

# NFC

## Procedures



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

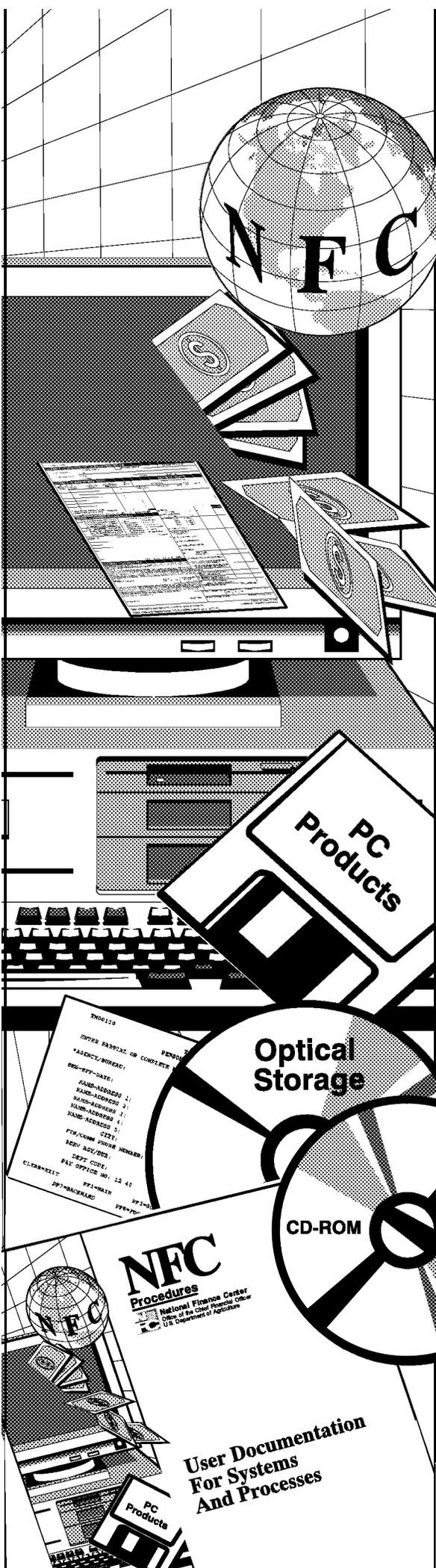
Updated October 2004

# Remote Forms Queuing System (RFQS)

TITLE I  
Payroll/Personnel Manual

CHAPTER 20  
Reports

SECTION 2  
Remote forms Queuing System (RFQS)



## Latest Update Information

The Remote Forms Queuing System (RFQS) dated October 2004, was converted from a 2-column to 1-column format. The content of the procedure remains the same. As a result of this conversion, some shifting in text has occurred.

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

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

For information about this publication, please contact Government Employees Services Branch at **504-426-1051** .



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## About This Procedure

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

## How The Procedure Is Organized

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

[System Overview](#) describes what the system is used for and provides related background information.

[System Access](#) provides access security information and instructions for accessing the system.

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

[RFQS Menu](#) gives instructions for selecting options from the system's primary selection screen.

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

The [Exhibits](#) section includes illustrations of examples of forms and reports.

The [Appendix](#) section contains RFQS error messages.

Pages are numbered consecutively at the bottom of each page.

## What Conventions Are Used

This procedure uses the following visual aids:

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

## **Who To Contact For Help**

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

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

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

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

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

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## System Overview

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

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

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

- Forms Menu
- Control Listings Menu
- Notification Listings Menu

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

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

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

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

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

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

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

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

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

## Availability Of Forms And Reports

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

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

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

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

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

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

Figure 1. RFQS Processing Chart

## RFQS Election Form

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

- To request a change by mail, return the AD-961 to:  
USDA, National Finance Center  
Financial Services Division  
Payroll Accounting Section (TMGT)  
P.O. Box 29310  
New Orleans, LA 70189
- To fax a change request, send the AD-961 to the Payroll/Personnel Branch, Payroll Accounting Section, at FAX Number **504-255-5426** .

## REMOTE FORMS QUEUING SYSTEM (RFQS) ELECTION FORM

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

### Completion Instructions

**A. Identification.**

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

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

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

8. **Will you print your SF-1150's?** Valid selections are:

- Yes, if you will use RFQS to print your SF-1150's.
- No, if you will have NFC print and mail your SF-1150's.

9. **Will you print your tickler reports?** Valid selections are:

- Yes, if you will use RFQS to print your tickler reports.
- No, if you will have NFC print and mail your tickler reports.

10. **Will you print your tickler forms?** Valid selections are:

- Yes, if you will use RFQS to print your tickler forms.
- No, if you will have NFC print and mail your tickler forms.

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

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

<b>A. IDENTIFICATION</b>						
1. DEPARTMENT CODE (2 positions)	2. AGENCY CODE (2 positions)	3. PERSONNEL OFFICE IDENTIFIER (POI) (4 positions)	4. EFFECTIVE DATE (6 positions)			
5. CONTACT PERSON (35 positions)		6. TELEPHONE (Area code and number) (10 positions)				
<b>B. SELECTION OPTIONS.</b> <i>(Do not complete this section if current selections are valid.)</i>						
7. Will you print your SF-50-B's?	YES	NO	S	9. Will you print your tickler reports?	YES	NO
8. Will you print your SF-1150's?	YES	NO		10. Will you print your tickler forms?	YES	NO
<b>C. PERSONNEL OFFICER SIGNATURE BLOCK FOR SF-50-B AND SF-1150.</b> <i>(Do not complete this section if current selections are valid.)</i>						
11. APPROVING OFFICIAL (36 positions)				12. APPROVING OFFICIAL TITLE (36 positions)		

FORM AD-961 (Revised 6/95)

**Return to:**

USDA, NATIONAL FINANCE CENTER  
FINANCIAL SERVICES DIVISION  
P. O. BOX 29310  
NEW ORLEANS, LOUISIANA 70189

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

## System Access

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

## Remote Terminal Usage And Security

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

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

## Sign-On

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

```

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

```

**Figure 3. NFC Banner Screen**

Respond to the prompts as follows:

**Enter User ID**

*required, alphanumeric, 8 positions max.*

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

**Password** *required, alpha, 6 to 8 positions*

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

**New Password** *alpha, 6 to 8 positions*

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

**Enter Application Name** *required, alpha, 9 positions max.*

Key in **RFQS** and press **[Enter]**. The RFQS menu is displayed, except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press **[Enter]**. The NFC Menu (**Figure 4**) is displayed.

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

**Figure 4. NFC Menu**

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

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

Instructions follow for using the RFQS system.

## Sign-Off

To exit RFQS, display the RFQS menu as follows:

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

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

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

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

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

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

**Figure 5. Job Status Screen**

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

At the *Ready* prompt, key in **bye** and press **[Enter]** to display the NFC Menu.

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

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

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## Operating Features

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

### System Edits

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

### Help Screens

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

### Function Keys

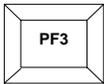
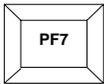
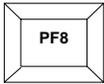
Your keyboard includes :

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

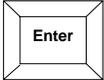
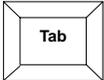
For instructions on your equipment usage, see the manufacturer's operating guide or consult your agency ADP staff.

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

#### Function Keys

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

**Function Keys**

<b>Key</b>	<b>Description</b>
 A square icon with a double border and the word "Enter" centered inside.	Used to enter data into the system after you have keyed it in at a screen.
 A square icon with a double border and the word "Tab" centered inside.	Used to move the cursor from field to field.

Instructions follow for using the RFQS menu and system options.

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## RFQS Menu

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

```
***** ---REMOTE FORMS QUEUING SYSTEM--- ***** (1.0) **
*      ---> FORMS MENU                                     *
*      ---> CONTROL LISTINGS MENU                         *
*      ---> NOTIFICATION LISTINGS MENU                   *
*      ---> VPS - PRINTING PROGRAM                       *
*      ---> RETURN TO TSO ENVIRONMENT.                   *
*      ***** POSITION CURSOR AND PRESS -ENTER- *****
```

**Figure 6. RFQS Menu**

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

Below is a brief description of each submenu.

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

- (SF-50-B) Notification Of Personnel Action
- (SI-650) Personnel Notification Document
- (AD-658) Notification Of WGI Due
- (AD-435) Performance Appraisal
- (AD-507) Expiration Of Prob/Trial Period (HUD-25013)
- (AD-773) Expiration Of Suprv/Prob Period (HUD-25013A)
- (CD-416) Certification For WGI
- (CD-35) Probationary/Trial Period
- (SF-1 150) Record Of Leave Data
- Summary Counts Of SF-50-B And SI-650
- Summary Counts Of SF-1150 Forms
- Summary Counts Of All Other Forms
- Return To Previous Menu

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

- Classified Employee WGI List

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

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

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

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

For an illustration and brief description of each form and report, see [Exhibits](#) in this procedure.

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

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

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

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

## Summary Counts

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

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

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

```

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

```

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

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

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

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

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

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

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

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

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

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

```

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

                THE CURRENT PAY PERIOD FOR
                PROCESSING FOR THE 50S IS PAY PERIOD 18.

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

*****

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

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

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

```

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

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

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

```

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

Department Code      ___
Agency Code         ___
Submitting Office Number  ___

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

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

Complete the fields as follows:

---

<b>Command</b>	<i>optional, alpha, 1 position</i> Key in <b>H</b> for the Help screen or <b>R</b> to return to the menu. <b>[Tab]</b> to the next field.
<b>Department Code</b>	<i>required, alpha, 2 positions</i> Key in the department code
<b>Agency Code</b>	<i>required, alpha, 2 alphanumeric positions</i> Key in the agency code.
<b>Submitting Office Number</b>	<i>required, numeric, 4 positions</i> Key in the personnel office identifier.

---

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

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

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

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

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

Complete the fields as follows:

---

<b>Org Structure Level 2</b>	<i>optional, numeric, 2 positions</i> Key in the 2nd level organizational structure code.
<b>Org Structure Level 3</b>	<i>optional, numeric, 2 positions</i> Key in the 3rd level organizational structure code.

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

Key in the 4th level organizational structure code.

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

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

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

FORMS                                     NO. FORMS
(SF50B) NOTIFICATION OF PERSONNEL ACTION 1ST PASS          64
(SF50B) NOTIFICATION OF PERSONNEL ACTION 2ND PASS          38
(SI650) PERSONNEL NOTIFICATION DOCUMENT 1ST PASS           0
(SI650) PERSONNEL NOTIFICATION DOCUMENT 2ND PASS           0

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

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

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

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

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

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

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

**Figure 14. RFQS Message Screen**

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

## Forms And Reports Selection

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

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

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

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

```

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

```

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

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

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

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

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

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

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

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

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



```

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

```

**Figure 18. Pass Selection Screen**

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

**First Pass**

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

**Second Pass**

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

**Both Passes**

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

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

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

```

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

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

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

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

```

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

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

Complete the fields as follows:

---

<b>Command</b>	<i>optional, alpha, 1 position</i> Key in <b>H</b> for the Help screen or <b>R</b> to return to the RFQS menu. <b>[Tab]</b> to the next field.
<b>User's Name To Be On JCL</b>	<i>required, alphanumeric, 15 positions max.</i> Key in the user's name or other information to identify the report destination.
<b>Remote Destination</b>	<i>required, alphanumeric, 16 positions max.</i> Key in the printer identifier where the form is to be printed.
<b>Last Character Of Job Name</b>	<i>optional, alphanumeric, 1 position</i> Key in any letter ( <b>A- Z</b> ) or number ( <b>0- 9</b> ) to identify this report from others being specified. This character becomes the last character of the job name. If no entry is made, the system defaults to <b>Q</b> .  It is recommended that a unique 6th digit job name character be entered whenever the possibility exists that more than one report will be requested. If a character is not entered and the system defaults to <b>Q</b> , when two reports are requested, both jobs would have the same job name. Since duplicate jobs cannot execute at the same time, one job would have to be completed before the system could start executing the other job. If the reports were given different job names, they could be executing simultaneously.
<b>System Output Class</b>	<i>optional, alpha, 1 position</i> Key in <b>A</b> to generate a hard copy at the designated printer or <b>X</b> to hold output for viewing at the terminal. For instructions on viewing a report before printing, see the <b>Interactive System Productivity Facility (ISPF)</b> procedure, Title VI, Chapter 2. If no entry is made, the system defaults to <b>A</b> .
<b>Number Of Copies</b>	<i>optional, numeric, 1 position</i> Key in the number of reports needed ( <b>1- 5</b> ). If no entry is made, the system defaults to <b>1</b> .
<b>Department Code</b>	<i>required, alpha, 2 positions</i> Key in the department code.
<b>Agency Code</b>	<i>required, alphanumeric, 2 positions</i> Key in the agency code.

**Submitting Office  
Number**

*required, numeric, 4 positions*

Key in the personnel office identifier.

**Org Structure Level 2**

*optional, numeric, 2 positions*

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

**Org Structure Level 3**

*optional, numeric, 2 positions*

Key in the 3rd level of the organizational structure.

**Org Structure Level 4**

*optional, numeric, 4 positions*

Key in the 4th level of the organizational structure.

**SSN**

*optional, numeric, 9 positions*

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

---

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

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

---

---

## VPS - Printing Program

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

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

```
----- VMCF PRIMARY OPTION MENU -----  
OPTION  ===>  
  
PRINTER  ===>  
  
1 - Enter VPS printer command  
2 - Display VPS printer list  
  
S - Display VPS printer summary  
T - VMCF Tutorial  
  
X - Terminate VMCF  
  
Enter END command to terminate VMCF.  
  
USERID - NFC03  
TERMINAL - MULTTES  
VPS NAME - VPS61  
PROFILE - NFC03
```

**Figure 20. VMCF Primary Option Menu**

Complete the entry fields as follows:

- 
- |                |  |
|----------------|--|
| <b>Option</b>  | <i>required, alphanumeric, 26 positions</i><br>Key in <b>1</b> to enter the VPS print command. Press <b>[PF3]</b> or key in <b>End</b> or <b>X</b> and press <b>[Enter]</b> to terminate VMCF. |
| <b>Printer</b> | <i>required, alphanumeric, 8 positions max.</i><br>Key in your printer ID and press <b>[Enter]</b> .   |
-

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

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

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

**Figure 21. VPS Printer Command Menu**

Complete the fields as follows:

- 
- |                |   |
|----------------|---|
| <b>Option</b>  | <i>required, alphanumeric, 26 positions max.</i><br>Key in <b>3</b> to start the printer. Press <b>[PF3]</b> or key in <i>End</i> or <i>X</i> and press <b>[Enter]</b> to terminate VMCF. |
| <b>Printer</b> | <i>required, alphanumeric, 8 positions max.</i><br>The printer ID from the previous screen is displayed. No entry is required. Press <b>[Enter]</b> .                                     |
- 

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

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

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

```
----- VPS PRINTER SELECTION MENU -----  
COMMAND ===>  
  
ENTER PRINTER LIST SELECTION CRITERIA:  
  
PRINTER ===>          (Specify full or partial printer name)  
GROUP   ===>          (Specify full or partial group name)  
VPS NAME ===>         (Limit search to specific VPS STC name)  
  
PRINTER STATUS:      (Specify printer status; null defaults to any status)  
  
- ABENDED      (Scheduler subtask abended)  
- BUSY         (Utility function)  
- DRAINED      (Stopped)  
- DRAINING     (Printing but will stop when complete)  
- EDRAINED     (Stopped due to error condition)  
- FORMWAIT     (Waiting for form mount)  
- IDLE         (Waiting for work)  
- INTVREQD     (Intervention required)  
- MISSRESP     (Missing response detected)  
- POWEROFF     (Printer is powered off)  
- PRINTING     (Currently printing)  
- QUEUEING     (Queueing work)  
- WCONNECT     (Waiting for connection)
```

**Figure 22. VPS Printer Selection Menu**

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

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

```
----- VPS PRINTER SELECTION LIST -----  
COMMAND ===>  
                SCROLL ===> PAGE  
  
C - Command      H - Held Queue      Q - Output Queue      S - Summary  
  
MBR NAME LUNAME  WAITING STATUS  
_ U527    T3035021  NONE  IDLE          C=ACXE D=U527 F=STD  
  
**END**
```

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

If the command was not issued, the message *Printer Not Found* is displayed in the upper right corner of the VPS Printer Command Menu. This message indicates that the printer has not been activated. For further assistance, call the Network Control Center at **504-255-5037** .

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

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

---



---

## Report Status

### ISPF - Viewing Program

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

### Viewing The Print Status Of Reports

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

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

---

## Exhibits

This section presents the following exhibits:

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

- [35. Notification Of Longevity Percent Changes](#)
- [36. Notification Of Adjustment To Longevity Date](#)
- [37. 90-Day Notification For Recertification Of Retention Allowance](#)
- [38. Listing Of Employees With Change In Union Dues](#)
- [39. FEHB Status Letters - Employee Express](#)
- [40. TSP Status Letters - Employee Express](#)

# 1. Notification Of Personnel Action

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

Standard Form 50-B Rev. 8/88 U.S. Office of Personnel Management FPM Chapter 296		<b>NOTIFICATION OF PERSONNEL ACTION</b>										
1. Name (Last, First, Middle)					2. Social Security Number			3. Date of Birth		4. Effective Date		
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>							
5-A. Code		5-B. Nature of Action			6-A. Code		6-B. Nature of Action					
5-C. Code		5-D. Legal Authority			6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number							15. TO: Position Title and Number					
8. Pay Plan		9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Salary/Award	21. Pay Basis
14. Name and Location of Position's Organization							22. Name and Location of Position's Organization					
<b>EMPLOYEE DATA</b>												
23. Veteran Preference			24. Tenure			25. Agency Use		26. Veterans Preference for RF				
1 - None	3 - 10-Point/Disability	5 - 10-Point/Other	0 - None	2 - Conditional				YES	NO			
2 - 5-Point	4 - 10-Point/Compensable	6 - 10-Point/Compensable/30%	1 - Permanent	3 - Indefinite								
27. FEGLI						28. Annuitant Indicator			29. Pay Rate Determinant			
30. Retirement Plan			31. Service Comp. Date (Leave)			32. Work Schedule		I - Intermittent		J - INT Seasonal		33. Part-Time Hours Per
						F - Full-time	G - FT Seasonal	H - FT On-Call	R - PT On-Call		Biweekly Pay Period	
						P - Part-Time	Q - PT Seasonal					
<b>POSITION DATA</b>						35. FLSA Category		36. Appropriation Code			37. Bargaining Unit Status	
34. Position Occupied	1 - Competitive Service	3 - SES General	E - Exempt									
	2 - Excepted Service	4 - SES Career Reserved	N - Nonexempt									
38. Duty Station Code			39. Duty Station (City - County - State or Overseas Location)									
40. Agency Data		41.	42.	43.	44.							
45. Remarks												
46. Employing Department or Agency							50. Signature/Authentication and Title of Approving Official					
47. Agency Code		48. Personnel Office ID		49. Approval Date								
<b>TURN OVER FOR IMPORTANT INFORMATION</b>												
3 - PART	50-309	1 - Employee Copy - Keep for Future Reference					Editions Prior To 4/87 Are Unusable After 9/30/88 NSN 7540-01-250-0482					

Exhibits

## 2. Personnel Notification Document

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

PERSONNEL NOTIFICATION DOCUMENT											
SI-650 SI Trust Fund Rev. 9/87											
1. Name (Last, First, Middle)				2. Social Security Number				3. Date of Birth		4. Effective Date	
<b>FIRST ACTION</b>						<b>SECOND ACTION</b>					
5-A. Code			5-B. Nature of Action			6-A. Code			6-B. Nature of Action		
7. FROM: Position Title and Number						15. TO: Position Title and Number					
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary - Award	21. Pay Basis
12A. Base Pay		12B. Locality Pay		12C. Adm. Basic Pay		12D. Other Pay		20A. Base Pay		20B. Locality Pay	
14. Organization Name						22. Organization Name					
<b>EMPLOYEE DATA</b>											
23. Veterans Status				24. Type of Appointment				25. Citizenship		26. Sex	
1 - None 6 - 30% Comp.				8 - Indefinite 9 - Temporary				1 - U.S. 8 - Other			
27. Life Insurance				28. Health Insurance				29. Pay Rate Determinant			
1 - Eligible 2 - Ineligible				1 - Eligible 2 - Ineligible							
30. Retirement Coverage				31. Service Comp. Date		32. Work Schedule		33. Part-Time Hours			
1 - CS 3 - TIAA 5 - TIAA/FICA 2 - FICA 4 - None 8 - Plan Soc. Sec.						F - Full-time P - Part-time I - Intermittent		Per Biweekly Pay Period			
34. NTE Date				35. FLSA Category		36. Organizational Structure Code		37. Bargaining Unit Status			
				E - Exempt N - Nonexempt							
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						50. Signature / Authentication and Title of Approving Official					
47. Agency Code		48. Personnel Office I.D.		49. Approval Date							

1 - EMPLOYEE COPY - KEEP FOR FUTURE REFERENCE

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

### 3. Within-Grade Increase Record

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

U.S. DEPARTMENT OF AGRICULTURE WITHIN-GRADE INCREASE RECORD														
<b>PART I.</b>														
1. NAME (Last, first, middle)			2. SOCIAL SECURITY NO.		3. AGENCY CODE	4. PAY PLAN		14. WGI WAITING PERIOD BEGAN						
5. OCCUP. SER.	6. GRADE/STEP	7. PAY RATE DETERMINANT CODE	8. SALARY		9. DUTY STATION CODE			15. INT. DAYS IN PAY STATUS NO. DAYS AS OF (DATE)						
10. OFFICIAL TITLE OF POSITION				11. PERS. POSITION NO.		12. STANDARD JOB NO.		16. EFF. DATE FOR WGI						
13. ORGANIZATION STRUCTURE CODE													17. WGI GRANTED	
													<input type="checkbox"/> YES <input type="checkbox"/> NO	
<p>INSTRUCTIONS: The above employee will meet the time requirements for a WGI on the date shown in Block 16. Final eligibility for the WGI depends upon your determination as the employee's supervisor that the employee's performance is at an "acceptable level of competence." Please make sure that you keep a record of any discussions you hold with the employee on this WGI determination. This record will be important should the employee request reconsideration if the within-grade increase is withheld.</p>														
LEVEL OF COMPETENCE DETERMINATION FOR WITHIN-GRADE INCREASE														
<p><b>PART II -</b> To be completed, when applicable, by the employee's immediate supervisor not earlier than 2 weeks prior to the effective date.</p>														
<input type="checkbox"/> AN ACCEPTABLE LEVEL OF COMPETENCE. I personally have considered the work of the above-named employee in terms of the essential work factors of the position occupied, and I certify that I find the employee's work to be of an acceptable level of competence within the meaning of 5 U.S.C. 5335.														
SIGNATURE AND TITLE OF SUPERVISOR										DATE				
<p><b>PART III -</b> To be completed, when applicable, by the employee's immediate supervisor and the Reviewing Official.</p>														
<input type="checkbox"/> 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				
<input type="checkbox"/> I have discussed fully the work of this employee with the supervisor whose signature appears above, and concur with the determination made.														
SIGNATURE AND TITLE OF REVIEWING OFFICIAL										DATE				
RECONSIDERATION FINDINGS														
<p><b>PART IV -</b> To be completed by an appropriate Agency Official should the employee request reconsideration.</p>														
<input type="checkbox"/> The employee's performance during the specified waiting period met the acceptable level of competence requirement. The initial decision to withhold is hereby reversed. The within-grade pay increase should be effected on the original due date.														
<input type="checkbox"/> The initial findings are sustained. The employee does not meet the acceptable level of competence requirement. Employee has been notified.														
SIGNATURE AND TITLE OF REVIEWING OFFICER										DATE				
ORIGINAL NFC PROCESSING COPY														
Form AD-658P (12 81)														

Exhibits

# 4. Performance Appraisal

<b>Report Number:</b>	AD-435
<b>Brief Description</b>	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.
<b>Report Availability:</b>	After the second Sunday following the end of the pay period.

United States Department of Agriculture Performance Appraisal				
1 Social Security Number		2 Position Number		3 Pay Plan
4 Occup. Series				
5 Name (Last, First, Middle Initial)		6 Grade/Step or Pay Level		7 Appraisal Period From To
8 Official Position Title		9 Organization Structure Code		
10 Duty Station		11 Agency Use		12 OFM/NFC Use
<p><b>Instructions</b></p> <p>Blocks 1 through 10, completed by OFM/NFC, should be reviewed and, if necessary, corrected.            Block 13. Enter brief description of performance elements.            Block 14A. Check performance elements identified as critical.            Block 14B, 14C, 14D. Rate actual performance by entering 2 for critical elements and 1 for non-critical elements in appropriate column.            Block 14E, 14F, 14G. Enter total of each column.            Block 14H. Enter total from 14E, 14F, and 14G.            Block 15A. Check off the correct summary rating described in decision table (15B).            Blocks 16 through 20. Self-explanatory.</p>				
13 Performance Elements		14A Critical Element (✓)	14B Exceeds Fully Successful	14C Meets Fully Successful
14D Does Not Meet Fully Successful				
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
<p><b>15B Decision Table (check off Summary Rating in block 15A)</b></p> <p>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.</p>			14E Exceeds	14F Meets
			14G Does Not Meet	
			<p>14H Enter total 14E + 14F + 14G = 14H</p>	
			<p><b>15A Summary Rating (See Decision Table in 15B)</b></p> <p><input type="checkbox"/> Outstanding  <input type="checkbox"/> Superior  <input type="checkbox"/> Fully Successful  <input type="checkbox"/> Marginal  <input type="checkbox"/> Unacceptable</p>	
<p>16 Employee - Standards of Conduct and Ethical Responsibilities (Check off appropriate boxes)</p> <p>a) I have a copy of the Governmentwide standards of ethical conduct and any USDA and agency supplemental regulations governing conduct. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b) I attended the required annual ethics training. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>				
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

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

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

U. S. DEPARTMENT OF AGRICULTURE			1. TYPE OF PERIOD EMPLOYEE IS SERVING:		
<b>PROBATIONARY OR TRIAL PERIOD REPORT</b>			<input type="checkbox"/> PROBATIONARY <input type="checkbox"/> TRIAL		
<b>IMPORTANT: THIS FORM IS DUE BACK TO THE PERSONNEL OFFICE NOT LATER THAN:</b>					
2. NAME		3. SOCIAL SECURITY NUMBER		4. PAY PLAN, OCCUP. SERIES AND GRADE	
5. OFFICIAL TITLE OF POSITION				5. PERIOD OF SERVICE COVERED BY REPORT	
				FROM: _____ TO: _____	
7. AGENCY		8. ORGANIZATIONAL STRUCTURE CODE		9. OFFICIAL DUTY STATION	
10. TENURE GROUP			11. TYPE APPOINTMENT		
<b>FOR COMPLETION BY SUPERVISOR. PLEASE SEE REVERSE OF THIS FORM BEFORE COMPLETING THE FOLLOWING ITEMS.</b>					
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 Department _____	
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)			15. I RECOMMEND THAT THE EMPLOYEE BE (Check One)		
A. <input type="checkbox"/> SATISFACTORY			A. <input type="checkbox"/> RETAINED IN PRESENT POSITION		
B. <input type="checkbox"/> UNSATISFACTORY			B. <input type="checkbox"/> SEPARATED FROM PRESENT POSITION		
16. IF YOU RECOMMEND THAT THE EMPLOYEE BE SEPARATED FROM PRESENT POSITION, PLEASE INDICATE ANY OTHER WORK IN THIS AGENCY FOR WHICH YOU BELIEVE THE EMPLOYEE MAY BE FITTED.					
17. SIGNATURE OF SUPERVISOR		18. TITLE		19. DATE	
20. SIGNATURE OF REVIEWING OFFICIAL		21. TITLE		22. DATE	

FORM AD - 507 /REV. 10/80

Exhibits

## 6. Supervisory Or Managerial Probationary Period Report

<b>Report Number:</b>	AD-773
<b>Brief Description</b>	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.
<b>Report Availability:</b>	After the second Sunday following the end of the pay period.

UNITED STATES DEPARTMENT OF AGRICULTURE						<b>IMPORTANT</b> 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)		
				<input type="checkbox"/> Supervisor <input type="checkbox"/> Manager <input type="checkbox"/> Supervisor/Manager		
4 PAY	5 OCCP.	6 GRADE	7 SERVICE PERIOD COVERED THIS RPT.	8 OFFICIAL POSITION TITLE		
9 AGENCY CODE	10 ORGANIZATIONAL STRUCTURE CODE			11 OFFICIAL DUTY STATION		
SEE REVERSE OF FORM BEFORE COMPLETING FOLLOWING ITEMS						
12. FOR COMPLETION BY SUPERVISOR. IN THE APPROPRIATE RESPONSIBILITIES LISTED BELOW, CHECK WHETHER THE EMPLOYEE'S PERFORMANCE IS SATISFACTORY OR UNSATISFACTORY.						
A SUPERVISORY PROBATIONARY PERIOD			B MANAGERIAL PROBATIONARY PERIOD			
SATISFACTORY	UNSATISFACTORY	RESPONSIBILITIES	SATISFACTORY	UNSATISFACTORY	RESPONSIBILITIES	
		1 Assigns, directs, and evaluates subordinates work			1 Determines and sets programs' goals	
		2 Organizes and utilizes staff resources effectively			2 Formulates, determines, and/or influences agency policy	
		3 Accomplishes work objectives			3 Effectively determines and allocates resource needs	
		4 Identifies and meets development needs of subordinates			4 Organizes and directs work	
		5 Recognizes and performs employee counseling			5 Accomplishes organizational affirmative action objectives	
		6 Maintains effective organizational climate			6 Evaluates program effectiveness	
		7 Adheres to agency and USDA rules and regulations				
		8 Accomplishes affirmative action objectives				
13 I CERTIFY THAT THE EMPLOYEE HAS COMPLETED THE REQUIRED 80 HOURS OF SUPERVISORY/MANAGERIAL TRAINING.						
		Yes <input type="checkbox"/>			No <input type="checkbox"/>	
14 A <input type="checkbox"/> I RECOMMEND THAT THE EMPLOYEE BE RETAINED IN SUPERVISORY OR MANAGERIAL POSITION.			14 B <input type="checkbox"/> I RECOMMEND THAT THE EMPLOYEE BE RETURNED TO NONSUPERVISORY OR NONMANAGERIAL POSITION.			
15 SUPPORTING REASONS FOR NOT RETAINING EMPLOYEE IN SUPERVISORY OR MANAGERIAL POSITION (Narrative)						
16 SUPERVISOR'S SIGNATURE			19 REVIEWING OFFICIAL'S SIGNATURE			
17 TITLE		18 DATE	20 TITLE		21 DATE	

**EMPLOYEE'S COPY** FORM AD - 773 (5/80)

## 7. Certification For Within-Grade Increase

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

Form CD-416 Rev. 3-82 DAO 882-431			U.S. DEPARTMENT OF COMMERCE		
<b>CERTIFICATION FOR WITHIN-GRADE INCREASE</b>					
<i>Important: Before completing this form, read the instructions below.</i>					
1. Employee Name <b>LETITIA NELLON</b>				2. Date Ending Waiting Period <b>August 21, 1993</b>	
3. Title <b>SECY 0A</b>		Series <b>0318</b>	Grade <b>04</b>	Step <b>02</b>	4. Organization  <b>DENVER REGIONAL OFFICE OFFICE OF THE REGIONAL DIRECTOR</b>
5. Submitting Office No. <b>3204</b>		6. Organization Code <b>52-11-01-0000-00-00-00-00</b>			
7. Current Performance Rating of Record <b>SATISFACTORY</b>		8. Effective Date of Rating <b>09-30-92</b>			
9. Certification					
<input type="checkbox"/> The employee's work is of an acceptable level of competence to warrant an increase in salary to the next step of the grade. <input type="checkbox"/> The employee's work is not of an acceptable level of competence to warrant an increase in salary to the next step of the grade.					
Signature of Certifying Official			Title		Date
Signature of Approving Official (when required by operating unit)			Title		Date
Signature of Personnel Office (optional)			Title		Date
Return completed form to _____ by _____ <span style="display: block; text-align: center; font-size: small;">(Building-Room) (Date)</span>					

### INSTRUCTIONS FOR CERTIFYING OFFICIALS

- The employee whose name appears in item 1 will complete the waiting period for a within-grade increase (WGI) on the date shown in item 2. For the employee to receive the WGI, you must certify that his or her work is of an acceptable level of competence (ALOC). ALOC means that the employee's performance is at the "Fully Successful" level or higher, based on a current rating of record.
- You must complete a rating of record on Form CD-396 if your ALOC determination is inconsistent with the employee's current rating of record.
- Contact your Servicing Personnel Office for guidance on how to proceed if: (a) you are considering denying the WGI, (b) the employee has no rating of record for the most recently completed performance appraisal cycle, or (c) the employee has been reduced in grade because of unacceptable performance.
- The WGI determination should be communicated to the employee as soon as possible after completion of the waiting period or other period on which it is based.

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

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

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

Form CD-35 Rev. 2-85		U.S. DEPARTMENT OF COMMERCE	
<b>PROBATIONARY OR TRIAL PERIOD REPORT</b>			
TO		FROM	
Supervisor		Personnel Officer	
<b>Instructions</b>			
<p>The employee named below is serving a probationary or trial period that ends on the date shown. This "test" period is an extension of the examination process for Federal employment, during which the employee must demonstrate the capacity and fitness to be retained in the Federal service. Between the ninth and tenth months of the period, the supervisor of each employee must determine whether the employee's performance, conduct, and general traits of character have been satisfactory or unsatisfactory during his or her service to date, and recommend whether he or she should be retained beyond the expiration of the probationary or trial period.</p>			
1 Employee's Name		2 Probationary Period Starts	
KATHLEEN BOURGEOIS		Ends June 13, 1993 June 11, 1993	
3 Title, Series, Grade		4 Organization	
CIVIL ENGINEER GS-0810-12		DENVER REGIONAL OFFICE OFFICE OF THE REGIONAL DIRECTOR	
<b>Supervisor's Report (Check one)</b>			
<input type="checkbox"/> I have found the performance, conduct, and general traits of character of the employee named above to be satisfactory.			
<input type="checkbox"/> I have found the performance, conduct, and general traits of character of the employee named above <i>not</i> to be satisfactory.			
<b>Supervisor's Recommendation (Check one)</b>			
<input type="checkbox"/> I recommend that the employee named above be retained beyond the expiration of the probationary or trial period.			
<input type="checkbox"/> I recommend that the employee named above not be retained beyond the expiration of the probationary or trial period.			
(NOTE: If you recommend the employee not be retained, notify the personnel office immediately.)			
Signature of the Supervisor			Date
Approvals as required by applicable delegations of authority	Signature	Title	Date
		Personnel Officer	
Submitting Office Number	Organizational Code	Agency Code	
3204	51-11-01-0000-00-00-00-00	CM52	
Return completed form to _____ by _____			
(Building, Room) (Date)			
White - Employee Performance File—Pink - Employee's Copy—Yellow - Suspense Copy			
LECOM-DC 06 1588			

## 9. Record Of Leave Data

<b>Report Number:</b>	SF-1 150
<b>Brief Description</b>	Provides documentation to transfer employee leave balances to another department or to certify the leave balances when an employee separates from Government service.
<b>Report Availability:</b>	After the second Sunday following the end of the pay period.

RECORD OF LEAVE DATA																	
1. Name (Last, First, Middle)				2. Social Security Number				3. (For agency use)									
4. Date and Nature of Separation				5. A. Subject to 5 U.S.C. 6304(B) (45 day leave ceiling)				Yes		No							
				B. Last Date Subject to 5 U.S.C. 6304(B)				C. Annual Leave Balance as of That Date (Hours)									
6. Total Service for Leave (as of Date of Separation)		More than 15 Years				Less Than 15 Years (show)		Years		Months Days							
SUMMARY OF ANNUAL AND SICK LEAVE						SUMMARY OF HOME LEAVE											
7. Carryover Balance From Prior Leave Year Ending		MO.		DAY		YEAR		HOURS			18. Basic Service Period of 24 Months of Continuous Service Abroad:						
								Annual Sick Restored			Date Started						
											Date Completed						
8. Current Leave Year Accrual Through Pay Period Ending (if 90 day restriction applicable, explain in remarks)		MO.		DAY		YEAR		19. Current 12 Months Accrual Period Began on			MO. DAY YEAR						
9. Total								Hours Absent Without Pay Since That Date									
10. Reduction in Credits, If Any (current year)								20. Current Balance (or accrual) as of			MO. DAY YEAR						
11. Total Leave Taken, Current Year Through Date of Separation								Number of Days									
12. Balance								21. Twelve Months Accrual Date as of Date of Separation			MO. DAY YEAR						
13. Total Hours Paid in Lump Sum (includes _____ hours for holidays)								Number of Days									
14. Salary Rate(s) Per Hour:								22. Dates Leave Used Prior 24 Months			FROM TO						
15. Lump Sum Leave Dates (if part-time tour, explain in Remarks)		From		MO.		DAY		YEAR		MO. DAY YEAR			MO. DAY YEAR				
		Thru															
a. Restored		From															
		Thru															
b. Annual Leave Above Ceiling		From															
		Thru															
c. Annual Leave Within Ceiling		From															
		Thru															
ABSENCE WITHOUT PAY																	
16. During Leave Year in Which Separated						Hours			23. MILITARY LEAVE			FROM TO					
									23. During Current Calendar Year			MO. DAY YEAR MO. DAY YEAR					
17. A. Date of Last Equivalent Increase						MO.		DAY		YEAR		A. Regular—Active Duty or Training					
												B. Special—Civil Disturbance					
B. Total AWOP Hours Since Last Equivalent Increase (except during military service and while in receipt of OWCP payments)						Hours											
24. Remarks (include shore leave information, if applicable):																	
25. Certified Correct By: (Signature)						26. Title, Agency, Address, Telephone Number						27. Date					

1150-113

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

Exhibits





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

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

PREPARED 05/17/2000 AEC036S2 CLASSIFIED EMPLOYEE WGI STATUS SIXTEEN WEEK LISTING FOR F/T AND P/T EMPLOYEES - AS OF 05/06/2000															PAGE 1		
>>> A WITHIN GRADE INCREASE ACTION WILL /NOT/ BE PROCESSED FOR THESE EMPLOYEES - DUE TO LESS THAN SATISFACTORY PERFORMANCE <<< -->>>>>>> TO GRANT AN EMPLOYEE A WITHIN GRADE INCREASE THE AGENCY MUST CHANGE THE PERFORMANCE APPRAISAL <<<<<<<<<																	
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																	
AG 11 11 FOREST SERVICE															POI 5121 SANDY, OR		
EMPLOYEE NAME		OFFICIAL TITLE OF POSITION					DUTY STATION LOCATION		PROJECTED		NON-PAY		INTERMITTENT				
STRUC.	LEVELS	PAY	OCC	RATE	INDIVIDUAL	MASTER	DATE	TOWARD	PAY PERIOD	STATUS	D	A	Y	S			
SOC SEC NO	-2--	THRU	--8-	PLAN	GRADE	SERIES	DETR	POS. NO	REC NO	WGI	D	S	CODES	WGI DUE	HOURS	WORKED	ELAPSED
DOE JOHN					SOC SRVCS ASST				ESTACADA, OR								
XXX-XX-XXX	5107000317000000	GS 09 2	0186	0	5107314	1708		08/29/99	41 0650 005	18					000	0000	
EMPLOYING OFFICE TOTAL															1		

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

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

PREPARED 05/17/2000 AEC036U4 CLASSIFIED EMPLOYEE WITHIN GRADE INCREASE FOUR WEEK NOTIFICATION														PAGE 1							
FOR F/T AND P/T EMPLOYEES - AS OF 05/06/2000																					
-->>>> A WITHIN GRADE INCREASE ACTION WILL BE PROCESSED FOR EACH LISTED EMPLOYEE WHOSE LATEST PERFORMANCE														<<<<<<<<							
-->>>>>> RATING IS FULLY SUCCESSFUL OR GREATER, UNLESS ACTION IS TAKEN TO DENY THE INCREASE.														<<<<<<<<<<							
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																					
AG FA FA FARM SERVICE AGENCY										POI 4825		BOISE, ID									
EMPLOYEE NAME		OFFICIAL TITLE OF POSITION				DUTY STATION		LOCATION		NON-PAY		INTERMITTENT									
ORG.		PAY		PAY		COMMENCING		WGI		STATUS		DAYS									
SDC	SEC	NO	-2-	THRU	-8-	PLAN	GRADE	SERIES	DETR	POS.	NO	REC	NO	WGI	D	S	CODES	PAY PERIOD	HOURS	WORKED	ELAPSED
DOE, JOHN								PROGRAM		TECHNICIAN							ARCO, ID				
XXX-XX-XXX	054600	10010000000	GS	05	1	1101	0	ID037017	110115	06/06/99	16	0060	023					12		000	0000
EMPLOYING OFFICE TOTAL										1											

Exhibits

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

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

PREPARED 05/17/2000 AEC036T8 CONTROL LISTING OF PERFORMANCE EVALUATION PAGE 2														
FORMS PREPARED FOR F/T AND P/T EMPLOYEES - AS OF 05/06/2000														
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **														
AG DA DA DEPARTMENTAL ADMINISTRATION					POI 5260 WASHINGTON, DC									
EMPLOYEE NAME		OFFICIAL TITLE OF POSITION				DUTY STATION LOCATION								
ORG		PAY		PAY		PERFORMANCE EVALUATION								
STRUCT	LEVELS	PAY	DC	RATE	INDIVIDUAL	MASTER	D	S	CODES					
SOC	SEC	NO	-2-	THRU	--8-	PLAN	GRADE	SERIES	DETR	POS	NO	REC	NO	**FORMS DUE PAY PERIOD 15 **
DOE, JOHN														
XXX-XX-XXX	9860000400000000	GS 05	1	0303	0	004HQ						296055		WASHINGTON, DC 11 0010 001
DOE, JOHN														
XXX-XX-XXX	9201000000000000	GS 08	5	0986	0	001HQ						A00881		WASHINGTON, DC 11 0010 001
DOE, JOHN														
XXX-XX-XXX	9301000000000000	GS 14	6	0260	0	001HQ						RE0011		WASHINGTON, DC 11 0010 001
EMPLOYING OFFICE TOTAL										17				



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

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

PREPARED 05/17/2000 AEC036T3	CONTROL LIST FOR SUPERVISORY/MANAGERIAL		PAGE 1
PROBATIONARY PERIOD REPORT FORMS - AS OF 05/06/2000			
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **			
AG FA FA FARM SERVICE AGENCY	POI 4868	MORGANTOWN, WV	
EMPLOYEE NAME	S.S. NUMBER	DUTY STATION	LOCATION
DOE, JOHN	XXX-XX-XXX	ELKINS, WV	54-0810-083
			05 14 0009 00 00 00 00
EMPLOYING OFFICE TOTALS		1	







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

<b>Report Number:</b>	AECO37T6
<b>Brief Description</b>	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.
<b>Report Availability:</b>	After the second Sunday following the end of the pay period.

PREPARED 05/18/2000 AECO37T6		TAPER AND STATUS QUO EMPLOYEES APPROACHING ELIGIBILITY																		
PAGE 1		FOR CONVERSION TO CAREER - AS OF 05/06/2000																		
AG 11 11 FOREST SERVICE		POI 5127 CORVALLIS, OR																		
		SOCIAL		ORG.		BEGINNING				F/T		DUTY								
STATUS		SECURITY		STRUCTURE		TYPE		DATE TOWARD		TYPE		EXCESS INT		P/T		STATION		PAY		
RADE QUO		EMPLOYEE NAME		NUMBER		2 3		4 APPT		CAREER		EMP		AWOP		DAYS		DAYS		ST CITY CTY PLAN G
DOE, JOHN		F		XXX-XX-XXX		06 12 0000		01		00/00/00		INT		0000		000 000		41 0420 003		GS 1
1 07		O																		
		EMPLOYING OFFICE TOTAL		1																

## 21. Employees Approaching Expiration Of Grade Retention

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

PREPARED 05/17/2000 AEC037T9 EMPLOYEES APPROACHING EXPIRATION OF GRADE RETENTION AS OF - AS OF 05/06/2000													PAGE	1	
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **															
AG 11 11 FOREST SERVICE						POI	5140	GAINESVILLE, GA							
EMPLOYEE NAME			INDIVIDUAL	*	CURRENT PAID GRADE DATA				*	GRADE RETENTION DATA					
SOCIAL SECURITY	ORGANIZATIONAL STRUCTURE CODES	POSITION NUMBER			P/P	SER	FUNC /STEP	AMOUNT	RT	PRD*	P/P	SER	FUNC	GRADE	EXPIRATION DATE
DOE, JOHN				*							*				
XXX-XX-XXX	08 03 0007 00 00 00 00	008G3047		*	GS	0462	00	09/08	042640.00	PA	A	*	GS	0462	00 07 10/29/97
STRUCTURE LEVEL 08 03			TOTAL	1											

Exhibits

## 22. Report Of Retirements

<b>Report Number:</b>	AECO37T4
<b>Brief Description</b>	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.
<b>Report Availability:</b>	After the second Sunday following the end of the pay period.

PREPARED 05/17/2000 AECO37T4		REPORT OF RETIREMENTS - AS OF 05/06/2000										PAGE 1	
AG 03 03 AGRICULTURAL RESEARCH SERVICE										POI 4860 BELTSVILLE, MD			
EMPLOYEE NAME / RESIDENCE	ORG. STRUCTURE CODES			PAY	DCC	GRADE OR	BIRTH DATE	DUTY	TYPE OF SERVICE		CREDITABLE		
	2	3	4 5 6 7 8	PLAN	SERIES	SALARY		STATION	RETIREMENT	YRS	MO	DA	
DOE, JOHN 123 MAIN STREET BELTSVILLE MD 20705	10	12	1275 49 00 00 00	GM	1320 13		11/15/37	0100 033 24	OPTIONAL	35	05	12	
			RETIREMENT DATE		05/03/00				RES CHEMST				
DOE, JOHN 555 OCEAN BLVD AMERICAN FALLS ID 83211	50	53	5366 05 00 00 00	GS	0404 09		07/24/37	0010 011 16	OPTIONAL	18	09	05	
			RETIREMENT DATE		04/30/00				AGRL SCI RES TECHNCR				
EMPLOYING OFFICE TOTAL										2			



## 24. Notification Of Position To Be Inactivated

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

PREPARED 05/27/2000	AECO4604 (PMS 2)	NOTIFICATION OF POSITION TO BE INACTIVATED	PAGE 1
TR 40 40 BUREAU OF ALCOHOL, TOBACCO & FIREARMS SON 4038 WASHINGTON, DC			
POSITION ORGANIZATIONAL STRUCTURE	MASTER RECORD NUMBER	POSITION NUMBER	POSITION OFFICIAL TITLE
40 30 10 3000 10 00 00 00	097141	00000739	IBIS SPECIALIST
PAY PLAN	OCCUPATIONAL SERIES	GRADE LEVEL	
GS	0301 00	05	
THIS NOTIFICATION PREPARED AS OF PAY PERIOD ENDING 05/20/00.			
***** THIS POSITION WAS VACATED 09/12/99 *****			
UNLESS ACTION IS TAKEN TO FILL , POSITION WILL BE INACTIVATED ON 05/09/00.			



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

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

SAMPLE OF INTERIM PERFORMANCE EVALUATION REPORT (FOR NOAC 702 OR 721 AND AUTHORITY CODE N7M) OR NOAC 702 AND AUTHORITY CODE N6M OR H5M)	
MEMORANDUM FOR (TO BE COMPLETED BY PERSONNEL OFFICE)	
FROM:	PERSONNEL OFFICER
SUBJECT:	SUMMARY PERFORMANCE RATING
THE FOLLOWING EMPLOYEE WAS ASSIGNED TO YOUR ORGANIZATION FOR AT LEAST 120 DAYS DURING THE CURRENT PERFORMANCE APPRAISAL CYCLE:	
NAME:	JAMES S. JONES
PAY PLAN, SERIES, GRADE:	GS, 1340, 007
ORGANIZATION:	GRAND RAPIDS (WSO) MICHIGAN 54 20 30 9635
BEGINNING DATE OF RATING PERIOD:	XX/XX/XX
ENDING DATE OF RATING PERIOD:	XX/XX/XX
UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.	
PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE A CD-396, "PERFORMANCE MANAGEMENT RECORD," FOR THIS EMPLOYEE.	

## 26. Conversion To Career Tenure Four Week Notification

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

PREPARED 05/17/2000 AECO37U8 CONVERSION TO CAREER TENURE FOUR WEEK NOTIFICATION															PAGE 1	
AS OF 05/06/2000																
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																
-->>>>> AN 880/CHG IN TENURE ACTION WILL BE PROCESSED FOR EACH LISTED EMPLOYEE <<<<<<<																
->>>>>>> UNLESS ACTION IS TAKEN TO ALTER THE CAREER-PERMANENT-TENURE-START DATE <<<<<<<<<<																
AG FA FA FARM SERVICE AGENCY POI 4881 WASHINGTON, DC																
EMPLOYEE NAME OFFICIAL TITLE OF POSITION DUTY STATION LOCATION																
ORG. PAY CAREER 880 NON-PAY INTERMITTENT																
STRUCT. LEVELS PAY OCC RATE INDIVIDUAL MASTER PERM-TEN-ST																
SOC SEC NO -2-- THRU --8- PLAN GRADE SERIES DETR POS. NO REC NO DATE D S CODES PAY PERIOD HOURS WORKED ELAPSED																
DOE, JOHN AGRL PROG SPECLST WASHINGTON, DC																
XXX-XX-XXXX 0111000300000000 GS 13 2 1145 0 00029871 114530 06/08/97 11 0010 001 12 000 0000																
DOE, JOHN AGRL PROG SPECLST WASHINGTON, DC																
XXX-XX-XXXX 0111000300000000 GS 13 2 1145 0 00029867 114530 06/08/97 11 0010 001 12 000 0000																
STRUCTURE LEVEL 01 11 0003 TOTAL 2																
POI TOTAL 2																

Exhibits



## 28. Position NTE Date Approaching Expiration

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

PREPARED 05/28/2000		AECO4604 (PMS 3)		POSITION NTE DATE APPROACHING EXPIRATION			PAGE 1	
DJ HC HC HEADQUARTERS COMPONENTS (DOJ)				SDN 1034 WASHINGTON, DC				
POSITION ORGANIZATIONAL STRUCTURE		MASTER RECORD NUMBER	POSITION NUMBER	POSITION OFFICIAL TITLE	PAY PLAN	OCCUPATIONAL SERIES	GRADE LEVEL	
HC 17 19 0100 00 00 00		CM001A	00103299	TRIAL ATTY	GS	0905 00	15	
THIS NOTIFICATION PREPARED AS OF PAY PERIOD ENDING 05/20/00.								
EMPLOYEE NAME :								
<b>W A R N I N G</b> ***** *****								
*** THE NTE DATE FOR POSITION IS 08/01/00 . ***								
*PLEASE NOTIFY YOUR PERSONNEL SPECIALIST OF INTENT FOR THIS POSITION:								
EXTENSION OF EXPIRATION DATE								
APPOINTMENT TO ANOTHER POSITION								
TERMINATION								
OTHER								
* CAUTION SHOULD BE EXERCISED TO ASSURE THAT NOTIFICATION OF INTENT IS EXPRESSED SUFFICIENTLY IN ADVANCE TO AVOID OR MINIMIZE ANY BREAK IN SERVICE. EMPLOYMENT MAY NOT CONTINUE AFTER THE NTE DATE UNLESS SOME TYPE OF ACTION IS TAKEN.								

Exhibits







### 32. Federal Wage System WGI Status Eight Week Notification

<b>Report Number:</b>	AECO37U3
<b>Brief Description</b>	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.
<b>Report Availability:</b>	After the second Sunday following the end of the pay period.

```

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

** SENSITIVE PERSONNEL DATA - USE IS RESTRICT
ED **
-->>>>>  THESE FWS EMPLOYEES WILL NOT RECEIVE AN AUTOMATIC WGI - DUE TO LESS THAN SATISFACTORY PERFORMANCE  <<<<
<<<<
-->>>>>>  TO GRANT AN EMPLOYEE A WITHIN GRADE INCREASE THE AGENCY MUST CHANGE THE PERFORMANCE APPRAISAL  <<<<<<
<<<<

AG 03 03 AGRICULTURAL RESEARCH SERVICE  POI  4860  BELTSVILLE, MD

EMPLOYEE NAME  OFFICIAL TITLE OF POSITION  DUTY STATION LOCATION
-----
ORG.  PAY  COMMENCING  PROJECTED TYPE  INTERM
ITTTENT  STRUCT. LEVELS  PAY  OCC  RATE  INDIVIDUAL  MASTER DATE TOWARD  PAY PERIOD  OF  D  A
Y S
SOC SEC NO --2-- THRU --8- PLAN GRADE SERIES DETR POS NO  REC NO  WGI  D S  CODES  WGI DUE  EMPL  WORKED
ELAPSED
DOE, MARY  MUSEUM TECHNCN ZOO  WASHINGTON, DC
XXX-XX-XXXX  12127541000000  GS 07 02  1016  1  007B9404  7B9404  01/16/00  11 0010 001  00  1  DL
0000
STRUCTURE LEVEL  10 12 1275  41  TOTAL  1
EMPLOYING OFFICE TOTAL  1
  
```

Exhibits





### 35. Notification Of Longevity Percent Changes

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

PREPARED 05/18/2000 AECO37U6		NOTIFICATION OF LONGEVITY PERCENT CHANGES	
PAGE 1		EFFECTIVE NEXT PAY PERIOD - AS OF PAY PERIOD ENDING 05/06/2000	
AG 03 03 AGRICULTURAL RESEARCH SERVICE		PERS. OFF. ID. 4860 BELTSVILLE, MD	
EMPLOYEE NAME			
ORG	STRUCTURE	PAY GRADE	NEW LONGEVITY AWOL SUSPENSE
SOC SEC NO	2 3 4	PLAN /STEP	SALARY PERCENT DATE HOURS HOURS
DOE, MARY			
XXX-XX-XXXX		GS 07/02	\$ 29,827.00 00 00/00/00 .00 .00
STRUCTURE LEVEL		TOTAL	1
EMPLOYING OFFICE TOTAL		TOTAL	1

### 36. Notification Of Adjustment To Longevity Date

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

PREPARED		05/18/2000		AECO37U7		NOTIFICATION OF ADJUSTMENT TO LONGEVITY DATE - AS OF 05/06/2000					
PAGE		1									
AG		11 11		FOREST SERVICE		PERS. OFF. ID.		5058		CODY, WY	
EMPLOYEE NAME											
ADJUSTED LONGEVITY											
VITY		ORG		STRUCTURE		PAY GRADE		LONGEVITY		DATE BEFORE	
SOC SEC NO		2 3 4		PLAN /STEP		SALARY		DATE		ADJUSTMENT	
ENT								HOURS		SUSPENSE LONGE PERC	
DOE, MARY											
XXX-XX-XXXX		02 14		0004		GS 03/01		\$ 18,169.00		00/00/00	
										.00 .00 00	
STRUCTURE LEVEL		02 14		0004		TOTAL				1	
EMPLOYING OFFICE TOTAL										1	

Exhibits

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

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

PREPARED 05/18/2000 AECO37U9 90-DAY NOTIFICATION FOR RECERTIFICATION OF RETENTION ALLOWANCE - PROJECTED AS OF 05/06/2000 PAGE										
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED										
ED **					AG 11 11 FOREST SERVICE					
					PERS. OFF. ID. 5058 CODY, WY					
EMPLOYEE NAME	PAY	GRADE	BASE	ALLOWANCE	ALLOWANCE	ALLOWANCE	SALARY TOTAL			
ORG. STRUCTURE	PLAN	/STEP	SALARY	EFF DATE	PERCENT	AMOUNT	WITH ALLOWANCE			
SOC SEC NO	2	3	4							
DOE, JOHN										
XXX-XX-XXXX	95	20	0000	GS	03/01	18,169.00	00/00/00	00	.00	18,169.00
DOE, JOHN										
XXX-XX-XXXX	95	20	0000	GS	03/01	81/00/01	70/P1/01	15		

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

<b>Report Number:</b>	BEAR9203
<b>Brief Description</b>	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.
<b>Report Availability:</b>	After the second Sunday following the end of the pay period.

SENSITIVE PERSONNEL DATA USE IS RESTRICTED															
REPORT BEAR9203 LISTING OF EMPLOYEES WITH CHANGE IN UNION DUES															
AGCY	POI	SOCIAL	LAST NAME	INIT	ORG STRUCTURE	UNION NO 1	AMT	AMT	%	%	UNION NO 2	AMT	AMT	%	%
						CODE	LOCAL	OLD	NEW	OLD	NEW	CODE	LOCAL	OLD	NEW
PA	5260			B	PA1001000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			R	PA1010000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			M	PA1020000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			E	PA2010000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			R	PA2020000000000000	050906	.50	1.50			000000	.00	.00		
PA	5260			W	PA2040000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			W	PA3001000000000000	090001	8.00	9.00			000000	.00	.00		
PA	5260			S	PA3010000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			J	PA3020000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			M	PA3020000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			H	PA4001000000000000	090001	8.00	9.00			000000	.00	.00		
PA	5260			R	PA4010000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			S	PA4020000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			J	PA4020000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			D	PA4020000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			T	PA4030000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			G	PA4030000000000000	050906	.50	1.50			000000	.00	.00		
PA	5260			J	PA5000000000000000	050905	.50	1.50			000000	.00	.00		
PA	5260			P	PA5000000000000000	530000	5.50	7.50			000000	.00	.00		

Exhibits

### 39. FEHB Status Letters - Employee Express

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

From:

To: Employee Name  
Mailing Address

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

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

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

Agency Representative

## 40. TSP Status Letters - Employee Express

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

Date:

To: Employee Name  
Mailing Address

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

Social Security Number

Date of Birth

TSP Percent

TSP Amount

G Fund

F Fund

C Fund

Effective date

Agency Code

POI

Payroll Office Number

Agency Representative



## Appendix

This section contains the following appendix:

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## RFQS Error Messages

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



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