DUE	ERROR CONDITION
000112222	SMITH	1904	19 0230 169	03	4860	15.52	WS	04	02	1	0	0	SALARY > TABLE 29 SALARY WAS 15.55

Exhibit 158

Within-Grade Increase Record

Report Number: AD–658

Brief Description: Provides 16 weeks advance notice that the employee will complete the waiting period required for within-grade salary increase. This report contains sensitive data; use is restricted.
Production Frequency: Pay period

Primary Sequence: Agency, POI, duty station

Sequence Of Data: N/A

Other Sources For This Report:: RFQS, Within-Grade Increase Record

Available Media: Hard copy

Available Distribution Levels: POI

U.S. DEPARTMENT OF AGRICULTURE
WITHIN–GRADE INCREASE RECORD

PART I

1. NAME *(Last, first, middle)*	2. SOCIAL SECURITY NO.	3. AGENCY CODE	4. PAY PLAN	14. WGI WAITING PERIOD BEGAN

5. OCCUP. SER.	6. GRADE/STEP	7. PAY RATE DETER–MINANT CODE	8. SALARY	9. DUTY STATION CODE	15. INT. DAYS IN PAY STATUS NO. DAYS AS OF (DATE)

10. OFFICIAL TITLE OF POSITION	11. PERS. POSITION NO.	12. STANDARD JOB NO.	16. EFF. DATE FOR WGI

13. ORGANIZATION STRUCTURE CODE	17. WGI GRANTED ☐ YES ☐ NO

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

LEVEL OF COMPETENCE DETERMINATION FOR WITHIN–GRADE INCREASE

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

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

SIGNATURE AND TITLE OF SUPERVISOR	DATE

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

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

SIGNATURE AND TITLE OF SUPERVISOR	DATE

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

SIGNATURE AND TITLE OF REVIEWING OFFICIAL	DATE

RECONSIDERATION FINDINGS

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

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

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

SIGNATURE AND TITLE OF REVIEWING OFFICIAL	DATE

ORIGINAL – NFC PROCESSING COPY

Form AD–658P (12/81)

Exhibit 159

Work Years And Personnel Cost Report Basic And Premium Work Years And Pay

Report Number: OPM1351–A

Brief Description: Provides a list by code of staff-years and related costs in thousands for basic and premium work years and payroll.

Production Frequency: Annual (fiscal year)

Primary Sequence: Agency, pay system name

Sequence Of Data: Classification code

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Available Distribution Levels: Department, agency

WORK YEARS AND PERSONNEL COST REPORT
BASIC AND PREMIUM WORK YEARS AND PAY
FISCAL YEAR 19XX

1. Agency Name (CC 1–2) OFFICE OF THE SECRETARY				2. Agency Code (CC 3–6) 01
3. Pay System Name EXPERTS AND CONSULTANTS			4. Pay System Code (CC7–9)[1] EF	
CODE (CC 10–12)	ITEM	OMB OBJ CLASS	WORK YEARS (CC 13–20)	PERSONNEL COMPENSATION (Thousands) (CC 21–28)
100	**Total–Basic Work Years and Payrolls**		00	03
101	Full–Time Permanent Appointments		00	00
102	Full–Time Temporary Appointments		00	00
103	Part–Time and Intermittent Appointments (FTE)		00	03
200	**Total–Selected Premium Work Years and Pay**		00	00
201	Overtime		00	00
203	Holiday Pay		00	00
204	Sunday Pay		XX	00
205	Nightwork Differential		XX	00
206	Hazardous Duty Pay		XX	00
207	Post Differential		XX	00
208	Cash Awards		XX	00
	Other*		XX	00

OPM Form 1351–A (Rev 09/91)

Exhibit 160

Work Years And Personnel Cost Report Cost Of Employees' Benefits

Report Number: OPM1351–B

Brief Description: Provides a list of the total costs of personnel benefits and related percent of total pay costs.

Production Frequency: Annual (fiscal year)

Primary Sequence: Department, agency

Sequence Of Data: Classification code

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Available Distribution Levels: Department, agency

WORK YEARS AND PERSONNEL COST REPORT
COST OF EMPLOYEES' BENEFITS
FISCAL YEAR 19XX

Interagency Control No. 0197 – OPM–AN

1. Agency Name (CC–1–2)

2. Agency Code (CC–3–6)

CODE (CC 10–12)	ITEM	COST (Thousands) (CC 13–20)	COST AS PERCENT OF BASIC PAYROLL
400	**Total Cost of Benefits**		
401	Health Insurance		
	– Federal Employees Health Benefits Act		
	– Other		
402	Life Insurance FEGLI		
403	Retirement		
404	– Civil Service Retirement		
405	– Federal Employees Basic Benefit (FERS)		
406	– Federal Employees Thrift Plan (FERS)		
407	– Other (specify)		
408	Federal Insurance Contributions Act Taxes (OASDHI)		
409	Federal Employee Compensation Act (Payments to Department of Labor)		
410	Uniform Allowances		
411	Overseas Allowances		
412	Other Benefits Included in Object Class 12.1		
500	**Severance Pay**		
	Total Benefits Plus Severance Pay (Sum of Codes 400 and 500)		

OPM Form 1351–B (Rev 1067)

Exhibit 161

Work Years And Personnel Cost Report Leave Earned And Used

Report Number: OPM1351–C

Brief Description: Provides a list of various types of leave earned and used during the leave year.

Production Frequency: Annual (leave year)

Primary Sequence: Department, agency

Sequence Of Data: Type of leave

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Available Distribution Levels: Department, agency

Interagency Control No. 0197 – OPM–AN

WORK YEARS AND PERSONNEL COST REPORT
LEAVE EARNED AND USED
LEAVE YEAR 19XX

1. Agency Name						2. Agency Code (CC 3–6)
Type of Leave (CC 10)	Leave Used		Number of Leave Days			
	Number of Days (CC 13–20)	Value (Thousands) (CC 21–28)	Earned (CC 29–36)	Carried Over End of Year (CC 37–44)	Forfeited End of Year (CC 45–52)	Credited for Retirement (CC 53–60)
1. Annual	(1)	(1)				XX
2. Sick					XX	
3. Holidays			XX	XX	XX	XX
4. Excused Absence			XX	XX	XX	XX
5. Other [2]						

[1] Includes lump–sum payments of terminal leave to separating employees and related accumulated days of annual leave.
[2] Leave granted to employees not covered by Chapter 63 of Title 5. U.S. Code, regardless of type of leave. Specify categories of employees for whom this type of leave is reported.

OPM Form 1351–C (Rev. 9/91)

Exhibit 162
Page 1

Your Personal Benefits Statement

Report Number: None

Brief Description: See description below.

Production Frequency: Annual (calendar year)

Primary Sequence: Employee name

Sequence Of Data: N/A

Other Sources For This Report:: None

Available Media: Hard copy

Available Distribution Levels: Employee residence address

Description Of Statement. The annual statement of employee compensation and fringe benefits, Your Personal Benefits Statement (statement), describes the estimated value of benefits available to an employee or his/her survivors in the event of voluntary retirement, disability retirement, or death. The statement also includes estimated annuity benefits and account balances from the Thrift Savings Plan, social security (OASDI) and/or HIT/medicare benefits, and general guidance. Each employee eligible for retirement benefits receives a statement that is applicable to his/her retirement coverage. The statement is mailed to the employee's residence address as it appears on the payroll/personnel database at the time the statement is produced. Some employees may not receive the statement for the reasons noted below.

Who Will Receive The Statement

The purpose of the annual statement is to provide information about the employee's complete compensation package and to serve as a tool for the employee in developing a financial plan for his/her future retirement. Each eligible employee receives a statement that is applicable to his/her retirement coverage. The retirement plans are:

Retirement Coverage Code	Plan Name
C	CSRS (Civil Service Retirement system) – Offset
E	CSRS-Offset Special Law Enforcement Officers/Firefighters (LEO/FF)
G	FSRDS (Foreign Service Retirement and Disability System) – Offset
K	FERS
M	FERS Special (LEO/FF)
P	FSPS (Foreign Service Pension System)
R	CSRS
T	CSRS-Offset Special (LEO/FF)
1	CSRS
2	FICA (Federal Insurance Compensation Act) only (FDIC (Federal Deposit Insurance Corporation) Employees in Pay Plan LG, Type Appointment 04 and 09 only)
3	FSRDS (Foreign Service Retirement and Disability System)
6	CSRS Special (LEO/FF)

FDIC employees with any of the above codes and an NTE-Date will receive an FDIC insert with his/her statement.

Part-time employees with any of the above codes and one of the following work schedules will receive a statement for his/her applicable retirement plan:

P – Part-time
Q – Part-time seasonal
S – Part-time job sharer
T – Part-time seasonal job sharer

Some employees' benefits statements may consist of less than a full calendar year, due to the agency's implementation date to the USDA Payroll/Personnel System.

Who Will Not Receive The Statement

Some employees **may not** receive the statement for the following reasons:

The employee's retirement coverage code is not shown in the above list.

The employee is intermittent/seasonal (i. e., other than work schedule P, Q, S, or T).

The employee's agency has elected not to issue the statement.

The employee's 6C retirement date in Information/Research Inquiry System (IRIS) Program 117, Retirement, is incorrect and the employee's retirement coverage code is 6, E, M, or T.

The employee is not eligible for retirement benefits.

The employee was not in active status in the last pay period of the prior year and Pay Period 1 of the current year.

At the agency's request, the 2001 benefits statement will not be issued to employees of the following agencies:

Architect of the Capitol
Commission on Security and Cooperation in Europe
Congressional Budget Office
Office of the Comptroller of the Currency
Smithsonian Institution (Trust)
Treasury U.S. Saudi/Arabian Joint Commission on Economic Cooperation
Treasury Technical Assistance
U.S. Botanic Gardens
U.S. Capitol Police
U.S. Senate Restaurants

Please direct employee inquiries about the statement to the employee's servicing personnel office.

Illustrations of the statements begin on page 198.

Description Of Each Item

The following provides an explanation of the items found on the statement. This documentation is not meant to be a final authority on the items, but is written only to explain how the items are computed for the statement. Most items appear on the statement for all retirement plans within the Personal Statement of Benefits System (PSBS). Some items appear only on selected statements and are clearly stated in the text of the description. Each item is assigned a unique number that is documented and described in the following pages. This number represents that particular item wherever it appears on the statement. All or a combination of the items may appear on your statement depending on your particular agency's requirements and/or your type of retirement plan.

Descriptions of each item are as follows:

1 Bar Code. The code used by the U.S. Post Office to sort and deliver mail.

2 Tray Number. The number of the tray that the employee's statement is placed in for transportation to the post office. This number is used for mail handling purposes.

3 Statement Number. The employee's benefit statement number within the mailing tray. Like the tray number, this number is used for mail handling purposes.

4 Department Code. The employee's department code[1,2].

5 Agency Code. The code[1,2] designated to the employee's agency by the National Finance Center (NFC). This code includes the first 2 positions of the organizational structure code.

6 Agency/Bureau Employing Office Code. The employee's Personnel Office Identifier (POI)[1,2].

7 Employee Name - First. The first name of the employee[1,2]. If the employee has two or more first names, each is shown as indicated.

8 Employee Name - Middle. The middle name or initial of the employee[1,2].

9 Employee Name - Last. The last name of the employee[1,2].

10 Residence Address (3 lines). The street or apartment name and number, PO Box or any other information excluding city, state, and ZIP Code for identifying the employee's residence[3]. This address can be found on IRIS Program 124, Address/Check Information.

11 City. The city name of the employee's mailing address[2,3].

12 State. The state abbreviation of the employee's mailing address[2,3].

13 ZIP Code. The postal ZIP Code of the employee's address[2,3].

14 Social Security Number. The employee's social security number[1,2].

15 Birth Date. The employee's date-of-birth[1] as it appears on IRIS Program 122, SF–50B Data Elements.

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[1] This item is obtained from the Biweekly Examination Analysis and Reporting (BEAR) as of Pay Period 1 of the current year.

[2] This item is shown as it appears on the Information/Research Inquiry System (IRIS) Program 101, Salary Data.

[3] This item is shown as it appears on the Payroll/Personnel database at the time the benefits statements are produced.

16 **Retirement SCD**. The employee's service computation date (SCD)[1] for retirement as it appears on IRIS Program 122.

17 **Retirement Coverage Code**. The employee's retirement coverage code[1] as it appears on IRIS Program 117.

18 **Retirement Plan Name**. The name of the employee's retirement plan for the retirement coverage code shown in Item 17. For more detailed information, see the Description of Each Item section. Descriptions can also be found on TMGT Table 25, AD–350 (Personnel Block And Description).

19 **6C Retirement SCD**. The employee's 6C service computation date[1] for retirement as it appears on IRIS Program 102, Dates & Misc Sal/Pers Data. This date is used to compute benefits under special LEO/FF service. ☞**Note:** If this date is invalid, incorrect, or missing, the employee will not receive a statement. Invalid means the 6C retirement date is not a valid date, is earlier that the employee's retirement SCD, or is later than the statement date. For all other statements, ***N/A*** is shown.

20 **Leave SCD**. The employee's service computation date for leave accrual[1] as it appears on IRIS Program 122.

21 **TSP Contribution Amount**. The employee's biweekly contribution to his/her Federal Thrift Savings Plan account[1] as it appears on IRIS Program 119, Thrift Savings Plan Funds. This amount is shown either as a dollar amount or percentage rate.

22 **TSP Fund Distribution**. The amount allocated by the employee to each of the 3 TSP funds as it appears on IRIS Program 119. The 3 funds are:

- **G Fund** – Government Securities Investment Fund.
- **F Fund** – Fixed Income Index Investment Fund.
- **C Fund** – Common Stock Index Investment Fund.

1 This item is obtained from BEAR as of Pay Period 1 of the current year.

23 **Annual Salary**. The employee's adjusted salary, that consists of the rate of annual basic pay, interim geographic adjustments and locality comparability payments for the current year. This amount is obtained from the employee's personnel history as of Pay Period 1 of the current year. Administratively Uncontrollable Overtime (AUO), availability pay,and stand-by pay amounts are obtained from the Payroll Processing System (PAYE) as of Pay Period 1 of the current year. For detailed information on basic pay, see the Federal Personnel Manual (FPM) Supplement 830–1.

Note: For LEO/FF Retirement Coverage Codes M, E, T, and 6, this is the adjusted salary plus any applicable AUO, availability pay, and standby pay received by the employee in Pay Period 1 of the current year.

***Annual Salary=[Adjusted Salary* (Item 23) + (*PP01 AUO, Availability, Standby Pay x the Number of Pay Periods in the Prior Year*)].**

For U.S. Customs employees covered by the Customs Officer Pay Reform of 1993 (COPR), this amount reflects the employee's adjusted salary as of Pay Period 1 of the current year. COPR overtime is not included in this figure.

For part-time employees (Work Schedule P, Q, S, or T), the hourly rate of pay is obtained from the employee's personnel history record as of Pay Period 1 of the current year. If the rate is not PH (per hour), annual salary is computed as follows:

Hourly Rate = Adjusted Salary ÷ 2087

Annual Salary = (Hourly Rate x Tour-of-Duty-Hours x 26/27)

All employees' adjusted salaries have been modified for the following conditions:

- If the employee's Salary Rate Code is PD (per day), the annual salary is computed as follows:

  Annual Salary = Daily Rate x 260 (yearly work days)

- If the employee's Salary Rate Code is PH, the annual salary is computed as follows:

  Annual Salary = Hourly Rate x 2087 (yearly work hours)

24 **Agency Compensation – Prior Year**. The summary of the employee's annual salary (Item 23) plus all government contributions toward applicable Government/Non-Government-Wide retirement coverage, health and life insurance premiums, Federal Insurance Contribution Act (FICA), Thrift Savings Plan for the employee for the prior year, and annual pay differential for FDIC employees. Adjusted salary is obtained from the employee's personnel history as of the last pay period of the prior year. AUO, availability pay, and standby pay are obtained from PAYE as of the last pay period of the prior year. Retirement deductions are obtained from RETM as of the last pay period of the prior tax year.

For most employees, the annual salary is the adjusted salary as of the last pay period of the prior year.

For LEO/FF Retirement Coverage Codes M, E, T, and 6, this is the last pay period adjusted salary plus any applicable AUO, availability pay, and standby pay received by the employee in last pay period of the prior year:

***Annual Salary=[PP 26 Adjusted Salary* (Item 23) + (*PP 1 thru PP 26/27 AUO, Availability, Standby Pay*)]**

For part-time employees (Work Schedule P, Q, S, or T, the hourly rate of pay is obtained from the employee's personnel history record as of the last pay period of the prior year. Total hours worked (for the tax year) are obtained from RETM as of the last pay period of the prior tax year. Annual salary is computed as follows:

Hourly Rate = Adjusted Salary ÷ 2087

Annual Salary = [Hourly Rate (as of PP 26) x Total Hours Worked For The Year]

For U.S. Customs employees covered by COPR, this amount reflects the employee's prior year annual salary plus benefits and is computed one of the following ways:

- FERS and CSRS-Offset employees Retirement Coverage Codes K or C:

  Annual Salary=1999 Retirement Deductions + Retirement Deductions x 95.24

- CSRS employees Retirement Coverage Codes 1 and R:

  Annual Salary=1999 Retirement Deductions + Retirement Deductions x 13.79

25 **Sick Leave Balance - Prior Year**. The employee's carryover sick leave balance[1] for the prior year as it appears on IRIS Program 136, Annual/Sick Leave, as of the last pay period of the prior year.

26 **Annual Leave Balance - Prior Year**. The employee's carryover annual leave balance[1] for the prior year as it appears on IRIS Program 136, Annual/Sick Leave, as of the last pay period of the prior year.

27 **FEHB Plan Name**. The name of the employee's Government-wide health benefit carrier.

☐ If the employee's health benefit code on IRIS Program 115, Health Benefits, is 1, Enrolled, the health benefits plan coverage code is used to find the name of the Government-wide benefit carrier on the Table Management System (TMGT) Table 11, Health Benefit Carrier Name And Address.

☐ If the name of the carrier cannot be found, the message *Your Federal Health Carrier Has Discontinued Service, Contact Your Personnel Office* is shown.

☐ If the health benefit plan code and the health benefit option code are both zero, the message *You Are Not Enrolled In A Federal Health Benefit Plan* is shown.

28 **FEHB Plan Code**. The employee's Federal Employee's Health Benefits (FEHB) enrollment code[2] as it appears on IRIS Program 115 as of Pay Period 1 of the current year.

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[1] This item is obtained from BEAR as of the last pay period of the prior year.

[2] This item is obtained from BEAR as of Pay Period 1 of the current year.

Exhibit 162
Page 5

29 Current Year Biweekly Cost To Employee For FEHB. The biweekly amount[3] paid by the employee for FEHB coverage. If a full-time employee is enrolled in a health benefit plan in Pay Period 1 but no deductions were recorded, this figure5 is obtained from TMGT Table 12, Health Benefit Rates, in order to reflect the expected biweekly deduction amount for the current year. If any FDIC employee is enrolled in a Federal health benefit plan in Pay Period 1 but no deductions are recorded, this figure reflects the regular FDIC deduction amount as it appears on TMGT Table 12

[3] This item is obtained from the Payroll Processing System (PAYE) as of Pay Period 1 of the current year.

[4] This item is obtained from PAYE as of the last pay period of the prior year.

[5] Adjustments (manual payments) made after the last day of the last pay period of the prior year are not included in this amount.

[6] In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*******) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

30 Current Year Biweekly Cost To Agency For FEHB. The biweekly amount[3,5] paid by the agency for the employee's FEHB coverage. If the employee is enrolled in a health benefit plan in Pay Period 1 but no deductions are recorded, this figure is obtained from TMGT Table 12 in order to reflect the expected biweekly contribution amount for the current year.

If any FDIC employee is enrolled in a Federal health benefit plan in Pay Period 1 but no deductions are recorded, this figure reflects the regular FDIC deduction amount as it appears on TMGT Table 12

31 Total Current Year Biweekly FEHB Cost. The total biweekly amount[5] paid for the employee's FEHB coverage. This total is the sum of Items 29 and 30.

32 Prior Year Annual Cost To Employee For FEHB. The annual amount[4,6] paid by the employee for FEHB coverage for the prior year.

33 Prior Year Annual Cost To Agency For FEHB. The annual amount[4,6] paid by the agency for the employee's FEHB coverage for the prior year.

LI-Cov-Code	Description		*LI-Cov-Code*	Description
A0, B0	N/A		I1	Basic, 1x–Additional, -1x–Family
C0	Basic		I2	Basic, 1x–Additional, 2x–Family
D0	Basic, Standard		I3	Basic, 1x–Additional-3x, Family
E1	Basic, 1x Family		I4	Basic, 1x–Additional-4x, Family
E2	Basic, 2x Family		I5	Basic, 1x–Additional-5x–Family
E3	Basic, 3x Family		J1	Basic, Standard 1x Additional,1x-Family
E4	Basic, 4x Family		J2	Basic, Standard 1xAdditional, 2x-Family
E5	Basic, 5x Family		J3	Basic, Standard 1x Additional 3x, Family
F1	Basic, Standard, 1x–Family		J4	Basic, Standard 1x-Additional 4x-Family
F2	Basic, Standard, 2x–Family		J5	Basic, Standard 1x-Additional 5x-Family
F3	Basic, Standard, 2x–Family		K0	Basic, 2x-Additional
F4	Basic, Standard, 4x–Family		L0	Basic, Standard, 2x Additional
F5	Basic, Standard, 5x– Family		M1	Basic, 2x-Additional, 2x-Family
G0	Basic, 1x–Additional		M2	Basic, 2x-Additional, 2x-Family
H0	Basic, Standard, 1x– Additional		M3	Basic, 2x-Additional, 3x-Family

LI-Cov-Code	**Description**		*LI-Cov-Code*	**Description**
M4	Basic, 2x-Additional, 4x-Family		R2	Basic, Standard, 3x-Additional, 2x-Family
M5	Basic, 2x-Additional, 5x-Family		R3	Basic, Standard, 3x-Additional, 3x-Family
N1	Basic, Standard, 2x-Additional, 1x-Family		R4	Basic, Standard, 3x-Additional, 4x-Family
N2	Basic, Standard, 2x-Additional, 2x-Family		R5	Basic, Standard, 3x-Additional, 5x-Family
N3	Basic, Standard, 2x-Additional, 3x-Family		S0	Basic, 4x-Additional
N4	Basic, Standard, 2x-Additional, 4x-Family		T0	Basic, Standard, 4x-Additional
N5	Basic, Standard, 2x-Additional, 5x-Family		U1	Basic, Additional-4x, 1x-Family
90	Basic, 3x-Additional		U2	Basic, Additional-4x, 2x-Family
P0	Basic, Standard, 3x-Additional		U3	Basic, Additional-4x, 3x-Family
Q1	Basic, 3x-Additional, 1x-Family		U4	Basic, Additional-4x, 4x-Family
Q2	Basic, 3x-Additional, 2x-Family		U5	Basic, Additional-4x, 5x-Family
Q3	Basic, 3x-Additional, 3x-Family		V1	Basic, Standard, 4x-Additional, 1x-Family
Q4	Basic, 3x-Additional, 4x-Family		V2	Basic, Standard, 4x-Additional, 2x-Family
Q5	Basic, 3x-Additional, 5x-Family		V3	Basic, Standard, 4x-Additional, 3x-Family
R1	Basic, Standard, 3x-Additional, 1x-Family		V4	Basic,Standard, 4x-Additional, 4x-Family

LI-Cov-Code	**Description**
V5	Basic, Standard, 4x-Additional, 5x-Family
W0	Basic, 5x-Additional
X0	Basic, Standard, 5x-Additional
Y1	Basic, 5x-Additional, 1x-Family
Y2	Basic, 5x-Additional, 2x-Family
Y3	Basic, 5x-Additional, 3x-Family
Y4	Basic, 5x-Additional, 4x-Family
Y5	Basic, 5x-Additional, 5x-Family
Z1	Basic, Standard, 5x-Additional, 1x-Family
Z2	Basic, Standard, 5x-Additional, 2x-Family
Z3	Basic, Standard, 5x-Additional, 3x-Family
Z4	Basic, Standard, 5x-Additional, 4x-Family
Z5	Basic, Standard, 5x-Additional, 5x-Family

34 **Total Prior Year Annual Cost For FEHB**. The total amount[6] paid for the employee's FEHB coverage for the prior calendar year. This total is the sum of Items 32 and 33.

35 Type Of FEGLI Coverage. The description of the employee's life insurance coverage code as it appears on IRIS Program 116, Life Insurance. The description is retrieved from TMGT Table 25, AD–350 (Personnel Block And Description), Block Number 13. For more information on these coverages, see the Office of Personnel Management publication Federal Employee's Group Life Insurance (FEGLI) (RI 76–21), FPM Supplement 870–1, or contact your personnel office.

36 Current Year Biweekly Cost To Employee For FEGLI Basic Coverage. The amount[1,2] paid each pay period by the employee for FEGLI basic coverage for the current year.

37 Current Year Biweekly Cost To Agency For FEGLI Basic Coverage. The amount[1,2] paid each pay period by the agency for the employee's FEGLI basic coverage for the current year.

38 Total Current Year Biweekly Cost For FEGLI Basic Coverage. The total amount[1,2] paid each pay period for the employee's FEGLI basic coverage for the current year. This total is the sum of Items 36 and 37.

39 Current Year Biweekly Cost To Employee For FEGLI Standard Coverage. The amount[1,2] paid each pay period by the employee for FEGLI standard coverage for the current year.

40 Current Year Biweekly Cost To Employee For FEGLI Additional Coverage. The amount[1,2] paid each pay period by the employee for FEGLI additional coverage for the current year.

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[1] This item is obtained from PAYE as of Pay Period 1 of the current year.

[2] Adjustments (manual payments) made after the last day of the last pay period of the prior year are not included in this amount.

[3] This item is obtained from PAYE as of last pay period of the prior year.

[4] In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*******) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

41 Current Year Biweekly Cost To Employee For FEGLI Family Coverage. The amount[1,2] paid each pay period by the employee for FEGLI family coverage for the current year.

42 Total Current Year Biweekly Cost To Employee For FEGLI Optional Coverage. The total amount[2] paid each pay period by the employee for FEGLI standard, additional, and family coverage for the current year. This total is the sum of Items 39, 40, and 41.

43 Prior Year Annual Cost To Employee For FEGLI Basic Coverage. The annual amount[3,4] paid by the employee for FEGLI basic coverage for the prior year.

44 Prior Year Annual Cost To Agency For FEGLI Basic Coverage. The annual amount[3,4] paid by the agency for employee's FEGLI basic coverage for the prior year.

45 Total Prior Year Annual Cost For FEGLI Basic Coverage. The total annual amount[4] paid for the employee's FEGLI basic coverage for the prior year. This total is the sum of Items 43 and 44.

46 Prior Year Annual Cost To Employee For FEGLI Standard Coverage. The annual amount[3,4] paid by the employee for FEGLI standard coverage for the prior year.

47 Prior Year Annual Cost To Employee For FEGLI Additional Coverage. The annual amount[3,4] paid by the employee for FEGLI additional coverage for the prior year.

48 Prior Year Annual Cost To Employee For FEGLI Family Coverage. The annual amount[3,4] paid by the employee for FEGLI family coverage for the prior year.

49 Total Prior Year Annual Cost To Employee For FEGLI Optional Coverage. The total annual amount[4] paid by the employee for FEGLI standard, additional, and family coverage for the current year. This total is the sum of Items 46, 47, and 48.

50 FEGLI Basic Coverage, Not Accidental Death. The employee's FEGLI basic coverage amount payable at death. FEGLI basic coverage amount is the greater of (1) the annual salary (rounded up to the next $1,000+$2,000) or (2) $10,000. If the employee has not elected FEGLI basic coverage, ***N/A*** is shown.

For most employees, the basic FEGLI coverage amount is equal to the life insurance coverage as it appears on IRIS Program 116, multiplied by 1,000 (annual salary, rounded up to the next 1,000).

For LEO/FF (Retirement Coverage Codes 6, E, M, and T) who receive AUO, availability pay, or standby pay in Pay Period 1, the basic FEGLI coverage is computed as follows:

Step 1. Multiply the appropriate AUO, availability pay, or standby pay received in Pay Period 1 of the current year by 26.

Step 2. Add the results of Step 1 to the employee's adjusted salary (Item 23) as of Pay Period 1.

Step 3. Round the results of Step 2 up to the nearest thousand dollars.

Step 4. Basic FEGLI coverage amount = Step 3 amount + $2,000.

For U.S. Customs employees covered by COPR, the basic FEGLI coverage amount is computed as follows:

Step 1. Determine the employee's hourly rate as of Pay Period 1 of the current year. This is equal to the employee's adjusted salary (Item 23) divided by 2087 (yearly work hours).

Step 2. Compute [Step 1 (hourly rate) x COPR-OT-HRS-FY as of the last pay period of the prior year (IR101) x 2].

Step 3. Compute [Step 1 (hourly rate) x COPRCOMM-HRS-FY as of the last pay period of the prior year (IR101) x 3].

Step 4. Compute [Step 2 + Step 3] (limited to $12,500.

Step 5. Compute [Adjusted salary (Item 23) + Step 4].

Step 6. Round results of Step 5 up to nearest $1,000.

Step 7. Basic FEGLI coverage amount = Step 6 + $2,000.

The following table reflects the extra benefits payable at certain ages for FEGLI basic coverage:

If employee's age is...	Amount Payable is...
0 – 35	FEGLI basic coverage amt x 2
36	FEGLI basic coverage amt x 1.9
37	FEGLI basic coverage amt x 1.8
38	FEGLI basic coverage amt x 1.7
39	FEGLI basic coverage amt x 1.6
40	FEGLI basic coverage amt x 1.5
41	FEGLI basic coverage amt x 1.4
42	FEGLI basic coverage amt x 1.3
43	FEGLI basic coverage amt x 1.2
44	FEGLI basic coverage amt x 1.1
45 and over	FEGLI basic coverage amt x 1

51 FEGLI Standard Coverage, Not Accidental Death. The employee's optional life insurance amount payable at death from any cause. If the employee has elected Option A, Standard, the amount is $10,000. If the employee has not elected FEGLI standard coverage, ***N/A*** is shown.

52 FEGLI Additional Coverage, Not Accidental Death. The employee's additional life insurance amount payable at death from any cause. If the employee has elected Option B, Additional, the amount is computed as follows:

If Option B Additional Is	Amount Payable Is...
1	(FEGLI basic coverage amount –$2,000) x 1
2	(FEGLI basic coverage amount – $2,000) x 2
3	(FEGLI basic coverage amount – $2,000) x 3
4	(FEGLI basic coverage amount – $2,000) x 4
5	(FEGLI basic coverage amount – $2,000) x 5

□ If the employee has not elected Option B, Additional, ***N/A*** is shown.

53 Total FEGLI Basic, Standard, And Additional Coverage, Not Accidental Death. The total amount payable at death. This total is the sum of Items 50, 51, and 52.

54 FEGLI Basic Coverage, Accidental Death. The amount payable under FEGLI basic coverage if death is accidental. This amount equals FEGLI basic life insurance coverage (Item 50) with extra benefits payable at certain ages plus FEGLI basic life insurance coverage (Item 50) without extra benefits.

55 FEGLI Standard Coverage, Accidental Death. The amount payable under FEGLI standard coverage if death is accidental. This amount equals Item 51 multiplied by 2. If the employee has not elected Option A (standard coverage), ***N/A*** is shown.

56 FEGLI Additional Coverage, Accidental Death. The amount payable under FEGLI additional coverage if death is accidental. This amount is the same as the amount payable if death is not accidental (Item 52). If the employee has not elected Option B (additional coverage), ***N/A*** is shown.

57 Total FEGLI Basic, Standard, Additional Coverage, Accidental Death. The amount payable under FEGLI basic, standard, and additional coverage if death is accidental. This total is the sum of Items 54, 55, and 56.

58 FEGLI Family Coverage, Death Of Spouse. The amount payable ($5,000) to the employee under FEGLI family coverage in case of death of the employee's spouse. If the employee has not elected FEGLI family coverage, ***N/A*** is shown.

59 FEGLI Family Coverage, Death Of Child. The amount payable ($2,500) to the employee under FEGLI family coverage in case of death of an employee's child. If the employee has not elected FEGLI family coverage, ***N/A*** is shown.

60 Accidental Loss Of Limbs Or Total Eyesight. The amount payable to the employee for accidental loss of limbs or eyesight under accidental dismemberment insurance. If the employee has no basic life insurance, he/she is not eligible for accidental dismemberment coverage. If the employee has Option A, Standard Life Insurance, the amount payable is the FEGLI coverage amount plus $10,000. For all other options, the amount payable is the FEGLI coverage amount.

61 Accidental Loss Of One Limb Or One Eye. The amount payable to the employee for the accidental loss of one limb or one eye under accidental dismemberment insurance. If the employee has no basic life insurance, he/she is not eligible for accidental dismemberment coverage. This amount is one-half of the amount shown in Item 60.

62 Current Year Biweekly TSP Contributions By Employee. The biweekly amount[1,2] the employee contributed to his/her Thrift Savings Plan (TSP) account.

63 Current Year Biweekly TSP Contributions By Agency. The biweekly amount[1,2] the agency contributed to the employee's TSP account. This field appears on the Federal Employees Retirement System (FERS) and Foreign Service Pension System (FSPS) statements only (Retirement Coverage Codes K, M, and P).

[1] This item is obtained from PAYE as of Pay Period 1 of the current year.

[2] Adjustments (manual payments) made after the last day of the last pay period of the prior year are not included in this amount.

[3] This item is obtained from PAYE as of the last pay period of the prior year.

[4] In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*******) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

64 Total Current Year Biweekly TSP Contributions. The total biweekly amount[2] contributed to the employee's TSP account. This total is the sum of Items 62 and 63. This field appears on FERS and FSPS statements only (Retirement Coverage Codes K, M, and P).

65 Prior Year Annual TSP Contributions By Employee. The biweekly amount[3,4] the employee contributed to his/her TSP account for the prior year.

66 Prior Year Annual TSP Contributions By Agency. The biweekly amount[3,4] the agency contributed to the employee's TSP account for the prior year. This field appears on FERS and FSPS statements only (Retirement Coverage Codes K, M, and P).

67 Total Prior Annual Year TSP Contributions. The total amount[4] contributed to the employee's TSP account for the prior year. This total is the sum of Items 65 and 66. This field appears on FERS and FSPS statements only (Retirement Coverage Codes K, M, and P).

68 TSP Account Balance. The employee's TSP account balance[4] as of the last pay period of the prior year.

69 Estimated TSP Account Balance At Earliest Retirement Date. The estimated balance of the employee's TSP account at the employee's earliest eligible retirement date under either special LEO/FF service (Item 84) or regular service (Item 89). This balance is computed according to the following formula:

$$\textit{Projected-Balance}=[B \times 1.0723^{N}] + [S \times C \times (1.0723^{N}-1) \times 14.3081]$$

B=TSP account balance as of December 31 of the prior year (Item 68)
N=number of years additional service to be performed
S=Pay Period 1 adjusted annual salary (Item 23)
C=employee and agency biweekly TSP contribution rate (percentage)

For detailed instructions on estimating TSP account balances, see the Thrift Savings Plan Annuities (Publication TSP-BK05 or access ***www.tsp.gov*** through the World Wide Web on the Internet).

70 TSP Annuity Interest Rate Index. The TSP annuity interest rate index for December of the prior year. The rate used in 2001 is 5.750%.

71 Employee Age At TSP Monthly Annuity (Options 1–3). The employee's age at the estimated retirement date. This is determined by subtracting the date of birth from the applicable optional retirement date (Items 84 and 89).

72 TSP Monthly Annuity For Single Life (Options 1–3). The estimated single life annuity (level payments, no added features) at the age shown in Item 71. For LEO/FF, this will correspond to the earliest group of retirement annuities shown under Item 84. For all other employees, this will correspond to the earliest group of retirement annuities shown in Item 89.

This annuity estimate is determined as follows:
Step 1: Compute [estimated TSP balance ÷ 1,000].
Step 2: Determine monthly annuity factor per $1,000 account balance (see Table 72–1 below).
Step 3: Calculate preliminary monthly annuity payment (Step 1 x Step 2).
Step 4: Obtain current interest rate index (Item 70).

Exhibit 162
Page 10

Step 5: Obtain interest rate index used in annuity table below. This is 7.0000%.

Step 6: Determine interest rate increase/decrease (Step 5 – Step 4).

Step 7: Obtain interest adjustment factor (see Table 72–2 below).

Step 8: Determine adjustment multiplier (Step 6 x 7).

Table 72–1 Monthly Single Annuity Factors Per $1,000 Account Balance (7%)

Employee's Age	Annuity Factor	Employee's Age	Annuity Factor
44	$6.59	70	$9.57
45	$6.63	71	$9.83
46	$6.68	72	$10.11
47	$6.73	73	$10.42
48	$6.79	74	$10.75
49	$6.84	75	$11.11
50	$6.90	76	$11.50
51	$6.97	77	$11.92
52	$7.03	78	$12.38
53	$7.11	79	$12.87
54	$7.18	80	$13.39
55	$7.27	81	$13.96
56	$7.35	82	$14.57
57	$7.45	83	$15.23
58	$7.55	84	$15.94
59	$7.66	85	$16.69
60	$7.77	86	$17.50
61	$7.90	87	$18.35
62	$8.04	88	$19.27
63	$8.18	89	$20.23
64	$8.34	90	$21.25
65	$8.51	91	$22.33
66	$8.69	92	$23.46
67	$8.88	93	$24.67
68	$9.09	94	$25.95
69	$9.32		

Step 9: Determine increase/decrease to estimate (Step 3 x Step 8).

Step 10: Determine estimated monthly annuity adjusted for current interest rate (Step 3 + Step 9).

Table 72–2 Interest Adjustment Factors For Single Life Annuities

Employee's Age Bracket	Factor
25–44	0.117
45–54	0.101
55–59	0.092
60–64	0.083
65–94	0.075

For detailed instructions on estimating TSP annuities, see the Thrift Savings Plan Annuities (Publication TSP-BK05 or access ***www.tsp.gov*** through the World Wide Web on the Internet.

73 TSP Monthly Annuity For Joint Life (Options 1–3). The estimated joint life annuity (level payments, no added features) at the age shown in Item 71. For LEO/FF, this will correspond to the earliest group of retirement annuities shown under Item 84. For all other employees, this will correspond to the earliest group of retirement annuities shown under Item 89.

This annuity estimate is determined according to the following steps:

Step 1: Compute [estimated TSP account balance (Item 69) ÷ 1,000].

Step 2: Determine monthly annuity factor per $1,000 account balance (see Table 73–1 below).

Step 3: Calculate preliminary monthly annuity payment (Step 1 x Step 2).

Step 4: Obtain current interest rate index (Item 70).

Step 5: Obtain interest rate index used in annuity table below. This is 7.0000%.

Step 6: Determine interest rate increase/decrease (Step 4 – Step 5).

Step 7: Obtain interest adjustment factor (see **Table 73–2** below).

Step 8: Determine adjustment multiplier (Step 6 x Step 7).

Step 9: Determine increase/decrease to estimate (Step 3 x Step 8).

Step 10: Determine estimated monthly annuity adjusted for current interest rate (Step 3 + Step 9).

Table 73–1 Monthly Joint Annuity Factors Per $1,000 Account Balance (7%)

Employee's Age	Annuity Factor	Employee's Age	Annuity Factor
44	$6.23	70	$8.05
45	$6.25	71	$8.22
46	$6.28	72	$8.40
47	$6.31	73	$8.60
48	$6.34	74	$8.81
49	$6.37	75	$9.04
50	$6.40	76	$9.29
51	$6.44	77	$9.56
52	$6.48	78	$9.85
53	$6.52	79	$10.16
54	$6.57	80	$10.50
55	$6.62	81	$10.87
56	$6.67	82	$11.26
57	$6.73	83	$11.69
58	$6.79	84	$12.14
59	$6.86	85	$12.63
60	$6.93	86	$13.16
61	$7.01	87	$13.71
62	$7.09	88	$14.31
63	$7.18	89	$14.94
64	$7.28	90	$15.61
65	$7.38	91	$16.32
66	$7.50	92	$17.07
67	$7.62	93	$17.88
68	$7.75	94	$18.74
69	$7.90		

Table 73–2 Interest Adjustment Factors For Joint Life Annuities

Employee's Age Bracket	Factor
25–44	0.127
45–54	0.111
55–59	0.103
60–64	0.097
65–94	0.087

For detailed instructions on estimating TSP annuities, see the Thrift Savings Plan Annuities (Publication TSP-BK05) or access ***www.tsp.gov*** through the World Wide Web on the Internet.

74 Current Year Biweekly Cost To Employee For Retirement. The amount[1,2] paid by the employee each pay period toward his/her retirement account for the current year.

75 Current Year Biweekly Cost To Agency For Retirement. The amount[1,2] paid by the agency each pay period toward the employee's retirement account for the current year.

76 Total Current Year Biweekly Cost for Retirement. The total amount[2] paid each pay period toward the employee's retirement account for the current year. This total is the sum of Items 74 and 75.

77 Prior Year Annual Cost To Employee For Retirement. The amount[3,4] paid by the employee toward his/her retirement account for the prior year.

78 Prior Year Annual Cost To Agency For Retirement. The amount[3,4] paid by the agency toward the employee's retirement account for the prior year.

79 Total Prior Year Annual Cost For Retirement. The total amount[4] paid towards the employee's retirement account for the prior year. This total is the sum of Items 77 and 78.

[1] This item is obtained from PAYE as of Pay Period 1 of the current year.

[2] Adjustments (manual payments) made after the last day of the last pay period of the prior year are not included in this amount.

[3] This item is obtained from PAYE as of the last pay period of the prior year.

[4] Adjustments (manual Payments) are not included in this amount.[4] In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*******) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

80 High-3 Average Pay For Retirement. The estimate of the employee's *High-3 Average Pay* for the earliest eligible retirement date (Item 89). For LEO/FF, this estimate corresponds to the earliest retirement date shown under special service (Item 84). In computing the *High-3 Average Pay*, the rate of basic pay is used, not the actual pay received by the employee. For more information on pay entitlement included in these calculations, see the CSRS and FERS Handbook for Personnel and Payroll Offices.

For the purposes of this statement, retirement benefits beginning more than 3 years in the future have been estimated using the employee's adjusted salary as of the date of the statement as the *Retirement High-3*. Retirement benefits payable within the next 3 years have been estimated using a *Retirement High-3* consisting of the employee's adjusted salary averaged over a 3-year period prior to the proposed retirement date.

For part-time employees (Work Schedule P, Q, S, or T), the employee's deemed salary (the salary the employee would have earned if he/she were full-time), not the actual part-time salary earned, is used as the rate of pay.

Note: Accumulated sick leave is not included in these calculations.

□ If LEO/FF (Retirement Coverage Codes M, E, T, or 6) received any appropriate AUO, availability pay or standby pay for the 3-year period, it is included in the *Retirement High-3* calculations. If the employee will not have 20 years of special service at ages 50, 55, or 57, the statement includes dates at which he/she will have the 20 years of special service. Also, if the employee's 6C Retirement date as shown on IRIS Program 102, Dates & Misc Sal/Pers Data, is incorrect or invalid, the employee will not receive a statement. **Note:** Invalid means the 6C retirement date is not a valid date, is earlier that the employee's retirement SCD, or is later than the statement date.

For U.S. Customs employees covered by COPR, the *Retirement High-3* pay is determined as follows:

- For employees eligible to retire within the next 3 years, the *High-3 Average Pay* consists of earnings, including allowable overtime (not to exceed $15,000 in a fiscal year) averaged over a 3-year period prior to the statement date. Overtime is excluded from earnings after 12/31/99.
- Earnings from the prior year are calculated by multiplying each year's retirement contribution as it appears in RETM by a factor of 13.79 for CSRS employees and 95.24 for FERS employees.

– For employees not eligible to retire within the next 3 years, the *High-3 Average Pay* consists of earnings and allowable overtime for the prior calendar year.

The following steps explain the approach used in determining the employee's *High-3 Average Pay.* For an example of how to calculate an employee's *High-3 Average Pay*, see Example A (examples follow the Description of Items).

Step 1. Subtract 3 years from the proposed retirement date and locate different rates of basic pay in effect over that 3 year period.

Step 2. Determine the first time interval covering the same rate of basic pay (subtract the beginning date containing all equal basic pay amounts from the ending date).

Step 3. Determine the time factor using the 360 Day Factor Chart (see the CSRS and FERS Handbook for Personnel and Payroll Offices) or a 360 Day Factor formula.

Step 4. Compute the actual pay earned by multiplying the pay rate in effect by the time factor and round to the nearest cent.

Step 5. Follow Steps 3 and 4 again for subsequent changes of pay rates until the total time factor is 3 years. The total time factor will not always exactly equal 3 years (for example 2.988000 or 3.006666 would be appropriate).

Step 6. Total all actual earnings for the entire 3-year period.

Step 7. Divide the total pay earned by 3 or if an employee has not worked 3 years, use the actual length of time the employee has worked to compute the High-3 Average Pay.

In preparing this statement, the following guidelines are used:

– For retirement computation purposes, all months have 30 days. No credit is given for the 31st day of the month. A year consists of 360 days (12 x 30 days). Length of service is based on whole months. All remaining days are dropped.

– When subtracting the beginning day of a period of service from the ending day of a period of service, a day is added to the ending date to derive the length of the period.

– When it is necessary to borrow a month, the time borrowed is always 30 days. When it is necessary to borrow a year, the time borrowed is always 12 months.

81 Age At Earliest Retirement Date. The employee's age associated with the earliest eligible retirement date, shown in Items 84 and 89. This date is obtained by subtracting the employee's date of birth from the earliest eligible retirement date.

82 Length Of Service Earliest Retirement Date. The employee's length of service associated with the earliest eligible retirement date, shown in Items 84 and 89. This field is computed as follows:

Length of Service = [Earliest Eligible Retirement Date – Retirement SCD]

Note: In the above calculations, the length of service shown for part-time employees (Work Schedule P, Q, S, and T) is not prorated for tour-of-duty. The full length of service is used in each annuity computation. The final annuity computation is then prorated for tour-of-duty. This method is used because the full tour-of-duty proration is not available.

83 Age At Retirement Date (1–4) Under Special Service. The employee's age at the eligible retirement date under special (LEO/FF) service. Up to four different eligible retirement ages may be shown. This number is obtained by subtracting the employee's date of birth from the eligible retirement date (Item 84). This field appears on LEO/FF's statements only (Retirement Coverage Codes E, M, T, and 6).

84 Eligible Retirement Date (1–4) Under Special Service. The employee's eligible retirement date under special (LEO/FF) service. Up to four different eligible retirement dates are shown for FERS employees. All others will show up to three different dates. This is the date at which the employee will have 20 years of special service and be at least 50 years old or have 25 years of service at any age. If the employee does not have 20 years of special service at ages 50, 55, or 57, the statement will reflect the date at which he/she will have the 20 years of special service. This field appears on LEO/FF's statements only (Retirement Coverage Codes E, M, T, and 6). **Note:** The 4th eligible date of retirement with 25 years of service at any age applies to FERS employees only.

85 Monthly Annuity Without Survivor Benefit (1–4) Under Special Service. The estimated annuity (with no survivor benefit) that the employee will receive at the specified age and date under special (LEO/FF) service. Up to four different monthly annuities are shown for FERS employees. All others will show up to 3 annuities. This field appears on LEO/FF's statements only (Retirement Coverage Codes E, M, T, and 6).**Note:** The 4th annuity with 25 years of service at any age applies to FERS employees only.

FERS LEO/FF (Retirement Coverage Code M) is computed using the High-3 Average Pay (Item 80) with total creditable service up to the eligible retirement date (Item 84) and FERS special retirement formulas shown in Example C.

CSRS And CSRS-Offset LEO/FF (Retirement Coverage Codes E, T, and 6) monthly annuity is computed using High-3 Average Pay (Item 80) with total creditable service up to the eligible retirement date (Item 84) and applicable CSRS Special or CSRS-Offset Special retirement formulas shown in Example E.

Note: In the above calculations, the years of service are prorated by Pay Period 1 of the current year tour-of-duty for part-time employees (Work Schedule P, Q, S, or T). This estimate is used because the complete tour-of-duty proration is not available.

86 Monthly Annuity With Survivor Benefit (1–4) Under Special Service. The estimated annuity (with full survivor benefit) that the employee will receive at the specified age and date under special (LEO/FF) service. Up to four different monthly annuities are shown for FERS employees. All others will show up to 3 annuities. This field appears on LEO/FF's statements only (Retirement Coverage Codes E, M, T, and 6). **Note:** The 4th annuity with 25 years of service at any age applies to FERS employees only.

FERS LEO/FF (Retirement Coverage Code M). This amount is equal to 90% of the employee's estimated Monthly Annuity Without Survivor Benefit.

CSRS And CSRS-Offset LEO/FF (Retirement Coverage Codes E, T, and 6). The estimated monthly annuity is computed as follows:

Step 1. Compute [Monthly Annuity Without Survivor Benefit (Item 85) x 12].

Step 2. Compute [(First $3,600 of Step 1) x 2.5%].

Step 3. Compute [(Step 1 – $3,600) x 10%]

Step 4. Compute [Step 2 + Step 3].

Step 5. Compute [Step 1 – Step 4].

Step 6. Compute [Step 5 ÷ 12].

87 Monthly Annuity With Survivor Benefit For Spouse (1–4) Under Special Service. The estimated annuity (with full survivor benefit) the employee's eligible spouse will receive at the employee's specified age and date under special (LEO/FF) service. Up to 4 options may be shown for FERS employees. All others will show up to three options. This field appears on LEO/FF's statements only (Retirement Coverage Codes E, M, T, and 6). **Note:** The 4th option of retirement with 25 years of service at any age applies to FERS employees only.

FERS LEO/FF (Retirement Coverage Code M). This amount is equal to 50% of the employee's estimated Monthly Annuity Without Survivor Benefit.

CSRS And CSRS-Offset (Retirement Coverage Codes E, T, and 6).This amount is equal to 55% of the employee's estimated Monthly Annuity Without Survivor Benefit (Item 85).

88 Age At Retirement Date (1–3) Under Regular Service. The employee's age at the eligible retirement date under regular service. Up to three options may be shown. This number is obtained by subtracting the employee's date of birth from the eligible retirement date (Item 89). If the employee is covered by FERS, CSRS, or CSRS-Offset LEO/FF Retirement Coverage Codes M, E, T, or 6) and meets the age and length of service requirements for the plan as of the statement date, ***N/A*** is shown.

89 Eligible Retirement Date (1–3) Under Regular Service. The employee's eligible retirement date under regular service. Up to three options may be shown. If the employee is covered by FERS, CSRS, or CSRS-Offset LEO/FF retirement (Retirement Coverage Codes M, E, T, or 6) and meets the age and length of service requirements for the plan as of the statement date, ***N/A*** is shown.

90 Monthly Annuity Without Survivor Benefit (1–3) Under Regular Service. The estimated annuity (with no survivor benefit) that the employee will receive at the specified age and date under regular service. Up to three options may be shown. If the employee is covered by FERS, CSRS, or CSRS-Offset LEO/FF retirement (Retirement Coverage Codes M, E, T, or 6) and meets the age and length of service requirements for the plan, ***N/A*** is shown.

FERS Employees And FERS LEO/FF (Retirement Coverage codes K and M). Monthly annuity is computed using High-3 Average Pay (Item 80) with total creditable service up to the eligible retirement date (Item 84) and FERS retirement formulas shown in Examples B and C.

CSRS, CSRS-Offset Employees And CSRS And CSRS-Offset LEO/FF (Retirement Coverage Codes C, R, E, T, and 6). Monthly annuity is computed using High-3 Average Pay (Item 80) with total creditable service up to the eligible retirement date (Item 84) and applicable CSRS or CSRS-Offset retirement formulas shown in Examples D and E.

Foreign Service Retirement And Disability System (FSRDS) Employees (Retirement Coverage Codes 3 and G). Monthly annuity is computed using High-3 Average Pay (Item 80) with total creditable service up to the eligible retirement date (Item 84) and FSRDS retirement formulas shown in Example G.

Foreign Service Pension System (FSPS) Employees (Retirement Coverage Code P). Monthly annuity is computed using High-3 Average Pay with total creditable service up to the eligible retirement date and FSPS retirement formulas shown in Example F.

Note: In the above calculations, the years of service are prorated by Pay Period 1 of the current year tour-of-duty for part-time employees (Work Schedule P, Q, S, or T). This estimate is used because the complete tour-of-duty proration is not available.

91 Monthly Annuity With Survivor Benefit (1–3) Under Regular Service. The estimated annuity (with full survivor benefit) the employee will receive at the specified age and date. Up to three options may be shown. If the employee is covered by FERS, CSRS, or CSRS-Offset LEO/FF retirement (Retirement Coverage Codes M, E, T, or 6) and meets the age and length of service requirements for the plan, ***N/A*** is shown.

FERS, FSPS Employees And FERS LEO/FF (Retirement Coverage Codes K, M, and P). This amount is 90% of the employee's estimated Monthly Annuity Without Survivor Benefit (Item 90).

CSRS, CSRS Offset, FSRDS, FSRDS Offset, And Corresponding LEO/FF (Retirement Coverage Codes 1, 3, 6, C, E, G, R, and T).

Step 1. Compute [Monthly Annuity Without Survivor Benefit (Item 90) x 12].

Step 2. Compute [(First $3,000 of Step 1 amount) x 2.5%].

Step 3. Compute [(Step 1 – $3,600) x 10%].

Step 4. Compute [Step 2 + Step 3].

Step 5. Compute [Step 1 – Step 4].

Step 6. Compute [Step 5 ÷ 12].

92 Monthly Annuity With Survivor Benefit For Spouse (1–3) Under Regular Service. The estimated annuity (with full survivor benefit) that the employee's eligible spouse will receive at the specified age and date. Up to three options may be shown. If the employee is covered by FERS, CSRS, or CSRS-Offset LEO/FF retirement (Retirement Coverage Codes M, E, T, or 6) and meets the age and length of service requirements for the plan, ***N/A*** is shown.

For LEO/FF employees (Retirement Coverage Codes 6, E, and T) who have at least 20 years of special service at any age, this field shows the estimated annuity under special coverage (with full survivor benefit) that the employee's eligible spouse will receive. If the employee is an LEO/FF and does not have at least 20 years of special service, the following formulas are used.

FERS, FSPS Employees And FERS LEO/FF (Retirement Coverage Codes K, M, and P). This amount is 50% of the employee's estimated monthly annuity without survivor benefit (Item 90).

CSRS, CSRS Offset, FSRDS, FSRDS Offset, And Corresponding LEO/FF (Retirement Coverage Codes 1, 3, 6, C, E, G, R, and T). This amount is 55% of the employee's estimated monthly annuity without survivor benefit (Item 90).

93 Disability High-3. The employee's estimated *Disability High-3*. Disability and survivor benefits payable are estimated using a *Disability High-3* consisting of the employee's adjusted salary averaged over a 3 year period prior to the date of the statement. For more information on High 3 calculations, see Item 80.

For part-time employees (Work Schedule P, Q, S, or T), the **actua**l pay earned for a 3-year period is used, not the deemed salary as in the High-3 Average Pay For Retirement (item 80). Actual pay (annual salary) is determined using the total hours the employee worked in each of the 3 years. The hourly rate of pay is obtained from the employee's personnel history. Total hours worked (for the tax year) are obtained from RETM as of the last pay period of the prior tax year. Annual salary is calculated:

Annual Salary = [Hourly Rate x Total Hours Worked for the Year]

For U.S. Customs employees covered by Customs Officer Pay Reform Act (COPRA), the *Disability High-3* pay consists of prior year earnings including allowable overtime (not to exceed $15,000 in a fiscal year) averaged over a 3 year period prior to the date of the statement date. Overtime is excluded from any earnings after 12/31/99.

94 Monthly Disability Pension. The employee's estimated monthly disability pension. Disability and survivor benefits payable are estimated using the *Disability High-3* shown in Item 93. Creditable service is computed using the employee's Retirement Service Computation Date (SCD) (Item 16). Special or 6C service is computed using the employee's 6C Retirement SCD (Item 19).

FERS Employees (Retirement Coverage Code K). If the employee's past creditable service is less than 18 months, then no monthly disability pension is allowed. For employees with 18 months or more of creditable service, the monthly disability pension is computed as follows:

- If the employee is age 62 or older, determine monthly pension using FERS retirement formulas shown in Example B and total creditable service up to the date of the statement. Replace Retirement High–3 by Disability High–3.
- If the employee is less than 62 years of age:

Step 1. Determine monthly pension (*Disability High-3* x 60%) ÷ 12.

Step 2. Determine monthly pension using FERS retirement formulas shown in Example B and total creditable service up to the date of the statement. Replace Retirement High-3 by *Disability High-3*.

Step 3. Compare Steps 1 and 2 and select the larger of the amounts.

FERS LEO/FF (Retirement Coverage Code M). Any AUO, availability pay, or standby pay received over the 3-year period is included in the *Disability High-3*. If the employee's past creditable service is less than 18 months, then no monthly disability pension is allowed. For employees with 18 months or more of creditable service, the monthly disability pension is computed as follows:

- If the employee does **not** have 25 years of special service and is **not** at least 50 years of age with 20 years of special service, see steps above for FERS employees.
- If the employee is at least 50 years of age with 20 or more years of special service, or has 25 years of special service at any age, the monthly pension is computed as follows:
- If the employee is age 62 or older, determine monthly pension using total creditable service up to the date of the statement and FERS special retirement formulas shown in Example C, replacing *Retirement High 3 with Disability High 3.*
- If the employee is less than 62 years of age:

Step 1. Determine monthly pension (*Disability High-3* X 60%) ÷ 12.

Step 2. Determine monthly pension using creditable service up to the date of the statement and FERS Special retirement formulas shown in Example C, replacing *Retirement High-3* with *Disability High-3*.

Step 3. Compare Steps 1 and 2 and select the larger of the amounts.

CSRS And CSRS-Offset Employees (Retirement Coverage Code M). If the employee's past creditable service is less than 5 years, then no monthly disability pension is allowed. For employees with 5 years or more of creditable service, the monthly disability pension is computed as follows:

- If the employee is 60 years or older, the monthly annuity is computed as follows:

Determine monthly pension using total creditable service up to the date of the statement and the applicable CSRS or CSRS-Offset retirement formulas shown in Example D, replacing *Retirement High-3* with *Disability High-3*. This amount is limited to maximum of (*Disability-High-3* x 80%) ÷ 12.

- If the employee is less than 60 years of age, the monthly pension is computed as follows:

Step 1. Determine monthly pension (*Disability High-3* X 40%) ÷ 12.

Step 2. Determine monthly pension using credited past service and future service to age 60 and the applicable CSRS or CSRS-Offset formulas shown in Example D, replacing *Retirement High-3* with *Disability High-3*. This amount is limited to a maximum of (*Disability High-3* x 80%) ÷ 12.

Step 3. Compare Steps 1 and 2 and select the smaller of the amounts.

Step 4. Determine monthly pension using total creditable service up to the date of the statement and the applicable CSRS or CSRS-Offset retirement formulas shown in Example D, replacing *Retirement High-3* with *Disability High-3.* This amount is limited to maximum of (*Disability High-3* x 80%) ÷ 12.

Step 5. Compare Steps 3 and 4 and select the larger of the amounts.

CSRS And CSRS-Offset LEO/FF Employees (Retirement Coverage Codes 6, E, and T). If the employee's past creditable service is less than 5 years, then no monthly disability pension is allowed. For employees with 5 years or more of creditable service, the monthly disability pension is computed as follows:

- If the employee is **Not** at least 50 years of age with 20 years or more of special service, see steps above for CSRS and CSRS-Offset employees.
- If the employee is at least 50 years of age with 20 years or more of special service, the monthly disability pension is computed as follows:

Step 1. Determine monthly pension (*Disability High-3* X 40%) ÷ 12.

Step 2. Determine monthly pension using credited past service and future service to age 60 and the applicable CSRS Special or CSRS-Offset Special formulas shown in Example D, replacing *Retirement High-3* with *Disability High-3.* This amount is limited to a maximum of (*Disability High-3* x 80%) ÷ 12.

Step 3. Compare Steps 1 and 2 and select the smaller of the amounts.

Step 4. Determine monthly pension using total creditable service up to the date of the statement and the applicable CSRS Special or CSRS-Offset Special retirement formulas shown in Example D, replacing *Retirement High-3* with *Disability High-3.* This amount is limited to a maximum of (*Disability High-3* x 80%) ÷ 12.

Step 5. Compare Steps 3 and 4 and select the larger of the amounts.

FSRDS And FSRDS-Offset Employees (Retirement Coverage Codes 3 and G). If the employee's past creditable service is less than 5 years, then no monthly disability pension is allowed. For employees with 5 years or more of creditable service, the monthly disability pension is computed as follows:

- If the employee is 60 years or older, the monthly annuity is computed as follows:

Step 1. Determine monthly pension (*Disability High-3* x years of creditable past service x 2%).

Step 2. Compute [Step 1 ÷ 12], subject to a maximum of (*Disability High-3* x 70%) ÷ 12.

- If the employee is less than 60 years of age, the monthly annuity is computed as follows:

Step 1. Determine monthly pension (*Disability High-3* x 40%) ÷ 12.

Step 2. Determine monthly pension *(Disability High-3* x years of service x 2%). Years of service is equal to years of past creditable service plus future service to age 65.

Step 3. Compute [Step 2 ÷ 12].

Step 4. Compare Steps 1 and 3 and select the smaller of the amounts.

Step 5. Determine monthly pension *(Disability High-3* x years of service x 2%). Years of service is equal to years of creditable service as of the statement date.

Step 6. Compute [Step 5 amount ÷ 12]. This amount is subject to a maximum of (*Disability High-3* x 70%) ÷ 12.

Step 7. Compare Steps 4 and 6 and select the larger of the amounts.

FSPS Employees (Retirement Coverage Code P). If the employee's past creditable service is less than 18 months, then no monthly disability pension is allowed. For employees with 18 months or more of creditable service, the monthly disability pension is computed as follows:

Step 1. Determine monthly pension (*Disability High-3* X 60%) ÷ 12.

Step 2. Determine monthly pension using total creditable service up to the date of the statement and FSPS retirement formulas shown in Example F, replacing *Retirement High-3* with *Disability High-3.*

Step 3. Compare Steps 1 and 2 and select the larger of the amounts.

Note: In the above calculations, the years of service are **not** prorated for the part-time employees (Work Schedule P, Q, S, or T) as is done for retirement annuity estimates (Items 85 and 90).

95 **Age For Old Age Benefits**. The age at which Social Security disability benefits would be replaced by regular Social Security benefits. This is determined according to the following table. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P , C, and E).

Birth Year	Age (Yrs./Mos.)
up to 1937	65/00
1938	65/02
1939	65/04
1940	65/06
1941	65/08
1942	65/10
1943 thru 1954	66/00
1955	66/02
1956	66/04
1957	66/06
1958	66/08
1959	66/10
1960 and later	67/00

96 **Additional Amount**. The additional amount payable for the basic employee death benefit. For 1999, this amount is $23,386.98. If the employee does not have 18 months of civilian service, ***N/A*** is shown. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, and P).

97 **Spouse's Estimated Monthly Survivor Annuity**. The monthly annuity that the employee's eligible spouse may receive under survivor's income. This amount only applies to employees with 18 months or more of creditable service as of the statement date.

FERS, FSPS Employees and FERS LEO/FF (Retirement Coverage Codes K, M, and P). The monthly survivor annuity is computed as follows:

Step 1. Compare *Annual Salary* (Item 23) and (*Disability High-3* (Item 93) and select the larger of the amounts.

Step 2. Compute monthly survivor annuity as [(Step 1 amount x 50%) + Item 96 amount ($23,386.98 in 2001)].

CSRS and CSRS-Offset Employees (Retirement Coverage Codes C and R). The monthly survivor annuity is computed as follows:

Step 1. Determine *Monthly Disability Pension* (Item 94).

Step 2. Determine monthly survivor annuity using total creditable service up to the date of the statement and applicable CSRS and CSRS-Offset retirement formulas shown in Examples D and H, replacing *Retirement High-3* with *Disability High-3* (Item 93).

Step 3. Compare Steps 1 and 2 and select the larger amounts.

Step 4. Compute monthly survivor annuity as (Step 3 amount x 55%).

CSRS, CSRS-Offset LEO/FF (Retirement Coverage Codes 6, E, and T).

- If the employee is **not** 50 years of age with 20 years or more of LEO/FF special service, see steps above for CSRS and CSRS-Offset employees.

- If the employee is at least 50 years of age with 20 years or more of special service, the monthly survivor annuity is computed as follows:

Step 1. Determine Monthly Disability Pension (Item 94).

Step 2. Determine monthly survivor annuity using total creditable service up to the date of the statement and applicable CSRS Special, CSRS-Offset Special retirement formulas shown in Example D, replacing *Retirement High-3* with *Disability High-3* (Item 93).

Step 3. Compare Steps 1 and 2 and select the larger amount.

Step 4. Compute monthly survivor annuity as Step 3 amount x 55%.

FSRDS, FSRDS–Offset Employees (Retirement Coverage Codes 3 and G). The monthly survivor annuity is computed as follows:

Step 1. Determine *Monthly Disability Pension* (Item 94).

Step 2. Determine monthly survivor annuity using total creditable service up to the date of the statement and applicable FSRDS or FSRDS-Offset retirement formulas shown in Example G, replacing *Retirement High-3* with *Disability High-3* (Item 93).

Step 3. Compare Steps 1 and 2 and select the larger amounts.

Step 4. Compute monthly survivor annuity as Step 3 amount x 55%.

☞**Note:** In the above calculations, the years of service are **not** prorated for part-time employees (Work Schedule P, Q, S, or T) as is done for retirement annuity estimates (Items 85, 90).☜

98 **Current Year Biweekly Cost To Employee For Social Security (OASDI)**. The employee's current year biweekly cost[1,2] Social Security (OASDI) benefits. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

99 **Current Year Biweekly Cost To Employee For HIT/Medicare**. The employee's current year biweekly cost[1,2] for HIT/medicare benefits.

100 **Total Current Year Biweekly Cost To Employee For Social Security (OASDI), HIT/Medicare**. The total current year biweekly cost[2] of the employee's Social Security (OASDI) and HIT/medicare benefits. This total is the sum of Items 98 and 99. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

101 **Current Year Biweekly Cost To Agency For Social Security (OASDI)**. The agency's current year biweekly cost[1,2] for the employee's Social Security (OASDI) benefits. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

102 **Current Year Biweekly Cost To Agency For HIT/Medicare**. The agency's current year biweekly cost[1,2] for the employee's HIT/medicare benefits.

103 Total Current Year Biweekly Cost To Agency For Social Security (OASDI), HIT/Medicare. The total current year biweekly cost[2] to the agency for the employee's Social Security (OASDI) and HIT/medicare benefits. This total is the sum of Items 101 and 102. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

104 Prior Year Annual Cost To Employee For Social Security (OASDI). The employee's prior calendar year cost[3,4] for Social Security (OASDI) benefits. ☞**Note:** OASDI may exceed maximum deduction on Form W–2.☜ This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

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[1] This item is obtained from PAYE as of Pay Period 1 of the current year.
[2] Adjustments (manual payments) made after the last day of the last pay period of the prior year are not included in this amount.
[3] This item is obtained from PAYE as of the last pay period of the prior calendar year.
[4] In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*******) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

105 Prior Year Annual Cost To Employee For HIT/Medicare. The employee's prior year cost[3,4] for HIT/medicare benefits.

106 Total Prior Year Annual Cost To Employee For Social Security (OASDI), HIT/Medicare. The employee's prior year cost[4] for Social Security (OASDI) and HIT/medicare benefits. This total is the sum of Items 104 and 105. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

107 Prior Year Annual Cost To Agency For Social Security (OASDI). The agency's prior year cost[3,4] for the employee's Social Security (OASDI) benefits. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

108 Prior Year Annual Cost To Agency For HIT/Medicare. The agency's prior year cost[1,3,] for the employee's HIT/medicare benefits.

109 Total Prior Year Annual Cost To Agency For Social Security (OASDI), HIT/Medicare. The employee's total prior year cost[1] for Social Security (OASDI) and HIT/medicare benefits. This total is the sum of Items 107 and 108. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

110 Total Current Year Biweekly Cost For HIT/Medicare. The total current year biweekly cost[2] of the employee's HIT/medicare benefits. This amount is the sum of Items 99 and 102. This field appears on CSRS, CSRS LEO/FF, and FSRDS statements only (Retirement Coverage Codes 1, 3, 6, and R).

[1] In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*******) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."
[2] Adjustments (manual payments) made after the last day of the last pay period of the prior year are not included in this amount.
[3] This item is obtained from PAYE as of the last pay period of the prior calendar year.
[4] In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*******) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

111 Total Prior Year Annual Cost For HIT/Medicare. The total prior year annual cost[1] of the employee's HIT/medicare benefits. This amount is the sum of Items 105 and 108. This field appears on CSRS, CSRS LEO/FF, and FSRDS statements only (Retirement Coverage Codes 1, 3, 6, and R).

112 Annual Leave Balance, Prior Year. The employee's annual leave current balance for the prior year as it appears on IRIS Program 136, Annual/Sick Leave, as of the last pay period of the prior year.

For U.S. Attorneys employees with Special Employment Program Code PZ, Presidential Appointee, this field shows the frozen annual leave balance hours as it appears on IRIS Program 136 as of the last pay period of the prior year.

113 Value Of Annual Leave Balance, Prior Year. The dollar value of the employee's annual leave current balance (hours) for the prior year as it appears on IRIS Program 136, as of the last pay period of the prior year. This value is computed as annual leave current balance multiplied by the employee's hourly rate of pay.

For full-time employees, the hourly rate is determined by dividing the adjusted salary (Item 23) by 2087.

For part-time employees, the hourly rate is determined by dividing the full-time equivalent annual salary by 2087. Item 23 is not used in this case because it has already been prorated for a part-time tour-of-duty.

For U.S. Customs employees covered by COPR, this value is computed by dividing the adjusted salary for Pay Period 1 of the current year by 2087 (allowable overtime is not included).

For U.S. Attorneys employees with Special Employment Program Code PZ, this field shows the dollar value of the employee's frozen annual leave balance hours as it appears on IRIS Program 136 as of the last pay period of the prior year. The hourly rate used in computing the dollar value is the frozen annual leave rate as it appears on IRIS Program 136.

Federal Deposit Insurance Corporation (FDIC).

The following items apply to Federal Deposit Insurance Corporation (FDIC) employees only.

1F **Annual Pay Differential**. The annual pay differential[1] paid by the agency for FDIC permanent employees obtained from PAYE as of the last pay period of the prior year.

For Items 9F through 14F, the life insurance coverage amount for life insurance option 1, 2, and 3 factors, correspond to life insurance plan code 10, FDIC Life insurance, and life insurance benefit type 2, Non-Federal. This can be seen on IRIS Program 116, Life Insurance, depending on whether the employee has Federal and/or non-Federal life insurance coverage.

2F **FDIC Basic Life Insurance Amount Payable**. The amount payable under FDIC non-Federal basic life insurance. This amount is computed as the employee's life insurance coverage amount multiplied by 1,000 and is subject to a $300,000 limitation.

3F **FDIC Life Insurance Option 1–Employee**. The amount payable under the FDIC life insurance Option 1, Employee. This amount is computed as the employee's life insurance coverage amount multiplied by 1,000 and is subject to a $300,000 limitation. If the employee has not elected Option 1, ***N/A*** is shown.

4F **FDIC Group Life Insurance–AD&D**. The amount payable under FDIC group life insurance for Accidental Death And Dismemberment (AD&D). This amount is computed as the employee's life insurance coverage amount multiplied by 1,000 and is subject to a $300,000 limitation.

5F **FDIC Basic Life Insurance Coverage Amount**. The basic life insurance coverage amount payable after retirement up to age 65 at death from any cause. This amount is computed as the employee's life insurance coverage amount multiplied by 1,000 and is subject to a $300,000 limitation.

6F **FDIC Life Insurance Payable For Death Of Spouse**. The amount payable for the death of the employee's spouse. Using the employee's life insurance option 2 factor and 3 factor, this amount is determined according to the following table:

Opt 2 Factor	Opt 3 Factor	Amount Payable
blank or zero	blank or zero	N/A
blank or zero	1000 or 2000	$10,000
0500	blank or zero	(LI-Coverage- Amt x 1000)÷2
0500	> zero	$10,000+(LI-Coverage-Amt x 1000) ÷2
1000	blank or zero	(LI-Coverage- Amt x 1000) (up to $300,000)
1000	> zero	$10,000+ (LI-Coverage-Amt x 1000) (up to $300,000)

7F **FDIC Life Insurance Payable For Death Of Child**. The amount payable under FDIC Spouse and Family Optional Life insurance for the death of the employee's child. Using the employee's life insurance option 3 factor, this amount is determined according to the following table:

Opt 3 Factor	Amount Payable
1000	$5,000
2000	$10,000
all others	N/A

Example A –1– Example Of High-3 Average Pay Computation

Step 1: Proposed date of retirement is 5/3/1999. Find rates of basic pay in effect for the period 5/3/1996 to 5/3/1999. The employee's pay history is shown below.

Exhibit 162
Page 21

Employee Pay History	
Date Of Changes In Pay	**Annual Pay**
08/05/1998	$29,400
12/07/1997	$28,001
04/06/1997	$27,653
06/03/1996	$25,003
01/03/1996	$23,890

Step 2: For each change in pay rate, determine the time interval that was in effect, the time factor for the interval, the annual pay in effect for the interval, and the pay earned during the interval.

a) The first interval begins on 5/3/1999, the proposed retirement date, and ends on 8/5/1998, the effective date of the first change in annual pay. The number of days in this interval is determined by subtracting the interval begin date from the interval end date. The result is 269 days.

5/3/1999 – 8/5/1998 = 8 months, 29 days

(8 x 30) + 29 = 269 days

b) The time factor for this interval is computed as Number of Days Interval÷ 360. PSBS assumes that a month is 30 days, so a year is equal to 360 days (30 x 12 = 360). For the first interval the time factor is 269 ÷ 360. The result is 0.747222.

c) The annual pay in effect for this time interval is $29,400.00.

d) The pay earned for this time interval is computed as Time Factor x Annual Pay. For the first interval the pay earned is 0.747222 x $29,400.00. The result is $21,968.33 pay earned in the time interval.

Repeat steps A through D for each of the intervals in the 3-year period. See the completed chart below.

Step 3: Determine the total estimated pay earned in the 3-year period. The result is $81,960.91.

Step 3: Divide the total estimated pay earned by 3. If the employee does not have 3 years of salary data, use the actual length of service (total of time factors) to compute high-3 average pay.

$81,960.91 ÷ 3 = $27,320.00 estimated High-3 Average Pay

Time Factor Calculations					
End Date of Pay Change or Retire Date	**Begin Date of Pay Change or Retire Date**	**# Days in Interval**	**Time Factor (# Days in Interval ¿ 360)**	**Annual Salary in Effect**	**Pay Earned (Time Factor x Basic Pay)**
05/03/1999	08/05/1998	269	.747222	$29,400	$21,968.33
08/04/1998	12/07/1997	238	.661111	$28,001	$18,511.77
12/06/1997	04/06/1997	241	.669444	$27,653	$18,512.13
04/05/1997	06/03/1996	303	.841667	$25,003	$21,044.20
06/02/1996	05/04/1996	29	.080556	$23,890	$1,924.48
Totals			**3.00000**		**$81,960.91**

Example A–2 – Example Of High-3 Average Pay Computation For U. S. Customs Officers Covered By COPRA (CSRS Employees)

Note: For purposes of this statement, retirement benefits payable within the next 3 years are estimated using a high-3 consisting of earnings **including allowable overtime** where possible. In order to estimate the employee's earnings and overtime, retirement deductions for each of the 3 tax years prior to the estimated eligible retirement date are used. PSBS assumes the tax year is 01/01 to 12/31 in this instance. The earnings figure which yielded the deductions can be determined by multiplying the total retirement deductions for a year by a factor of 14.29 (which is 1 ÷ 0.07). This estimated earnings figure is used to determine an estimate of the employee's high-3.

Step 1: Proposed date of retirement is 10/15//2000. Find retirement deductions and rates of basic pay in effect for the 3 years ending on 10/15/2000. The employee's pay history is shown below.

Employee Pay History			
Date Of Change	**Annual Salary**	**Tax Year**	**Retirement Deductions**
01/02/2000	$40,733.00	1999	$3,774.33
01/03/1999	$39,343.00	1998	$3,734.02
		1997	$3,397.16

Retirement Deduction Rate	Factor (1/Rate)	Estimated Salary + Overtime
.0725	13.79	$52,048.01
.0700	14.29	$53,359.15
.0700	14.29	$48,545.42

Step 2: For each period of retirement deductions or change in pay, determine the number of days in the interval, time factor for the interval, annual retirement deductions for the year covering the interval, and the retirement deductions accumulated during the interval.

a) Because the 3-year window starts on 10/15/1997, the first interval begins on 10/15/1997 and ends on 12/31/1997. The number of days in this interval is determined by subtracting the begin date from the end date. The result is 75 days.

12/31/1997 – 10/15//1997 = 75 days

b) The time factor for this interval is computed as Number of Days In Interval ÷ 360. The PSB S system assumes that a month is 30 days, and a year is 12 months, so 1 year is equal to 360 days (30x12=360). So, for the first interval the time factor is 75÷ 360. The result is 0.208333.

c) The estimated salary plus overtime for 1997 is $48,545.42. This amount is found in the table above. If tax year retirement deductions are not available for a time interval, use the employee's contract salary for the interval. For example, on line 4 the time interval is 01/01/2000 to 01/01/2000. The salary in effect on this date is $39,343.00. Note that this salary does not include any allowable overtime.

d) The estimated salary plus overtime in the first interval is computed as Salary X Time Factor. So, for the first interval the amount earned is 0.208333 x $48,545.42. The result is $10, 113.63.
retirement deductions accumulated for this interval are computed as Time Factor x Retirement Deductions. For the first interval the amount earned is 0.030556 x $3,446.07. The result is $105.30.

Repeat steps A through D for each of the intervals in the 3-year period. See the completed chart below.

Step 3: The total estimated salary, including allowable overtime, during the 3-year interval is estimated as $147,763.89. Divide this figure by 3 to determine the employee's estimated high-3 figure. If the employee does not have 3 years of salary data, use the actual length of service (total of time factors) to compute high-3 average pay.

$147, 763.89 ÷ 3 = $49,254.63 Estimated High-3 Average Pay

Time Factor Calculations						
Line No.	**Salary Interval Begin Date**	**Salary Interval End Date**	**# Days In Interval**	**Time Factor**	**Estimated Salary + Overtime**	**Amount Earned this Interval**
1	10/15/1997	12/31/1997	75	0.208333	$48,545.42	$10,113.63
2	01/01/1998	12/31/1998	360	1.000000	$53,359.15	$53,359.15
3	01/01/1999	12/31/1999	360	1.000000	$52,048.01	$52,048.01
4	01/01/2000	01/01/2000	1	0.002778	$39,343.00	$109.29
5	01/02/2000	10/15/2000	284	0.788889	$40,733.00	$32.133.81
Totals				3.000000		$147.763.89

Example A–2 – Example Of High-3 Average Pay Computation For U. S. Customs Officers Covered By COPRA (FERS Employees)

Note: For purposes of this statement, retirement benefits payable within the next 3 years are estimated using a high-3 consisting of earnings **including allowable overtime** where possible. In order to estimate the employee's earnings and overtime, retirement deductions for each of the 3 tax years prior to the estimated eligible retirement date are used. PSBS assumes the tax year is 01/01 to 12/31 in this instance. The earnings figure which yielded the deductions can be determined by multiplying the total retirement deductions for a year by a factor of 125.0 (which is 1 ÷ 0.008). This estimated earnings figure is used to determine an estimate of the employee's high-3.

Step 1: Proposed date of retirement is 3/18/2000. Find retirement deductions and rates of basic pay in effect for the 3 years ending on 3/18/2000. The employee's pay history is shown below.

Employee Pay History			
Date Of Change	**Annual Salary**	**Tax Year**	**Retirement Deductions**
01/02/2000	$37,893.00	1999	$414.11
01/03/1999	$36,791.00	1998	$382.54
		1997	$370.38

Retirement Deduction Rate	Factor (1/Rate)	Estimated Salary + Overtime
.0105	95.24	$39,439.84
.008	125.0	$47,817.50
.008	125.0	$46,297.50

Step 2: For each period of retirement deductions or change in pay, determine the number of days in the interval, time factor for the interval, annual retirement deductions for the year covering the interval, and the retirement deductions accumulated during the interval.

a) Because the 3-year window starts on 3/18/1997, the first interval begins on 3/18/1997 and ends on 12/31/1997. The number of days in this interval is determined by subtracting the begin date from the end date. The result is 282 days.

12/31/1997 – 3/18/1997 = 282 days

b) The time factor for this interval is computed as Number of Days In Interval ÷ 360. The PSBS System assumes that a month is 30 days, and a year is 12 months, so 1 year is equal to 360 days (30x12= 360). So, for the first interval the time factor is 282 ÷ 360. The result is 0.783333.

c) The estimated salary plus overtime for 1997 is $46,297.50. This amount is found in the table above. If tax year retirement deductions are not available for a time interval, use the employee's contract salary for the interval. For example, on line 4 the time interval is 01/01/2000 to 01/10/2000. The salary in effect on this date is $36, 791.00. Note that this salary does not include any allowable overtime.

d) The salary plus overtime earnedin the first interval is computed as Salary X Time Factor. So, for the first interval the amount earned is 0.783333x $46,297.50. The result is $36,266.38.

Repeat steps A through D for each of the intervals in the 3-year period. See the completed chart below.

Step 3: The total pay earned, including allowable overtime, during the 3-year interval is estimated as $131,730.81.Divide this figure by 3 to determine the employee's estimated high-3 figure. If the employee does not have 3 years of salary data, use the actual length of service (total of time factors) to compute high-3 average pay.

$131,730.81 ÷ 3 = $43,910.27 Estimated High-3 Average Pay

Time Factor Calculations						
Line No.	Salary Interval Begin Date	Salary Interval End Date	# Days In Interval	Time Factor	Estimated Salary + Overtime	Amount Earned this Interval
1	03/18/1997	12/31/1997	282	0.783333	$46,297.50	$36,266.38
2	01/01/1998	12/31/1998	360	1.000000	$47,817.50	$47,817.50
3	01/01/1999	12/31/1999	360	1.000000	$39,439.84	$39,439.84
4	01/01/2000	01/01/2000	1	0.002778	$36,791.00	$102.20
5	01/02/2000	03/18/2000	77	0.213889	$37,893.00	$8,104.89
Totals				3.000000		$131,730.81

Example B – Regular FERS Retirement (Retirement Coverage Code K)

Unreduced retirement benefits are available at the following age and service combinations:

- At least the Minimum Retirement Age (MRA) with 30 or more years of service.
- At least age 60 with 20 or more years of service
- At least age 62 or 65 with 5 or more years of service

If You Were Born. . .	Your MRA is. . .
before 1948	55
In 1948	55 & 2 months
In 1949	55 & 4 months
In 1950	55 & 6 months
In 1951	55 & 8 months
In 1952	55 & 10 months
In 1953–1964	56
In 1965	56 & 2 months
In 1966	56 & 4 months
In 1967	56 & 6 months
In 1968	56 & 8 months
In 1969	56 & 10 months
In 1970 & after	57

For length of frozen service, see Frozen CSRS Service on IRIS Program 117, Retirement Data.

Retirement Formulas Used:

☐ If the employee has not transferred from CSRS to FERS or has transferred and has no frozen service, use one of the following formulas:

☐ If the employee is less than 62 years old, or has less than 20 years of service:

Step 1. Compute [Retirement High-3 (Item 80) x 1% x Years of Service].

Step 2. Compute [Step 1 ÷ 12].

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 3 as follows:

Step 3. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours÷80)].

☞**Note:** Frozen service is the total number of years and months of civilian and military service that is creditable in a CSRS component of a FERS employee. The employee must have completed 5 years of creditable civilian service before becoming subject to CSRS-Offset or before the effective date of an election of FERS coverage.☜

☐ If the employee has transferred from CSRS to FERS and has frozen service:

Step 1. Follow CSRS retirement formulas shown in Example D using Frozen CSRS service as it appears on IRIS Program IR117. For detailed information on CSRS retirement formulas, see **Example D**.

Step 2. Follow FERS retirement formulas shown above using the employee's years of service **after the transfer** as employee's years of service.

Step 3. Add Step 1 and Step 2 amounts.

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 4 as follows:

Step 4. Compute [Step 3 x (Pay Period 1 Tour-of-Duty Hours 80)].

Example C – FERS-Special Retirement (Retirement Coverage Code M)

Under the special retirement provisions for law enforcement officers and firefighters, retirement may begin at age 50 with 20 years of 6C-Retirement coverage or at any age with 25 years of special 6C-Retirement coverage. Once a firefighter has 20 years of special 6C-Retirement coverage, the employee is subject to mandatory retirement at age 55. Law enforcement officers with 20 years of special 6C-Retirement coverage are subject to mandatory retirement at age 57.

For length of frozen service, see Frozen CSRS Service on IRIS Program 117.

Retirement Formula Used:

□ If the employee has not transferred from CSRS to FERS or has transferred and has no frozen service, the following formula is used:

Step 1. Compute [1.7% x First 20 years of Special Service].

Step 2. Compute [1% x all Remaining Years of Service].

Step 3. Compute [Step 1 + Step 2].

Step 4. Compute [Retirement High-3 (Item 80) x Step 3].

Step 5. Compute [Step 4 ÷ 12].

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 6 as follows:

Step 6. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours÷80)].

□ If the employee has transferred from CSRS to FERS (has frozen service), the following formula is used:

Step 1. Follow CSRS (or CSRS-Offset) Special retirement formulas shown in Example D using Frozen CSRS service as the employee's years of service. For more information on CSRS retirement formulas, see Example D.

Step 2. Follow FERS-Special retirement formula shown above using the employee's years of service **after the transfer** as the employee's years of service.

Step 3. Compute [Step 1 + Step 2].

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 4 as follows:

Step 4. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours÷80)].

Example D – CSRS And CSRS-Offset Retirement (Retirement Coverage Codes 1, C, And R)

Unreduced retirement benefits are available at the following age and service combinations:

- At least age 55 with 30 years or more of service.
- At least age 60 with 20 years or more of service.
- At least age 62 with 5 years or more of service.

Retirement Formulas Used:

□ If the *Retirement High-3* (Item 80) is less than $5,000:

Step 1. Compute [(*Retirement High-3* (Item 80) x 1%) + $25].

Step 2. Compute [Step 1 x Years of Service].

Step 3. Compute [Step 2 ÷ 12] (subject to a maximum of (*Retirement High-3* x 80%) ÷ 12).

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 4 as follows:

Step 4. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours÷80)].

☐ If the *Retirement High-3* (Item 80) is $5,000 or more:

Step 1. Compute [1.50% x First 5 Years of Service].

Step 2. Compute [1.75% x Second 5 Years of Service].

Step 3. Compute [2% x Remaining Years of Service].

Step 4. Compute [Step 1 + Step 2 + Step 3].

Step 5. Compute [Retirement High-3 (Item 80) x Step 4].

Step 6. Compute [Step 5 ÷ 12] (subject to a maximum of (Retirement High-3 x 80%) ÷ 12).

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 7 as follows:

Step 7. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours÷80)].

Example E – CSRS, CSRS-Offset Special Retirement (Retirement Coverage Codes E, T, And 6)

Under the special retirement provisions for law Enforcement Officers/Firefighters, retirement may begin at age 50 with 20 years of special 6C-Retirement service. Once a firefighter has 20 years of 6C-Retirement service, the employee is subject to mandatory retirement at age 55. Law enforcement officers with 20 years or more of 6C-Retirement service are subject to mandatory retirement at age 57.

Retirement Formulas Used:

Step 1. Compute [2.5% x First 20 years of Special Service].

Step 2. Compute [2% x Remaining Years of Service].

Step 4. Compute [Retirement High-3 (Item 80) x Step 3].

Step 5. Compute [Step 4 ÷ 12] (subject to a maximum of (Retirement High-3 x 80%) ÷ 12.

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 6 as follows:

Step 6. Compute [Step 5 x (Pay Period 1 Tour-of-Duty Hours÷80)].

Example F – FSPS Retirement (Retirement Coverage Code P)

Unreduced retirement benefits are available at the following age and service combinations:

- At least age 50 with 20 years or more of service.
- At least age 60 with 5 years or more of service.

For length of frozen service, see Frozen CSRS Service on IRIS Program 117, Retirement Data.

Retirement Formulas Used:

☐ If the employee has transferred from FERS to FSPS, the following formula is used:

Step 1. Compute Years of Service as [Years of FERS Service + Years of FSPS Service].

Step 2. Compute [1.7% x First 20 years of Service].

Step 3. Compute [1% x Remaining Years of Service].

Step 4. Compute [Step 2 + Step 3].

Step 5. Compute [Retirement High-3 (Item 80) x Step 4].

Step 6. Compute [Step 5 ÷ 12].

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 7 as follows:

Step 7. Compute [Step 6 x (Pay Period 1 Tour-of-Duty Hours÷80)].

☐ If the employee has transferred from FSRDS to FSPS and has less than 5 years of FSRDS service:

Use steps shown above as if the employee transferred from FERS to FSPS.

☐ If the employee has transferred from FSRDS to FSPS and has more than 5 years of FSRDS service:

Step 1. Compute [Total Years of Service – Frozen CSRS Service].

Step 2. Compute [2% x Frozen CSRS Service] (subject to a maximum of (Retirement High-3 x 70%) ÷ 12).

Step 3. Compute [Retirement High-3 (Item 80) x Step 2].

Step 4. Compute [Step 3 ÷ 12].

Step 5. Compute [1.7% x First 20 years of Step 1].

Step 6. If Frozen CSRS Service > 20, compute [1% x (Frozen CSRS Service – 20)].

Step 7. Compute [Step 5 + Step 6].

Step 8. Compute [Retirement High-3 (Item 80) x Step 7].

Step 9. Compute [Step 8 ÷ 12].

Step 10. Compute [Step 4 + Step 9].

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 11 as follows:

Step 11. Compute [Step 10 x (Pay Period 1 Tour-of-Duty Hours 80)].

- If the employee has transferred from CSRS to FERS to FSPS:

Step 1. Follow CSRS retirement formulas shown in Example D using Frozen CSRS Service as the employee's years of service.

Step 2. Compute [Total Years of Service – Frozen CSRS Service].

Step 3. Follow FERS to FSPS retirement formula shown above using Step 2 as the employee's years of service.

Step 4. Compute [Step 1 + Step 3].

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 5 as follows:

Step 5. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours÷80)].

Example G – FSRDS And FSRDS-Offset Retirement (Retirement Coverage Codes 3 And G)

Unreduced retirement benefits are available at the following age and service combinations:

– At least age 50 with 20 or more years of service

At least age 60 with 5 or more years of service

Retirement Formulas Used:

Step 1. Compute [Retirement High-3 (Item 80) x 2% x Years of Service].

Step 2. Compute [Step 1 ÷ 12] (subject to a maximum of (Retirement High-3 x 70%) ÷ 12).

For part-time employees (Work Schedule P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 3 as follows:

Step 3. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours÷80)].

Exhibit 162
Page 28

Example Of Your Personal Benefits Statement

YOUR PERSONAL BENEFITS STATEMENT
BASED ON YOUR ACCOUNT AS OF XXXX, XX XXXX

1

T-000000 [2] 0001 [3] XX [4] 00 [5] 0000 [6]
FIRST [7] M [8] NAME [9]
111 YOUR ST. [10]
CITY [11] ST [12] 00000-0000 [13]

Social Security Number [14]
Birth Date [15]
Retirement SCD [16]
Retirement Coverage [17] [18]
6C Retirement SCD [19]
Leave SCD [20]
TSP Contribution Amount [21]
TSP Fund Distribution [22]

As an employee of the Federal Government, your total compensation consists of more than just the amount you are paid—it also includes your benefits package. This statement has been prepared to inform you about your benefits coverages and costs. It is provided annually and is not available on request. If you have questions concerning this statement, or if you believe it does not accurately reflect your benefits coverages, please contact the appropriate office or individual as designated by your employing organization.

Benefits Amounts Shown In This Document Are Estimates. If You Are Considering Retirement, Please Seek More Precise Information From Your Employing Organization.

Pay

The annual pay used to prepare this statement is [23]. Unless otherwise indicated, this is your base pay as of the last pay period of the prior year (including pay for holidays and leave). Base pay is the amount of the prior year on which your benefit deductions and coverages are based. Generally, it does not include overtime; however, it does include locality pay; environmental pay; AUO and availability pay for law enforcement officers; standby pay for firefighters, some law enforcement officers and other employees; and inspectional overtime (COPR) for Customs Inspectors and Canine Enforcement Officers.

Total Compensation And Costs

Your total compensation (pay and benefits) for the prior year was [24]. Total compensation costs to you and the Government are shown throughout this statement. This includes only costs paid by your present employing agency. If you transferred from another agency during the year, costs paid by your former agency may not be shown.

Leave

Sick Leave

If you are unable to work because of illness or injury, your accumulated sick leave is available for use. Your full pay continues for the period of your accumulated sick leave. As of the last pay period of the prior year you had [25] hours of accumulated sick leave. You may use annual leave in place of, or as an extension of, sick leave.

Annual Leave

Your annual leave balance as of the last pay period of the prior year is [26] hours.

Federal Employees Health Benefits (FEHB) Program

You are covered by: [27] [28]

Premium Costs

	Current Year Bi-Weekly	Prior Year Annual
Employee	[29]	[32]
Agency	[30]	[33]
Total	[31]	[34]

To continue health insurance coverage in retirement you must retire on an immediate annuity and have been covered for the 5 years immediately before retirement, or since your first opportunity to enroll, if fewer than 5 years. (These coverage requirements also apply if you receive FECA benefits.) Coverage for your enrolled dependents may continue if they are eligible for either **your retirement plan (YRP)** or FECA benefits. Should your dependents lose their status as family members, for example by divorce or when a child marries or turns age 22, their participation in FEHB may continue for a limited period of time under provisions for Temporary Continuation of Coverage (TCC). The affected individual may also choose to convert coverage to a nongroup contract.

Exhibit 162
Page 29

Example Of Your Personal Benefits Statement

Federal Employees Group Life Insurance (FEGLI) Program

Coverage: 35

Premium Costs	Current Year Bi-Weekly			Prior Year Annual		
	Employee	Agency	Total	Employee	Agency	Total
Basic	36	37	38	43	44	45
Standard – Option A	39			46		
Additional – Option B	40			47		
Family – Option C	41			48		
Total	42			49		

Coverage Amounts	Basic	Standard	Additional	Total
If Death Is Not Accidental	50	51	52	53
If Death Is Accidental	54	55	56	57

Family Option

Death of Spouse 58
Death of Child 59

Accidental Dismemberment

Loss of Limbs or Total Eyesight 60
Loss of One Limb or One Eye 61

Your basic life insurance is increased by an "extra benefit" for participants under age 45. This benefit doubles the amount of basic life insurance if you are age 35 or younger. Beginning on your 36th birthday, the extra benefit decreases 10% each year until, at age 45, there is no extra benefit.

Family Optional Life Insurance

If a covered family member dies while you are working, you would receive the above benefit. If you should die while working, insured family members may convert their own coverage to individual policies. If you have a life event, such as marriage, the adoption of a child, divorce, etc., you may be eligible to elect more life insurance coverage. For further information, contact the appropriate office or individual as designated by your employing organization.

Coverage in Retirement after Age 65

▶ To be eligible for life insurance coverage during retirement (including FECA benefits), you must retire on an immediate annuity and be enrolled for the 5 years immediately before retirement or since your first opportunity to enroll.

If you are eligible to continue life insurance coverage during retirement,
- decide upon the level of coverage you wish to retain.
- elect to keep all or some of your Basic life insurance.
- elect to keep all or some of your Additional and Family coverage as well, due to recent changes in FEGLI law.
- premiums for Basic, Additional, and Family are based on the amount on insurance retained. ◀

Basic

No Reduction. Retain full value for life; after age 65, regular premium stops, you pay only the premium for retaining full value.

50% Reduction. Retain full value until age 65; at age 65, value decreases 1% per month until 50% of the face value at retirement remains; premiums continue for life. After age 65, the regular premium stops, you pay only the premium of retaining 50% of the value.

75% Reduction. Retain full value until age 65; premiums at the active employee rate continue until age 65 at which time they stop; value reduces 2% per month until 25% of the face value at the time of retirement remains.**

Standard

Premiums continue until age 65 when they cease; the value of the insurance reduces 2% per month until 25% ($2,500) remains.

Additional and/or Family

If you are eligible to continue these options during retirement, you must decide upon the level of coverage you wish to retain. Your options are:

- choose to retain all of your coverage based on the number of multiples you wish to retain beyond age 65; premiums are based on age bands and the amount of insurance retained; or
- choose a total reduction in the value of your coverage; premiums continue until age 65 when they stop; the value of insurance reduces 2% per month until coverage ends.

Employees may also irrevocably assign their life insurance or elect a living benefit, if eligible. For further information, contact the appropriate office or individual as designated by your employing organization.

Thrift Savings Plan (TSP)

TSP Employee Contributions

	Current Year Bi-Weekly	Prior Year Annual
Employee	62	65
Agency	63	66
Total	64	67

As of the end of the calendar year, your TSP account balance was 68 . Your account balance will become available when you separate from the Federal Government. When you withdraw your TSP account you can: (1) receive a lump sum payment, (2) get equal payments over a number of years, (3) roll it over into an IRA, or (4) buy an annuity.

Exhibit 162
Page 30

Example Of Your Personal Benefits Statement

TSP Contributions (continued)

Assuming you continue TSP contributions at the same rate and earnings on your account average 7% per year, your estimated TSP account balance when you are first eligible to retire would be [69] . The estimated annuity shown in the next column presupposes the following conditions: you and your spouse are the same age; you select the 100% survivor annuity; and the interest rate index on the level payment annuity, with no cash refund, when purchased, will be [70] .

Should you die while employed, your TSP funds become available to the individuals named on your Designation of Beneficiary, TSP-3, or according to the order of precedence. If you need further information, please contact the appropriate office or individual as designated by your employing organization.

TSP Estimated Monthly Annuity

If You Retire At Age	Single Life Annuity	Joint Life (Spouse) Annuity
[71]	[72]	[73]
[71]	[72]	[73]
[71]	[72]	[73]

Your Retirement Plan

Retirement Coverage Costs

	Current Year Bi-Weekly	Prior Year Annual
Employee	[74]	[77]
Agency	[75]	[78]
Total	[76]	[79]

YRP bases annuity computations on a formula using length of service and an average of the highest 3 consecutive years of basic pay (High-3). If you are not eligible to retire in the next 3 years, your annual salary as of the date of this statement has been used as your High-3 average pay for the estimates below. If you are eligible to retire within the next 3 years, the estimates below were prepared using a High-3 based on information in the payroll system. If less than 3 years of pay data were available, reasonable assumptions regarding your pay history have been made. Length of service was determined by using your retirement service computation date. In addition, all annuity estimates are shown in gross dollar figures.

The estimates shown in the next column do not include:

- accumulated sick leave or reductions for unpaid deposits or redoposits;
- additional annuity for payments to the voluntary contributions program;
- exact application of post April 7, 1986, part-time service requirements because stored system data related to salary begins only with January 1993, and complete tour of duty proration is not available. Contact your servicing personnel office for complete calculation;
- credit for temporary service performed after 1988 for **YRP** employees.

Actual retirement benefits will be based on your total creditable service and your "High-3" average pay as determined by the Office of Personnel Management when you retire. For this computation, your "High-3" is [80] . Your length of service at age [81] will be [82] years.

Optional Retirement-Estimated Monthly Annuity Under Special Coverage

If You Retire At Age	Annuity With No Survivor Benefit	Annuity Reduced For Survivor Benefit	Survivor Benefit
[83] on [84]	[85]	[86]	[87]
[83] on [84]	[85]	[86]	[87]
[83] on [84]	[85]	[86]	[87]
[83] on [84]	[85]	[86]	[87]

Optional Retirement-Estimated Monthly Annuity Under Regular Coverage

If You Retire At Age	Annuity With No Survivor Benefit	Annuity Reduced For Survivor Benefit	Survivor Benefit
[88] on [89]	[90]	[91]	[92]
[88] on [89]	[90]	[91]	[92]
[88] on [89]	[90]	[91]	[92]
[88] on [89]	[90]	[91]	[92]

You may also be eligible for the Special Supplement until age 62. The Special Supplement is an approximation of Social Security benefits earned while under **YRP**. The Special Supplement is subject to the Social Security earnings test and is not reflected in the above estimates.

If you are not eligible for retirement under the special provisions for firefighters and law enforcement officers, or you transfer from a position covered by those provisions before completing 20 years of special service to one that is not covered, you may also retire at your minimum retirement age (55 to 57, depending on your birth date) with 10 years of service. However, your annuity will be reduced by 5% for each year you are under age 62, and you will not receive the special supplement mentioned above.

Disability Benefits

If you have 18 months or more of Federal civilian service and become disabled for your position, you may be eligible for disability retirement. **YRP** disability annuities are computed in different ways depending on the annuitant's age and service at the time of retirement. In most cases, benefits are recomputed after the first 12 months and again at age 62. Persons who transferred to **YRP**, and who are eligible for a **YRP** component in their **YRP** annuity, will receive the higher of the **YRP** computation or their earned annuity. Based on a "High-3" of [93] during the first year of retirement, your estimated monthly annuity, without survivor benefits, under **YRP** would be about [94] . Susequent years will be less. A disability annuity begins the day after separation or pay ceases, and continues while you remain disabled, even for life.

If you are also entitled to disability benefits from the Social Security Administration, your **YRP** disability annuity will be reduced by the Social Security pension. Social Security disability benefits would be replaced by old age benefits at age [95] years [95] and months.

-3-

Exhibit 162
Page 31

Example Of Your Personal Benefits Statement

Your Retirement Plan (continued)

Death In Service

If you die as an employee, survivor benefits may be payable to your spouse if you have at least 18 months of civilian service and have been married at least 9 months, have a child born of that marriage, or die of accidental causes. A survivor annuity is 55% of the annuity that you would have received had you retired under disability provisions on the date of death. Your spouse's estimated survivor annuity would be approximately [97] payable for life, or until remarried if it occurs before age 55. Eligible children–generally unmarried children under age 18, or under age 22 if full-time students–may also qualify for benefits. The amount of the post-retirement surviving spouse's benefits shown does not depend on your spouse's age.

Social Security Benefits/Medicare Benefits

Social Security/ Medicare Deductions

	2000 Bi-Weekly		1999 Annual	
	Employee	Agency	Employee	Agency
Social Security (OASDI)	[98]	[101]	[104]	[107]
Medicare (HIT)	[99]	[102]	[105]	[108]
Total	[100]	[103]	[106]	[109]

As an employee covered by the Federal Insurance Contributions Act, you will be eligible for Social Security benefits which are payable monthly as early as age 62. Benefits will also be available to current spouse, eligible former spouse(s) and eligible children. These benefits will be based on your entire work history. Estimated benefits can be obtained from the Social Security Administration by submitting Form SSA-7004, Request for Earnings and Benefit Statement. A copy of the form can be obtained by calling the toll-free number 1-800-772-1213 or contacting your local Social Security office.

Hospital Insurance Tax (HIT)/Medicare Coverage

There are two parts to Medicare:

Hospital insurance (Part "A")

- This helps pay for inpatient hospital care and certain follow-up services; and

- **Medical insurance (Part "B")**

- This helps pay for doctors' services, outpatient hospital care, and other medical services.

Eligibility For Hospital Insurance (Part A)

Most people get hospital insurance when they turn 65. You qualify for it automatically if you:

- are eligible for Social Security or Railroad Retirement benefits;

- qualify on a spouse's (including divorced spouse's) record;

- are a government employee not covered by Social Security who paid the Medicare part of the Social Security tax;

- have been getting Social Security disability benefits for 24 months;

- have permanent kidney failure that requires maintenance dialysis or a kidney replacement provided you are insured or if you are the spouse or child of an insured worker.

If you paid hospital insurance taxes (HIT) while you worked, Part A is free when you are eligible for it. If you do not qualify based on one of the above reasons and you are 65 or older, you can buy hospital insurance just like you buy other health insurance policies.

Medical Insurance (Part B)

Almost anyone who is eligible for hospital insurance can sign up for medical insurance. Unlike Part A, Part B is an optional program. However, you do have to pay for it.

Hospital Insurance Tax (HIT)/Medicare Coverage

Medicare Deductions

	Current Year Bi-Weekly	Prior Year Annual
Employee	[99]	[105]
Agency	[102]	[108]
Total	[110]	[111]

There are two parts to Medicare:

- **Hospital insurance (Part "A")**

This helps pay for inpatient hospital care and certain follow-up services; and

- **Medical insurance (Part "B")**

This helps pay for doctors' services, outpatient hospital care, and other medical services.

Eligibility For Hospital Insurance (Part A)

Most people get hospital insurance when they turn 65. You qualify for it automatically if you:

- are eligible for Social Security or Railroad Retirement benefits;
- qualify on a spouse's (including divorced spouse') record;
- are a government employee not covered by Social Security who paid the Medicare part of the Social security tax;

Exhibit 162
Page 32

Example Of Your Personal Benefits Statement

Hospital Insurance Tax (HIT)/Medicare Coverage (continued)

- have been getting Social Security disability benefits for 24 months;
- have permanent kidney failure that requires maintenance dialysis or a kidney replacement provided you are insured or if you are the spouse or child of an insured worker.

If you paid hospital insurance taxes (HIT) while you worked, Part A is free when you are eligible for it. If you do not qualify based on one of the above reasons and you are 65 or older, you can buy hospital insurance just like you buy other health insurance policies.

Medical Insurance (Part B)

Almost anyone who is eligible for hospital insurance can sign up for medical insurance. Unlike Part A, Part B is an optional program. However, you do have to pay for it.

Benefits Under The Federal Employees Compensation Act (FECA)

Disability

If you experience an on-the-job injury, you may be entitled to benefits under the Federal Employees Compensation Act which is administered by the Department of Labor's Office of Workers Compensation Programs (OWCP). You may be eligible to receive full pay for up to 45 days. Benefits start after a 3-day waiting period, except when the disability lasts more than 14 days or permanent disability results. In those cases, benefits begin as of the day you became disabled. If you qualify for both **YRP** and FECA benefits, you may choose the more advantageous.

Death Benefits

If death results from an on-the-job injury, your eligible spouse and/or dependent children may receive a lump sum payment of up to $1,000. Spousal benefits are payable for life, or until remarried if before age 55. A spouse who remarries before age 55, receives a lump sum payment equal to 24 months' benefits. Children's benefits continue as long as they qualify as dependents. If your survivors are eligible for benefits under both **YRP** and FECA, they may choose whichever is more advantageous.

If You Leave The Federal Government Before You Retire

YRP Contributions

You may leave your retirement contributions in YRP. At age 62 you may apply for a deferred annuity. You may also apply for a refund of your retirement contributions. However, if you receive a refund, you lose any further right to a deferred annuity unless you become reemployed by the Federal Government in a permanent position.

Health Insurance

Should you leave the Federal Government, you may continue group coverage for up to 18 months under the rules for Temporary Continuation of Coverage (TCC), or you may choose to convert to your plan's nongroup contract. If you elect TCC, you must pay the employee and government shares of the premium, plus a 2% administrative fee. If you elect to convert to an individual plan, the plan will notify you of the premiums and benefits coverages. If you need more information, contact the appropriate office or individual, as designated by your employing organization.

Life Insurance

If you are enrolled in life insurance when you leave the Federal Government, you and your covered dependents have the option of obtaining a direct-pay life insurance policy without a physical examination. Contact the appropriate office or individual, as designated by your employing organization if you need more information.

Thrift Savings Plan

If your TSP account is at least $3,500 or more, you have the following options: (1) leave your money in your account, (2) withdraw your account as a lump sum or in equal payments, (3) roll it over to an Individual Retirement Account, or (4) buy an annuity. If you do not withdraw your account, you can make an interfund transfer in any month you wish, without an annual limit.

If you have less than $3,500 in your account, the Federal Retirement Thrift Investment Board will automatically send you the balance of your account in a lump sum payment unless you choose another withdrawal election, or notify the Board that you wish to leave your money in the plan.

Annual Leave

Should you separate from the Federal Government for any reason, you would be paid any accumulated annual leave, subject to offset for any debts you may owe the United States. Based on your annual leave balance as of the last pay period of the prior year which was 112 hours, your annual leave would be worth 113 .

Sick Leave

Should you separate from the Federal Government, you will not be paid for your accumulated sick leave. However, if you are reemployed in the Federal Government on or after December 2, 1994, your sick leave balance will be recredited to your leave account.

Exhibit 162
Page 33

Example Of Your Personal Benefits Statement *(FDIC Permanent Employees Only)*

FDIC BENEFITS–PERMANENT EMPLOYEES

Annual Pay Differential 1F

FDIC Health Insurance

You are covered by: 2F

Premium Costs

	Current Year Bi–Weekly	Previous Year Annual
Employee	3F	6F
Agency	4F	7F
Total	5F	8F

To be eligible for coverage in retirement, you must retire on an immediate annuity and have been enrolled 5 years immediately before retirement, or since your first opportunity to enroll. Dependents may continue coverage after your death if a family member receives CSRS, CSRS–Offset or FERS survivor benefits.

Dental Care Benefits

You and your family members are covered by this program which includes preventive and diagnostic services at 100% of the UCR. After a deductible of $50.00 is met each year for at least three family members, the plan covers a percentage of the fees for endodontics, periodontics, prosthodontics, oral surgery, orthodontia, and restorative services.

Vision Service Plan (VSP)

This coverage is provided to you and your eligible dependents using participating providers or a scheduled maximum payment for examination, lenses and frames or contact lenses. This coverage is only available once during any 24 month period and is effective immediately.

Employee Physical Examination Assistance Program

GG employees with at least 1 year of FDIC service are eligible to receive reimbursement up to $300, once every 24 months for routine examinations costs. Executive Level employees, regardless of length of service, are eligible to receive this reimbursement annually.

FDIC Life Insurance

Death In Service

- FDIC Basic Life Insurance 9F
- FDIC Optional Employee Life Plan Option 1 – Employee 10F
- FDIC Group Life, AD&D 11F

If you are under age 45, an additional benefit is included at no additional cost to you. This extra benefit doubles the amount of Basic Life Insurance payable if you are age 35 or younger. Beginning on your 36th birthday, this extra benefit decreases 10% each year until, at age 45, the extra benefit stops. The additional basic benefit does not include the Accidental Death and Dismemberment (AD&D) coverage.

After Retirement

To be eligible for coverage in retirement, you must retire on an immediate annuity or have been enrolled 5 years immediately before retirement, or since your first opportunity to enroll. When you are retired, full Basic coverage of 12F may continue to age 65 at no cost to you. After age 65, 25% of the Basic coverage continues at no cost to you (does not include AD&D coverage). Optional coverage may be converted to individual policies.

FDIC Spouse And Family Optional Life Insurance

If you should die while working, insured family members may convert their own coverage to individual policies. Their current coverages are:

- Your spouse 13F
- Each eligible child 14F

FDIC Business Travel Accident Insurance

If disability results from accidental dismemberment, the following maximum lump sum may be payable 15F The percentage payable is dependent upon the type of dismemberment.

FDIC Savings Plan

The FDIC Savings Plan is a retirement savings and investment plan for Corporation employees. The plan offers you the opportunity to increase your future financial security – with assistance from matching Corporation contributions on behalf of Plan participants.

You may enroll in the Savings Plan during the biannual open seasons, provided you have six months of continuous FDIC service at the time you enroll. You may contribute up to 10% of your base salary to the plan. FDIC matches your contributions dollar for dollar up to a maximum of 5% of pay.

You are 100% vested at all times in the value of your own contributions and the investment earnings on these contributions. You become 50% vested in the Employer Matching contributions after completing 3 years as a participant in the plan. You are 100% vested after completing 4 years in the plan.

Other Benefits

FDIC Long–Term Disability (LTD)

This coverage provides a monthly benefit up to 60% of current adjusted basic salary; maximum benefit of $6,000 per month; 120–day waiting period; and benefits are coordinated/reduced by other Federal programs. You are covered effective immediately.

When You Leave The Federal Government

FDIC Health Insurance Program

You and your covered family members may be eligible to continue coverage when you leave the Federal government by applying for TCC. You must pay both the employee and the FDIC share of the premium plus a 2% administrative charge. You may also convert to a nongroup policy offered by your plan.

FDIC Life Insurance Program

You may convert your life insurance to a nongroup policy. You must do so within 31 days after separation or 15 days after receiving the Notice to Convert, whichever is later.

Exhibit 162
Page 34

Example Of Your Personal Benefits Statement *(Customs Employees Only)*

SPECIAL INFORMATION FOR EMPLOYEES COVERED BY THE CUSTOMS OFFICERS PAY REFORM (COPR)

Because the allowable overtime credit for retirement for COPR employees creates a nonstandard basic pay rate, for the purpose of this statement, retirement benefits beginning more than 3 years in the future have been estimated using your earnings, including overtime (not to exceed $12,500 in a Fiscal Year), in calendar year 1996 as your "High-3." This assumes you will earn the same amount of overtime in the following 3 years.

Retirement benefits payable within the next 3 years have been estimated using a "High-3" consisting of earnings, including allowable overtime (not to exceed $12,500 in a Fiscal Year), through the last pay period of the prior year and base pay, including locality pay, effective the first day of the current year, without allowable overtime, for the projected year(s). If you are planning to retire, you should contact your personnel operating office to obtain a more accurate estimate at least 90 days prior to retirement.

Disability and survivor benefits payable have been estimated using a "High-3" consisting of your basic pay (including locality pay and allowable overtime (not to exceed $12,500 in a Fiscal Year), averaged over a 3-year period prior to the date of the statement.

Potential future pay increases have not been included in the "High-3." If you recently transferred to this payroll system, reasonable assumptions regarding your past earnings history have been made. In all cases, estimated benefits have been based on total creditable Federal service as reflected by your service computation date.

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Exhibit 163

90-Day Notification For Recertification Of Retention Allowance

Report Number: AECO37U9

Brief Description: Provides a list of employees approaching expiration of retention allowance. It is prepared 90 days in advance of the expiration date. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

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PREPARED XX/XX/XX AECO37U9 90–DAY NOTIFICATION FOR RECERTIFICATION OF RETENTION ALLOWANCE – PROJECTED AS OF XX/XX/XX PAGE 1

TR 93 INTERNAL REVENUE SERVICE PERS. OFF. ID. 2672 ANDOVER, MA

EMPLOYEE NAME / SOC SEC NO	ORG. STRUCTURE 2	3	4	PAY PLAN	GRADE /STEP	BASE SALARY	ALLOWANCE EFF DATE	ALLOWANCE PERCENT	ALLOWANCE AMOUNT	SALARY TOTAL WITH ALLOWANCE
SMITH, JANE	74	30	0000	GS	03/02	18,499.00	XXXXXX	20	4,000.00	22,499.00

EMPLOYEES LISTED ARE CURRENTLY RECEIVING A RETENTION ALLOWANCE. AS REQUIRED, EACH ORIGINAL DETERMINATION MUST BE REVIEWED ANNUALLY FOR RECONSIDERATION.

REFER TO INTERNAL RETENTION ALLOWANCE PLAN FOR ADDITIONAL GUIDANCE AND PROCESSING PROCEDURES.

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.

Numbers

90–Day Notification For Recertification Of Retention Allowance, 225

A

About This Procedure, 1

Alphabetical List of Payroll/Personnel Reports, 7

Annual Leave Status Report Of Leave To Be Taken, Forfeited, Or Restored, 18

Annual Recruitment And Relocation Report, 19

Annual Report Of Employees Receiving Retention Allowance, 22

Annual Report Of Grade And Pay Retention, 23

Annual Report Of Leave Usage For Leave Year 19XX, 24

Annual Report Of Within Grade Increase By Race And Sex, 25

Annual Report Of Within–Grade IncreaseBy Series And Grade, 26

Annual Summary Of Activity Under Merit Promotion Procedures, 27

Annual Summary Of Penalty Type Actions, 28

Annual Time Off Award Report – Prior And Current Years, 29

C

Cash Awards For Invention By PATCO & Pay Level , 30

Cash Awards For Invention By PATCO, Series & Pay Level, 31

Cash Awards For Performance By PATCO & Pay Level , 32

Cash Awards For Performance By PATCO, Series & Pay Level , 33

Cash Awards For Special Act Or Service By PATCO, Series & Pay Level , 35

Cash Awards For Special Act Or Service By PATCO & Pay Level, 34

Cash Awards For Suggestions By PATCO & Pay Level , 36

Cash Awards For Suggestions By PATCO, Series & Pay Level , 37

Certification For Within–Grade Increase, 38

Change In Work Force EEO Profile By PATCO , 39

Change In Work Force EEO Profile By Pay Level, 40

Change In Work Force EEO Profile By Series With 50 Or More, 41

Classified Employee Control Listing Of Within–Grade Increase Forms For F/T And P/T Employees, 42

Classified Employee WGI Status Sixteen Week Listing For F/T And P/T Employees, 45

Classified Employee Within–Grade Increase Four Week Notification For F/T And P/T Employees, 43

Classified Employee Within–Grade Increase Sixteen Week Listing For F/T And P/T Employees, 44

Compensatory Time For Religious Observance, 46

Competitive Promotions By PATCO & Pay Level , 47

Competitive Promotions By PATCO, Series & Pay Level , 48

Control List For Supervisory/Managerial Probationary Period Report Forms, 50

Control List For Supervisory/Managerial Probationary Forms, 49

Control Listing Of Performance Evaluation Forms Prepared For F/T And P/T Employees, 51

Conversion To Career Tenure Four Week Notification, 52

Cumulative Gains & Losses By Occupational Series, 53

Cumulative Gains & Losses Summary, 54

D

Data For Preparation Of Semi–Annual Bond Report, 55

Defacto Employment, 56

Detail In Support Of 113–A, 57

Detail Quarterly Accession Report, 58

Detail Report Of Use Of Delegations Of Personnel Authorities, Alphabetic By Agency, 59

Detail Report Of Use Of Delegations Of Personnel Authorities, By Authority, 60

E

Earnings Separated By Duty Station And Residence, 61

EEO Groups With Underrep Indices & No. Needed To Reach Parity By PATCO & Pay Level , 62

EEO Groups With Underrep Indices & No. Needed To Reach Parity By PATCO, Series & Pay Level , 63

Employees Approaching Expiration Of Detail Assignment, 64

Employees Approaching Expiration Of Grade Retention, 65

Employees Approaching Expiration Of Limited Appointment – Temporary, 66

Employees Approaching Expiration Of Temporary Promotion, 67

Employees Reassigned Because Of RIF, 68

Employees Reduced In Grade Because Of RIF, 69

Employees Separated Because Of RIF, 70

Employees With Dual Appointments, 71

Employment & Goals Report By Occupational Series, 72

Employment & Goals Summary, 73

Employment And % Of Representation Of Most–Populous PATCO Series, 74

Error Analysis By Contact Point, 75

Error Analysis By Personnel Office Identifier, 76

Example Of Statement Of Earnings And Leave, 171

Example Of Your Personal Benefits Statement (Customs Employees Only), 224

Example Of Your Personal Benefits Statement (FDIC Permanent Employees Only), 223

Exhibits, 17

F

Federal Wage System WGI Status Eight Week Notification, 77

G

Grade Distribution Report By Occupational Series, 78

Grade Distribution Summary, 79

H

Health Insurance, 80

How The Procedure Is Organized, 1

I

Individual Retirement Record – Civil Service Retirement System (CSRS), 81

Individual Retirement Record – Federal Employees Retirement System (FERS), 82

Interim Performance Evaluation, 83

Internal Movement Goal Accomplishments By Series With 50 Or More, 86

Internal Movement Goal Accomplishments By PATCO, 85

Involuntary Separations By PATCO & Pay Level, 87

Involuntary Separations By PATCO, Series & Pay Level , 88

L

Leave Error Report, 89

Life Insurance, 90

List Of Covered Employees, 91

List Of Employees Covered Under Option X, 92

Listing of Employees On LWOP Pending OWCP For 3 Or More Months, 93

Listing Of Employees With Change In Union Dues, 94

Listing Of Salary Data For Sched No XXXXXX, 95

M

Monthly Report Of Federal Civilian Employment, 96

Monthly Report Of Full–Time Equivalent/Work–Year Civilian Employment, 97

Monthly Report Of Senior Community Service Program Enrollees, 98

N

Non Competitive Promotions By PATCO & Pay Level , 99

Non Competitive Promotions By PATCO, Series & Pay Level, 100

Notification Of Adjustment To Longevity Date, 101

Notification Of Change (NOC) Suspense Report, 103

Notification Of Change In Earned Annual Leave Status, 102

Notification Of Employees In Non–Pay Status With Expired NTE Dates, 104

Notification Of Expiration Of Probationary Or Trial Period, 105

Notification Of Longevity Percent Changes, 106

Notification Of Personnel Action, 107

Notification Of Position To Be Inactivated, 108

Notification Of WGI Overdue, 109

Number Of Enrolled Employees, 110

Numerical Objective Accomplishments By PATCO, 111

Numerical Objective Accomplishments By Series With 50 Or More , 112

O

Occupational Series Summary – % Of Representation, 114

Occupational Series Summary – Average Grade, 113

Overview, 3

P

Pay Period Personnel Actions On Employees Required To File SF–278, 115

Performance Appraisal, 116

Performance Evaluation Eligibility For – Perm (Or Temp) – Employees, 117

Permanent Workforce – Analysis Of Work Force: Federal Wage System, 118

Permanent Workforce – Analysis Of Work Force: Types Of Occupations, 119

Permanent Workforce – Analysis Of Work Force: White Collar (GS, GM, SES And All Other), 120

Personnel Notification Document, 121

Position NTE Date Approaching Expiration, 122

Position Organization Listing, 123

Premium Pay And Leave Report (By Employee), 124

Premium Pay And Leave Report (By Organizational Structure), 125

Probationary Or Trial Period Report, 126

Projected Duties Follow–Up, 127

Promotions And Career Development Programs, 128

Q

Qtrly List Of Penalty Type Personnel Actions, 129

Quality Step Increases By PATCO & Pay Level, 130

Quality Step Increases By PATCO, Series & Pay Level , 131

Quarterly (Or Annual) Report Of Gains & Losses, 134

Quarterly (Or Annual) Special Pay Report 1, 137

Quarterly (Or Annual) Special Pay Report 2, 138

Quarterly (Or Annual) Special Pay Report 3, 139

Quarterly Accession Report, 132

Quarterly Report Of Employees Required To File SF–278, 133

Quarterly Report On Continuation Of Pay For OWCP, 135

Quarterly Report On RIF, 136

Questionable Union Dues, 140

R

Record Of Documents Deleted Manually, 141

Record Of Leave Data , 142

Report Of Federal Employment And Wages For ¿Three Months Period Ending (Month/Year), 143

Report Of Leave And Development Of Leave Factors, 144

Report Of Retirements, 145

Report Of TSP Separations For Pay Period XX, 146

Reporting, 4

RIF'd Employees Covered By CSR & Eligible For Discontinued Service Retirement, 147

RIF'd Employees Covered By CSR & Not Eligible For Discontinued Service Retirement, 148

S

Section 912, U.S. Overseas Civilian Allowances, 149

Semi–Annual (Or Annual) Minority Report, 152

Semi–Annual (Or Annual) Report Of Separations, CAO Promotions & Reassignments, 153

Semi–Annual (Or Annual) Report Of Special Employment Programs, 154

Semi–Annual (Or Annual) Report On Accessions And Separations By Handicap, 155

Semi–Annual (Or Annual) Report On Cash Awards For Performance, 156

Semi–Annual (Or Annual) Report On Cash Awards For Suggestions, 157

Semi–Annual (Or Annual) Report On Quality Increases, 158

Semi–Annual Accounting Data, 150

Semiannual Listing Of Separated Employees, 151

SES Recertification Notification, 159

Statement For Recipients Of 19XX MiscellaneousOr Interest Income Or Taxable Grants, 160

Statement Of Earnings And Leave, 161

Student Employment Report By Occupational Series, 172

Student Employment Report Of Work Sites By State, 173

Summary Of Accomplishments In Affirmative Action Program For Employment Of Individuals With Disabilities , 174

Summary Report Of Use Of Delegations Of Personnel Authorities, Alphabetic By Agency, 175

Summary Report Of Use Of Delegations Of Personnel Authorities, By Authority, 176

Supervisory Or Managerial Probationary Period Report, 177

T

TAPER And Status Quo Employees Approaching Eligibility For Conversion To Career, 178

Temporary Employees – FEHB Coverage Eligibility, 179

Total Wage Employee Population, 180

Training Instances By PATCO & Pay Level , 181

Training Instances By PATCO, Series & Pay Level , 182

V

Vacancy Review Notice, 183

Voluntary Separations By PATCO & Pay Level, 184

Voluntary Separations By PATCO, Series & Pay Level , 185

W

Wage And Tax Statement, 186

Wage Employees Error Listing, 187

What Conventions Are Used, 1

Who To Contact For Help, 1

Within–Grade Increase Record, 188

Work Years And Personnel Cost Report Basic And Premium Work Years And Pay, 189

Work Years And Personnel Cost Report Cost Of Employees' Benefits , 190

Work Years And Personnel Cost Report Leave Earned And Used, 191

Y

Your Personal Benefits Statement, 192