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Payroll/Personnel Report Generator System (CULPRPT)

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Reporting

PROCEDURE MANUAL
Payroll/Personnel Report Generator System (CULPRPT)

Table of Contents

Latest Update Information 1
System Overview 3
System Interface 5
Other Reporting 7
Requesting a New Report 9
System Access 11
System Design 11
Function Keys 11
Report Access Authority 11
Help Screens 12
Sign-On Instructions 12
Signoff Instructions 15
Changing Your Password 16
CULPRPT Menu 19
Selecting Reports 21
Viewing the Print Status of Reports 27
CULPRPT Reports Listed by Subject Matter 29
ACCESSIONS AND SEPARATIONS 30
AGE SURVEY 30
DEATH CASES 30
DESIGNATED AGENT 30
EDUCATION 30
EEO/HANDICAP 31
EMPLOYEE EXPRESS SUSPENSE REPORTS 31
EMPLOYEE LISTING/ROSTER 31
EMPLOYMENT STATISTICS 32
FEHB 33
FUTURE FILE 33
INDEBTEDNESS 33

LEAVE 33
LENGTH OF SERVICE 34
LOCATOR 34
MAILING LIST 34
MANAGEMENT ATTAINMENT 34
OCCUPATIONAL SERIES 34
ORGANIZATIONAL STRUCTURE 35
PACT/PRES REPORTS 35
PERFORMANCE APPRAISAL 35
POSITION DATA 35
RETIREMENT 36
RIF 37
SENIORITY LISTING 38
SINQ SUSPENSE REPORTS 38
SPPS REPORTS 38
SUSPENSE REPORTS 38
T&A 39
TSP 39
UNION DUES 39
WORK FORCE ANALYSIS/PROFILE 39
WORKSHEET 40
Reports 41
Employees Eligible to Retire Currently 47
Employees Eligible to Retire Currently or Within 1 Year 49
Employees Eligible to Retire Currently or Within 2 Years 51
Employees Eligible to Retire Currently or Within 3 Years 53
Employees Eligible to Retire Currently or Within 4 Years 55
Employees Eligible to Retire Currently or Within 5 Years 57
Roster of Employees 59
Age & Length of Service Survey 61

Report of Length of Service 63
Employees by Occupation and Location 65
Full-Time Employees on the Rolls 67
Roster of Employees 69
Active Full/Part-Time Employees - T&A's Not Received by the NFC 71
Handicap Data White Collar Employees 73
Handicap Data Blue Collar Employees 75
Average Age + Length of Service 77
Number & Average Grade of GS & Similar Employees 79
Percentage of Employees Eligible to Retire Within the Next Five Years (by Series) 81
Percentage of Employees Eligible to Retire Within the Next Five Years (by Pay Plan) 83
Handicap by Type of Occupation 85
Position Planning and Control 87
RIF Register Competitive Service - Supervisors & Managers 89
RIF Register Competitive Service - Nonsupervisors & Nonmanagers 91
RIF Register Competitive Service - Supervisory Trainees 93
RIF Register Competitive Service - Nonsupervisory Trainees 95
RIF Register Excepted Service - Supervisors & Managers 97
RIF Register Excepted Service - Nonsupervisors & Nonmanagers 99
Employee Listing Within Organizational Structure 101
SES + Equivalent Employees 103
Full-Time Active Employees 105
Schedule C Employees 107
Summary of Bargaining Units 109
Actual Work Force Profile 111
Women with Professional Degrees not in Professional Series 113
Age Survey - Permanent Employees 115
Distribution of Potential IPA Candidates 117
Occupational Distribution of Non-Temp Employees 119

Advancement Patterns of Permanent GS & GM Employees **121**
New Hires and Promotions for Fiscal Year 00 ..... **123**
Occupational Distribution of Permanent Employees **125**
Occupational Distribution of Permanent "GS" & "GM" Employees **127**
Occupational Distribution of Permanent (GS, GM, WL, WG, WS) Employees **129**
Roster of Part-Time Employees **131**
Continuing Employees Eligible for Retirement **133**
Pay Plan - Grade Summation Report **135**
Roster of Employees **137**
Employees Updating Their Own Payroll and Personnel Transactions **139**
Audit Trail of Leave Updates **141**
Firefighter Employees with Mandatory Retirement Eligibility **143**
Roster of Employees **145**
Management Attainment Report **147**
Error Analysis by Contact Point **149**
T&A Reject Percentage Report by Contact Point (Cumulative) **151**
GAO Employee Locator Listing **153**
Employees with NTE Dates Prior to Requested Date **155**
Employees Without Service Computation Dates **157**
Positions Titled Supervisory - Coded Nonsupervisory **159**
Employees with FEHBA Eligibility Pending **161**
DM, Office of the Chief Financial Officer Roster **163**
Thrift Savings Plan Participation by Agency **165**
Report on Thrift Savings Plan Participation **167**
Management Attainment Report Cooperative-Employees **169**
Employee's Effective-Date of Union-Dues Withholding **171**
Age Survey as of XX/XX/XX **173**
Work Force Profile **175**
Cooperative Education Employees **177**
Cooperative Education and Junior Fellowship Employees **179**

Foreign Service Employees Eligible to Retire Currently 181

Foreign Service Employees Eligible to Retire Currently or Within 1 Year 183

Foreign Service Employees Eligible to Retire Currently or Within 2 Years 185

Foreign Service Employees Eligible to Retire Currently or Within 3 Years 187

Foreign Service Employees Eligible to Retire Currently or Within 4 Years 189

Foreign Service Employees Eligible to Retire Currently or Within 5 Years 191

Percentage of Foreign Service Employees Eligible to Retire Within the Next Five Years (by Series) 193

Percentage of Foreign Service Employees Eligible to Retire Within the Next Five Years (by Pay Plan) 195

Location of PFT Engineering Employees in Selected Occupational Series 197

Minorities and Women in Professional Engineering Positions 199

Active Employees Eligible for Horse Allowance 201

Permanent Women Foresters in Southwestern Region "Region X" 203

Employee Roster -- Labor Relations Codes -- Including Temporaries 205

Roster of Merit Pay Employees - Regional Office 207

Roster of Merit Pay Employees 209

New Hires and Promotions for Selected Year 20XX 211

Alphabetic Roster of Employees 213

Roster of Employees in SSN Sequence 215

Work Force Profile 217

Seniority Listing 219

Position Review List 221

New Career Appointments 223

Supervisory Employee Listing 225

Soil Scientists, Hydrologists, and Geologists 227

Time in Grade Comparison 229

Worksheet for Permanent Two-Grade Interval Employees Recruited in Fiscal Year 19XX 231

Error Analysis for T&A Processing 233

Current Employees Use of Official Time for Union Business 235

Mailing List of Residence Addresses 237

Statistical Separation Report 239

List of Position Numbers 241

Position Review List of Stay in School Employees 243

List of Employees with Incorrect FLSA Codes 245

Position Sensitivity Codes 247

Work Force Profile by Organizational Structure 249

Employment Summary 251

Employment of Veterans 253

Years of Service at the End of Current Year 19XX for Purposes of Retirement Eligibility 255

Employee Listing Within Organizational Structure 257

Minority Employment by Organization 259

Permanent Workforce - Analysis of Work Force: White Collar (GS, GM, SES and All Other) 261

Employment Statistics by Sex 263

Listing of Non-GM Employees (Performance Rating Data) 265

Listing of Employees With 7.5% Retirement Coverage by Organizational Structure 267

Permanent Workforce - Analysis of Work Force: Federal Wage System 269

NAC&I Follow Up Worksheet 271

Employee Listing by Merit Pay Pool Number 273

Employee Distribution Report 275

Report of Accessions -- Monthly 277

Report of Separations -- Monthly 279

Summary of Accessions & Separations -- Monthly 281

Seniority Listing 283

Permanent Workforce - Analysis of Work Force: Types of Occupations 285

Position Locations by Series and Grade 287

Overdue Performance Appraisals for Non-Merit Pay Employees 289

Unsatisfactory Performance Appraisals for Non-Merit-Pay Employees 291

Employees on Grade Retention 293

Employees on Pay Retention 295

Employees with Pay Rate Determinant Code 297

Specific Pay Rate Determinant Code 299

Master Record Number by Series and Grade for Permanent Full Time Employees 301

Earnings Limitation Status Report 303

Probationary Period (Supervisor/Manager) 305

Supervisory Code and Average Grade Report for Permanent Full Time and Permanent Part Time Employees 307

Employees with Appointment Limitations 309

Listing of Intermittent Employees 311

Employee Listing 313

Permanent Full-Time Employees Absolute Retention Standing 315

Experts and Consultants 317

Annual and Sick Leave Data Report 319

Performance Reviews Due (Food Inspectors) 321

VMO Performance Reviews Due 323

Documents on the Future File 325

Documents on the Future File (350 Documents Only) 327

Employees Using Designated Agent 329

Status of Lump Sum Payments 331

T&A Reject Percentage Report by Agency (Cumulative) 333

Report of Accessions -- Monthly (w/o Sensitive Data) 335

Report of Separations -- Monthly (W/O Sensitive Data) 337

Leave Error Report 339

Employees Eligible to Retire (FERS/CSRS Offset) Currently 341

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 1 Year 343

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 2 Years 345

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 3 Years 347

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 4 Years 349

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 5 Years 351

SPPS - Analysis of QSR Payments Within Department by Reason Code 353

SPPS - Transaction Register 355

SPPS - Quick Service Request Missing T&A Report 357

SPPS - Indebtedness/Advanced Leave - Tax Credit Suspense Report 359

SPPS - Death Case/Indebtedness Audit Errors for Processing Date XX/XX/XXXX361

SPPS - Death Case/Completed Claims by Agency/POI Through Calendar Year Ending 12/31/XX 363

SPPS - Death Case/Status of Active Claims by Agency/POI Through Quarter Ending XX/XX/XX 365

SPPS - Indebtedness/Active Cases as of XX/XX/XX 367

SPPS - Indebtedness Advanced Leave Hours Collected by SPPS for Processing Pay Period/Yr XX/XX 369

Status of Documents by SSN 371

Status of Documents by Form Number 373

Status of Documents by Status Code 375

Status of Documents by Effective Pay Period 377

Status of Documents by User-ID (PACT/PRES) Systems 379

Listing of Personnel Error Messages 381

Documents in Suspense 383

Listing of All Documents Processed 385

Listing of Error Counts by Document (by SON) 387

Listing of Error Counts by Document 389

Listing of Personnel Error Messages 391

SINQ 67 Listing of Personnel Error Messages 393

SINQ 67 Documents in Suspense 395

SINQ 67 Listing of All Documents Processed 397

SINQ 67 Listing of Error Counts by Document 399

SINQ 67 Listing of Errors Counts by Document 401

SINQ 67 Listing of Personnel Error Messages 403

Employee Express Personnel Error Messages 405

Employee Express Personnel Error Messages 407

Index 409

Latest Update Information

The following change has been made to the Payroll/Personnel Report Generator System (CULPRPT) procedure:

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

System Overview

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

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

Error Suspense Reports. Used to select error suspense reports.

Each of the CULPRPT report categories has a selection menu. The selection menu provides a list of all reports (by report number and title) that are available within that category. The selection menus can be accessed following the Sign-On instructions provided in this procedure. A report description may be requested and viewed. ***CULPRPT Reports Listed by Subject Matter*** (on page 29) provides a listing of reports by subject matter.

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

Note: All illustrations have been altered to change employee names and remove Social Security numbers (SSN) in accordance with the Privacy Act Statement.

- Brief Description. Gives an explanation and purpose of the report. Example: Provides a list of Civil Service Retirement System (CSRS) employees currently eligible to retire. For Federal Employees Retirement System (FERS) employees, see Report P0153.
- Sequence of Data. Identifies the order by which data on the report is arranged. Example: Personnel office identifier (POI), service computation date (SCD).
- Report Updated. Identifies when the information on the report is updated. Example: After Personnel Input and Edit Subsystem (PINE) is executed.

Note: Reports containing sensitive data, e.g., employee name, SSN, etc., are restricted. Reports containing race and national origin data require additional security access. To obtain access to these reports, contact the Agency Security Officer (ASO).

This section includes the following topics:

System Interface 5
Other Reporting 7

Requesting a New Report **9**
System Access **11**
System Design **11**
Function Keys **11**
Report Access Authority **11**
Help Screens **12**
Sign-On Instructions **12**
Signoff Instructions **15**
Changing Your Password **16**

System Interface

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

Other Reporting

FOCUS Reporting System

FOCUS. Used to access ad hoc reporting. See the FOCUS procedure which is available online at the NFC Web site. To view and/or print this procedure, select **HR and Payroll Client** from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Client page, click the **Publications** tab in the center ribbon. Select the Focus manual located under the Reporting publication category.

Reduction-in-Force System

Reduction-in-Force System (RIF). Used to create batch reports for an Agency planning a RIF. These reports group employees in the same competitive areas, employing offices, etc., using service time to determine seniority within the Agency. See the RIF procedure which is available online at the NFC Web site. To view and/or print this procedure, select **HR and Payroll Client** from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Client page, click the **Publications** tab in the center ribbon. Select the RIF manual located under the under the Human Resources and Payroll Processing publication category.

Remote Forms Queuing System

Remote Forms Queuing System (RFQS). Allows users to view and/or print, at remote site destinations, certain payroll and personnel output forms and reports generated by NFC. See the RFQS procedure which is available online at the NFC Web site. To view and/or print this procedure, select **HR and Payroll Client** from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Client page, click the **Publications** tab in the center ribbon. Select the RFQS manual located under the Reporting publication category.

Payroll/Personnel Output

Payroll/Personnel Output (PPO). Generates recurring reports relating to pay, leave, employment status, etc. These reports are produced from information stored in the database. See the PPO procedure which is available online at the NFC Web site. To view and/or print this procedure, select **HR and Payroll Client** from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Client page, click the **Publications** tab in the center ribbon. Select the PPO manual located under the Reporting publication category.

Table Management System

Table Management System (TMGT). Used to request recurring automatic generation and remote printing of Error Suspense Reports through Table TM022, Payroll/Personnel Document Reports. TM022 will automatically alert CULPRPT to execute the reports after each PINE pass is executed. See the TMGT procedure which is available online at the NFC Web site. To view and/or print this procedure, select **HR and Payroll Client** from the **My NFC** drop-down menu on the NFC homepage.

At the HR and Payroll Client page, click the **Publications** tab in the center ribbon. Select the TMGT manual located under the Research and Inquiry publication category.

Requesting a New Report

To request development of a new report or modification of an existing report, obtain approval through appropriate Agency personnel. Upon approval, Agency personnel submits a software change request to modify or create a report to:

USDA, National Finance Center
Government Employees Services Division
P. O. Box 60000
New Orleans, LA 70160

System Access

To access CULPRPT you must:

1. Have authorized security clearance.
2. Use a personal computer (PC) that is connected to the mainframe computer located at NFC.

Agencies must request access to this system through their ASO.

This section also provides sign-on/signoff instructions.

System Design

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

Function Keys

Program function keys are used to execute functions and display specific screens relevant to the program operated. Several of these keys have multiple functions. They are usually identified by PA (program attention), PF (program function), SF (special function), or SP (special program), depending on the equipment being used. Other function keys are **Enter**, **Clear**, and **Tab**. For instructions on your equipment usage, see the manufacturer's operating guide or consult your Agency automatic data processing (ADP) staff.

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

Report Access Authority

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

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

- Not Authorized Access - No Subschema
- Not Authorized Access - Invalid Subschema

- Not Authorized Access - Sensitive Data Subschema
- Not Authorized Access - Invalid Security Level

Contact the ASO to obtain the appropriate access.

Help Screens

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

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

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

          REPORT ID# _____

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

*****************************************************************************
```

Figure 1: Report Selection Menu Help Screen

Press **PF 1** to return to the previous screen.

Sign-On Instructions

To access this system, you must:

1. Sign on to the NFC Mainframe. The NFC Mainframe Warning screen is displayed.

```
DATE: Current Date                                                    Current Time MT
**************************** W A R N I N G ****************************
*                                                                      *
*     You are accessing a U.S. Government information system, which   *
*     includes (1) this computer, (2) this computer network, (3) all   *
*     computers connected to this network, and (4) all devices and     *
*     storage media attached to this network or to a computer on this  *
*     network. This information system is provided for U.S. Government *
*     authorized use only.                                             *
*                                                                      *
*     Unauthorized or improper use of this system may result in        *
*     disciplinary action, as well as civil and criminal penalties.    *
*                                                                      *
*     By using this information system, you understand and             *
*     consent to the following:                                        *
*                                                                      *
*                                W A R N I N G                         *
************************************************************************
                        Please hit enter to continue
```

Figure 2: NFC Mainframe Warning Screen

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

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

Figure 3: NFC Banner Screen

3. Complete the fields as described below.

Field	Description/Instruction
Enter User ID	Type your assigned user identification (ID) (i.e., NF0999). Press **Tab**.
Password	Type your password. (Your password is not displayed on the screen.) Press **Tab**. **Note:** You may press **Enter** (instead of Tab) after typing your password to go directly to the CL/SUPERSESSION Main Menu screen.

Field	Description/Instruction
New Password?	Displays system-generated "*N.*" If you are not changing your password, press Tab. If you are changing your password, enter "Y." Then complete the steps for changing your password as described under ***Changing Your Password*** (on page 16).
Enter Application Name	Type the application acronym and press **Enter** to go directly to that system. **OR** Leave the field blank and press **Enter** to go directly to the CL/SUPERSESSION.

4. At the CL/SUPERSESSION Main Menu screen:

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

OR

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

```
____   Actions   Options   Commands   Features   Help
--------------------------------------------------------------------------------
KLSVSEL1                  CL/SUPERSESSION Main Menu                 More:   +

Select sessions with the ENTER key or use a "/"
          to display an action code.
   Session ID  Description                          Type      Status
   ----------  --------------------------------  -------- ------------
_  IDMS05      IDMS05                                Multi
_  PINQ05      IDMS05                                Multi
_  ABCOINQ     IDMS03                                Multi
_  ABCO        IDMS03                                Multi
_  $DB2        TSOB $DB2      TSOB  PROC($DB2        Multi
_  $ORACLE     TSOA                                  Multi
_  $ORACLEA    TSOA                                  Multi
_  $SPFA       TSOA $SPFA     TSOA  PROC($SPF        Multi
_  $SPFAV2     TSOA $SPFAV2   TSOA  PROC($SPF        Multi
_  $SPFB       TSOB $SPFB     TSOB  PROC($SPF        Multi
_  $SPFBV2     TSOB $SPFBV2   TSOB  PROC($SPF        Multi
_  $SPFC       TSOC $SPFC     TSOC  PROC($SPF        Multi

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

Figure 4: CL/SUPERSESSION Main Menu Screen

```
____  Actions  Options  Commands  Features  Help
--------------------------------------------------------------------------------
KLSVSEL1                  CL/SUPERSESSION Main Menu                 More:  +

Select sessions with the ENTER key or use a "/"
          to display an action code.
   Session ID  Description                          Type      Status
   ----------  --------------------------------  -------- ------------
_  IDMS05      IDMS05                                Multi
_  PINQ05      IDMS05                                Multi
_  ABCDINQ     IDMS03                                Multi
_  ABCD        IDMS03                                Multi
_  $DB2        TSDB $DB2      TSDB  PROC($DB2        Multi
_  $ORACLE     TSDA                                  Multi
_  $ORACLEA    TSDA                                  Multi
_  $SPFA       TSDA $SPFA     TSDA  PROC($SPF        Multi
_  $SPFAV2     TSDA $SPFAV2   TSDA  PROC($SPF        Multi
_  $SPFB       TSDB $SPFB     TSDB  PROC($SPF        Multi
_  $SPFBV2     TSDB $SPFBV2   TSDB  PROC($SPF        Multi
_  $SPFC       TSDC $SPFC     TSDC  PROC($SPF        Multi


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

Figure 5: CL/SUPERSESSION Main Menu Screen (Session ID Displayed)

Signoff Instructions

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

```
____  Actions  Options  Commands  Features  Help
--------------------------------------------------------------------------------
KLSVSEL1                  CL/SUPERSESSION Main Menu                 More:  +

Select sessions with the ENTER key or use a "/"
          to display an action code.
   Session ID  Description                          Type      Status
   ----------  --------------------------------  -------- ------------
_  IDMS05      IDMS05                                Multi     Current
_  PINQ05      IDMS05                                Multi     Active
 ┌──────────────────────────────────────────────┐  ulti
 │  KLSTERM1         Exit Menu                  │  ulti
 │                                              │  ulti
 │  Type a selection number or position the     │  ulti
 │  cursor on a line and press ENTER.           │  ulti
 │                                              │  ulti
 │  _ 1. Exit and terminate sessions (X)        │  ulti
 │    2. Exit and do not terminate sessions (N) │  ulti
 │    3. Resume (R)                             │  ulti
 │                                              │  ulti
 │                                              │
 │  Command ===>                                │
 │  Enter  F1=Help  F12=Cancel                  │                SYSB/T30N6447
 └──────────────────────────────────────────────┘  trieve  F10=Action
```

Figure 6: CL/SUPERSESSION Main Menu Screen

1. At the CL/SUPERSESSION Main Menu screen, press **F3** and the Exit Menu popup is displayed.

2. Position the cursor in front of Exit and press **Enter** to exit and terminate the CL/SUPERSESSION.

OR

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

Changing Your Password

If you need to change your password:

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

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

Figure 7: NFC Banner Screen (with New Password? prompt set to Y)

2. Press **Enter** and the Change Password screen appears.

```
KLGNPWD1                Change Password

       Type in your new password twice, and press ENTER.

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



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

Figure 8: Change Password Screen

3. Enter the new password.

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

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

```
TSS7030I Password Changed



Press ENTER to continue
```

Figure 9: Password Changed Verification Screen

CULPRPT Menu

After accessing CULPRPT, the Report Generator System Primary Selection Menu is displayed below.

```
*******************************************************************************
              -- REPORT GENERATOR SYSTEM PRIMARY SELECTION MENU (p) --
*******************************************************************************
                                                                 PF5 = HELP
                                                                 PF6 = J.1
                        - (1) PAYROLL/PERSONNEL REPORTS          PF9 = VPS
                                                                 PF12= EXIT
                        - (2) PACT/PRES REPORTS

                        - (3) ERROR SUSPENSE REPORTS

                        - (R) RETURN TO TSO ENVIRONMENT



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

*******************************************************************************
```

Figure 10: Report Generator System Primary Selection Menu Screen

Note: The Personnel Action Processing System (PACT) and Payroll/Personnel Remote Entry System (PRES) are retired systems and used as a reference only.

The menu provides three submenus for selecting reports for output.

Below is a brief description of each submenu:

1. Payroll/Personnel Reports. Used to select Payroll/Personnel reports which are produced from information stored in the Payroll/Personnel System database. This information includes current employee data relating to pay, employment, leave, Organization (ORG) structure, position, etc. Report numbers begin with **P**.

2. PACT/PRES Reports. Retired systems.

3. Error Suspense Reports. Used to select error suspense reports which list documents that are in the Suspense Inquiry and Correction System (SINQ) because they failed the PINE edits. PINE edits and audits entries on the Payroll/Personnel database. Report numbers begin with **U**.

Note: Error suspense report numbers that begin with U67 exhibit information gathered from personnel and position data entered into a front-end systems interface. See the Front-End System Interface (FESI) procedure manual located under the Human Resources and Payroll Processing publication category on the Publications page of the NFC Web site.

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

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

- If you do not know the number of the report you need, type the submenu selection number at the Enter Selection/Report Number prompt (on the Report Generator System Primary Selection Menu) or **Tab** to the selection number and press **Enter**. The selection reports submenu is displayed below.

```
************************* PAYROLL/PERSONNEL REPORTS **************************
REPORT ID#    _____                                                 PF1 = MAIN
                                                                    PF5 = HELP
                                                                    PF6 = J.1
   -ID#- -TITLE-                                                    PF7 = BACK
   P0001 EMPLS ELIGIBLE TO RETIRE CURRENTLY (CSRS ONLY)             PF8 = FORW
   P0002 EMPLS ELIGIBLE TO RETIRE WITHIN 1 YEAR (CSRS ONLY)         PF9 = VPS
   P0003 EMPLS ELIGIBLE TO RETIRE WITHIN 2 YEARS (CSRS ONLY)        PF10= DESC
   P0004 EMPLS ELIGIBLE TO RETIRE WITHIN 3 YEARS (CSRS ONLY)        PF12= EXIT
   P0005 EMPLS ELIGIBLE TO RETIRE WITHIN 4 YEARS (CSRS ONLY)        ENTR= PROCES
   P0006 EMPLS ELIGIBLE TO RETIRE WITHIN 5 YEARS (CSRS ONLY)
   P0007 ROSTER OF EMPLOYEES (HIGH SPEED PRINTER OUTPUT)
   P0008 STAT - AGE AND LENGTH OF SERVICE SURVEY
   P0009 LENGTH OF SERVICE
   P0010 EMPLOYEES BY OCCUPATION AND LOCATION
   P0011 FULL TIME EMPLOYEES ON THE ROLL
   P0012 ROSTER OF EMPLOYEES (80 COLUMN OUTPUT)
   P0013 ACTIVE FULL-TIME EMPLS - T+A NOT RECEIVED BY NFC

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

Figure 11: Reports Submenu

To view a report description, type the report number at the Report ID# prompt on any one of the selected submenu screens and press **PF10**. The Description for Report screen is displayed below.

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


   P0001: EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY (CSRS ONLY)

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


******************************************************************************
```

Figure 12: Description for Report Screen

Press **PF1** to return to the previous screen.

- If you know the number of the report you need, type the report number and press **Enter**. The applicable Selection Criteria screen is displayed.

Follow the instructions for completing the Selection Criteria screen.

Selecting Reports

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

To select a report option, type the applicable report number at the Selection/Report Number prompt or at the Report ID# prompt on the applicable Report Submenu. Press **Enter**. The Selection Criteria screen for the report selected is displayed below.

```
********************** SELECTION CRITERIA FOR P0001 *************************
                                                        PF1 = PREV
                                                        PF5 = HELP
    *FILL IN YOUR JCL REQUIREMENTS. DEFAULTS ARE DISPLAYED*     PF12= EXIT
         USER NAME TO BE ON JCL           123ABCWILLIAMS_
         REMOTE DESTINATION               U1______________
         LAST CHARACTER OF JOB NAME       C
         SYSTEM OUTPUT CLASS              A
         NUMBER OF COPIES NEEDED          1
         SUBMIT JOB AFTER BEAR RUNS       N

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

*******************************************************************************
```

Figure 13: Selection Criteria Screen

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

Respond to the prompts as follows:

Field Prompt	Response to Prompt
User Name To Be on JCL	Enter the user's name or other information to identify the report destination. The job control language (JCL) provides information that the operating system needs to execute a job.
Remote Destination	Enter the printer number where the report is to be printed.
Last Character of Job Name	Enter **A**, **B**, or **C** to identify this report from other reports being requested. This character become the sixth character of the job name (i.e., NFC03A). If no entry is made, the system defaults to **C**. It is recommended that a unique sixth digit job name character be entered whenever the possibility exists that more than one report will be requested. If a character is not entered and the system defaults to ***C***, when two reports are requested, both jobs would have the same job name. Since duplicate jobs cannot execute at the same time, one job would have to be completed before the system could start executing the other job. If the reports were given the job name characters **A** and **B**, they could execute simultaneously.

Field Prompt	Response to Prompt
System Output Class	Enter **A** to direct output to a designated printer and to generate a hard copy computer printout of the report, or **X** to direct the output to be held for viewing at the terminal. For detailed instructions on viewing a report to printing, see the Interactive System Productivity Facility (ISPF) procedure manual located under the Reporting publication category on the Publications page of the NFC Web site. If no entry is made, the system defaults to **A**.
Number of Copies Needed	Enter the number of reports needed (1-5). If no entry is made, the system defaults to **1**.
Submit Job After BEAR Runs	Enter ***Y*** to place the report on hold until the processing of BEAR is complete. If no entry is made, the system defaults to **N**.

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

Field Prompt	Response to Prompt
Begin Pay Period Year/Number	Enter the year and pay period to begin data coverage.
End Pay Period Year/Number	Enter the year and pay period to end data coverage.
Month	Enter the month.
Month __ Day__	Enter the month and day.
Occupational Series	Enter the occupational series code.

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

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

Field Prompt	Response to Prompts
Organization Agency	Enter the Agency code.
Organization Lev2	Enter the 2nd level of the ORG structure.
Organization Lev3	Enter the 3rd level of the ORG structure.

Field Prompt	Response to Prompts
Organization Lev4	Enter the 4th level of the ORG structure.
Pay Period	Enter the pay period.
Pay Rate Determinant	Enter the pay rate determinant code.
Quarter Year	Enter the year of the quarter.
Quarter Number	Enter the quarter.
Region Code (01-10) or Blank	Enter the region code. To request a report by region, key in the Department code, servicing Agency code, and region code. Press **Enter**. The message *Submitting Reports for Entire Region* is displayed. After the request is accepted, the reports submenu is displayed. When the user requests a report by region, a specific report is generated for each POI for which the user has access authority within the region. Users can only request reports for those regions and POIs for which they have access authority.
Servicing Agency	Enter the code of the Agency that services your office.
Submitting Office Number	Enter the POI.
Year	Enter the year you wish the report to cover.
Year__ Month__	Enter the year and month you wish the report to cover.

Note: When selecting an Error Suspense report, after keying in the report number, press **Enter**. The PINE Status screen below is displayed.

```
*********************** PINE STATUS *********************

              PINE PASS 11 FOR PAY PERIOD 14

                 HAS COMPLETED PROCESSING.

        =-=-=-=
```

Note: When selecting any of the following reports, the T & A Status screen is displayed.
P0013 Active Full/Part-Time Employees - T&A's Not Received by the NFC
P0099 Error Analysis for T&A Processing
P0152 Leave Error Report

```
********************** T & A  STATUS ********************

            THE P0013 REPORT WAS LAST UPDATED

                ON 07/25/XXXX AT 15:30:48

          A NEW REPORT SHOULD BE REQUESTED (ONLY)

            IF YOUR CURRENT REPORT IS OUTDATED.

*********************************************************

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

Figure 15: T & A Status Screen

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

Note: When a user with more than one security access path code requests a Payroll/Personnel report for output, the Path Code Select screen is displayed.

Valid codes are:
Path 1 = Security access by ORG structure
Path 2 = Security access by POI

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

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

```
 ****************************************************************************

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


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


 ****************************************************************************
```

Figure 16: Path Code Select Screen

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

Viewing the Print Status of Reports

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

- Press **PF6** at any menu or submenu screen. The Job List screen is displayed.

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

Figure 17: Job List Screen

The Job List screen is a function of the ISPF J.1 utility. The ISPF utility is used to view the status of each job to determine if it is awaiting execution, executing, or awaiting output. This utility also enables users to view the report at their PCs prior to printing of an **X** which is entered at the System Output Class prompt on the Selection Criteria screen. For detailed information about the ISPF utility, see the ISPF procedure. To return to the menu or submenu screen, key in **=X** at the command prompt, and press **Enter.**

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

  All messages are described below:

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

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

```
-------------------------- VMCF PRIMARY OPTION MENU ---------------------------
OPTION  ===>
                                                          USERID   - NFC03
   PRINTER ===>                                           TERMINAL - MULTTEST
                                                          VPS NAME - VPS62
     1  -  Enter   VPS printer command                    PROFILE  - NFC03
     2  -  Display VPS printer list

     S  -  Display VPS printer summary
     T  -  VMCF Tutorial

     X  -  Terminate VMCF

Enter END command to terminate VMCF.
```

Figure 18: VMCF Primary Option Menu

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

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

CULPRPT Reports Listed by Subject Matter

This section includes the following topics:

ACCESSIONS AND SEPARATIONS 30
AGE SURVEY 30
DEATH CASES 30
DESIGNATED AGENT 30
EDUCATION 30
EEO/HANDICAP 31
EMPLOYEE EXPRESS SUSPENSE REPORTS 31
EMPLOYEE LISTING/ROSTER 31
EMPLOYMENT STATISTICS 32
FEHB 33
FUTURE FILE 33
INDEBTEDNESS 33
LEAVE 33
LENGTH OF SERVICE 34
LOCATOR 34
MAILING LIST 34
MANAGEMENT ATTAINMENT 34
OCCUPATIONAL SERIES 34
ORGANIZATIONAL STRUCTURE 35
PACT/PRES REPORTS 35
PERFORMANCE APPRAISAL 35
POSITION DATA 35
RETIREMENT 36
RIF 37
SENIORITY LISTING 38
SINQ SUSPENSE REPORTS 38
SPPS REPORTS 38
SUSPENSE REPORTS 38
T&A 39
TSP 39
UNION DUES 39
WORK FORCE ANALYSIS/PROFILE 39
WORKSHEET 40

ACCESSIONS AND SEPARATIONS

Report of Accessions - Monthly (P0121)

Report of Separations - Monthly (P0122)

Report of Accessions - Monthly (w/o Sensitive Data) (P0150)

Report of Separations - Monthly (w/o Sensitive Data) (P0151)

Statistical Separation Report (by occupational series) (P0102)

Summary of Accessions & Separations -- Monthly (P0123)

AGE SURVEY

Age Survey - Career and Career-Conditional GS & GM Employees (by grade) (P0066)

Age Survey - Permanent Employees (P0035)

DEATH CASES

Death Case/Indebtedness Audit Error(s) for Processing Date XX/XX/XX (P0163)

Death Case/Completed Claims by Agency/POI Through Calendar Year Ending 12/31/XX (P0164)

Death Case/Status of Active Claims by Agency/POI Through Quarter Ending XX/XX/XX (P0165)

DESIGNATED AGENT

Employees Using Designated Agent (P0147)

EDUCATION

Cooperative Education Employees (P0068)

Cooperative Education and Junior Fellowship Employees (P0069)

EEO/HANDICAP

Handicap by Type of Occupation (P0020)

Handicap Data White Collar Employees (P0014)

Handicap Data Blue Collar Employees (P0015)

EMPLOYEE EXPRESS SUSPENSE REPORTS

Employee Express Personnel Error Messages (U6801)

Employee Express Personnel Error Messages (User ID) (U6806)

EMPLOYEE LISTING/ROSTER

Active Employees Eligible for Horse Allowance (P0080)

Active Full/Part-Time Employees - T&As Not Received by NFC (P0013)

Alphabetic Roster of Employees (P0087)

Earnings Limitation Status Report (P0134)

Experts and Consultants (P0141)

Employee Listing (P0139)

Employee Listing by Merit Pay Pool Number (P0119)

Employee Roster - Labor Relation Codes - Including Temporaries (LEV2 - name) (P0082)

Employees With NTE Dates Prior to Requested Date (P0056)

Employees Without Service Computation Dates (P0057)

Employees With Pay Rate Determinant Code (P0131)

Employees Updating Their Own Payroll and Personnel Transactions (P0048)

Full-Time Active Employees (DC and metro area) (P0030)

Full-Time Employees on the Rolls (P0011)

Listing of Intermittent Employees (P0138)

Listing of Non-GM Employees (Performance Rating Data) (P0115)

List of Employees With Incorrect FLSA Codes (P0105)

New Career Appointments (LEV2 - name) (P0092)

Permanent Women Foresters in Southwestern Reg "Region 1" (FS only) (P0081)

Roster (of employees by State office) (P0060)

Roster of Employees (P0007)

Roster of Employees (80 column output) (P0012)

Roster of Employees (P0046)

Roster of Employees (P0051)

Roster of Employees in SSN Sequence (P0088)

Roster of Merit Pay Employees (in the field) (P0085)

Roster of Merit Pay Employees - Regional Office (P0084)

Roster of Part-Time Employees (P0043)

SES + Equivalent Employees (P0043)

Soil Scientists, Hydrologists, and Geologists (P0095)

Specific Pay Rate Determinant Code (P0132)

Supervisory Employee Listing (P0094)

Schedule C Employees (P0031)

Women With Professional Degrees Not in Professional Series (occupational series) (P0034)

EMPLOYMENT STATISTICS

Advancement Patterns of Permanent GS & GM Employees (P0038)

Distribution of Potential IPA Candidates (on R-5 of FS) (P0036)

Employee Distribution Report (P0120)

Employment of Veterans (P0109)

Employment Statistics by Sex (P0114)

Employment Summary (by Agency 2nd level) (P0108)

New Hires and Promotions for Fiscal Year 19XX (P0039)

New Hires and Promotions for Selected Year 19XX (P0086)

Pay Plan - Grade Summation Report (P0045)

Summary of Bargaining Units (P0032)

Time in Grade Comparison (P0096)

FEHB

Employees with FEHBA Eligibility Pending (P0059)

FUTURE FILE

Documents on the Future File (P0145)

Documents on the Future File (*350 documents only*) (P0146)

INDEBTEDNESS

Indebtedness/Advanced Leave-Tax Credit Suspense Report (P0162)

Indebtedness/Active Cases as of XX/XX/XX (P0166)

Indebtedness Advanced Leave Hours Collected by SPPS for Processing Pay Period/Yr (P0167)

LEAVE

Annual and Sick Leave Data Report (P0142)

Audit Trail of Leave Updates (P0049)

Leave Error Report (P0152)

Status of Lump Sum Payments (P0148)

LENGTH OF SERVICE

Age & Length of Service Survey (P0008)

Average Age + Length of Service (P0016)

Report of Length of Service (P0009)

LOCATOR

GAO Employee Locator Listing (P0055)

MAILING LIST

Mailing List of Residence Addresses (P0101)

Number & Average Grade of GS & Similar Employees (P0017)

MANAGEMENT ATTAINMENT

Management Attainment Report (wage/nonwage) (P0052)

Management Attainment Report (co-op) (P0063)

OCCUPATIONAL SERIES

Employees by Occupation and Location (P0010)

Employee Listing Within Organizational Structure (P0028)

Location of PFT Engineering Employees Selected Occupational Series (P0078)

Occupational Distribution of Non-Temp Employees (P0037)

Occupational Distribution of Permanent Employees (P0040)

Occupational Distribution of Permanent "GS" & "GM" Employees (P0041)

Occupational Distribution of Permanent (GS, GM, WL, WG, WS) Employees (by 3rd org level) (P0042)

ORGANIZATIONAL STRUCTURE

Employee Listing Within Organizational Structure (P0111)

Minority Employment by Organization (P0112)

PACT/PRES REPORTS

Status of Documents by SSN (PACT/PRES) (E0001)

Status of Documents by Form No (PACT/PRES) (E0002)

Status of Documents by Status Code (PACT/PRES) (E0003)

Status of Documents by Effective Pay Period (PACT/PRES) (E0004)

Status of Documents by User-ID (PACT/PRES) (E0005)

PERFORMANCE APPRAISAL

Overdue Performance Appraisals for Non-Merit Pay Employees (P0127)

Performance Reviews Due (P0143)

Unsatisfactory Performance Appraisals for Non-Merit-Pay Employees (P0128)

VMO Performance Reviews Due (P0144)

POSITION DATA

Employees With Appointment Limitations (P0137)

List of Position Numbers (P0103)

Master Record Number by Series and Grade for Permanent Full-Time Employees (P0133)

Minorities and Women in Professional Engineering Positions (P0079)

Position Planning and Control (P0021)

Positions Titled Supervisory Coded Nonsupervisory (P0058)

Position Review List (P0091)

Position Review List of Stay in School Employees (P0104)

Position Locations by Analysis Series and Grade (P0126)

Position Sensitivity Codes (P0106)

Probationary Period (Supervisor/Manager) (P0135)

Supervisory Code and Average Grade Report for Permanent Full-Time and Permanent Part-Time Employees (P0136)

RETIREMENT

Continuing Employees Eligible for Retirement (P0044)

Employees Eligible to Retire Currently (CSRS only) (P0001)

Employees Eligible to Retire Currently or Within 1 Year (CSRS only) (P0002)

Employees Eligible to Retire Currently or Within 2 Years (CSRS only) (P0003)

Employees Eligible to Retire Currently or Within 3 Years (CSRS only) (P0004)

Employees Eligible to Retire Currently or Within 4 Years (CSRS only) (P0005)

Employees Eligible to Retire Currently or Within 5 Years (CSRS only) (P0006)

Employees Eligible to Retire (FERS/CSRS Offset) Currently (P0153)

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 1 Year (P0154)

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 2 Years (P0155)

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 3 Years (P0156)

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 4 Years (P0157)

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 5 Years (P0158)

Firefighter Employees With Mandatory Retirement Eligibility (P0050)

Foreign Service Employees Eligible to Retire Currently (P0070)

Foreign Service Employees Eligible to Retire Currently or Within 1 Year (P0071)

Foreign Service Employees Eligible to Retire Currently or Within 2 Years (P0072)

Foreign Service Employees Eligible to Retire Currently or Within 3 Years (P0073)

Foreign Service Employees Eligible to Retire Currently or Within 4 Years (P0074)

Foreign Service Employees Eligible to Retire Currently or Within 5 Years (P0075)

Listing of Employees With 7.5% Retirement Coverage (P0116)

Percentage of Employees Eligible to Retire Within the Next Five Years (occupational series) (P0018)

Percentage of Employees Eligible to Retire Within the Next Five Years (pay plan) (P0019)

Percentage of Foreign Service Employees Eligible to Retire Within the Next Five Years (occ series) (P0076)

Percentage of Foreign Service Employees Eligible to Retire Within the Next Five Years (pay plan) (P0077)

Years of Service at the End of Current Year 19XX for Purposes of Retirement Eligibility (P0110)

RIF

Absolute Retention Standing (P0140)

Employees on Grade Retention (P0129)

Employees on Pay Retention (P0130)

RIF Register Competitive Service - Supervisors & Managers (P0022)

RIF Register Competitive Service - Nonsupervisors & Nonmanagers (P0023)

RIF Register Competitive Service - Supervisory Trainees (P0024)

RIF Register Competitive Service - Nonsupervisory Trainees (0025)

RIF Register Excepted Service - Supervisors & Managers (P0026)

RIF Register Excepted Service - Nonsupervisors & Nonmanagers (P0027)

SENIORITY LISTING

Seniority Listing (by accession date - FMHA only) (P0090)

Seniority Listing (by pay plan) (P0124)

SINQ SUSPENSE REPORTS

SINQ 67 Documents in Suspense (totals) (U6702)

SINQ 67 Listing of Personnel Error Messages (U6701)

SINQ 67 Listing of All Documents Processed (U6703)

SINQ 67 Listing of Error Counts by Document (Agency - SON) (U6704)

SINQ 67 Listing of Error Counts by Document (Dept - Agency) (U6705)

SINQ 67 Listing of Personnel Error Messages (user ID) (U6706)

SPPS REPORTS

Analysis of QSR Payments Within Department by Reason Code (SPPS) (P0159)

Missing T&A Report (SPPS) (P0161)

Transaction Register (SPPS) (P0160)

SUSPENSE REPORTS

Documents in Suspense (U0002)

Listing of Personnel Error Messages (U0001)

Listing of All Documents Processed (for current pay period) (U0003)

Listing of Error Counts by Document (Agency - SON) (U0004)

Listing of Error Counts by Document (Dept - Agency) (U0005)

Listing of Personnel Error Messages (user ID) (U0006)

T&A

Error Analysis by Contact Point (P0053)

Error Analysis for T&A Processing (P0099)

T&A Reject Percentage Report by Contact Point (Cumulative) (P0054)

T&A Reject Percentage Report by Agency (Cumulative) (P0149)

TSP

Report on Thrift Savings Plan Participation (P0062)

Thrift Savings Plan Participation by Agency (salary range) (P0061)

UNION DUES

Current Employees Use of Official Time for Union Business (previously C0001) (P0100)

Employee's Effective-Date of Union-Dues Withholding (P0064)

WORK FORCE ANALYSIS/PROFILE

Actual Work Force Profile (P0033)

Permanent Workforce-Analysis of Work Force: Federal Wage System (P0117)

Permanent Workforce-Analysis of Work Force: Type of Occupations (P0125)

Permanent Workforce-Analysis of Work Force: White Collar (GS, GM, SES, and All Other) (P0113)

Work Force Profile (race/national origin) (P0067)

Work Force Profile (State sequence) (P0089)

Work Force Profile by Organizational Structure (P0107)

WORKSHEET

NAC&I Follow Up Worksheet (P0118)

Worksheet for Permanent Two-Grade Interval Employees Recruited in Fiscal Year 20XX (P0098)

Reports

This section includes the following topics:

Employees Eligible to Retire Currently....47
Employees Eligible to Retire Currently or Within 1 Year....49
Employees Eligible to Retire Currently or Within 2 Years....51
Employees Eligible to Retire Currently or Within 3 Years....53
Employees Eligible to Retire Currently or Within 4 Years....55
Employees Eligible to Retire Currently or Within 5 Years....57
Roster of Employees....59
Age & Length of Service Survey....61
Report of Length of Service....63
Employees by Occupation and Location....65
Full-Time Employees on the Rolls....67
Roster of Employees....69
Active Full/Part-Time Employees - T&A's Not Received by the NFC....71
Handicap Data White Collar Employees....73
Handicap Data Blue Collar Employees....75
Average Age + Length of Service....77
Number & Average Grade of GS & Similar Employees....79
Percentage of Employees Eligible to Retire Within the Next Five Years (by Series)....81
Percentage of Employees Eligible to Retire Within the Next Five Years (by Pay Plan)....83
Handicap by Type of Occupation....85
Position Planning and Control....87
RIF Register Competitive Service - Supervisors & Managers....89
RIF Register Competitive Service - Nonsupervisors & Nonmanagers....91
RIF Register Competitive Service - Supervisory Trainees....93
RIF Register Competitive Service - Nonsupervisory Trainees....95
RIF Register Excepted Service - Supervisors & Managers....97
RIF Register Excepted Service - Nonsupervisors & Nonmanagers....99
Employee Listing Within Organizational Structure....101
SES + Equivalent Employees....103
Full-Time Active Employees....105
Schedule C Employees....107
Summary of Bargaining Units....109
Actual Work Force Profile....111
Women with Professional Degrees not in Professional Series....113
Age Survey - Permanent Employees....115

Distribution of Potential IPA Candidates 117
Occupational Distribution of Non-Temp Employees 119
Advancement Patterns of Permanent GS & GM Employees 121
New Hires and Promotions for Fiscal Year 00 123
Occupational Distribution of Permanent Employees 125
Occupational Distribution of Permanent "GS" & "GM" Employees 127
Occupational Distribution of Permanent (GS, GM, WL, WG, WS) Employees 129
Roster of Part-Time Employees 131
Continuing Employees Eligible for Retirement 133
Pay Plan - Grade Summation Report 135
Roster of Employees 137
Employees Updating Their Own Payroll and Personnel Transactions 139
Audit Trail of Leave Updates 141
Firefighter Employees with Mandatory Retirement Eligibility 143
Roster of Employees 145
Management Attainment Report 147
Error Analysis by Contact Point 149
T&A Reject Percentage Report by Contact Point (Cumulative) 151
GAO Employee Locator Listing 153
Employees with NTE Dates Prior to Requested Date 155
Employees Without Service Computation Dates 157
Positions Titled Supervisory - Coded Nonsupervisory 159
Employees with FEHBA Eligibility Pending 161
DM, Office of the Chief Financial Officer Roster 163
Thrift Savings Plan Participation by Agency 165
Report on Thrift Savings Plan Participation 167
Management Attainment Report Cooperative-Employees 169
Employee's Effective-Date of Union-Dues Withholding 171
Age Survey as of XX/XX/XX 173
Work Force Profile 175
Cooperative Education Employees 177
Cooperative Education and Junior Fellowship Employees 179
Foreign Service Employees Eligible to Retire Currently 181
Foreign Service Employees Eligible to Retire Currently or Within 1 Year 183
Foreign Service Employees Eligible to Retire Currently or Within 2 Years 185
Foreign Service Employees Eligible to Retire Currently or Within 3 Years 187
Foreign Service Employees Eligible to Retire Currently or Within 4 Years 189
Foreign Service Employees Eligible to Retire Currently or Within 5 Years 191
Percentage of Foreign Service Employees Eligible to Retire Within the Next Five Years (by Series) 193
Percentage of Foreign Service Employees Eligible to Retire Within the Next Five Years (by Pay Plan) 195

Location of PFT Engineering Employees in Selected Occupational Series 197
Minorities and Women in Professional Engineering Positions 199
Active Employees Eligible for Horse Allowance 201
Permanent Women Foresters in Southwestern Region "Region X" 203
Employee Roster -- Labor Relations Codes -- Including Temporaries.....205
Roster of Merit Pay Employees - Regional Office 207
Roster of Merit Pay Employees 209
New Hires and Promotions for Selected Year 20XX 211
Alphabetic Roster of Employees 213
Roster of Employees in SSN Sequence.....215
Work Force Profile 217
Seniority Listing.....219
Position Review List 221
New Career Appointments 223
Supervisory Employee Listing 225
Soil Scientists, Hydrologists, and Geologists.....227
Time in Grade Comparison 229
Worksheet for Permanent Two-Grade Interval Employees Recruited in Fiscal Year 19XX 231
Error Analysis for T&A Processing 233
Current Employees Use of Official Time for Union Business 235
Mailing List of Residence Addresses.....237
Statistical Separation Report 239
List of Position Numbers 241
Position Review List of Stay in School Employees 243
List of Employees with Incorrect FLSA Codes 245
Position Sensitivity Codes 247
Work Force Profile by Organizational Structure 249
Employment Summary 251
Employment of Veterans 253
Years of Service at the End of Current Year 19XX for Purposes of Retirement Eligibility.....255
Employee Listing Within Organizational Structure.....257
Minority Employment by Organization 259
Permanent Workforce - Analysis of Work Force: White Collar (GS, GM, SES and All Other) 261
Employment Statistics by Sex 263
Listing of Non-GM Employees (Performance Rating Data) 265
Listing of Employees With 7.5% Retirement Coverage by Organizational Structure 267
Permanent Workforce - Analysis of Work Force: Federal Wage System.....269
NAC&I Follow Up Worksheet 271
Employee Listing by Merit Pay Pool Number 273

Employee Distribution Report 275
Report of Accessions -- Monthly.....277
Report of Separations -- Monthly 279
Summary of Accessions & Separations -- Monthly 281
Seniority Listing.....283
Permanent Workforce - Analysis of Work Force: Types of Occupations 285
Position Locations by Series and Grade 287
Overdue Performance Appraisals for Non-Merit Pay Employees 289
Unsatisfactory Performance Appraisals for Non-Merit-Pay Employees 291
Employees on Grade Retention.....293
Employees on Pay Retention.....295
Employees with Pay Rate Determinant Code 297
Specific Pay Rate Determinant Code 299
Master Record Number by Series and Grade for Permanent Full Time Employees 301
Earnings Limitation Status Report.....303
Probationary Period (Supervisor/Manager).....305
Supervisory Code and Average Grade Report for Permanent Full Time and Permanent Part Time Employees 307
Employees with Appointment Limitations.....309
Listing of Intermittent Employees 311
Employee Listing 313
Permanent Full-Time Employees Absolute Retention Standing 315
Experts and Consultants.....317
Annual and Sick Leave Data Report.....319
Performance Reviews Due (Food Inspectors).....321
VMO Performance Reviews Due.....323
Documents on the Future File 325
Documents on the Future File (350 Documents Only).....327
Employees Using Designated Agent.....329
Status of Lump Sum Payments 331
T&A Reject Percentage Report by Agency (Cumulative) 333
Report of Accessions -- Monthly (w/o Sensitive Data) 335
Report of Separations -- Monthly (W/O Sensitive Data) 337
Leave Error Report 339
Employees Eligible to Retire (FERS/CSRS Offset) Currently.....341
Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 1 Year ..343
Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 2 Years 345
Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 3 Years 347
Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 4 Years 349
Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 5 Years 351
SPPS - Analysis of QSR Payments Within Department by Reason Code.....353

SPPS - Transaction Register 355

SPPS - Quick Service Request Missing T&A Report 357

SPPS - Indebtedness/Advanced Leave - Tax Credit Suspense Report.....359

SPPS - Death Case/Indebtedness Audit Errors for Processing Date XX/XX/XXXX361

SPPS - Death Case/Completed Claims by Agency/POI Through Calendar Year Ending 12/31/XX.....363

SPPS - Death Case/Status of Active Claims by Agency/POI Through Quarter Ending XX/XX/XX 365

SPPS - Indebtedness/Active Cases as of XX/XX/XX 367

SPPS - Indebtedness Advanced Leave Hours Collected by SPPS for Processing Pay Period/Yr XX/XX 369

Status of Documents by SSN 371

Status of Documents by Form Number 373

Status of Documents by Status Code.....375

Status of Documents by Effective Pay Period 377

Status of Documents by User-ID (PACT/PRES) Systems.....379

Listing of Personnel Error Messages.....381

Documents in Suspense 383

Listing of All Documents Processed.....385

Listing of Error Counts by Document (by SON).....387

Listing of Error Counts by Document.....389

Listing of Personnel Error Messages.....391

SINQ 67 Listing of Personnel Error Messages.....393

SINQ 67 Documents in Suspense 395

SINQ 67 Listing of All Documents Processed.....397

SINQ 67 Listing of Error Counts by Document 399

SINQ 67 Listing of Errors Counts by Document 401

SINQ 67 Listing of Personnel Error Messages.....403

Employee Express Personnel Error Messages.....405

Employee Express Personnel Error Messages.....407

Employees Eligible to Retire Currently

Report Number	**CULP0001**
Brief Description:	Provides a list of Civil Service Retirement System (CSRS) employees currently eligible to retire. For Federal Employees Retirement System (FERS) employees, see Report CULP0153.
Sequence of Data:	Personnel office identifier (POI) and Service Computation Date (SCD).
Report Updated:	After Personnel Input and Edit System (PINE) is executed.

```
REPORT ID: CULP0001                    EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY                                    PAGE      1
                                                AS OF XX/XX/XX

                              ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                      AGENCY  90 - DM, OFC OF THE CHIEF FIN OFFC
                      2ND LEV 00 - DM, OFC OF THE CHIEF FIN OFFC

                    NAME                                                   EMP   CURRENT  ORG-STRUCTURE
   PP- SER-GR   OFFICIAL TITLE                      SSN       BIRTH DATE  SCD-RET  OFF  AGE  LOS  LEVELS 2 THRU 8     DUTY STA

   GS-0343-15   Doe          John                 XXX-XX-XXXX  02/20/55  12/22/75  5317  58   37  00-00-0000-00000000 11-0010-001
                PROG ANAL

       TOTAL EMPLOYEES FOR LEVEL 2                  1
```

Figure 19: Employees Eligible to Retire Currently

Employees Eligible to Retire Currently or Within 1 Year

Report Number	**CULP0002**
Brief Description:	Provides a list of CSRS employees eligible to retire within 1 year. For FERS employees, see Report CULP0154.
Sequence of Data:	POI and SCD.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0002                EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 1 YEAR                    PAGE      1
                                              AS OF XX/XX/XX

                          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                    AGENCY  90 - DM, OFC OF THE CHIEF FIN OFFC
                    2ND LEV 00 - DM, OFC OF THE CHIEF FIN OFFC

                 NAME                                                   EMP   CURRENT  ORG-STRUCTURE
 PP- SER-GR   OFFICIAL TITLE                     SSN       BIRTH DATE  SCD-RET  OFF  AGE  LOS  LEVELS 2 THRU 8     DUTY STA

 GS-0343-15   Doe                   John       XXX-XX-XXXX  02/20/55  12/22/75  5317  58   37  00-00-0000-00000000 11-0010-001
              PROG ANAL

     TOTAL EMPLOYEES FOR LEVEL 2                 1
```

Figure 20: Employees Eligible to Retire Currently or Within 1 Year

Employees Eligible to Retire Currently or Within 2 Years

Report Number	**CULP0003**
Brief Description:	Provides a list of CSRS employees eligible to retire immediately or within 2 years. For FERS employees, see Report CULP0155.
Sequence of Data:	POI and SCD.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0003                EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 2 YEARS                    PAGE      1
                                              AS OF  XX-XX-XX

                          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                   AGENCY  90 - DM, OFC OF THE CHIEF FIN OFFC
                   2ND LEV 00 - DM, OFC OF THE CHIEF FIN OFFC

                     NAME                                                   EMP   CURRENT  ORG-STRUCTURE
   PP- SER-GR   OFFICIAL TITLE                      SSN       BIRTH DATE  SCD-RET  OFF  AGE  LOS  LEVELS 2 THRU 8     DUTY STA

   GS-0343-15   Doe              John            xxx-xx-xxxx   02/20/55  12/22/75  5317  58   37  00-00-0000-00000000 11-0010-001
                PROG ANAL

       TOTAL EMPLOYEES FOR LEVEL 2                 1
```

Figure 21: Employees Eligible to Retire Currently or Within 2 Years

Employees Eligible to Retire Currently or Within 3 Years

Report Number	**CULP0004**
Brief Description:	Provides a list of CSRS employees eligible to retire immediately or within 3 years. For FERS employees, see Report CULP0156.
Sequence of Data:	POI and SCD.
Report of Updated:	After PINE is executed.

```
REPORT ID: CULP0004                    EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 3 YEARS                        PAGE      1
                                                  AS OF   xxxxxx

                              ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                     AGENCY  90 - DM, OFC OF THE CHIEF FIN OFFC
                     2ND LEV 00 - DM, OFC OF THE CHIEF FIN OFFC

                   NAME                                                          EMP   CURRENT  ORG-STRUCTURE
   PP- SER-GR   OFFICIAL TITLE                        SSN       BIRTH DATE  SCD-RET  OFF  AGE  LOS  LEVELS 2 THRU 8     DUTY STA

   GS-0343-15   Doe          Jane              A   xxx-xx-xxxx  02/20/55  12/22/75  5317  58   37  00-00-0000-00000000 11-0010-001
                PROG ANAL

       TOTAL EMPLOYEES FOR LEVEL 2                   1
```

Figure 22: Employees Eligible to Retire Currently or Within 3 Years

Employees Eligible to Retire Currently or Within 4 Years

Reort Number	**CULP0005**
Brief Description:	Provides a list of CSRS employees eligible to retire immediately or within 4 years. For FERS employees, see Report CULP0157.
Sequence of Data:	POI and SCD.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0005                    EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 4 YEARS                    PAGE      1
                                                AS OF XX/XX/XX

                              ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                        AGENCY  90 - DM, OFC OF THE CHIEF FIN OFFC
                        2ND LEV 00 - DM, OFC OF THE CHIEF FIN OFFC

                        NAME                                                   EMP   CURRENT  ORG-STRUCTURE
   PP- SER-GR   OFFICIAL TITLE                        SSN       BIRTH DATE  SCD-RET  OPT  AGE  LOS  LEVELS 2 THRU 8     DUTY STA

   GS-0343-15   Doe            John              xxx-xx-xxxx    02/20/55  12/22/75  5317  56   37  00-00-0000-00000000 33-0010-001
                PROG ANAL

       TOTAL EMPLOYEES FOR LEVEL 2                    1
```

Figure 23: Employees Eligible to Retire Currently or Within 4 Years

Employees Eligible to Retire Currently or Within 5 Years

Report Number	**CULP0006**
Brief Description:	Provides a list of CSRS employees eligible to retire within 5 years. For FERS employees, see Report CULP0158.
Sequence of Data:	POI and SCD.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0006                EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 5 YEARS                    PAGE      1
                                              AS OF xx/xx/xx

                           ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                     AGENCY  90 - DM, OFC OF THE CHIEF FIN OFFC
                     2ND LEV 00 - DM, OFC OF THE CHIEF FIN OFFC
                     NAME                                                   EMP   CURRENT  ORG-STRUCTURE
  PP- SER-GR   OFFICIAL TITLE                      SSN      BIRTH DATE  SCD-RET  OFF  AGE  LOS  LEVELS 2 THRU 8     DUTY STA

  GS-0343-15  Doe              John            xxx-xx-xxxx   02/20/55  12/22/75  5317  58   37  00-00-0000-00000000 11-0010-001
                PROG ANAL

      TOTAL EMPLOYEES FOR LEVEL 2                 1
```

Figure 24: Employees Eligible to Retire Currently or Within 5 Years

Roster of Employees

Report Number	**CULP0007**
Brief of Description:	Provides a two-column alphabetical list of employees with pertinent personnel information. For an 80-character, 1-column list, see Report CULP0012.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0007                ROSTER OF EMPLOYEES            AS OF XX/XX/XX    PAGE      1

         DEPT- AG                                  ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
90-OCFO  AGCY- 90  DM, OFC OF THE CHIEF FIN OFFC

   LINE 1- EMPLOYEE NAME, SOCIAL SECURITY NUMBER
   LINE 2- PAY PLAN, OCCUPATIONAL SERIES, OFFICIAL TITLE, SUBMITTING OFFICE
   LINE 3- GRADE/STEP, BASE SALARY, TYPE APPT & EMPL, STATUS, TENURE, VETS PREFERENCE, MR NO.
   LINE 4- ORGANIZATIONAL STRUCTURE LEVELS 2 THRU 5, DUTY STATION, IP NO.
   LINE 5- BIRTH DATE, RETIREMENT SCD, LAST ENTERED PRESENT GRADE, SCD FOR WGI, SCD FOR RIF
 NOTE- * TO LEFT OF PAY PLAN DENOTES ACCESSION  < TO  LEFT OF GRADE DENOTES SEPARATION

Doe Ann                        XXX-XX-XXXX          Doe Curt                       XXX-XX-XXXX
 GS-2210 ITSPEC (SYSANALYSIS)                 5317    GS-0503 FNANCL MGMT ASST                     5317
 13/04 90,005.00PA C  F/T ACT  TG1  NONE  S07019     07/10 50,431.00PA C  F/T ACT  TG1  NONE  S05039
 70-20-0100-50 NEW ORLEANS LA            90423919    70-20-0200-10 NEW ORLEANS LA            00008570
 11/25/56 07/05/89 12/18/11 12/16/12 11/24/87        08/12/44 09/12/80 06/22/97 00/00/00 09/12/80

Doe Benjamin                   XXX-XX-XXXX          Doe Francine                   XXX-XX-XXXX
 GS-0510 STAFF ACCTNT                         5317    GS-2210 ITSPEC (SYSANALYSIS)                 5317
 13/01 89,033.00PA CC F/T ACT  TG2  NONE  F03164     12/01 68,809.00PA CC F/T ACT  TG2  NONE  S05052
 10-10-0000-00 WASHINGTON DC             90602818    70-20-0100-50 NEW ORLEANS LA            90475401
 09/07/78 01/02/11 02/24/13 02/24/13 01/02/11        05/30/74 07/01/12 07/01/12 07/01/12 07/01/12
```

Figure 25: Roster of Employees

Age & Length of Service Survey

Report Name	**CULP0008**
Brief Description:	Provides the number of permanent full-time employees within a specific age bracket and length of service.
Sequence of Data:	Pay plan, series, and grade.
Report Updated:	After PINE is executed.

REPORT ID CULP0008 AGE & LENGTH OF SERVICE SURVEY PAGE 1
PFT EMPLOYEES AS OF xx/xx/xx

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

PP- SER-GR	AGE	LESS THAN 5 YRS	5 TO 10	11 TO 14	15 TO 19	20 TO 24	25 TO 29	30 + OVER	TOTAL ALL LOS	AGE	LESS THAN 5 YRS	5 TO 10	11 TO 14	15 TO 19	20 TO 24	25 TO 29	30 + OVER	TOTAL ALL LOS
ES-0340-00	UNDER 25									55-59	1						1	2
	25-30									60-65		1						1
	31-40									+ 65								
	41-49					1	1		2	ALL	1	1			1	1	1	5
	50-54																	
ES-0505-00	UNDER 25									55-59								
	25-30									60-65								
	31-40									+ 65								
	41-49					1			1	ALL					1			1
	50-54																	
ES-0510-00	UNDER 25									55-59								
	25-30									60-65			1					1
	31-40									+ 65			1					1
	41-49									ALL			2					2
	50-54																	
ES-2210-00	UNDER 25									55-59								
	25-30									60-65		1						1
	31-40									+ 65								
	41-49									ALL		1						1
	50-54																	
TOTAL - PAY PLAN ES																		
AVER AGE	55.3																	
AVER LOS	16.3																	
GS-0080-09	UNDER 25									55-59								
	25-30									60-65								
	31-40									+ 65								
	41-49						1		1	ALL						1		1
	50-54																	
GS-0080-12	UNDER 25									55-59								
	25-30									60-65		1						1
	31-40									+ 65								
	41-49									ALL		2						2
	50-54		1						1									
GS-0086-05	UNDER 25									55-59								
	25-30									60-65								
	31-40		1						2	+ 65								

Figure 26: Age & Length of Service Survey PFT Employees

Report of Length of Service

Report Name	**CULP0009**
Brief Description:	Provides an alphabetical list of employees who will have 5, 10, 20, 35, or 40 years of service as of the month and year selected.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0009                          REPORT OF LENGTH OF SERVICE                                    PAGE      1
                          AS OF XX/XX/XX   AND PROJECTED THRU LAST DAY OF     MONTH      ,   20XX

                                   ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
        ORG STRUCTURE AGENCY = 90
        EMPLOYING  OFFICE   =  5317                                                   LENGTH OF SERVICE   40  YEARS
        DM, OFC OF THE CHIEF FIN OFFC          ORGANIZATIONAL                              DUTY
   LAST NAME            FIRST NAME    SCD-LV    STRUCTURE                          **STATION**   YR  MM        ***SSN***
   DOE                  JANE          01 14 73  40 30 0030 00                     1690 071 22   40  03        XXX-XX-XXXX
   DOE                  JOHN          07 16 72  70 20 0400 20                     1690 071 22   40  09        XXX-XX-XXXX


 TOTAL EMPLOYEES WITH   40 YEARS OF SERVICE - :
```

Figure 27: Report of Length of Service and Projected Thru Last Day of Month, 20XX

Employees by Occupation and Location

Report Number	**CULP0010**
Brief Description:	Provides the total number of permanent full-time and other employees by grade within the Washington, D.C., Standard Metropolitan Statistical Area (SMSA), field areas, and all locations.
Sequence of Data:	Series, pay plan, and grade.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0010          EMPLOYEES BY OCCUPATION AND LOCATION                    PAGE      1
                                   AS OF XX/XX/XX
                                     AGENCY 90

                     ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

  SERIES                      D.C. SMSA              FIELD              ALL LOCATIONS
PP + GRADE                PFT   OTHER   TOTAL    PFT   OTHER  TOTAL    PFT   OTHER   TOTAL

0080  PERS SECUR SPECLST

  PAY PLAN GS

    GS   9                                        1            1        1             1
    GS  12                                        2            2        2             2
    GS TOTAL                                      3            3        3             3

SERIES 0080  TOTAL                                3            3        3             3

0086  SECUR ASST

  PAY PLAN GS

    GS   5                                        2            2        2             2
    GS TOTAL                                      2            2        2             2

SERIES 0086  TOTAL                                2            2        2             2

0201  HUMAN RESOURCES SPECLST (INFO SYS)

  PAY PLAN GS

    GS   9                                        2            2        2             2
    GS  11                                        7            7        7             7
    GS  12                                        9            9        9             9
    GS  13                                        3            3        3             3
    GS  14                                        2            2        2             2
    GS  15                                        1            1        1             1
    GS TOTAL                                     24           24       24            24

SERIES 0201  TOTAL                               24           24       24            24

0203  HUMAN RESOURCES ASST

  PAY PLAN GS

    GS   5                                        1            1        1             1
    GS   6                                        1            1        1             1
    GS   7                                        3            3        3             3
    GS TOTAL                                      5            5        5             5

SERIES 0203  TOTAL                                5            5        5             5

0260  EQ EMPLMT SPECLST

  PAY PLAN GS

    GS   7                                        1            1        1             1
```

Figure 28: Employees by Occupation and Location

Full-Time Employees on the Rolls

Report Number	**CULP0011**
Brief Description:	Provides a list of the number of full-time employees on the rolls in a particular city and State.
Sequence of Data:	State and city.
Report Updated:	After PINE is executed.

REPORT ID: CULP0011 FULL TIME EMPLOYEES ON THE ROLLS PAGE 1
AS OF xx-xx-xx

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AGENCY CODE 90

STATE+ CITY	GS	WAGE SYSTEM	OTHER PAY PLAN	TOTAL
STATE CO				
LAKEWOOD	10			10
TOTAL	10			10
STATE DC				
WASHINGTON	121		4	125
TOTAL	121		4	125
STATE LA				
NEW ORLEANS	1,159	4	5	1,168
TOTAL	1,159	4	5	1,168
AGENCY TOTAL	1,290	4	9	1,303

Figure 29: Full Time Employees on the Rolls

Roster of Employees

Report Number	**CULP0012**
Brief Description:	Provides an 80-character, 1-column alphabetical list of employees with pertinent personnel information. For a two-column list, see Report CULP0007.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0012        ROSTER OF EMPLOYEES                    PAGE    1
                             AS OF xx\xx\xx
            ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

         DEPT- AG
90-      AGCY- 90

                Doe, John                        xxx-xx-xxxx
                 GS-0525 ACCTG TECHNCN                     5317
                 07/02 40,084.00PA C  F/T ACT   TG1  NONE S12178
                 10-30-0020-10 NEW ORLEANS LA          90584770
                 05/14/76 03/28/10 07/15/12 07/15/12 03/28/10

                Doe, Jane                        xxx-xx-xxxx
                 GS-2210 ITSPEC (APPSW)                    5317
                 13/02 84,550.00PA C  F/T ACT   TG1  NONE S05056
                 70-20-0500-40 NEW ORLEANS LA          00008736
                 09/20/52 03/19/96 08/28/11 08/26/12 03/19/96


                    ROSTER TOTALS :
                                          2 TOTAL EMPLOYEES
                                          1 ACCESSIONS
                                          1 SEPARATIONS
```

Figure 30: Roster of Employees

Active Full/Part-Time Employees - T&A's Not Received by the NFC

Report Number	**CULP0013**
Brief Description:	Provides a list of active full/part-time employees whose Time and Attendance (T&A) reports were not received by the National Finance Center (NFC) for the current processing pay period. It should be generated on the Tuesday, Wednesday, Thursday, and Friday mornings after all known T&As have been electronically transmitted to NFC.
Sequence of Data:	T&A contact point and Social Security number (SSN).
Report Updated:	After Time and Attendance Validation System (TIME) is executed.

CULP0013 ACTIVE FULL/PART-TIME EMPLOYEES - T+A'S NOT RECEIVED BY THE NFC PAGE 1
T + A CONTACT POINT SEQUENCE
AS OF xx\xx\xx 18:50:49
FOR PAY PERIOD 07

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

CONTACT POINT	SOC-SEC-NO.	LAST NAME	FIRST NAME	M I	POI	LAST PAID	PP	GR/ST	TRANS STATUS	PHONE #
90-11-0010-01-03	xxx-xx-xxxx	Doe	John	D	5317	03/24/13	GS	13/03		202-xxx-1578
90-11-0010-01-03	xxx-xx-xxxx	Doe	Jane	M	5317	03/24/13	GS	13/08		202-xxx-1578
90-11-0010-01-03	xxx-xx-xxxx	Doe	Jase	M	5317	05/20/12	GS	07/03		202-xxx-1578

Figure 31: Active Full/Part-Time Employees - T&A's Not Received by the NFC T & A Contact Point Sequence

Handicap Data White Collar Employees

Report Number	**CULP0014**
Brief Description:	Provides a list of the number and percentage of white collar employees within a specific grade range. This report contains sensitive data; additional security access is required. To obtain access, contact the Agency security officer (ASO).
Sequence of Data:	Handicap code.
Report Updated:	After PINE is executed.

REPORT ID: CULP0014 HANDICAP DATA WHITE COLLAR EMPLOYEES PAGE 1
AS OF XX/XX/XX
AGENCY 90

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

HANDICAP CODE	GS 01-04	%	GS 05-08	%	GS 09-11	%	GS+GM 12-13	%	GS+GM 14-15	%	GS 16-18 + SES	%	ALL OTHER	%	TOTAL
01	0	0.0	8	40.0	3	15.0	7	35.0	2	10.0	0	0.0	0	0.0	20
05	11	1.0	296	25.9	201	17.6	509	44.6	116	10.2	8	0.7	0	0.0	1141
06	1	6.3	8	50.0	3	18.8	3	18.8	1	6.3	0	0.0	0	0.0	16
15	1	5.9	3	17.6	5	29.4	6	35.3	1	5.9	1	5.9	0	0.0	17
18	0	0.0	11	73.3	2	13.3	2	13.3	0	0.0	0	0.0	0	0.0	15
22	0	0.0	4	28.6	2	14.3	6	42.9	2	14.3	0	0.0	0	0.0	14
30	0	0.0	1	25.0	0	0.0	1	25.0	2	50.0	0	0.0	0	0.0	4
40	0	0.0	0	0.0	0	0.0	2	100.0	0	0.0	0	0.0	0	0.0	2
41	0	0.0	1	25.0	1	25.0	1	25.0	1	25.0	0	0.0	0	0.0	4
44	1	4.3	5	21.7	3	13.0	13	56.5	1	4.3	0	0.0	0	0.0	23
61	0	0.0	1	50.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	2
69	0	0.0	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	2
79	0	0.0	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	2
80	0	0.0	3	33.3	1	11.1	5	55.6	0	0.0	0	0.0	0	0.0	9
82	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	1
83	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	1
84	0	0.0	6	28.6	8	38.1	5	23.8	2	9.5	0	0.0	0	0.0	21
86	0	0.0	1	9.1	6	54.5	2	18.2	2	18.2	0	0.0	0	0.0	11
88	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	1
91	0	0.0	0	0.0	0	0.0	4	80.0	1	20.0	0	0.0	0	0.0	5
92	0	0.0	0	0.0	2	66.7	0	0.0	1	33.3	0	0.0	0	0.0	3
94	0	0.0	1	33.3	0	0.0	2	66.7	0	0.0	0	0.0	0	0.0	3
95	0	0.0	1	50.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	2
ALL HANDICAPS	2	1.4	40	28.2	31	21.8	54	38.0	14	9.9	1	0.7	0	0.0	142

Figure 32: Handicap Data White Collar Employees

Handicap Data Blue Collar Employees

Report Number	**CULP0015**
Brief Description:	Provides a list of the number and percentage of blue collar employees within a specific grade range. This report contains sensitive data; additional security access is required. To obtain access, contact the ASO.
Sequence of Data:	Handicap code.
Report Updated:	After PINE is executed.

REPORT ID: CULP0015 HANDICAP DATA BLUE COLLAR EMPLOYEES PAGE 1
AS OF XX/XX/XX
AGENCY 90

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

HANDICAP CODE	WG 01-03	%	WG 04-06	%	WG 07-09	%	WG 10-12	%	WG 13-15	%	ALL OTHER	%	TOTAL
05	0	.0	1	25.0	3	75.0	0	.0	0	.0	0	.0	4
ALL HANDICAPS	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0
TOTAL WORKFORCE	0	.0	1	25.0	3	75.0	0	.0	0	.0	0	.0	4

Figure 33: Handicap Data Blue Collar Employees

Average Age + Length of Service

Report Number	**CULP0016**
Brief Description:	Provides a list of the number of permanent full-time employees, their average age, and length of service for the Washington, D.C., and field areas.
Sequence of Data:	Series, pay plan, and grade.
Report Updated:	After PINE is executed.

REPORT ID: CULP0016 — AVERAGE AGE + LENGTH OF SERVICE — PFT EMPLOYEES AGENCY 90 — AS OF XX-XX-XX — PAGE 1

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

OCCUPATION PAY PLAN + GRADE	- - D.C.METRO AREA - - NO OF EMP	AVG AGE	AVG LOS	- - - - FIELD - - - - NO OF EMP	AVG AGE	AVG LOS	- - - - TOTAL - - - - NO OF EMP	AVG AGE	AVG LOS
0080									
GS-09	0			1	45.0	26.0	1	45.0	26.0
GS-12	0			2	58.0	8.5	2	58.0	8.5
SERIES TOTAL	0			3	53.7	14.3	3	53.7	14.3
0086									
GS-05	0			2	41.0	4.5	2	41.0	4.5
SERIES TOTAL	0			2	41.0	4.5	2	41.0	4.5
0201									
GS-09	0			2	44.5	19.0	2	44.5	19.0
GS-11	0			7	38.4	10.1	7	38.4	10.1
GS-12	0			9	44.6	16.4	9	44.6	16.4
GS-13	0			3	49.7	18.7	3	49.7	18.7
GS-14	0			2	46.0	23.0	2	46.0	23.0
GS-15	0			1	49.0	18.0	1	49.0	18.0
SERIES TOTAL	0			24	43.7	15.7	24	43.7	15.7
0203									
GS-05	0			1	45.0		1	45.0	
GS-06	0			1	49.0	15.0	1	49.0	15.0
GS-07	0			3	30.0	7.3	3	30.0	7.3
SERIES TOTAL	0			5	36.8	7.4	5	36.8	7.4
0260									
GS-07	0			1	45.0		1	45.0	
GS-12	0			3	56.7	20.0	3	56.7	20.0
GS-13	0			1	51.0	9.0	1	51.0	9.0
GS-14	0			1	56.0	24.0	1	56.0	24.0
SERIES TOTAL	0			6	53.7	15.5	6	53.7	15.5
0301									
GS-09	0			1	46.0	28.0	1	46.0	28.0

Figure 34: Average Age + Length of Service PFT Employees Agency XX

Number & Average Grade of GS & Similar Employees

Report Number	**CULP0017**
Brief Description:	Provides a list of the number of general schedule (GS) and similar employees covered by the GS (i.e., GM) by type of appointment and work schedule. Note: Office of Personnel Management (OPM)-approved pay plan codes are found in Part A of the Guide to Data Standards.
Sequence of Data:	Grade.
Report Updated:	After PINE is executed.

REPORT ID: CULP0017 NUMBER & AVERAGE GRADE OF GS & SIMILAR EMPLOYEES PAGE 1
AS OF xx\xx\xx
AGENCY 90

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

GS & SIMILAR GRADE	PERM FULL TIME	TEMP FULL TIME	FULL TIME	PERM PART TIME	TEMP PART TIME	PERM INT	TEMP INT	TOTAL
02							1	1
03		1	1					1
04	3		3		9			12
05	58	1	59		3			62
06	54		54					54
07	224		224	2				226
08	10		10					10
09	83		83					83
10	5		5					5
11	149		149					149
12	291		291	2				293
13	277		277	3				280
14	102		102					102
15	31		31					31
TOTAL	1287	2	1289	7	12		1	1309
AVER GRADE	10.642	4.000	10.631	11.000	4.250		2.000	10.568

Figure 35: Number & Average Grade of GS & Similar Employees

Percentage of Employees Eligible to Retire Within the Next Five Years (by Series)

Report Number	**CULP0018**
Brief Description:	Provides a list of the number and percentage of employees, within the Agency, that are eligible to retire within the next 5 years. For a list sorted by pay plan and grade, see Report CULP0019.
Sequence of Data:	Series and grade.
Report Updated:	After PINE is executed.

REPORT ID: CULP0018 — PERCENTAGE OF EMPLOYEES ELIGIBLE TO RETIRE WITHIN THE NEXT FIVE YEARS EMPLOYMENT AS OF xx\xx\xx — PAGE 1

AGENCY 90 — ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

SER-GR	TOTAL UNDER CS RET	CURRENTLY ELIGIBLE NO	%	CURRENTLY OR WITHIN 1 YEAR NO	%	CURRENTLY OR WITHIN 2 YEARS NO	%	CURRENTLY OR WITHIN 3 YEARS NO	%	CURRENTLY OR WITHIN 4 YEARS NO	%	CURRENTLY OR WITHIN 5 YEARS NO	%
SERIES 0201													
0201-09	1			1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
TOTAL	1			1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
SERIES 0301													
0301-14	1			1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
TOTAL	1			1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
SERIES 0303													
0303-07	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
TOTAL	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
SERIES 0318													
0318-05	1					1	100.00	1	100.00	1	100.00	1	100.00
0318-07	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
0318-09	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
TOTAL	3	2	66.67	2	66.67	3	100.00	3	100.00	3	100.00	3	100.00
SERIES 0335													
0335-05	1			1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
0335-11	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
TOTAL	2	1	50.00	2	100.00	2	100.00	2	100.00	2	100.00	2	100.00
SERIES 0340													
0340-00	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
TOTAL	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
SERIES 0342													
0342-12	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
TOTAL	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
SERIES 0343													
0343-09	3	2	66.67	3	100.00	3	100.00	3	100.00	3	100.00	3	100.00
0343-11	9	7	77.78	8	88.89	8	88.89	9	100.00	9	100.00	9	100.00

Figure 36: Percentage of Employees Eligible to Retire Within the Next Five Years Employment

Percentage of Employees Eligible to Retire Within the Next Five Years (by Pay Plan)

Report Number	**CULP0019**
Brief Description:	Provides a list of the number and percentage of employees, within the Agency, that are eligible to retire within the next 5 years. For a list sorted by occupational series and grade, see Report CULP0018.
Sequence of Data:	Pay plan and grade.
Report Updated:	After PINE is executed.

REPORT ID: CULP0019 — PERCENTAGE OF EMPLOYEES ELIGIBLE TO RETIRE WITHIN THE NEXT FIVE YEARS EMPLOYMENT AS OF XX\XX\XX — PAGE 1

AGENCY 90 — ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

PP-GR	TOTAL UNDER CS RET	CURRENTLY ELIGIBLE NO	%	CURRENTLY OR WITHIN 1 YEAR NO	%	CURRENTLY OR WITHIN 2 YEARS NO	%	CURRENTLY OR WITHIN 3 YEARS NO	%	CURRENTLY OR WITHIN 4 YEARS NO	%	CURRENTLY OR WITHIN 5 YEARS NO	%
PAY PLAN ES													
ES-00	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
TOTAL	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
PAY PLAN GS													
GS-04	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
GS-05	3	1	33.33	2	66.67	3	100.00	3	100.00	3	100.00	3	100.00
GS-06	3	3	100.00	3	100.00	3	100.00	3	100.00	3	100.00	3	100.00
GS-07	16	13	81.25	14	87.50	14	87.50	14	87.50	14	87.50	16	100.00
GS-08	2	1	50.00	2	100.00	2	100.00	2	100.00	2	100.00	2	100.00
GS-09	7	5	71.43	7	100.00	7	100.00	7	100.00	7	100.00	7	100.00
GS-10	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
GS-11	16	14	87.50	15	93.75	15	93.75	16	100.00	16	100.00	16	100.00
GS-12	29	19	65.52	22	75.86	26	89.66	27	93.10	28	96.55	29	100.00
GS-13	25	17	68.00	19	76.00	22	88.00	23	92.00	23	92.00	23	92.00
GS-14	14	7	50.00	9	64.29	10	71.43	12	85.71	13	92.86	13	92.86
GS-15	8	5	62.50	8	100.00	8	100.00	8	100.00	8	100.00	8	100.00
TOTAL	125	87	69.60	103	82.40	112	89.60	117	93.60	119	95.20	122	97.60
AGENCY WIDE	126	88	69.84	104	82.54	113	89.68	118	93.65	120	95.24	123	97.62

Figure 37: Percentage of Employees Eligible to Retire Within the Next Five Years Employment

Handicap by Type of Occupation

Report Number	**CULP0020**
Brief Description:	Provides a list of the number and percentage of employees for each professional, administrative, technical, clerical, and other (PATCO) occupational category code. This report contains sensitive data; additional security access is required. To obtain access, contact the ASO.
Sequence of Data:	Handicap code.
Report Updated:	After PINE is executed.

REPORT ID: CULP0020 HANDICAP BY TYPE OF OCCUPATION PAGE 1
AS OF xx\xx\xx

AGENCY 90

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

HANDICAP	PROF	%	ADM	%	TECH	%	CLER	%	OTHER WHITE CLLR	%	SUPVR BLUE CLLR	%	LDR BLUE CLLR	%	NONSUP BLUE CLLR	%
01	3	15.0	11	55.0	4	20.0	2	10.0	0	.0	0	.0	0	.0	0	.0
05	176	15.4	644	56.3	251	21.9	50	4.4	19	1.7	0	.0	0	.0	4	.3
06	0	.0	8	50.0	4	25.0	4	25.0	0	.0	0	.0	0	.0	0	.0
15	3	17.6	9	52.9	2	11.8	2	11.8	1	5.9	0	.0	0	.0	0	.0
18	2	13.3	2	13.3	8	53.3	3	20.0	0	.0	0	.0	0	.0	0	.0
22	2	14.3	7	50.0	4	28.6	1	7.1	0	.0	0	.0	0	.0	0	.0
30	3	75.0	0	.0	1	25.0	0	.0	0	.0	0	.0	0	.0	0	.0
40	0	.0	2	100.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
41	1	25.0	2	50.0	0	.0	1	25.0	0	.0	0	.0	0	.0	0	.0
44	4	17.4	13	56.5	3	13.0	3	13.0	0	.0	0	.0	0	.0	0	.0
61	0	.0	1	50.0	1	50.0	0	.0	0	.0	0	.0	0	.0	0	.0
69	0	.0	1	50.0	0	.0	1	50.0	0	.0	0	.0	0	.0	0	.0
79	0	.0	1	50.0	1	50.0	0	.0	0	.0	0	.0	0	.0	0	.0
80	0	.0	6	66.7	2	22.2	1	11.1	0	.0	0	.0	0	.0	0	.0
82	1	100.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
83	0	.0	1	100.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
84	2	9.5	12	57.1	5	23.8	2	9.5	0	.0	0	.0	0	.0	0	.0
86	5	45.5	6	54.5	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
88	0	.0	1	100.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
91	0	.0	5	100.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
92	0	.0	2	66.7	1	33.3	0	.0	0	.0	0	.0	0	.0	0	.0
94	1	33.3	1	33.3	1	33.3	0	.0	0	.0	0	.0	0	.0	0	.0
95	0	.0	1	50.0	0	.0	1	50.0	0	.0	0	.0	0	.0	0	.0
ALL HANDICAPS	24	16.9	73	51.4	29	20.4	15	10.6	1	.7	0	.0	0	.0	0	.0

Figure 38: Handicap by Type of Occupation

Position Planning and Control

Report Number	**CULP0021**
Brief Description:	Provides a list of the number of permanent full-time, other full-time, part-time, and intermittent employees that are subject to ceiling limitations, on furlough, and leave without pay (LWOP).
Sequence of Data:	Plan plan and grade.
Report Updated:	After PINE is executed.

REPORT ID: CULP0021 POSITION PLANNING AND CONTROL PAGE 1
AS OF XX\XX\XX

AGENCY 90

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

TYPE OF POSITION	FILLED	PFT	OTHER FT	ALT PT + INT
SENIOR EXECUTIVES	9	9		
GENERAL SCHEDULE				
GS 02	1			1
GS 03	1		1	
GS 04	12	3		9
GS 05	62	58	1	3
GS 06	54	54		
GS 07	226	224		2
GS 08	10	10		
GS 09	83	83		
GS 10	5	5		
GS 11	149	149		
GS 12	293	291		2
GS 13	280	277		3
GS 14	102	102		
GS 15	31	31		
TOTAL GS	1,309	1,287	2	20
WAGE SCHEDULES	4	4		
ALL OTHER PAY PLANS				
TOTAL	1,322	1,300	2	20
FURLOUGH + LWOP	1	1		
CEILING EXEMPT				
NET CEILING	1,321	1,299	2	20
AVG-GRADE-GS+GM CEILING	10.58	10.65	4.00	6.50

AVERAGE GRADE ALL FULL TIME EMPLOYEES - GS,GH,GG,GM,GW 10.631

Figure 39: Position Planning and Control

RIF Register Competitive Service - Supervisors & Managers

Report Number	**CULP0022**
Brief Description:	Provides a list of supervisors and managers in competitive service with pertinent personnel information.
Sequence of Data:	Series and pay plan.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0022                          RIF REGISTER COMPETITIVE SERVICE                                          PAGE      1
                                                  AS OF xx\xx\xx          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
                                               SUPERVISORS & MANAGERS

  OCCUPATIONAL SERIES 0201  PERSONNEL MANAGEMENT                    PAY PLAN  GS   FULL TIME

                                                                                                                SERVICE AS
                                                                    BIRTH                 VET   PERF            OF 04/29/13
      NAME                      SSN      OFFICIAL TITLE             DATE   GR TENURE PREF RATING  SCD-RIF     YRS  MOS

  DOE          JANE         xxx-xx-xxxx  HUMAN RESOURCES OFFCR      11/04/63 15    2    AD    H4    12/18/11      1    4

  DOE          JOHN         xxx-xx-xxxx  SUPVY HUMAN RESOURCES SPECLST 09/12/69 14    1    B     H4    05/07/92     20   11
```

Figure 40: RIF Register Competitive Service Supervisors & Managers

RIF Register Competitive Service - Nonsupervisors & Nonmanagers

Report Number	**CULP0023**
Brief Description:	Provides an alphabetical list of nonsupervisors and nonmanagers in competitive service within a specified occupational series and pay plan.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0023                    RIF REGISTER COMPETITIVE SERVICE                                   PAGE   1
                                            AS OF  XX/XX/XX          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
                                       NONSUPERVISORS & NONMANAGERS

  OCCUPATIONAL SERIES 0086  SECURITY CLERICAL & ASSISTANCE          PAY PLAN  GS   FULL TIME

                                                                                                   SERVICE AS
                                                                  BIRTH                VET   PERF  OF 04/29/13
      NAME                        SSN       OFFICIAL TITLE        DATE   GR TENURE PREF RATING  SCD-RIF   YRS  MOS

  DOE        JANE             XXX-XX-XXXX   SECUR ASST          06/12/81 05    2    AD    H4    08/06/06    6    8
  DOE        JOHN             XXX-XX-XXXX   SECUR ASST          06/26/61 05    2    AD    H4    08/30/10    2    7
```

Figure 41: RIF Register Competitive Service Nonsupervisors & Nonmanagers

RIF Register Competitive Service - Supervisory Trainees

Report Number	**CULP0024**
Brief Description:	Provides an alphabetical list of supervisory trainees in competitive service with pertinent personnel information and is sorted by occupational series and pay plan.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0024                    RIF REGISTER COMPETITIVE SERVICE                                    PAGE  1
                                            AS OF XX/XX/XX          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
                                       SUPERVISORY TRAINEES

  OCCUPATIONAL SERIES 0340  PROGRAM MANAGEMENT                    PAY PLAN  GS   FULL TIME

                                                                                                  SERVICE AS
                                                                  BIRTH                VET   PERF            OF 07/12/13
      NAME                      SSN      OFFICIAL TITLE           DATE   GR TENURE PREF RATING  SCD-RIF     YRS  MOS

    DOE            JANE        XXX-XX-XXXX DEP DIST RANGER       11/17/84 12    1    B     H4    05/13/07      6    1
```

Figure 42: RIF Register Competitive Service Supervisory Trainees

RIF Register Competitive Service - Nonsupervisory Trainees

Report Number	**CULP0025**
Brief Description:	Provides an alphabetical list of nonsupervisory trainees in competitive service within a specified occupational series and pay plan.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

REPORT ID: CULP0025 RIF REGISTER COMPETITIVE SERVICE AS OF XX\XX\XX NONSUPERVISORY TRAINEES ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED ** PAGE 1

OCCUPATIONAL SERIES 2210 INFORMATION TECHNOLOGY SPECIALIST PAY PLAN GS FULL TIME

NAME		SSN	OFFICIAL TITLE	BIRTH DATE	GR	TENURE	VET PREF	PERF RATING	SCD-RIF	SERVICE AS OF 04/29/13 YRS	MOS
Doe	John	xxx-xx-xxxx	ITSPEC (APPSW)	10/01/63	13	1	B	H4	07/31/88	24	8
Doe	Jane	xxx-xx-xxxx	ITSPEC (APPSW)	07/25/66	13	1	B	H5	11/05/89	23	5

Figure 43: RIF Register Competitive Service Nonsupervisory Trainees

RIF Register Excepted Service - Supervisors & Managers

Report Number	**CULP0026**
Brief Description:	Provides an alphabetical list of supervisors and managers in excepted service within a specified occupational series and pay plan.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0026                    RIF REGISTER EXCEPTED SERVICE                                          PAGE      1
                                          AS OF XX/XX/XX          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
                                       SUPERVISORS & MANAGERS     APPOINTING AUTHORITY  OPM DEL AUTH DEMO

  OCCUPATIONAL SERIES 0460  FORESTRY                              PAY PLAN  GS   FULL TIME

                                                                                                   SERVICE AS
                                                                   BIRTH                 VET   PERF                OF 07/12/13
      NAME                      SSN      OFFICIAL TITLE           DATE    GR TENURE PREF RATING  SCD-RIF      YRS  MOS
    DOE          JOHN         XXX-XX-XXXX  SUPVY FORSTR           04/23/76 11    1    B     H4    12/23/00      12    6
```

Figure 44: RIF Register Excepted Service Supervisors & Managers

RIF Register Excepted Service - Nonsupervisors & Nonmanagers

Report Number	**CULP0027**
Brief Description:	Provides an alphabetical list of nonsupervisors and nonmanagers in excepted service within a specified occupational series and pay plan.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0027                          RIF REGISTER EXCEPTED SERVICE                                          PAGE      1
                                                  AS OF  XX\XX\XX          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
                                             NONSUPERVISORS & NONMANAGERS  APPOINTING AUTHORITY  E.O. 13318

  OCCUPATIONAL SERIES 0560  BUDGET ANALYSIS                        PAY PLAN  GS   FULL TIME

                                                                                                          SERVICE AS
                                                                     BIRTH                 VET   PERF      OF 04/29/13
      NAME                        SSN      OFFICIAL TITLE           DATE   GR TENURE PREF RATING  SCD-RIF    YRS  MOS

  DOE            JANE       xxx-xx-xxxx    BUDG ANAL                02/21/85 13    2    B     H4    10/13/09     3    6
```

Figure 45: RIF Register Excepted Service Nonsupervisors & Nonmanagers

Employee Listing Within Organizational Structure

Report Number	**CULP0028**
Brief Description:	Provides a list of employees with pertinent personnel information. This report contains sensitive data; additional security access is required. To obtain access, contact the ASO.
Sequence of Data:	Pay plan and descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0028                    EMPLOYEE LISTING WITHIN ORGANIZATIONAL STRUCTURE                    PAGE      3
                                                   AS OF  XX/XX/XX          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

   AGENCY          90            DM, OFC OF THE CHIEF FIN OFFC
   ORG LEVEL 2     04            PLANNING AND ACCT DIVISION
   ORG LEVEL 3     01            AUDIT FOLLOW UP AND RESLTION
   ORG LEVEL 4     0000
   ORG LEVEL 5-8   00-00-00-00

   SOC-SEC-NO  LAST NAME         FIRST NAME       POSITION-TITLE          PP    SER    GR/ST    SEX RACE-NATL ORIG    AGE  HANDICAP
 zzz-zz-xxxx   DOE               JANE             STAFF ACCTNT            GS    0510   13/10     F       C            49      05

             LEV5 00   COUNT   1

             LEV4 0000 COUNT   1

             LEV3 01   COUNT   1

             LEV2 04   COUNT   01
```

Figure 46: Employee Listing Within Organizational Structure

SES + Equivalent Employees

Report Number	**CULP0029**
Brief Description:	Provides a list of employees in pay plans Senior Executive Service (SES), Senior Foreign Service (SFS), and Scientific or Professional (ST). Note: OPM-approved pay plan codes are found in Part A of the Guide to Data Standards.
Sequence of Data:	Pay plan.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0029                    SES + EQUIVALENT EMPLOYEES                                   PAGE      1
                                          AS OF   xx/xx/xx
                                             AGENCY 90
                              ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                                                                                  DATE LAST                FOR SES ONLY
OFFICIAL TITLE                                                                     ENTERED               CAREER OR NONCAREER
IP-NO          MR-NO          FULL NAME                                                                  CAREER RES OR GEN
LOCATION                      SOC SEC NO                          D.O.B.   PP-SER-LEV  GRADE    SCD-RET

ASSOCIATE CHIEF FINANCIAL OFFICER                                                                        CAREER
DAES2145       F12145         DOE                 JANE        S
WASHINGTON        DC          XXX-XX-XXXX                     11/12/71   ES-0340-00 04/22/12   02/01/91  CAREER RESERVED

DIR, CONTROLLER OPERATIONS DIVISION                                                                      CAREER
DAES0268       I87203         DOE                 JOHN        L
NEW ORLEANS       LA          XXX-XX-XXXX                     12/26/45   ES-0510-00 01/11/04   01/20/02  CAREER RESERVED

ACFO, FINANCIAL SYS PLANNING & MNGT                                                                      CAREER
001HQ          F00584         DOE                 SAM         W
WASHINGTON        DC          XXX-XX-XXXX                     11/18/64   ES-0340-00 05/06/12   12/07/86  GENERAL

ASSOCIATE CHIEF FINANCIAL OFFICER                                                                        CAREER
DAES1292       1292           DOE                 ANN         G
WASHINGTON        DC          XXX-XX-XXXX                     05/26/51   ES-0510-00 01/11/04   03/03/02  GENERAL
```

Figure 47: SES + Equivalent Employees

Full-Time Active Employees

Report Number	**CULP0030**
Brief Description:	Provides a list of the number of full-time active employees currently on the rolls within the Washington, D.C., and the metropolitan DC area.
Sequence of Data:	Agency code.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0030                    FULL TIME ACTIVE EMPLOYEES                                PAGE      1
                                  WASHINGTON D.C. AND METROPOLITAN AREA
                                           AS OF XX\XX\XX

                          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                AGENCY CODE                NO IN DC                NO IN DC METRO AREA

                     90                     124                          124

                DEPARTMENT                  124                          124
```

Figure 48: Full Time Active Employees Washington D.C. and Metropolitan Area

Schedule C Employees

Report Number	**CULP0031**
Brief Description:	Provides a list of "Schedule C" employees for an Agency and includes pertinent personnel information.
Sequence of Data:	Grade.
Report Updated:	After PINE is updated.

```
REPORT ID: CULP0031                    SCHEDULE C EMPLOYEES                                    PAGE      1
                                          AS OF XX/XX/XX

                          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
                                  FARM CREDIT ADMINISTRATION

 NAME                                 OFFICIAL TITLE                      PP SERIES GRADE    LOCATION
 SOCIAL SECURITY NO                   WORKING TITLE
 DOE                  JANE        A   ASSOC DIR FOR CONGRESSIONAL AFFAIRS  VH  0301   41    MCLEAN          VA
 XXX-XX-XXXX

 DOE                  JOHN        R   EXECUTIVE ASSISTANT TO THE MEMBER    VH  0301   42    MCLEAN          VA
 XXX-XX-XXXX
```

Figure 49: Schedule C Employees

Summary of Bargaining Units

Report Number	**CULP0032**
Brief Description:	Provides the total number of Federal Wage System, GS, and professional employees for each bargaining unit.
Sequence of Data:	Bargaining unit.
Report Updated:	After PINE is executed.

REPORT ID: CULP0032 PAGE 1

SUMMARY OF BARGAINING UNITS
AS OF XX\XX\XX
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AGENCY 90 OCFO

BARGAINING UNIT	TOTAL	EMPLOYEES IN UNIT WAGE	GS	PROF
2311	673	4	669	1
7777	135	0	135	87
8888	505	0	505	60
TOTAL	1,313	4	1,309	148

Figure 50: Summary of Bargaining Units

Actual Work Force Profile

Report Number	**CULP0033**
Brief Description:	Provides a list of the total number of employees by sex, race and national origin (RNO), grade, and age. This report contains sensitive data; additional security access is required. To obtain access, contact your ASO.
Sequence of Data:	Occupational series.
Report Updated:	After PINE is executed.

```
REPORT ID:    P0033                                ACTUAL WORK FORCE PROFILE                                DATE XX/XX/XX   PAGE      1
                                                 DATA CURRENT AS OF XX\XX\XX
                                        ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                 ORG STRUCTURE AGCY = 90
                 ORG STRUCTURE LEV2 = 00

                       ACTUAL WORK FORCE =       1

        NAME OF UNIT(S) AND/OR FOREST(S) =  DM, OFFICE OF THE CHIEF FINANCIAL OFFICER

        JOB SERIES =  0343

================================================================================
                                ACTUAL COMPOSITION

                                                                          1
KIND OF     # OF     % OF      1    2    3    4    5    6    7    8    9    0
PEOPLE     PEOPLE   PEOPLE ....0....0....0....0....0....0....0....0....0....0

MALE
FEMALE          1      100
MINORITY

================================================================================
                                ACTUAL GRADE DISTRIBUTION

GS-4
GS-5
GS-6/7
GS-8/9
GS-10/11
GS-12
GS-13

================================================================================
                                ACTUAL AGE DISTRIBUTION

20-24
24-29
30-34
34-39
40-44
44-49
50-54
55 + OVER       1      100

================================================================================
```

Figure 51: Actual Work Force Profile

Women with Professional Degrees not in Professional Series

Report Number	**CULP0034**
Brief Description:	Provides a list of women with professional degrees who are not in a professional occupational series.
Sequence of Data:	Academic discipline code, educational level.
Report Updated:	After PINE is executed.

```
REPORT ID:  CULP0034                WOMEN WITH PROFESSIONAL DEGREES NOT IN PROFESSIONAL SERIES                PAGE    1
                                                DATA AS OF XX/XX/XX
                                    SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

        AGENCY:                 05   AGR. STAB. & CONSERVATION SERV.
        ORG:  STRUCTURE LEV2:   04   DEPUTY ADMIN. MANAGEMENT

 ACADEMIC      EDUCATIONAL   ORG     ORG                                   OCCUPATIONAL
DISCIPLINE        LEVEL      LEV3    LEV4        LAST NAME     FIRST NAME  SERIES CODE     GRADE    OFFICIAL TITLE OF POSITION

   114            13         04      0003        DOE           JANE            0560         12  BUG ANAL
   114            13         00      0003        DOE           JOHN            0334         12  COMPR SPECLST
```

Figure 52: Women with Professional Degrees not in Professional Series

Age Survey - Permanent Employees

Report Number	**CULP0035**
Brief Description:	Provides a list of the total number of permanent employees within a specific age group.
Sequence of Data:	Organization (ORG) structure.
Report Updated:	After PINE is executed.

REPORT ID: CULP0035 — AGE SURVEY - PERMANENT EMPLOYEES — AS OF XX\XX\XX — AGENCY 90 — PAGE 1

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

UNIT CODE	AGE BELOW 20	AGE 20 THRU 24	AGE 25 THRU 29	AGE 30 THRU 34	AGE 35 THRU 39	AGE 40 THRU 44	AGE 45 THRU 49	AGE 50 THRU 54	AGE 55 THRU 54	AGE 60 AND OVER	TOTAL
00	2										2
ORG LEV2 TOTAL	2										2
ORG LEV2 - 03											
00	1										1
ORG LEV2 TOTAL	1										1
ORG LEV2 - 04											
01	1										1
ORG LEV2 TOTAL	1										1
ORG LEV2 - 05											
00	1										1
ORG LEV2 TOTAL	1										1
ORG LEV2 - 10											
00	1										1
10	7										7
20	9										9
30	227										227
ORG LEV2 TOTAL	244										244
ORG LEV2 - 20											
00	3										3
10	8										8
20	7										7

Figure 53: Age Survey - Permanent Employees

Distribution of Potential IPA Candidates

Report Number	**CULP0036**
Brief Description:	Provides the total number of potential Intergovernmental Personnel Act (IPA) candidates within each occupational group in a region.
Sequence of Data:	Duty station.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0036                    DISTRIBUTION OF POTENTIAL IPA CANDIDATES                    XX/XX/XX PAGE      1
                                              AS OF XX/XX/XX          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                                       FOOD SAFETY AND INSPECTION SERVICE
                                       OFFICE OF PUBLIC HEALTH SCIENCE

                                    O C C U P A T I O N A L   G R O U P S

 DUTY STATION          OUTDR  ENTO-  PLANT  RANGE  FORE-  FRSTR  SOIL  FSHRY  WILDLF  LDSCP  CIVIL  HYDR-  GEOL-
                       RECR   MOLO-  PATH-  CONS-  STER   TECH   SCEI-  BIOL-  BIOL-  ARCH-  ENGNR  OLOG-  OGIST
                       PLNNR  GIST   LGST   RVST                  NTIST  OGIST  OGIST  ITECT         IST          TOTAL

SAN FRANCISO, CA    L             1                                                                                  1
                     ------ ------ ------ ------ ------ ------ ------ ------ ------ ------ ------ ------ ------ ------
ORG LEV 2 TOTAL                   1                                                                                  1
```

Figure 54: Distribution of Potential IPA Candidates

Occupational Distribution of Non-Temp Employees

Report Name	**CULP0037**
Brief Description:	Provides the total number and percentage of nontemporary employees within each grade and sex category.
Sequence of Data:	Series and grade.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0037                    OCCUPATIONAL DISTRIBUTION OF NON-TEMP EMPLOYEES                    05/06/13  PAGE      1
                                                  AS OF XX\XX\XX

                                   ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

90 - DM, OFC OF THE CHIEF FIN OFFC
   - DM, OFC OF THE CHIEF FIN OFFC
                 SERIES                                  GRADE          MALE            FEMALE        TOTAL
                                                                     #      %        #      %

                  0343  MANAGEMENT & PROGRAM ANALYSIS
                                                           15        0    0.0        1  100.0          1
                                                                  ----  -----      ----  -----      -----
                 SERIES TOTAL                                       0    0.0        1  100.0          1

                  0505
                                                                    1  100.0        0    0.0          1
                                                                  ----  -----      ----  -----      -----
                 SERIES TOTAL                                       1  100.0        0    0.0          1

                                                                 -----  -----    -----  -----     ------
ORG STRUCTURE LEV2 TOTAL                                            1   50.0        1   50.0          2
```

Figure 55: Occupational Distribution of Non-Temp Employees

Advancement Patterns of Permanent GS & GM Employees

Report Number	**CULP0038**
Brief Description:	Provides a list of the average number of years on the rolls, years in grade, and average age of GS and GM employees within each grade.
Sequence of Data:	Series and descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0038                    ADVANCEMENT PATTERNS OF PERMANENT GS & GM EMPLOYEES                    05/06/13  PAGE      1
                                                          AS OF XX\XX\XX

                                        ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                 ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFICE
                 ORG STRUCTURE LEV2   =    - DM, OFFICE OF THE CHIEF FINANCIAL OFFICE

                                      AVG #        AVG #
                                    CAL YEARS      YEARS                      COUNT
SERIES                       GRADE  ON ROLLS*   IN GRADE**    AVG AGE        TOTAL

0343  FINANCIAL CLERICAL & AS   15       37.00       100.00        58            1

 TOTAL SERIES                            37.00       100.00        58            1

 TOTAL LEV2                              37.00       100.00        58            1
```

Figure 56: Advancement Patterns of Permanent GS & GM Employees

New Hires and Promotions for Fiscal Year 00

Report Number	**CULP0039**
Brief Description:	Provides a list of the total number of permanent GM and GS employees within each grade who were hired or promoted during the fiscal year.
Sequence of Data:	ORG structure and grade.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0039                    NEW HIRES AND PROMOTIONS FOR FISCAL YEAR   00                    PAGE      1
                                                  AS OF XX\XX\XX

                                  ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

   ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
   ORG STRUCTURE LEV2   = 10 - ACFO FOR FINANCIAL OPERATIONS
   ORG STRUCTURE LEV3   = 10 - ACCOUNTING POLICY & CONSOLIDATED REPORTING DIVISIO

                 LEV4   GRADE   NEW HIRES   COMPETITIVE PROMOTIONS   OTHER PROMOTIONS   TOTAL PROMOTIONS
                          15          1
                                 ------          ------             ------             ------
                 4TH LEV TOTALS       1
                                 ------          ------             ------             ------
    ORG STRUCTURE 3RD LEV TOTALS      1
```

Figure 57: New Hires and Promotions for Fiscal Year 00

Occupational Distribution of Permanent Employees

Report Number	**CULP0040**
Brief Description:	Provides a list of the total number of permanent full-time, intermittent, and part-time employees in pay plans nonsupervisory pay schedules (WG), leader pay schedules (WL), and supervisory wage board pay schedules (WS). Note: WG, WL, and WS are part of the Federal Wage System.
Sequence of Data:	Series and pay plan.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0040  OCCUPATIONAL DISTRIBUTION OF PERMANENT EMPLOYEES PAGE      1
                          AS OF XX\XX\XX   BY PAY PLAN

                     ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

    ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFICE
    ORG STRUCTURE LEV2   = 70 - NATIONAL FINANCE CENTER OFFICE OF THE DI

                              PAY                    WAE AND
SERIES                        PLAN     FULL-TIME  INTERMITTENT  PART-TIME  TOTAL
                                       MAL  FEM    MAL  FEM     MAL  FEM

4749  MAINTENANCE MECHANIC     WG        1                                     1
                                                                            ------
                                          OCCUPATIONAL SERIES 4749 TOTAL       1

5703  MOTOR VEHICLE OPERATING  WG        3                                     3
                                                                            ------
                                          OCCUPATIONAL SERIES 5703 TOTAL       3
                                                                            ------

                 COUNT OF WG, WL, & WS FOR ORG STRUCTURE LEV2   70 TOTAL       4
                                                                            ------

                 COUNT OF WG, WL, & WS FOR ORG STRUCTURE AGENCY 90 TOTAL       4
```

Figure 58: Occupational Distribution of Permanent Employees by Pay Plan

Occupational Distribution of Permanent "GS" & "GM" Employees

Report Number	**CULP0041**
Brief Description:	Provides a list of the total number of permanent full-time, intermittent, and part-time employees in pay plans GS and GM within each grade.
Sequence of Data:	Series and grade.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0041                OCCUPATIONAL DISTRIBUTION OF PERMANENT "GS" & "GM" EMPLOYEES          DATE XX/XX/XX    PAGE      1
                                              AS OF xx\xx\xx    BY GRADE

                                     ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

      ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
      ORG STRUCTURE LEV2   =    - DM, OFFICE OF THE CHIEF FINANCIAL OFFICER

                                                          WAE AND
                SERIES                          GRADE  FULL-TIME  INTERMITTENT  PART-TIME  TOTAL
                                                        MAL  FEM    MAL  FEM     MAL  FEM

                0343  MANAGEMENT & PROGRAM ANA    15          1                              1
                                                                                          ------
                                                       OCCUPATIONAL SERIES 0343 TOTAL       1
                                                                                          ------

           COUNT OF GM & GS FOR ORG STRUCTURE LEV2 CODE =    00                   TOTAL       1
```

Figure 59: Occupational Distribution of Permanent "GS" & "GM" Employees by Grade

Occupational Distribution of Permanent (GS, GM, WL, WG, WS) Employees

Report Number	**CULP0042**
Brief Description:	Provides a list of the total number of permanent employees within a forest unit in pay plans GS, GM, WL, WG, and WS.
Sequence of Data:	Series.
Report Updated:	After PINE is executed.

REPORT ID: CULP0042 (FS) OCCUPATIONAL DISTRIBUTION OF PERMANENT (GS, GM, WL, WG, WS) EMPLOYEES WITHIN LEVEL 3 ORG STRUCTURE AS OF XX\XX\XX DATE XX/XX/XX PAGE 1

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFICE
ORG STRUCTURE LEV2 = 20 - ACFO FINANCIAL POLICY & PLANNING

	F O R E S T S / U N I T S																			
SERIES	AN	CL	EL	IN	KL	LS	LP	MN	MO	6R	PL	SB	SQ	ST	SR	SS	TA	LT	RO	TOTAL
0301 MISCELLANEOUS ADMINISTRA	1																			1
0341 ADMV OFFICER	1																			1
0343 MANAGEMENT & PROGRAM ANA	10									7										17
0344 MANAGEMENT CLERICAL & AS	3																			3
0501 FINANCIAL ADMINISTRATION	18																			18
0503 FINANCIAL CLERICAL & ASS	1																			1
0505 FINANCIAL MANAGEMENT	1																			1
0510 ACCOUNTING	22									1										23
0560 BUDGET ANALYSIS	8																			8
TOTAL ORG STRUCTURE LEV2	65									8										73

Figure 60: Occupational Distribution of Permanent (GS, GM, WL, WG, WS) Employees Within Level 3 ORG Structure

Roster of Part-Time Employees

Report Number	**CULP0043**
Brief Description:	Provides a list of part-time employees within a specified ORG structure. This report contains sensitive data; additional security access is required. To obtain access, contact the ASO.
Sequence of Data:	Employee name within each ORG level.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0043                          ROSTER OF PART-TIME EMPLOYEES                                   PAGE     1
                                                  AS OF XX\XX\XX

                    AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFICE     ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
                    LEV2   = 20 - ACFO FINANCIAL POLICY & PLANNING

                                                 ENT                                 SPEC
                                       OCC.      GRD                 MGD   HCD   PGM          ACC
LEV3   LAST NAME      FIRST NAME       SER.   GR   DT        AGE    CD    CD    CD   T-A  PP/YR   OFFICIAL TITLE

 60    DOE            JANE             0510   13 09/17/95    00    E     05    00    01  11-91   STAFF ACCTNT

 TOTAL EMPLOYEE COUNT OF ORG STRUCTURE LEV2 CODE   20 =       1
```

Figure 61: Roster of Part-Time Employees

Continuing Employees Eligible for Retirement

Report Number	**CULP0044**
Brief Description:	Provides an alphabetical list of continuing employees eligible for retirement for a calendar year within a specified ORG structure.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0044                    CONTINUING EMPLOYEES ELIGIBLE FOR RETIREMENT                    DATE XX\XX\XX  PAGE     1

                                                IN CALENDAR YEAR   00      ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

        ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFICE
        ORG STRUCTURE LEV2   = 10 - ACFO FOR FINANCIAL OPERATIONS

                                                                                                          EARLIEST
          SUB-    PAY                                  OCC.                BIRTH                    BASIS OF ELIGIBILITY*
  UNIT    UNIT    PLAN    LAST NAME          FIRST NAME  SER.    GR       DATE       SCD-RET       55-30    60-20   62-5
                                                                                                    ---------------------
   30     0000    GS      DOE                JANE        0501    14    08/15/36    10/01/63       64-37
   30     0050    GS      DOE                JOHN        0503    07    09/20/44    04/26/10       56-90
   30     0050    GS      DOE                JIM         0503    04    09/29/37    12/04/81                          63-19

 TOTAL EMPLOYEE COUNT OF ORG STRUCTURE LEV2 CODE  10 =       1
```

Figure 62: Continuing Employees Eligible for Retirement

Pay Plan - Grade Summation Report

Report Number	**CULP0045**
Brief Description:	Provides a summary of the total number of employees per pay plan and average grade within an ORG structure.
Sequence of Data:	Pay plan and descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0045                    PAY PLAN - GRADE SUMMATION REPORT                    DATE XX/XX/XX   PAGE    1
                                              AS OF XX/XX/XX

                              ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

      ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFICE
      ORG STRUCTURE LEV2   =    - DM, OFFICE OF THE CHIEF FINANCIAL OFFICE
                                ORGANIZATIONAL                                COUNT
                                  STRUCTURE          PAY                       OF
                                     LEV3            PLAN      GRADE       EMPLOYEES
                                                      ES        00             1

                                TOTAL EMPLOYEES FOR PAY PLAN =                 1  ** AVERAGE GRADE =

                                                      GS        15             1

                                TOTAL EMPLOYEES FOR PAY PLAN =                 1  ** AVERAGE GRADE = 15.00

                   TOTAL EMPLOYEES FOR ORGANIZATIONAL STRUCTURE 3RD LEV =      2

                   TOTAL EMPLOYEES FOR ORGANIZATIONAL STRUCTURE 2ND LEV =      2
```

Figure 63: Pay Plan - Grade Summation Report

Roster of Employees

Report Number	**CULP0046**
Brief Description:	Provides an alphabetical list of employees with pertinent personnel information and is sorted by ORG structure.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0046                                ROSTER OF EMPLOYEES                                          PAGE 1
                                                     AS OF xx\xx\xx          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

        ORG STRUCTURE AGENCY = 90 - DM, OFC OF THE CHIEF FIN OFFC
        ORG STRUCTURE LEV2   = 04 - PLANNING AND ACCT DIVISION

                                      TYPE   BLK    TYPE   TITLE   TEN-   SPEC   SPEC    APPOINTMENT AUTHORITY   NATURE
                                      APPT   #55    EMP    CODES   URE    EMP    PRGMS   CODE FOR                OF ACTION
 LEV3    LAST NAME          FIRST NAME CODE   CODE   CODE   (M-F)   CODE   CODE   CODE    PERMANENT STATUS        CODES

  01     DOE                JANE        01     Y      01      2      1      00     00      REG 315.501 LATERAL     000 893

    ORGANIZATIONAL STRUCTURE 2ND LEVEL TOTALS

        PFT COUNT            1
        WAE COUNT
        OTHER COUNT
```

Figure 64: Roster of Employees

Employees Updating Their Own Payroll and Personnel Transactions

Report Number	**CULP0048**
Brief Description:	Provides a list of employees that have updated their own records. It identifies the user's identification number (ID), the Department code, the document type, and the employee's name and SSN. This report is prepared each pay period.
Sequence of Data:	Department.
Report Updated :	After PINE is executed.

REPORT ID: CULP0048 EMPLOYEES UPDATING THEIR OWN PAYROLL AND PERSONNEL TRANSACTIONS PAGE 1
DATE: XX/XX/XXXX PAY PERIOD XX
****SENSITIVIE PERSONNEL DATA -- USE IS RESTRICTED****

7

SSNO	DEPT	SRVC AGCY	POI	AGCY	USER ID	EMPLOYEE NAME	DOC TYPE	1ST NOA	2ND NOA	EFFECTIVE DATE	DATE DOC ENTERED
000-00-0000	AG	XX	5107	XX	XXXX	DOE, JOHN	095			12/31/2000	01/09/2001
000-00-0000	AG	XX	5116	XX	XXXX	DOE, JOHN	131			12/31/2000	01/16/2001
000-00-0000	AG	XX	5116	XX	XXXX	DOE, JOHN	140			12/31/2000	01/10/2001
000-00-0000	AG	XX	5116	XX	XXXX	DOE. JOHN	130			12/31/2000	01/09/2001

Figure 65: Employees Updating Their Own Payroll and Personnel Transactions Pay Period XX

Audit Trail of Leave Updates

Report Number	**CULP0049**
Brief Description:	Provides a list by SSN of online updates to leave records. Additional security access is required to generate this report because interface is made with the TIME database. To obtain access, contact the ASO.
Sequence of Data:	SSN.
Report Updated:	After PINE is executed.

```
DATE: XX/XX/XX          CULP0049                    NATIONAL FINANCE CENTER                                          PAGE    1
TIME: 00 08 22                                  AUDIT TRAIL OF LEAVE UPDATES    SENSITIVE PERSONNEL DATA - USE IS RESTRICTED
                                                SUBMITTING OFFICE NUMBER    5317
                                                                                                                  OLD          NEW
 SSNO          LAST NAME            AG   USER-ID    DATE       TIME      DESCRIPTION                             DATA         DATA
*****************************************************************************************************************************
XXX-XX-XXXX    FORD                 90   NP430     02/13/2013  071819    ANNUAL LEAVE CARRYOVER BALANCE        +0012.00     +0188.00
XXX-XX-XXXX    FORD                 90   NP430     02/13/2013  071819    SICK LEAVE CARRYOVER BALANCE          +0012.00     +0253.00
XXX-XX-XXXX    MIHA                 90   NP089     02/07/2013  112010    ANNUAL LEAVE ACCRUALS YTD               +0004        +0008

TOTAL FOR SUBMITTING OFFICE NUMBER 5317 :         3
```

Figure 66: Audit Trail of Leave Updates

Firefighter Employees with Mandatory Retirement Eligibility

Report Number	**CULP0050**
Brief Description:	Provides a list of firefighter employees with mandatory retirement eligibility within each regional subunit.
Sequence of Data:	Subunit.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0050                FIREFIGHTER EMPLOYEES WITH MANDATORY RETIREMENT ELIGIBILITY          DATE XX/XX/XX   PAGE      1
                                                          WITHIN 1913

                                     ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

        11 - FOREST SERVICE
        03 - SOUTHWESTERN REGION, R-3

 UNIT/FOREST            SUBUNIT   LAST NAME          FIRST NAME     PP   SERIES   GRADE   BIRTH DATE    SCD-RET     PERS-POS

01-APACHE-SITGREAVES NF FO SUPVR
                        0007     DOE                JANE           GS    0462      09     08/07/56    05/16/77     90564223
 UNIT TOTAL      1

09-PRESCOTT NATIONAL FOREST
                        0000     DOE                JOHN           GS    0462      09     11/21/59    06/27/82     90564795
 UNIT TOTAL      1

10-SANTA FE NATIONAL FOREST
                        0000     DOE                JAS            GS    0401      13     01/05/61    04/24/82     90493636
 UNIT TOTAL      1
 REGION TOTAL    3
```

Figure 67: Firefighter Employees with Mandatory Retirement Eligibility Within 1913

Roster of Employees

Report Number	**CULP0051**
Brief Description:	Provides an alphabetical list of employees and includes position information and official title.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0051                          ROSTER OF EMPLOYEES                                    XX/XX/XX   PAGE      1
                                  ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
   ORGANIZATIONAL STRUCTURE AGENCY      90 - DM, OFC OF THE CHIEF FIN OFFC
   ORGANIZATIONAL-STRUCTURE 2ND-LEVEL   00 - DM, OFC OF THE CHIEF FIN OFFC

     LAST NAME            FIRST NAME            IP-NO    MR-NO    LEVEL 3   LEVEL 4     OFFICIAL TITLE
     DOE                  JANE                90586735  F02439     00        0000      PROG ANAL
     DOE                  JOHN                001HQ     F00791     00        0000      DEPUTY CHIEF FINANCIAL OFFIC

            LEV4 0000 COUNT      02

            LEV3 00   COUNT      02

            LEV2 00   COUNT      02
```

Figure 68: Roster of Employees

Management Attainment Report

Report Number	**CULP0052**
Brief Description:	Provides the total number and percentages of employees in each RNO. For cooperative employees, see Report P0063. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
Sequence of Data:	ORG structure.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0052                    MANAGEMENT ATTAINMENT REPORT                    PAGE        1
                                          DATA AS OF XX\XX\XX

                              ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

 AGENCY-CODE:90                       ADMINISTRATIVE SERIES NON-WAGE
                                                                                          TOTAL    TOTAL
              MALE                                   FEMALE                                MIN      POP

                          IND/  ASIA/  GUAM/  MALE  OTHER                IND/  ASIA/  GUAM/  FEM   OTHER
LEV2  LEV3   BLACK  HISP  ALAS  PACIF  HI/PR  MIN   MALE     BLACK  HISP  ALAS  PACIF  HI/PR  MIN   FEM
00    00       0     0     0     0      0     0     0        0     0     0     0      0     0     1       0      1
PERCENTAGES   .0%   .0%   .0%   .0%    .0%   .0%   .0%      .0%   .0%   .0%   .0%    .0%   .0% 100.0%    .0%

LEVEL-TOTAL   0     0     0     0      0     0     0        0     0     0     0      0     0     1       0      1
PERCENTAGES   .0%   .0%   .0%   .0%    .0%   .0%   .0%      .0%   .0%   .0%   .0%    .0%   .0% 100.0%    .0%
```

Figure 69: Management Attainment Report

Error Analysis by Contact Point

Report Number	**CULP0053**
Brief Description:	Provides a list of employees identifying electronic T&A edit errors corrected by NFC during the processing pay period. Additional security is required to generate this report because interface is made with TIME. Contact the ASO to obtain access.
Sequence of Data:	T&A contact point.
Report Updated:	After Bi-weekly Examination Analysis and Reporting (BEAR) is executed.

```
REPORT ID: CULP0053                          ERROR ANALYSIS BY CONTACT POINT                          DATE PREPARED: XX-XX-XX
PROCESSING PAY PERIOD: 07      AGENCY:  OFFICE OF THE CHIEF FINANCIAL OFFICER                                      PAGE     1
                                           SENSITIVE PERSONNEL DATA - USE IS RESTRICTED
                                                                                PP ON   MSG.
CONTACT POINT        E/O     NAME-LAST          F M    SSNO          TA     NO.  ERROR MESSAGE DESCRIPTION

90 11 0010 01 60     5317    DOE                A X    XXX-XX-XXXX   07     322  SOCIAL SECURITY NUMBER OR AGENCY INCORRECT

CONTACT POINT TOTAL T&A-S:     1  TOTAL ERRORS:     1
```

Figure 70: Error Analysis by Contact Point

T&A Reject Percentage Report by Contact Point (Cumulative)

Report Number	**CULP0054**
Brief Description:	Provides a list of the number of rejected and percentage of transmitted T&As and total T&As. Additional security is required to generate this report because interface is made with TIME. Contact the ASO to obtain access.
Sequence of Data:	T&A contact point.
Report Updated:	After TIME is executed.

REPORT ID: CULP0054 DB 05 T & A REJECT PERCENTAGE REPORT BY CONTACT POINT (CUMULATIVE) PAGE 1
DATE PREPARED: XX/XX/XX PAY PERIOD 14 PASS 02 TIME PREPARED: 10.21.41

	SCANNED T & A " S				TRANSMITTED T & A " S				TOTAL T & A " S			
CONTACT POINT	TOTAL T&A"S	TOTAL VALID	TOTAL REJECT	PER CENT	TOTAL T&A"S	TOTAL VALID	TOTAL REJECT	PER CENT	TOTAL T&A"S	TOTAL VALID	TOTAL REJECT	PER CENT
11-03-1635-00-62	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
11-05-2006-00-11	0	0	0	0.0%	5	5	0	0.0%	5	5	0	0.0%
11-08-0512-00-05	0	0	0	0.0%	2	2	0	0.0%	2	2	0	0.0%
11-09-2154-00-02	0	0	0	0.0%	2	2	0	0.0%	2	2	0	0.0%
11-13-2211-00-13	0	0	0	0.0%	12	12	0	0.0%	12	12	0	0.0%
11-13-2211-00-15	0	0	0	0.0%	6	6	0	0.0%	6	6	0	0.0%
11-13-2211-00-21	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
11-25-0235-00-00	0	0	0	0.0%	129	129	0	0.0%	129	129	0	0.0%
11-99-0235-00-00	0	0	0	0.0%	0	3	3	0.0%	0	3	3	0.0%
11-99-0435-00-00	0	0	0	0.0%	0	5	5	0.0%	0	5	5	0.0%

Figure 71: T&A Reject Percentage Report by Contact Point (Cumulative)

GAO Employee Locator Listing

Report Number	**CULP0055**
Brief Description:	Provides an alphabetical list of employees by building code and contains location data for employees of the General Accounting Office (GAO).
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0055                          GAO EMPLOYEE LOCATOR LISTING                                  PAGE     1
                                                   AS OF XX-XX-XX

 ORG:90-00-00    BUILDING CODE: ******      BUILDING NAME: ************************************
                                                 ADDRESS: ************************************
                                                          ******************** **  *****-****

 SSN                          NAME                 WORK PHONE NUMBER       MAIL ROOM    PHYSICAL LOCATION   EMPL ST
 XXX-XX-XXXX                  DOE, JANE              (***)** -***                                            ACTIVE
 XXX-XX-XXXX                  DOE, JOHN              (***)** -***                                            ACTIVE
```

Figure 72: GAO Employee Locator Listing

Employees with NTE Dates Prior to Requested Date

Report Number	**CULP0056**
Brief Description:	Provides an alphabetical list of employees whose not-to-exceed (NTE) date expires prior to November 30 of the current year.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0056                EMPLOYEES WITH NTE DATES PRIOR TO REQUESTED DATE MM/DD/YY              DATE  XX/XX/XX   PAGE     1
                                              DATE REQUESTED ***  XX XX XX  ***
                                     ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

        ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFIC
        ORG STRUCTURE LEV2   = 03 - CONTINUITY OF FINANCIAL MANAGEMENT
   LAST NAME           FIRST NAME     SERIES    GRADE  LEVEL-3    STATE    NTE DATE     ACTION TAKEN
   ---------           ---------      ------    -----  --------   -----    --------   ---------------

   DOE                 JANE           0340      15        00      DC       091013

 TOTAL EMPLOYEE COUNT OF ORG STRUCTURE LEV2 CODE  03 =       1
```

Figure 73: Employees with NTE Dates Prior to Requested Date

Employees Without Service Computation Dates

Report Number	**CULP0057**
Brief Description:	Provides a list of employees with all zeros or all nines in their SCD for leave, retirement, or reduction in force (RIF).
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0057                    EMPLOYEES WITHOUT SERVICE COMPUTATION DATES          DATE XX/XX/XX          PAGE     4
                                 ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
        AGENCY FA - FARM SERVICE AGENCY
        2ND LEV 05 - DEP ADM  PROG DEL & FLD OPS

 LAST NAME          FIRST NAME        SSN        TYPE APPT  SCD/LEAVE SCD/CSR SCD/RIF

 Doe                John           000-00-0000     02      00/00/00  00/00/00 00/00/00
 Doe                Jane           000-00-0000     02      00/00/00  00/00/00 00/00/00
 Doe                Jas            000-00-0000     02      00/00/00  00/00/00 00/00/00

2ND LEVEL TOTAL     3
```

Figure 74: Employees Without Service Computation Dates

Positions Titled Supervisory - Coded Nonsupervisory

Report Number	**CULP0058**
Brief Description:	Provides a list of employees with jobs titled supervisory but not coded as supervisors.
Sequence of Data:	Series and descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0058          POSITIONS TITLED SUPERVISORY-CODED NONSUPERVISORY                                PAGE     1
                                                AS OF XX/XX/XX

                         ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

LAST NAME      FIRST NAME      OFFICIAL-TITLE                SERIES    GRADE    AGENCY    DIVISION     SUPERVISORY-CODE
DOE            JANE            SUPVRY SOIL CONSVST           0457       11        16        40            4
```

Figure 75: Positions Titled Supervisory - Coded Nonsupervisory

Employees with FEHBA Eligibility Pending

Report Number	**CULP0059**
Brief Description:	Provides a list of employees with the Federal Employees Health Benefits Act (FEHBA) coverage code equal to four (eligible pending) because a FEHBA payroll document has not been processed.
Sequence of Data:	Accession year and pay period.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0059                    EMPLOYEES WITH FEHBA ELIGIBILITY PENDING          DATE XX/XX/XX                PAGE      1
                                 ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

         AGENCY 90 - DM, OFC OF THE CHIEF FIN OFFC
       2ND LEV 20 - ACFO FINANCIAL POLICY & PLANNG

 LAST NAME          FIRST NAME        SSN       FEHBA COVERAGE CODE  ACCESSION YR/PAY PERIOD        APPT DATE

 DOE                JOHN              XXX-XX-XXXX          4                     13/04                02/24/13

 2ND LEVEL TOTAL       1
```

Figure 76: Employees with FEHBA Eligibility Pending

DM, Office of the Chief Financial Officer Roster

Report Number	**CULP0060**
Brief Description:	Provides a list of employees within a specific ORG structure with pertinent personnel information. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
Sequence of Data:	Descending grade and step.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0060                    DM, OFC OF THE CHIEF FIN OFFC                                  PAGE      1
                                  DM, OFC OF THE CHIEF FIN OFFC  ROSTER
                                              AS OF XX/XX/XX
                              ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

3RD-LEVEL-CODE:  00  -
                                                                                T
 LAST-NAME      FIRST-NAME        OFFICIAL-TITLE          CITY            GR   STEP  EMP ENT-GR-DT  AGE  LOS TIG  RNO  SEX

DOE             JOHN            PROG ANAL               WASHINGTON       15    07    F   10/21/12   58   37  00   E    F
DOE             JANE            DEPUTY CHIEF            WASHINGTON       00    00    F   06/27/04   43   20  08   E    M

            LEV4:  0000  -                               COUNT    2

            LEV3:  00    -                               COUNT    2

            LEV2 00   COUNT   002
```

Figure 77: DM, OFC of the Chief FIN OFFC Roster

Thrift Savings Plan Participation by Agency

Report Number	**CULP0061**
Brief Description:	Provides a list of the total number and percentage of employees eligible and participating in the Thrift Savings Plan (TSP) participants' contribution and Agency contributions.
Sequence of Data:	Retirement plan (FERS/CSRS).
Report Updated:	After PINE is executed.

REPORT ID: CULP0061 THRIFT SAVINGS PLAN PARTICIPATION BY AGENCY PAGE 1
DATE xx/xx/xx PAY PERIOD 02

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AGENCY	RET PLAN	EMPLOYEES ELIGIBLE	EMPLOYEES PARTCPTG	EMPLOYEES %	PARTICIPANTS OWN CNTRBTNS	PARTICIPANTS SVNG RATE	% OF TOTAL BS-PY	AGENCY CNTRBTNS	% OF TOTAL BS-PY	TOTAL TSP FUNDS
OCFO	FERS	1,259	959	76.2	255,021.01	9.3	8.0	128,946.27	4.0	383,967.28
	CSRS	205	106	51.7	35,015.84	10.1	7.0	.00	.0	35,015.84
	ALL	1,464	1,065	72.7	290,036.85	9.4	7.8	128,946.27	3.5	418,983.12

Figure 78: Thrift Savings Plan Participation by Agency

Report on Thrift Savings Plan Participation

Report Number	**CULP0062**
Brief Description:	Provides a list of the total number and percentage of employees eligible and participating in the TSP participants' contributions and Agency contributions.
Sequence of Data:	Retirement plan and salary range.
Report Updated:	After PINE is executed

REPORT ID: CULP0062 REPORT ON THRIFT SAVINGS PLAN PARTICIPATION PAGE 1
DATE: xx/xx/xx PAY PERIOD 05

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AGENCY: 90

RET-PLAN	SALARY RANGE	EMPLOYEES ELIGIBLE	EMPLOYEES PARTICIPTG	EMPLOYEES %	PARTICIPANTS OWN CNTRBTNS	PARTICIPANTS SVNG RATE	% OF TOTAL BS-PY	AGENCY CNTRBTNS	% OF TOTAL BS-PY	TOTAL TSP FUNDS
FERS	20 - 30K	9	1	11.1	55.44	5.0	5.0	55.44	5.0	110.88
	30 - 40K	141	102	72.3	7,130.69	5.1	4.5	5,931.96	3.8	13,062.65
	40 - 50K	211	131	62.1	15,995.78	7.1	5.3	9,961.57	3.3	25,957.35
	00 - 50K	361	234	64.8	23,181.91	6.3	5.0	15,948.97	3.5	39,130.88
	50K - UP	902	731	81.0	218,059.62	9.1	7.9	114,396.12	4.1	332,455.74
	-TOTAL	1,263	965	76.4	241,241.53	8.7	7.5	130,345.09	4.0	371,586.62
CSRS	20 - 30K	1	0	.0	.00	.0	.0	.00	.0	.00
	30 - 40K	5	1	20.0	10.00	.7	.3	.00	.0	10.00
	40 - 50K	20	8	40.0	1,129.40	8.2	4.7	.00	.0	1,129.40
	00 - 50K	26	9	34.6	1,139.40	7.4	4.2	.00	.0	1,139.40
	50K - UP	178	97	54.5	31,876.39	9.6	6.8	.00	.0	31,876.39
	-TOTAL	204	106	52.0	33,015.79	9.5	6.6	.00	.0	33,015.79
ALL	TOTAL	1,467	1,071	73.0	274,257.32	8.8	7.4	130,345.09	3.5	404,602.41

Figure 79: Report on Thrift Savings Plan Participation

Management Attainment Report Cooperative-Employees

Report Number	**CULP0063**
Brief Description:	Provides a list of the total number and percentage of cooperative employees in each RNO. For administrative series nonwage employees, see Report CULP0052. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
Sequence of Data:	ORG structure.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0063                    MANAGEMENT ATTAINMENT REPORT                    PAGE        1
                                          DATA AS OF XX/XX/XX
                                       COOPERATIVE-EMPLOYEES

 AGENCY-CODE: 34                 ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                                                                                                  TOTAL     TOTAL
            MALE                                                  FEMALE                           MIN       POP

                                IND/  ASIA/  GUAM/  MALE  OTHER                  IND/  ASIA/  GUAM/  FEM   OTHER
LEV2  LEV3  BLACK   HISP   ALAS  PACIF  HI/PR  MIN   MALE   BLACK   HISP   ALAS  PACIF  HI/PR  MIN   FEM
03    02      0      0      0      0      0     0      0      0      0      0      0      0     0     1       0       1
PERCENTAGES  .0%    .0%    .0%    .0%    .0%   .0%    .0%    .0%    .0%    .0%    .0%    .0%   .0% 100.0%    .0%

LEVEL-TOTAL  0      0      0      0      0     0      0      0      0      0      0      0     0     1       0       1
PERCENTAGES  .0%    .0%    .0%    .0%    .0%   .0%    .0%    .0%    .0%    .0%    .0%    .0%   .0% 100.0%    .0%
```

Figure 80: Management Attainment Report Cooperative-Employees

Employee's Effective-Date of Union-Dues Withholding

Report Number	**CULP0064**
Brief Description:	Provides a list of employees with effective date of union dues withholding.
Sequence of Data:	SSN.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0064                EMPLOYEE'S EFFECTIVE-DATE OF UNION-DUES WITHHOLDING                    PAGE    1

                                       DM, OFC OF THE CHIEF FIN OFFC
                                       ACFO FINANCIAL POLICY & PLANNG

                                                   AS OF XX/XX/XX
                                   ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

3RD-LEVEL-CODE:  10

SSNO          LAST NAME        FIRST NAME   CITY              LEV4     PP    OCC-SR    GRADE   BUS       DATE-EFF
XXX-XX-XXXX   DOE              JOHN         WASHINGTON        0000     GS    0510        14    7777      03-21-95
```

Figure 81: Employee's Effective-Date of Union-Dues Withholding

Age Survey as of XX/XX/XX

Report Number	**CULP0066**
Brief Description:	Provides a list of the total number of GS and GM employees within each age group.
Sequence of Data:	Grade.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0066                                                                                    PAGE      1
                                        AGE SURVEY  AS OF XX/XX/XX
                                  CAREER AND CAREER-CONDITIONAL GS & GM EMPLOYEES
                                        IN OCCUPATIONAL SERIES XXXX

                                  ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL O
ORG STRUCTURE LEV2   =    - DM, OFFICE OF THE CHIEF FINANCIAL OFFICER

                        A        G        E                        G        R        O        U        P        S
        GRADE      UN-25    25-29    30-34    35-39    40-44    45-49    50-54    55    56    57    58    59    60&OV    TOTAL
        15           1                                                                                                      1

OCC. SERIES TOT      1                                                                                                      1
```

Figure 82: Age Survey as of XX/XX/XX Career and Career-Conditional GS & GM Employees in Occupational Series 0343

Work Force Profile

Report Number	**CULP0067**
Brief Description:	Provides a list of the total number of GS and GM employees in professional, administrative, and technical occupational series by RNO. For a list sorted by State and series, see Report CULP0089. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
Sequence of Data:	Grade.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0067                                                                    PAGE          1
                                        WORK FORCE PROFILE
                                        DATA AS OF  xx/xx/xx

 SERIES: 0343                           TITLE:  MANAGEMENT & PROGRAM ANALYSIS
                                 ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

            WHITE    WHITE    BLACK    BLACK   HISP   HISP    ASIAN AM.  ASIAN AM.  AM.IND   AM.IND   TOTAL
 GRADE      MALE     FEMALE   MALE     FEMALE  MALE   FEMALE  MALE       FEMALE     MALE     FEMALE   EMPLOYEES
 ------     -----    -----    -----    -----   -----  -----   --------   --------   ------   ------   --------
  15                    1                                                                                   1

 ENTRY-TOTAL

 MID-TOTAL

 SENIOR-TOTAL           1

 SERIES-TOTAL           1
```

Figure 83: Work Force Profile

Cooperative Education Employees

Report Number	**CULP0068**
Brief Description:	Provides a list of cooperative education employees who have specific authorization. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
Sequence of Data:	Special Employment Programs (PGM) Code.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0068                          COOPERATIVE EDUCATION EMPLOYEES                          PAGE          1
                                                DATA AS OF XX/XX/XX

                                   ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

   AGENCY:      34  - ANIMAL AND PLANT HEALTH INSPECTION SERVICE
   2ND-LEVEL:   03  - POLICY & PROGRAM DEVELOPMENT

                                                                                   BLK                          SPEC
                                                   OCC                      ACC   #55   TTL  TYPE              PGMS   RNO
LEV3   LAST NAME       FIRST NAME      CSC-AUTH    SER     GR    ENT-GR-DT   DT    -CD   -CD  APPT    NTE-DT   -CD    -CD

02     DOE             JANE         REG 531.404    0343    11    06-03-12    0826   Y    1    01    00-00-00  62

2ND-LEVEL TOTAL

   NUMBER OF COOPERATIVE EDUCATION EMPLOYEES WITH SPECIAL PROGRAM CODE OF 62          1

   NUMBER OF HIGH SCHOOL COOPERATIVE EDUCATION EMPLOYEES        0

   NUMBER OF TWO-YEAR COOPERATIVE EDUCATION EMPLOYEES           0

   NUMBER OF FOUR-YEAR COOPERATIVE EDUCATION EMPLOYEES          0

   NUMBER OF GRADUATE COOPERATIVE EDUCATION EMPLOYEES           0
```

Figure 84: Cooperative Education Employees

Cooperative Education and Junior Fellowship Employees

Report Number	**CULP0069**
Brief Description:	Provides a list of cooperative education and junior fellowship employees who have specific OPM authorization. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
Sequence of Data:	Special Employment PGM Code.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0069                    COOPERATIVE EDUCATION AND JUNIOR FELLOWSHIP EMPLOYEES      PAGE          1
                                                   DATA AS OF  XX/XX/XX
                                       ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
   AGENCY:      XX
   2ND-LEVEL:  00  -
                                                                                  BLK                          SPEC
                                                  OCC                       ACC  #55  TTL  TYPE                 PGMS  RNO
LEV3  LAST NAME      FIRST NAME     CSC-AUTH      SER    GR   ENT-GR-DT      DT   -CD  -CD  APPT    NTE-DT    -CD  -CD
03    DOE            JOHN       SCH B 213.3202(A) HS  0326   04   04-14-97   9309  N    1    09    04-13-98  73   E
2ND-LEVEL TOTAL
   NUMBER OF TWO-YEAR COOPERATIVE EDUCATION EMPLOYEES    (SCH B213.3202C)   0
   NUMBER OF FOUR-YEAR COOPERATIVE EDUCATION EMPLOYEES   (SCH B213.3202A)   1
   NUMBER OF GRADUATE COOPERATIVE EDUCATION EMPLOYEES    (SCH B213.3202B)   0
   NUMBER OF JUNIOR FELLOWSHIP EMPLOYEES                 (SCH A213.3002Q)   0
AGENCY TOTAL
```

Figure 85: Cooperative Education and Junior Fellowship Employees

Foreign Service Employees Eligible to Retire Currently

Report Number	**CULP0070**
Brief Description:	Provides a list of foreign service employees eligible to retire currently.
Sequence of Data:	POI.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0070              FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY                          PAGE      1
                                                AS OF XX/XX/XX
                                  ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                      AGENCY  34 - ANIMAL/PLANT HEALTH INSP.SERV.
                      2ND LEV 20 - INTERNATIONAL SERVICES

                    NAME                                                    EMP  RT  CURRENT ORG-STRUCTURE
 PP-SER-GR    OFFICIAL TITLE                        SSN      BIRTH DATE  SCD-RET  OFF  CD  AGE LOS LEVELS 2 THRU 8     DUTY STA

 FP-0401-02   DOE                   JOHN           XXX-XX-XXXX   06/03/57  07/28/91 4829  P   56  22  20-10-0030-01000000 KS-7000-000
                 AG SCIENCE OFFCR
 FP-0401-03   DOE                   JANE                         12/09/57  08/11/91 4829  P   55  21  20-12-0001-00000000 PM-8015-000
                 AGRICULTURAL SCIENCE OFFICER      XXX-XX-XXXX
 FP-0401-02   DOE                   JAS            XXX-XX-XXXX   04/22/57  10/20/91 4829  P   56  21  20-01-0001-00000000 11-0010-001
                 AGRICULTURAL SCIENCE OFFICER-VMO

        TOTAL EMPLOYEES FOR LEVEL 2                 19

        TOTAL EMPLOYEES FOR REPORT                  19
```

Figure 86: Foreign Service Employees Eligible to Retire Currently

Foreign Service Employees Eligible to Retire Currently or Within 1 Year

Report Number	**CULP0071**
Brief Description:	Provides a list of foreign service employees eligible to retire currently or within 1 year.
Sequence of Data:	POI.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0071          FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 1 YEAR          PAGE   1
                                          AS OF XX/XX/XX
                              ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                    AGENCY  34 - ANIMAL/PLANT HEALTH INSP.SERV.
                    2ND LEV 20 - INTERNATIONAL SERVICES

                 NAME                                                EMP  RT  CURRENT ORG-STRUCTURE
PP-SER-GR        OFFICIAL TITLE                    SSN       BIRTH DATE  SCD-RET  OFF  CD  AGE LOS LEVELS 2 THRU 8     DUTY STA

FP-0401-01       DOE                 JOHN          XXX-XX-XXXX  05/29/63  04/30/90 4829  P   50  23  20-08-0026-00000000 TH-2000-000
                     AGRICULTURAL SCIENCE OFFICER

FP-0401-02       DOE                 JANE          XXX-XX-XXXX  06/03/57  07/28/91 4829  P   56  22  20-10-0030-01000000 KS-7000-000
                     AG SCIENCE OFFCR

FP-0401-03       DOE                 JAS           XXX-XX-XXXX  12/09/57  08/11/91 4829  P   55  21  20-12-0001-00000000 PM-8015-000
                     AGRICULTURAL SCIENCE OFFICER

            TOTAL EMPLOYEES FOR LEVEL 2                23

            TOTAL EMPLOYEES FOR REPORT                 23
```

Figure 87: Foreign Service Employees Eligible to Retire Currently or Within 1 Year

Foreign Service Employees Eligible to Retire Currently or Within 2 Years

Report Number	**CULP0072**
Brief Description:	Provides a list of foreign service employees eligible to retire currently or within 2 years.
Sequence of Data:	POI.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0072          FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 2 YEARS          PAGE  1
                                          AS OF  XX/XX/XX
                              ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                   AGENCY  34 - ANIMAL/PLANT HEALTH INSP.SERV.
                   2ND LEV 20 - INTERNATIONAL SERVICES

                        NAME                                                    EMP  RT  CURRENT ORG-STRUCTURE
PP-SER-GR     OFFICIAL TITLE                          SSN       BIRTH DATE  SCD-RET  OFF  CD  AGE LOS LEVELS 2 THRU 8     DUTY STA

FP-0401-01    DOE                 JOHN              XXX-XX-XXXX    05/29/63  04/30/90 4829  P   50  23  20-08-0026-00000000 TH-2000-000
                 AGRICULTURAL SCIENCE OFFICER

FP-0401-02    DOE                 JANE              XXX-XX-XXXX    06/03/57  07/28/91 4829  P   56  22  20-10-0030-01000000 KS-7000-000
                 AG SCIENCE OFFCR

FP-0401-03    DOE                 JAS               XXX-XX-XXXX    12/09/57  08/11/91 4829  P   55  21  20-12-0001-00000000 PM-8015-000
                 AGRICULTURAL SCIENCE OFFICER

        TOTAL EMPLOYEES FOR LEVEL 2                    3

        TOTAL EMPLOYEES FOR REPORT                     3
```

Figure 88: Foreign Service Employees Eligible to Retire Currently or Within 2 Years

Foreign Service Employees Eligible to Retire Currently or Within 3 Years

Report Number	**CULP0073**
Brief Description:	Provides a list of foreign service employees eligible to retire currently or within 3 years.
Sequence of Data:	POI.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0073          FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 3 YEARS          PAGE  1
                                          AS OF XX/XX/XX
                              ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                     AGENCY  34 - ANIMAL/PLANT HEALTH INSP.SERV.
                     2ND LEV 20 - INTERNATIONAL SERVICES

                   NAME                                                   EMP  RT  CURRENT ORG-STRUCTURE
PP-SER-GR    OFFICIAL TITLE                        SSN      BIRTH DATE  SCD-RET  OFF  CD  AGE LOS LEVELS 2 THRU 8     DUTY STA

FP-0401-02   DOE                 JOHN           A XXX-XX-XXXX   02/23/66  09/18/88 4829  P   47  24  20-06-0001-00000000 PE-5000-000
                AGRICULTURAL SCIENCE OFFICER

FP-0401-02   DOE                 JANE           R XXX-XX-XXXX   08/21/63  03/10/90 4829  P   49  23  20-08-0025-00000000 RP-3800-000
                AGRICULTURAL SCIENCE OFFICER


        TOTAL EMPLOYEES FOR LEVEL 2                  2

        TOTAL EMPLOYEES FOR REPORT                   2
```

Figure 89: Foreign Service Employees Eligible to Retire Currently or Within 3 Years

Foreign Service Employees Eligible to Retire Currently or Within 4 Years

Report Number	**CULP0074**
Brief Description:	Provides a list of foreign service employees eligible to retire currently or within 4 years.
Sequence of Data:	POI.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0074          FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 4 YEARS          PAGE      2
                                          AS OF XX/XX/XX
                              ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                    AGENCY  34 - ANIMAL/PLANT HEALTH INSP.SERV.
                    2ND LEV 20 - INTERNATIONAL SERVICES

                 NAME                                                    EMP  RT  CURRENT ORG-STRUCTURE
PP-SER-GR    OFFICIAL TITLE                        SSN      BIRTH DATE  SCD-RET  OFF  CD  AGE LOS LEVELS 2 THRU 8     DUTY STA

FP-0401-02   DOE              JOHN              XXX-XX-XXXX   07/14/51  02/14/88 4829  P   62  25  20-12-0001-00000000 PM-8015-000
                AGRICULTURAL SCIENCE OFFICER

FE-0401-03   DOE              JANE              XXX-XX-XXXX   11/07/58  05/08/88 4829  P   54  25  20-12-0001-00000000 PM-8015-000
                SENIOR AG SCIENCE OFFICER

        TOTAL EMPLOYEES FOR LEVEL 2                27

        TOTAL EMPLOYEES FOR REPORT                 27
```

Figure 90: Foreign Service Employees Eligible to Retire Currently or Within 4 Years

Foreign Service Employees Eligible to Retire Currently or Within 5 Years

Report Number	**CULP0075**
Brief Description:	Provides a list of foreign service employees eligible to retire currently or within 5 years.
Sequence of Data:	POI.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0075          FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 5 YEARS          PAGE      2
                                          AS OF XX/XX/XX
                             ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                   AGENCY  34 - ANIMAL/PLANT HEALTH INSP.SERV.
                   2ND LEV 20 - INTERNATIONAL SERVICES

                 NAME                                                  EMP  RT  CURRENT ORG-STRUCTURE
PP-SER-GR    OFFICIAL TITLE                     SSN      BIRTH DATE  SCD-RET  OFF  CD  AGE LOS LEVELS 2 THRU 8     DUTY STA

FP-0401-02   DOE                JANE          XXX-XX-XXXX    07/14/51  02/14/88 4829  P   62  25  20-12-0001-00000000 PM-8015-000
                AGRICULTURAL SCIENCE OFFICER

FE-0401-03   DOE                JOHN          XXX-XX-XXXX    11/07/58  05/08/88 4829  P   54  25  20-12-0001-00000000 PM-8015-000
                SENIOR AG SCIENCE OFFICER


        TOTAL EMPLOYEES FOR LEVEL 2                28

        TOTAL EMPLOYEES FOR REPORT                 28
```

Figure 91: Foreign Service Employees Eligible to Retire Currently or Within 5 Years

Percentage of Foreign Service Employees Eligible to Retire Within the Next Five Years (by Series)

Report Number	**CULP0076**
Brief Description:	Provides a list of the total number and percentage of foreign service employees eligible to retire within the next 5 years.
Sequence of Data:	Series and grade.
Report Updated:	After PINE is executed.

REPORT ID: CULP0076 PERCENTAGE OF FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE PAGE 1
WITHIN THE NEXT FIVE YEARS
EMPLOYMENT AS OF XX/XX/XX ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AGENCY 34

SER-GR	TOTAL UNDER CS RET	CURRENTLY ELIGIBLE NO	%	CURRENTLY OR WITHIN 1 YEAR NO	%	CURRENTLY OR WITHIN 2 YEARS NO	%	CURRENTLY OR WITHIN 3 YEARS NO	%	CURRENTLY OR WITHIN 4 YEARS NO	%	CURRENTLY OR WITHIN 5 YEARS NO	%
SERIES 0401													
0401-01	3	3	100.00	3	100.00	3	100.00	3	100.00	3	100.00	3	100.00
0401-02	2	1	50.00	1	50.00	2	100.00	2	100.00	2	100.00	2	100.00
0401-03	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
TOTAL	6	5	83.33	5	83.33	6	100.00	6	100.00	6	100.00	6	100.00
AGENCY WIDE	6	5	83.33	5	83.33	6	100.00	6	100.00	6	100.00	6	100.00

Figure 92: Percentage of Foreign Service Employees Eligible to Retire Within the Next Five Years Employment

Percentage of Foreign Service Employees Eligible to Retire Within the Next Five Years (by Pay Plan)

Report Number	**CULP0077**
Brief Description:	Provides a list of the total number and percentage of foreign service employees eligible to retire within the next 5 years.
Sequence of Data:	Pay plan.
Report Updated:	After PINE is executed.

REPORT ID: CULP0077 PERCENTAGE OF FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE WITHIN THE NEXT FIVE YEARS EMPLOYMENT AS OF XX/XX/XX PAGE 1

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AGENCY 34

PP-GR	TOTAL UNDER CS RET	CURRENTLY ELIGIBLE NO	%	CURRENTLY OR WITHIN 1 YEAR NO	%	CURRENTLY OR WITHIN 2 YEARS NO	%	CURRENTLY OR WITHIN 3 YEARS NO	%	CURRENTLY OR WITHIN 4 YEARS NO	%	CURRENTLY OR WITHIN 5 YEARS NO	%
PAY PLAN FE													
FE-01	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
FE-02	1					1	100.00	1	100.00	1	100.00	1	100.00
TOTAL	2	1	50.00	1	50.00	2	100.00	2	100.00	2	100.00	2	100.00
PAY PLAN FP													
FP-01	2	2	100.00	2	100.00	2	100.00	2	100.00	2	100.00	2	100.00
FP-02	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
FP-03	1	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
TOTAL	4	4	100.00	4	100.00	4	100.00	4	100.00	4	100.00	4	100.00
AGENCY WIDE	6	5	83.33	5	83.33	6	100.00	6	100.00	6	100.00	6	100.00

Figure 93: Percentage of Foreign Service Employees Eligible to Retire Within the Next Five Years

Location of PFT Engineering Employees in Selected Occupational Series

Report Number	**CULP0078**
Brief Description:	Provides a list of the total number of Permanent Full Time (PFT) engineering employees in occupational series Engineering Technician Series 0802, Construction Control Technical Series 0809, or All Professional Engineering Positions 0800.
Sequence of Data:	Series.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0078          LOCATION OF PFT ENGINEERING EMPLOYEES IN SELECTED OCCUPATIONAL SERIES                PAGE      1
                                                   GRADE 3-12
                                          DATA AS OF xx/xx/xx       ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AGENCY:     90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFICE
2ND-LEVEL:  70 - NATIONAL FINANCE CENTER OFFICE OF THE DI

OCC                  GR      GR      GR      GR      GR      GR      GR      GR      GR      GR
SER       LEV3       03      04      05      06      07      08      09      10      11      12      TOT
0802
          08                         1                                                                 1
                     ----    ----    ----    ----    ----    ----    ----    ----    ----    ----    ----
          TOTALS                     1                                                                 1
```

Figure 94: Location of PFT Engineering Employees in Selected Occupational Series

Minorities and Women in Professional Engineering Positions

Report Number	**CULP0079**
Brief Description:	Provides an alphabetical list of minorities and women in professional engineering positions. This report contains sensitive data; additional security access is required. To obtain access, contact your ASO.
Sequence of Data:	Descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0079                    MINORITIES AND WOMEN IN PROFESSIONAL ENGINEERING POSITIONS                    PAGE      1
                                                  PFT, PPT, AND PWAE EMPLOYEES
                                                  DATA AS OF xx/xx/xx

                                        ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **


ORG-STRUCTURE-CODE-AGENCY  : 90  DM, OFC OF THE CHIEF FIN OFFC
ORG-STRUCTURE-CODE-2ND-LEV : 70  NFC OFFICE OF THE DIRECTOR

                                                                                  OCC.              RNO      TTL
                    LEV-3     LEV-4     LAST NAME            FIRST NAME          SER       GR      -CD      -CD

                    10        0300        Doe                  Jane              0801      13       E        F

   LEVEL-4    TOTALS -- MINORITY :        0  WOMEN :     1 MINORITY WOMEN :      0

   LEVEL-3    TOTALS -- MINORITY :        0  WOMEN :     1 MINORITY WOMEN :      0

   LEVEL-2    TOTALS -- MINORITY :        0  WOMEN :     1 MINORITY WOMEN :      0

   AGENCY TOTALS ------ MINORITY :        0  WOMEN :     1 MINORITY WOMEN :      0
```

Figure 95: Minorities and Women in Professional Engineering Positions PFT, PPT, and PWAE Employees

Active Employees Eligible for Horse Allowance

Report Number	**CULP0080**
Brief Description:	Provides an alphabetical list of employees eligible and receiving horse allowance with other pertinent personnel information.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0080                    ACTIVE EMPLOYEES ELIGIBLE FOR HORSE ALLOWANCE                          PAGE     2
                                                AS OF XX/XX/XX

                                 ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

LAST NAME        FIRST NAME   M SOC.SEC.NUM PAY  GRD  OCCUP ORGANIZATIONAL        ----- DUTY STATION -----     TYPE        HORSE
                              I             PLAN       SERIES STRUCTURE            CITY NAME            STATE     OF        ALLOWANCE
                                                        CODE  CODES                                     ABBR.   EMPLOYMENT     AMOUNT
DOE              JOHN         XXX-XX-XXXX   GS   12   0704  34-50-31-0021-20000000 RIO GRANDE CITY      TX FULL TIME         230.03
DOE              JANE         XXX-XX-XXXX   GS   08   0704  34-50-31-0021-20030000 RIO GRANDE CITY      TX FULL TIME         230.03
DOE              JAS          XXX-XX-XXXX   GS   08   0704  34-50-31-0021-20060000 MISSION              TX FULL TIME         230.03

                        NUMBER OF ACTIVE EMPLOYEES ELIGIBLE FOR HORSE ALLOWANCE -      72  TOTAL ALLOWANCE AMOUNT -  16,562.16
```

Figure 96: Active Employees Eligible for Horse Allowance

Permanent Women Foresters in Southwestern Region "Region X"

Report Number	**CULP0081**
Brief Description:	Provides a list of women foresters in each region with other pertinent personnel information.
Sequence of Data:	ORG structure.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0081                    PERMANENT WOMEN FORESTERS IN SOUTHWESTERN REGION, R-3                PAGE     26
                                                DATA AS OF XX/XX/XX

                                       ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                                                                  ENTERED
                                                                  CURRENT    ACCESSION  EDUCATION INSTRUCTIONAL DEGREE
 LEV3  LEV4     FIRST NAME   I  LAST NAME       OFFICIAL TITLE      GRADE    GRADE      DATE       LEVEL*     PROGRAM     YEAR

 05    0005     JANE         L  DOE            FORSTR              09       07/03/11   0807       13         030501      10

    TOTAL NUMBER OF WOMEN FORESTERS IN UNIT  05        1

    * 13 = BA
      17 = MA
      21 = PHD
```

Figure 97: Permanent Women Foresters in Southwestern Region, R-X

Employee Roster -- Labor Relations Codes -- Including Temporaries

Report Number	**CULP0082**
Brief Description:	Provides a list of employees and their labor relations code within a specific ORG structure and pay plan.
Sequence of Data:	Descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0082          EMPLOYEE ROSTER -- LABOR-RELATIONS CODES -- 005MISCELLANEOUS                    PAGE     1
                                                INCLUDING TEMPORARIES
                                                   AS OF XX/XX/XX

                                   ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                     AGENCY  90 - DM, OFC OF THE CHIEF FIN OFFC

   ORG LOCATION                                                                                  BUS        PATCO
   LEV3-8            PP-SERIES-GR   OFFICIAL TITLE                    IP-NO       LAST NAME       FIRST NAME  CODE   SPV  CODE

01-0000-00000000     GS--0510--13   STAFF ACCTNT                     001HQ       DOE             JANE        7777   8    P

        TOTAL EMPLOYEES FOR LEVEL-4              1

        TOTAL EMPLOYEES FOR LEVEL-3              1

        TOTAL EMPLOYEES FOR LEVEL-2   04          1
```

Figure 98: Employee Roster -- Labor-Relations Codes -- 005 Miscellaneous Including Temporaries

Roster of Merit Pay Employees - Regional Office

Report Number	**CULP0084**
Brief Description:	Provides a list of regional office merit pay employees with a grade 13 or above.
Sequence of Data:	ORG structure and descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0084                    ROSTER OF MERIT PAY EMPLOYEES -- REGIONAL OFFICE                    PAGE      2
                                                DATA AS OF XX/XX/XX
                                   ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

        AGENCY:      11   - FOREST SERVICE
        LEVEL-2:     02   - ROCKY MOUNTAIN REGION, R-2
 LEV3   LEV4          LAST NAME     FIRST NAME      SS #    PAY PLAN   GRADE    STEP      SALARY     SUPV-POS   EMP-OFF

  00    0015         DOE           JOHN            XXXXXXXXX   GM        13       00     114158.00      5         5061

        LEV3 TOTAL COUNT         1

        LEV2 TOTAL COUNT         1
```

Figure 99: Roster of Merit Pay Employees - Regional Office

Roster of Merit Pay Employees

Report Number	**CULP0085**
Brief Description:	Provides a list of field merit pay employees with a grade 13 or above.
Sequence of Data:	ORG structure and descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0085                    ROSTER OF MERIT PAY EMPLOYEES                                  PAGE      1
                                          DATA AS OF XX/XX/XX

                              ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

        AGENCY:       90   - DM, OFC OF THE CHIEF FIN OFFC
        LEVEL-2:      70   - NFC OFFICE OF THE DIRECTOR
 LEV3   LEV4           LAST NAME     FIRST NAME      SS #    PAY PLAN   GRADE    STEP     SALARY     SUPV-POS   EMP-OFF

  04    0020          DOE           JOHN            XXXXXXXXX   GM        13       00     71553.00      5         5317

        ORG-LEV3  COUNT        1

        LEV2 TOTAL COUNT       1

        AGENCY TOTAL COUNT     1
```

Figure 100: Roster of Merit Pay Employees

New Hires and Promotions for Selected Year 20XX

Report Number	**CULP0086**
Brief Description:	Provides a list of the number of new hires and promotions within a pay plan and occupational series for a selected year.
Sequence of Data:	Descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0086                NEW HIRES AND PROMOTIONS FOR SELECTED YEAR 2000                    PAGE      1
                             PERMANENT GS & GM EMPLOYEES - OCCUPATIONAL-SERIES:  0344
                                        DATA AS OF  XX/XX/XX     ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AGENCY:       90   - DM, OFC OF THE CHIEF FIN OFFC          LEVEL-3:  30    - CONTROLLER'S OPERATN DIVISION
LEVEL-2:      10   - ACFO FOR FINANCIAL OPERATIONS          LEVEL-4:  0030  - FINANCIAL REPORTING BRANCH

            GRADE   NEW HIRES   COMPETITIVE PROMOTION    OTHER PROMOTION   TOTAL PROMOTION
            07          1

                    ----        ----                    ----              ----
      LEV4 TOTAL      1

                    ----        ----                    ----              ----
      LEV3 TOTAL      1

                    ----        ----                    ----              ----

   OCC-SERIES-TOTAL   1
```

Figure 101: New Hires and Promotions for Selected Year 20XX - Permanent GS & GM Employees - Occupational-Series: 0344

Alphabetic Roster of Employees

Report Number	**CULP0087**
Brief Description:	Provides an alphabetical list of employees with pertinent personnel information.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0087                    ALPHABETIC ROSTER OF EMPLOYEES          DATE   XX/XX/XX          PAGE    1
                                 ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

        AGENCY 90 - DM, OFC OF THE CHIEF FIN OFFC
      2ND LEV 04 - PLANNING AND ACCT DIVISION

LAST NAME          FIRST NAME    MIDDLE NAME        SSN        ORGANIZATIONAL LEVELS 3-8
DOE                JANE                         XXX-XX-XXXX   01-0000-00-00-00-00

2ND LEVEL TOTAL       1
```

Figure 102: Alphabetic Roster of Employees

Roster of Employees in SSN Sequence

Report Number	**CULP0088**
Brief Description:	Provides a list of employees with pertinent personnel information.
Sequence of Data:	SSN.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0088                    ROSTER OF EMPLOYEES IN SSN SEQUENCE          DATE  xx/xx/xx          PAGE    1
                                 ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

        AGENCY 90 - DM, OFC OF THE CHIEF FIN OFFC
       2ND LEV 04 - PLANNING AND ACCT DIVISION

                                          M                                                EMP                          OCCU      GRADE/
   SSN        LAST NAME        FIRST NAME  I  ORG STRUCT LEV 3-8   CONTACT POINT     OFF    IP NO.     MR NO.  SERIES PP  STEP
xxx-xx-xxxx DOE              JOHN           01-0000-00-00-00-00  90-11-0010-01-20  5317  001HQ      E00799  0510   GS 13 10

2ND LEVEL TOTAL       1
```

Figure 103: Roster of Employees in SSN Sequence

Work Force Profile

Report Number	**CULP0089**
Brief Description:	Provides a list of the total number of GS and GM employees in each occupational series and grade by RNO. For a list sorted by series and grade, see Report CULP0067. This report contains sensitive data; additional security access is required. To obtain access, contact your ASO.
Sequence of Data:	Descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0089                          DM, OFC OF THE CHIEF FIN OFFC                          PAGE          1
                                                WORK FORCE PROFILE

                                                DATA AS OF  XX/XX/XX

                                   ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

 STATE:  08   - CO
 SERIES: 2210                                   TITLE:  INFORMATION TECHNOLOGY SPECIALIST

                WHITE    WHITE    BLACK    BLACK   HISP   HISP    ASIAN AM.  ASIAN AM.  AM.IND   AM.IND   TOTAL
 GRADE          MALE     FEMALE   MALE     FEMALE  MALE   FEMALE  MALE       FEMALE     MALE     FEMALE   EMPLOYEES
  11              2                 2        1       1              1                                1       8

  12                                1                                                                       1

  13              1                                                                                       1

                                                                                                          ENTRY-TOTAL
                                                                                                          MID-TOTAL      9
                                                                                                          SENIOR-TOTAL   1
                                                                                                          SERIES-TOTAL  10

 STATE TOTAL      3                 3        1       1              1                                1      10
```

Figure 104: Work Force Profile

Seniority Listing

Report Number	**CULP0090**
Brief Description:	Provides a list of employees by tenure based on the accession date in each ORG structure. For a list sorted by descending grade, see Report CULP0124.
Sequence of Data:	Accession date.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0090          (FMHA)                SENIORITY LISTING                        DATE XX/XX/XX            PAGE      4
                                   ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                                     AGENCY    FA    - FARM SERVICE AGENCY
 BARGAINING UNIT STATUS CODE 0560    LEVEL   2 04    - XXXX
 EMPLOYING OFFICE            0000    LEVEL   3 01    - XXXX
                                     LEVEL   4 0000  - XXXX

                             M                ACCESSION   TYPE   ORG LEVELS  PAY
 LAST NAME          FIRST NAME      I     SSN            DATE     EMPL      5-8    PLAN  GRADE     ***** R E M A R K S  *****

 SMITHS             JOHNSON      S  000-00-0000  XX/XX/XX    1    02-03-03-00  GS      04
 JOHN               ANDRE        W  000-00-0000  XX/XX/XX    1    02-03-03-00  GS      05
 8TH LEVEL TOTAL      2
 7TH LEVEL TOTAL      2
 6TH LEVEL TOTAL      2
 5TH LEVEL TOTAL      2
 4TH LEVEL TOTAL      2
```

Figure 105: Seniority Listing

Position Review List

Report Number	**CULP0091**
Brief Description:	Provides a list of employee names and official titles within a specific duty station.
Sequence of Data:	ORG structure.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0091                    POSITION REVIEW LIST AS OF  xx/xx/xx                                    PAGE      1
                              ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

   AGENCY          90          DM, OFC OF THE CHIEF FIN OFFC
   ORG LEVEL 2     00          DM, OFC OF THE CHIEF FIN OFFC                                  MNGR/SUPVR DATA
   ORG LEVEL 3     00                                                                         DUTIES   JOB DESC
   ORG LEVEL 4     0000                                                                       EFF ORG  ACCURATE
                          LAST      F                                  OCC          DUTY STATION
 IP NO      MR NO        NAME      I        OFFICIAL TITLE         PP SER  GR     CITY          ST  YES NO  YES NO     REMARKS

001HQ       F00791         DOE      J DEPUTY CHIEF FINANCIAL OFFICER ES 0505 00 WASHINGTON        DC :   :   :   :   :

90586735    F02439         DOE      L PROG ANAL                      GS 0343 15 WASHINGTON        DC :   :   :   :   :

   ORG LEVEL 4     0000  COUNT     2

   ORG LEVEL 3     00    COUNT     2

   ORG LEVEL 2     00    COUNT     2
```

Figure 106: Position Review List

New Career Appointments

Report Number	**CULP0092**
Brief Description:	Provides an alphabetical list of new career appointments for a fiscal year. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
Sequence of Data:	ORG structure and descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0092                    NEW CAREER APPOINTMENTS --  ACFO FOR FINANCIAL OPERATIONS  -- FY 00              PAGE      1
                                                    DATA AS OF  xx/xx/xx
                                          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

   AGENCY:   90   -  DM, OFFICE OF THE CHIEF FINANC
   LEVEL2:   10   -  ACFO FOR FINANCIAL OPERATIONS
                                                ENTERED        TOT     YR
                                   OCC.         CURRENT    TA  FED     PP                                                  MGD
 LEV3 LEV4   FIRST NAME      LAST NAME     PP SER.  GR   GRADE     CD  SVC   HIRED    IP NO.   MR-NO.        OFFICAL TITLE   CD

  10  0000  JANE           DOE           GS 0510  15  03/06/05   1    21   0009    001HQ     F01983 SUPVY ACCTNT             E

             LEV4 0000 COUNT   1

             LEV3 10   COUNT   1

             LEV2 10   COUNT    1
```

Figure 107: New Career Appointments -- ACFO for Financial Operations -- FY XX

Supervisory Employee Listing

Report Number	**CULP0094**
Brief Description:	Provides an alphabetical list of supervisory employees with ORG structure and supervisory codes.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0094                    SUPERVISORY EMPLOYEE LISTING                    DATE xx/xx/xx PAGE 1
                                            AS OF xx/xx/xx

                          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AGENCY:  90 DM, OFC OF THE CHIEF FIN OFFC

LAST NAME        FIRST NAME   M        ORGANIZATIONAL          POSITION
                              I      STRUCTURE     CODES    SUPERVISORY CODE

DOE              JOHN         D      90-70-20-0600-1010            2

DOE              JANE         W      90-70-20-0200-10              2
```

Figure 108: Supervisory Employee Listing

Soil Scientists, Hydrologists, and Geologists

Report Number	**CULP0095**
Brief Description:	Provides a list of soil scientist, hydrologists, and geologists.
Sequence of Data:	ORG structure.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0095                    SOIL SCIENTISTS, HYDROLOGISTS AND GEOLOGISTS                                    PAGE      1
                                          OCCUPATIONAL SERIES CODE : 0470     ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
                                                 DATA AS OF XX/XX/XX

ORG-STRUCTURE-CODE-AGENCY   : 03  AGRICULTURAL RESEARCH SERVICE
ORG-STRUCTURE-CODE-2ND-LEV  : 01  HEADQUARTERS

                                                                                   PERSONNEL
                                                                   TYPE
          LEV-3     LEV-4     LAST NAME          FIRST NAME     GRADE   APPT      IP NO.       OFFICIAL TITLE

          02        0202      DOE                JOHN            15      01       006H1231     SOIL SCNTST

    OCC-SER TOTALS - :    1

    LEV-2  TOTALS  - :    1
```

Figure 109: Soil Scientists, Hydrologists, and Geologists

Time in Grade Comparison

Report Number	**CULP0096**
Brief Description:	Provides the number of employees in each year-in-grade category within each occupational series.
Sequence of Data:	Grade.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0096                    TIME IN GRADE COMPARISON -  AS OF xx/xx/xx                          PAGE      1
                                        CAREER AND CAREER-CONDITIONAL EMPLOYEES

                                              IN OCCUPATIONAL SERIES  0343

ORG STRUCTURE AGENCY = 90 - DM, OFFICE OF THE CHIEF FINANCIAL O              ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
ORG STRUCTURE LEV2   =    - DM, OFFICE OF THE CHIEF FINANCIAL OFFICER

          0-1     2      3      4      5      6      7      8      9     10   11-15  16-20  21-25   OVER 25
         YR IN  YR IN  YR IN  YR IN  YR IN  YR IN  YR IN  YR IN  YR IN  YR IN  YR IN  YR IN  YR IN   YR IN
  GRADE  GRADE  GRADE  GRADE  GRADE  GRADE  GRADE  GRADE  GRADE  GRADE  GRADE  GRADE  GRADE  GRADE   GRADE          TOTAL

   15      1                                                                                                          1
```

Figure 110: Time in Grade Comparison Career and Career-Conditional Employees

Worksheet for Permanent Two-Grade Interval Employees Recruited in Fiscal Year 19XX

Report Number	**CULP0098**
Brief Description:	Provides a list of new permanent two-grade interval employees within a selected fiscal year with effective date and PATCO Code. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
Sequence of Data:	Descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0098     WORKSHEET FOR PERMANENT TW0-GRADE INTERVAL EMPLOYEES RECRUITED IN FISCAL YEAR 1900

                              DATA AS OF XX/XX/XX      -- DATA FROM XX/XX/XX  THRU XX/XX/XX

                                          ACCTG PLCY & CONSLDTD REPTG DV
   AGENCY:   90   -  DM, OFC OF THE CHIEF FIN OFFC                          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
   LEVEL2:   10   -  ACFO FOR FINANCIAL OPERATIONS

                      LEV3  10 NEW ACCESSIONS:
                                                          OCC
                            LAST NAME        FIRST NAME   SER       GR     DATE  EFF        PATCO

                        DOE                  JOHN         0510      15     XXXXX/XX          001

                      LEV3    10 TOTAL NEW ACCESSIONS: ALL-   1    MINORITIES -     0       WOMEN -     0

                 "TWO-GRADE INTERVAL" EMPLOYEES ARE IN THE FOLLOWING  OCCUPATIONAL SERIES:

   0020 0023 0110 0142 0150 0160 0170 0190 0193 0201 0212 0221 0230 0233 0235 0260 0334 0340 0341 0342 0343 0345
   0401 0408 0414 0430 0434 0437 0454 0457 0460 0470 0480 0482 0486 0501 0504 0505 0510 0560 0801 0807 0808 0810
   0819 0830 0855 0880 0881 1035 1071 1081 1082 1084 1102 1103 1104 1170 1171 1315 1320 1350 1370 1373 1380 1529
   1640 1654 1701 1811 1825 2010 2030 2101 2150 2181      AND THE FOLLOWING AT GS-11 AND UP -- 0301 1001 1101

            LEV3  10 ADDITION (2-GR UPWARD MOB. OR INTERNAL CONVERSIONS ;  COOP-ED OR TEMPORARIES CONV. TO PERM)

    LAST NAME     FIRST NAME     OCC SER.  GR   EFF DATE  UP-MOB.OR INT.CONV?   SERIES-GR CONV.FROM  COOP-ED TO PERM  TEMP TO PERM

                      LEV2    10 TOTAL NEW ACCESSIONS: ALL-   1    MINORITIES -     0       WOMEN -     0
```

Figure 111: Worksheet for Permanent Two-Grade Interval Employees Recruited in Fiscal Year 19XX

Error Analysis for T&A Processing

Report Number	**CULP0099**
Brief Description:	Provides a list of T&As with missing personnel actions which require an action to be taken by the personnel office before the T&A can process. Additional security is required to generate this report because interface is made with TIME. Contact the ASO to obtain access.
Sequence of Data:	T&A contact point.
Report Updated:	After TIME is executed.

```
REPORT ID:  CULP0099                          ERROR ANALYSIS FOR T&A PROCESSING                          DATE PREPARED: XX/XX/XX
PROCESSING PAY PERIOD: 14      AGENCY:  FOREST SERVICE                                                    PASS NO. 02   PAGE      1
                                            SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

                                                   MISSING PERSONNEL ACTIONS

                                                                  MSG.  P/P ON
CONTACT POINT        E/O    NAME LAST            F M    SSNO      NO.    TA    ERROR MESSAGE DESCRIPTION

11 35 2502 00 00   5035    DOE                   J L    XXXXXXXXX  348    14    T&A CODED FINAL - NO SEPARATION ACTION
         ORG STRUCTURE - 11 53 01 0002 04

  *** CONTACT POINT TOTAL T&A-S:     1  TOTAL ERRORS:     1

                                  **  PERSONNEL DATA BASE NOT IN AGREEMENT WITH T&A CODING  **

11 35 2506 00 00   5035    DOE                   K L    XXXXXXXXX  233    14    EMPLOYEE INELIGIBLE FOR COLA/POST DIFFERENTIAL
         ORG STRUCTURE - 11 51 06 0000 00

  *** CONTACT POINT TOTAL T&A-S:     1  TOTAL ERRORS:     1

        *** EMPLOYING OFFICE TOTAL T&A-S:     2  TOTAL ERRORS:     2
```

Figure 112: Error Analysis for T&A Processing

Current Employees Use of Official Time for Union Business

Report Number	**CULP0100**
Brief Description:	Provides an alphabetical list of employees with pay transaction codes 35, 36, 37, and 38 and includes the number of accumulated hours for a specific pay period for each employee.
Sequence of Data:	Employee name.
Report Updated:	After BEAR is executed.

REPORT: CULP0100 CURRENT EMPLOYEES USE OF OFFICIAL TIME FOR UNION BUSINESS PAGE: 1
DATE: xx/xx/xx ACCUMULATED FOR PAY PERIOD 1913

DM, OFFICE OF THE CHIEF FINANCIAL OFFICER

CURRENT NAME LAST	FIRST	MI	ORG. STRUCTURE	PAY PLAN	GRADE	TRAN CODE	ACCUMULATED HOURS
DOE	JANE		90-70-20-0400-10100000	GS	11	37	8.00
DOE	JOHN		90-70-20-0200-10401000	GS	07	37	52.50

Figure 113: Current Employees Use of Official Time for Union Business

Mailing List of Residence Addresses

Report Name	**CULP0101**
Brief Description:	Provides a list of employees and their residence addresses.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0101                    MAILING LIST OF RESIDENCE ADDRESSES                                PAGE  1
DATE XX/XX/XX
                                   90 OCFO    DM, OFC OF THE CHIEF FIN OFFC
                             ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

 C M DOE                        M G DOE                        J A DOE    JR                G R DOE
 11  N RANDALL DRIVE            11  N RANDALL DR               70    B STREET            12   THIRD AVE

 SLIDELL              LA 70458  SLIDELL              LA 70458  COVINGTON           LA 70433  PICAYUNE             MS 39466

 D N DOE                        L Y DOE                        C A DOE                     D K DOE
 51  COUSIN STREET              52  WALL BLVD APT 165          14   NORTH GALVEZ STREET    47   WADE DRIVE

 SLIDELL              LA 70458  GRETNA               LA 70056  NEW ORLEANS         LA 70119  METAIRIE             LA 70003
```

Figure 114: Mailing List of Residence Addresses

Statistical Separation Report

Report Number	**CULP0102**
Brief Description:	Provides a list of the number of separations within a specific occupational series by State and includes the reason for the separation.
Sequence of Data:	Descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0102                                                                                    PAGE      1
DATE: XX/XX/XX
                                                U S D A
                                        DM, OFC OF THE CHIEF FIN OFFC
                                       STATISTICAL SEPARATION REPORT

                                  ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

 OCCUPATIONAL SERIES:  0080  SECUR ADM
                                                  SEPARATION      NUMBER OF
STATE NAME      STATE CODE     PAY PLAN     GRADE   (NOA) CODE     SEPARATIONS          REASON OR REMARKS

  LA              22
                                 GS          13        90205          1               TERMINATION-APPT IN(LOWER GRADE)

                 TOTAL SEPARATIONS BY OCC SER:     1
```

Figure 115: Statistical Separation Report

List of Position Numbers

Report Name	**CULP0103**
Brief Description:	Provides a list of employees' position numbers and other pertinent personnel information.
Sequence of Data:	Pay plan and grade.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0103                    LIST OF POSITION NUMBERS  AS OF                                          PAGE 1

                                            DM, OFC OF THE CHIEF FIN OFFC
                                            PLANNING AND ACCT DIVISION

                                   ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

    ORG LEVEL 3    01              AUDIT FOLLOW UP AND RESLTION
    ORG LEVEL 4    0000
   OCC                                                                                   POS       DUTY STATION
PP SER   GR   IP NO.    MR NO.     SSN          LAST NAME            OFFICIAL TITLE      FLS BUS  SPV SEN T-A  CITY  STATE

GS 0510  13  001HQ      E00799  xxx-xx-xxxx      DOE          STAFF ACCTNT                 E  7777  8   1N  01  0010    DC
```

Figure 116: List of Position Numbers

Position Review List of Stay in School Employees

Report Number	**CULP0104**
Brief Description:	Provides a list of stay-in-school employees' position numbers and other pertinent personnel information.
Sequence of Data:	Pay plan and grade.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0104                POSITION REVIEW LIST OF STAY IN SCHOOL EMPLOYEES  AS OF  XX/XX/XX                PAGE      1

   AGENCY          03          AGR. RESEARCH SERVICE                          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
   ORG LEVEL 2     60          FIELD ORGANIZATION                                          MNGR/SUPVR DATA
   ORG LEVEL 3     66          SOU ATLANTIC AREA(ATHENS,GA)                                DUTIES    JOB DESC
   ORG LEVEL 4     6612        ATHENS, GA                                                  EFF ORG   ACCURATE
                        LAST     F                                     OCC          DUTY STATION
 IP NO.     MR NO.       NAME     I          OFFICIAL TITLE        PP SER  GR     CITY           ST  YES NO  YES NO     REMARKS

005A459     5A459  DOE              J  FNANCL TECHNCN               GS 0503 07 ATHENS            GA :   :   :   :   :

   ORG LEVEL 5     01          LOCATION SUPPORT STAFF                   COUNT  1

   ORG LEVEL 4     6612  COUNT   1

   ORG LEVEL 3     66    COUNT    1

   ORG LEVEL 2     60    COUNT   01

   AGENCY          03    COUNT   001
```

Figure 117: Position Review List of Stay in School Employees

List of Employees with Incorrect FLSA Codes

Report Number	**CULP0105**
Brief Description:	Provides an alphabetical list of employees with incorrect Fair Labor Standards Act (FLSA) codes.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0105                    LIST OF EMPLOYEES WITH INCORRECT FLSA CODES                                  PAGE      1
                                                 AS OF XX/XX/XX

   AGENCY:          11   -    FOREST SERVICE                                   ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
   ORG LEVEL 2:     01   -    NORTHERN REGION, R-1
   ORG LEVEL 3:     11   -    GALLATIN NAT'L FOR
   ORG LEVEL 4:     0000 -
                                                                    PAY      OCC
  LAST NAME      FIRST NAME  MI          OFFICIAL TITLE        FLSA  PLAN     SER     GRADE       MR NO.

DOE              JOHN          A   FRSTRY TECHNCN SMKJMPR        N     GS      0462     08        XXXXXX

   ORG LEVEL 4:    0000  COUNT   1

   ORG LEVEL 3:    11    COUNT    1

   ORG LEVEL 2:    01    COUNT   01
```

Figure 118: List of Employees with Incorrect FLSA Codes

Position Sensitivity Codes

Report Number	**CULP0106**
Brief Description:	Provides an alphabetical list of employees' position sensitivity codes for a selected ORG structure.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0106                          POSITION SENSITIVITY CODES          DATE AS OF  xx/xx/xx          PAGE 1

ORG-STRUCTURE-CODE-AGENCY  : 90    DM, OFFICE OF THE CHIEF FINANCIAL OFFICE
ORG-STRUCTURE-CODE-2ND-LEV : 04    PLANNING AND ACCOUNTABILITY DIVISION
ORG-STRUCTURE-CODE-3RD-LEV : 01    AUDIT FOLLOW UP AND RESLTION
ORG-STRUCTURE-CODE-4TH-LEV : 0000                                   ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

POS
SEN  DUTY STATION                    EMPLOYEE NAME                      PP  OCC   GR   OFFICIAL TITLE              REMARKS
 CD  ST   CITY                 LAST              FIRST        SSNO          SER
 1N  DC   WASHINGTON           DOE               JOHN       xxx-xx-xxxx    GS  0510  13   STAFF ACCTNT

    TOTALS - :      1
```

Figure 119: Position Sensitivity Codes

Work Force Profile by Organizational Structure

Report Number	**CULP0107**
Brief Description:	Provides a list of the number of employees within each RNO. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
Sequence of Data:	Series and descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0107                                WORK FORCE PROFILE                                   PAGE 1
                                             BY ORGANIZATIONAL STRUCTURE     ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
AGENCY:  90    DM, OFC OF THE CHIEF FIN OFFC          AS OF XX/XX/XX            LEVEL 5: 00
LEVEL 2: 04    PLANNING AND ACCT DIVISION                                       LEVEL 6: 00
LEVEL 3: 01    AUDIT FOLLOW UP AND RESLTION                                     LEVEL 7: 00
LEVEL 4: 0000                                                                   LEVEL 8: 00

                                 PAY          WHITE  WHITE  BLACK  BLACK  HISP   HISP   ASIAN  ASIAN  AM.IND AM.IND      TOT
SERIES    TITLE                  PLAN   GRADE MALE   FEMALE MALE   FEMALE MALE   FEMALE MALE   FEMALE MALE   FEMALE      EMPL
0510  ACCOUNTING                 GS     13                           1                                                      1

                                        ---   ---    ---    ---    ---    ---    ---    ---    ---    ---         ---
 ORGANIZATIONAL LEVEL 4 TOTAL                                       1                                                      1

                                        ---   ---    ---    ---    ---    ---    ---    ---    ---    ---         ---
 ORGANIZATIONAL LEVEL 3 TOTAL                                       1                                                      1

                                        ---   ---    ---    ---    ---    ---    ---    ---    ---    ---         ---
 ORGANIZATIONAL LEVEL 2 TOTAL                                       1                                                      1
```

Figure 120: Work Force Profile by Organizational Structure

Employment Summary

Report Number	**CULP0108**
Brief Description:	Provides the number of permanent full-time, part-time, and other types of employees in active and nonduty status. The report also provides the ceiling and nonceiling count.
Sequence of Data:	Agency name.
Report Updated:	After PINE is executed.

REPORT ID: CULP0108 U.S. DEPARTMENT OF AGRICULTURE PAGE 1
DATE xx/xx/xx EMPLOYMENT SUMMARY ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

DIVISION	PFT CEILING	PFT	PFT NON-DUTY STATUS	PPT& OTHER CEILING	PPT& OTHER TOTAL	PPT	OTHER	PPT&OTHER NON-DUTY STATUS	NON-CEILING
OFFICE OF ADMV LAW JUDGES		12	0	><	0	0	0	0 ><	0
OVERSEAS DEPLOYMENT OFFICE		2	0	><	0	0	0	0 ><	0
OFF OF SMALL & DISADVNTGD BUS		8	0	><	0	0	0	0 ><	0
MANAGEMENT SERVICES		5	0	><	0	0	0	0 ><	0
OFF OF PROCURMT & PROP MGMT		83	0	><	2	1	1	0 ><	0
OFFICE OF OPERATIONS		205	0	><	4	4	0	0 ><	1
OFFICE OF HUMAN RESOURCES MGMT		99	0	><	3	2	1	0 ><	0
TOTAL - DM, DEPARTMENTAL ADM		414	0	><	9	7	2	0 ><	1
ASST SEC FOR CIVIL RIGHTS		3	0	><	1	1	0	0 ><	0
OFFICE OF THE DIRECTOR		2	0	><	0	0	0	0 ><	0
ASSOC ASST SEC FOR CRTS		105	0	><	1	0	1	0 ><	0
COMPLIANCE, POLICY & TRAINING		1	0	><	0	0	0	0 ><	0
OFFICE OF ADJUDICATION		10	0	><	1	1	0	0 ><	0
PROGRAM PLANNING AND ACCOUNT		1	0	><	0	0	0	0 ><	0
DATA AND RECORDS MANAGEMENT		5	0	><	0	0	0	0 ><	0
TOTAL - ASST SEC FOR CIVIL RIGHTS		127	0	><	3	2	1	0 ><	0
DM, CORRESPONDENCE MANAGEMENT		21	0	><	0	0	0	0 ><	0
TOTAL - DM, CORRESPONDENCE MANAGEMENT		21	0	><	0	0	0	0 ><	0
CHIEF INFORMATION OFFICER		23	0	><	0	0	0	0 ><	0
CP&O		16	0	><	10	5	5	0 ><	0
ACIO TPA&E		36	0	><	0	0	0	0 ><	0
ACIO DATA CENTER OPERATIONS		177	0	><	0	0	0	0 ><	0
INTERNATIONAL TECHNOLOGY SRVCS		646	0	><	2	2	0	0 ><	1
ENS		24	0	><	0	0	0	0 ><	0
ACIO, ASOC		35	0	><	0	0	0	0 ><	0
EAS		39	0	><	2	2	0	0 ><	0
TOTAL - DM, OFF OF CHIEF INFO OFFCR		996	0	><	14	9	5	0 ><	1
OFFICE OF THE SECRETARY		0	0	><	1	0	1	0 ><	0
IMMEDIATE OFFICE		42	0	><	3	1	2	0 ><	0
TOTAL - OFFICE OF THE SECRETARY		42	0	><	4	1	3	0 ><	0
OFFICE OF THE DIRECTOR		2	0	><	0	0	0	0 ><	0
PRESS OPERATIONS		7	0	><	0	0	0	0 ><	0
CREATIVE DEVELOPMENT		59	0	><	0	0	0	0 ><	0
TOTAL - OFFICE OF COMMUNICATIONS		68	0	><	0	0	0	0 ><	0
OFF.OF THE GENERAL COUNSEL		12	0	><	0	0	0	0 ><	0
NATRL RES & ENVIR DIV		18	0	><	1	1	0	0 ><	1

Figure 121: Employment Summary

Employment of Veterans

Report Number	**CULP0109**
Brief Description:	Provides a list of the total number and percentage of veterans employed in the following categories: All Veterans, Veterans Status (Vietnam Era Veterans), Compensable Disability Veterans, and Veterans Readjustment Appointments.
Sequence of Data:	Agency name.
Report Updated:	After PINE is executed.

REPORT ID: CULP0109
DATE xx/xx/xx

U.S. DEPARTMENT OF AGRICULTURE
EMPLOYMENT OF VETERANS
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

PAGE 1

AGENCY	ALL VETERANS TOTAL	ALL VETERANS %	VETERANS STATUS TOTAL	VETERANS STATUS %	COMPENSABLE DISABILITY TOTAL	COMPENSABLE DISABILITY %	VETERANS READJUSTMENT APPOINTMENTS TOTAL	VETERANS READJUSTMENT APPOINTMENTS %	TOTAL EMPLOYMENT
AO AO, OFC OF ADV & OUTREACH	2	4.2	0	.0	0	.0	0	.0	48
DA DM, DEPARTMENTAL ADM	79	17.2	18	3.9	28	6.1	1	.2	458
EO ASST SEC FOR CIVIL RIGHTS	13	8.7	2	1.3	4	2.7	0	.0	150
ES DM, CORRESPONDENCE MANAGEMENT	3	13.0	0	.0	1	4.3	0	.0	23
FA FARM SERVICE AGENCY	319	7.1	92	2.0	94	2.1	12	.3	4,511
HL OFC OF HOMELND SECTY EMER CRD	21	34.4	1	1.6	7	11.5	0	.0	61
IT DM, OFF OF CHIEF INFO OFFCR	277	27.3	46	4.5	93	9.2	9	.9	1,014
NA NATIONAL APPEALS DIVISION	20	23.0	4	4.6	9	10.3	0	.0	87
01 OFFICE OF THE SECRETARY	1	1.0	0	.0	0	.0	0	.0	100
02 AGR. MARKETING SERVICE	314	7.7	103	2.5	63	1.5	11	.3	4,100
03 AGR. RESEARCH SERVICE	588	7.4	212	2.7	83	1.0	35	.4	7,982
07 RURAL HOUSING SERVICE	399	9.0	91	2.1	136	3.1	22	.5	4,432
08 RISK MANAGEMENT AGENCY	48	10.6	13	2.9	10	2.2	2	.4	453
10 FOREIGN AGR. SERVICE	31	3.4	6	.7	8	.9	0	.0	909
11 FOREST SERVICE	4647	13.3	1227	3.5	1044	3.0	401	1.1	34,927
13 OFFICE OF COMMUNICATIONS	10	12.7	3	3.8	3	3.8	0	.0	79
14 OFF.OF THE GENERAL COUNSEL	14	4.7	3	1.0	1	.3	0	.0	296
15 RURAL UTILITIES SERVICE	27	9.8	11	4.0	3	1.1	0	.0	275
16 NATURAL RESOURCES CONSV SERVCE	811	7.2	223	2.0	229	2.0	37	.3	11,266
18 ECONOMIC RESEARCH SERVICE	13	3.9	2	.6	3	.9	0	.0	330
20 NATL AGRL STATISTICS SERVICE	107	7.4	14	1.0	27	1.9	2	.1	1,446
22 NATL INST OF FOOD & AGRICULTR	21	4.9	1	.2	3	.7	3	.7	430

Figure 122: Employment of Veterans

Years of Service at the End of Current Year 19XX for Purposes of Retirement Eligibility

Report Number	**CULP0110**
Brief Description:	Provides a list of the number of career and career-conditional employees in each service year range.
Sequence of Data:	ORG structure and series.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0110      YEARS OF SERVICE AT THE END OF CURRENT-YEAR 1900 FOR PURPOSES OF RETIREMENT ELIGIBILITY        PAGE     12
                                CAREER AND CAREER-CONDITIONAL EMPLOYEES

                                        DATA AS OF xx/xx/xx        ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                                     OCCUPATIONAL-SERIES:  0525

   AGENCY:   90   -  DM, OFC OF THE CHIEF FIN OFFC
   LEVEL2:   10   -  ACFO FOR FINANCIAL OPERATIONS
                                Y E A R S        O F        S E R V I C E

LEV3     0-5      6-10     11-15    16-20    21-25    26-30    31       32       33       34       35       36       37+      TOTAL
30         4                  4        3                 1                                  1                 1                         14

         ---      ---      ---      ---      ---      ---      ---      ---      ---      ---      ---      ---      ---      ----
SERIES     4                  4        3                 1                                  1                 1                         14

         ---      ---      ---      ---      ---      ---      ---      ---      ---      ---      ---      ---      ---      ----
LEV-2     37       18       23       32       48       25        5        6        1        2        3        6       36       242
```

Figure 123: Years of Service at the End of Current-Year 19XX for Purposes of Retirement Eligibility Career and Career-Conditional Employees

Employee Listing Within Organizational Structure

Report Number	**CULP0111**
Brief Description:	Provides a list of employees within a specific ORG structure.
Sequence of Data:	Pay plan and descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0111                    EMPLOYEE LISTING WITHIN ORGANIZATIONAL STRUCTURE                                  PAGE 1
DATE  XX/XX/XX                       ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                  AGENCY     90 - DM, OFC OF THE CHIEF FIN OFFC
                  LEVEL 2    05 - INTERNAL CONTROLS
                  LEVEL 3    00 -
                  LEVEL 4  0000 -

                                M  PAY    OCC                                                   TYPE TYPE    NTE      SCD/WGI
 LAST NAME        FIRST NAME     I  PLAN  SERIES  GRADE STEP  POSITION TITLE       IP NO     MR NO  EMP  APPT    DATE      DATE

 DOE              JOHN              GS    0510    09    01   SYS ACCTNT           058621   F11142  1    02               10-07-12

                        TOTAL LEVEL 4 (0000)          1

                        TOTAL LEVEL 3 (00)            1

                        TOTAL LEVEL 2 (05)            1
```

Figure 124: Employee Listing Within Organizational Structure

Minority Employment by Organization

Report Number	**CULP0112**
Brief Description:	Provides a list of the number and percentage of male and female employees within each RNO. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
Sequence of Data:	Agency code.
Report Updated:	After PINE is executed.

REPORT ID CULP0112 — MINORITY EMPLOYMENT BY ORGANIZATION — PAGE 1
DATA AS OF xx/xx/xx

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AGENCY CD NAME	MINORITY MALE	MINORITY FEM	BLACK MALE	BLACK FEM	HISPANIC MALE	HISPANIC FEM	ASIAN AMERICAN MALE	ASIAN AMERICAN FEM	NATIVE AMERICAN MALE	NATIVE AMERICAN FEM	OTHER MALE	OTHER FEM	TOTAL EMPLOYEES MALE	TOTAL EMPLOYEES FEM
xx xxxx	113	355	84	314	19	19	8	16	2	6	380	482	493	837
	8.5%	26.7%	6.3%	23.6%	1.4%	1.4%	.6%	1.2%	.2%	.5%	28.6%	36.2%		
TOTAL DEPT	113	355	84	314	19	19	8	16	2	6	380	482	493	837
	8.5%	26.7%	6.3%	23.6%	1.4%	1.4%	.6%	1.2%	.2%	.5%	28.6%	36.2%		

Figure 125: Minority Employment by Organization

Permanent Workforce - Analysis of Work Force: White Collar (GS, GM, SES and All Other)

Report Number	**CULP0113**
Brief Description:	Provides a list of the number and percentage of white collar employees. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access. This report is also system generated and mailed to the users upon request. See the Payroll/Personnel Output (PPO) procedure manual located under the Reporting publication category on the Publications page of the NFC Web site.
Sequence of Data:	Handicap category.
Report Updated:	After PINE is executed.

REPORT: CULP0113 PERMANENT WORKFORCE - ANALYSIS OF WORK FORCE: WHITE COLLAR (GS,GM,SES AND ALL OTHER) PAGE: 1
EEO-M0-713, EEOC FORM 440
AS OF xx/xx/xx AGENCY: xx xx

CATEGORY	GS-01 #EMP %	GS-02 #EMP %	GS-03 #EMP %	GS-04 #EMP %	GS-05 #EMP %	GS-06 #EMP %	GS-07 #EMP %	GS-08 #EMP %	GS-09 #EMP %	GS-10 #EMP %	GS-11 #EMP %	GS-12 #EMP %	GS/GM13 #EMP %	GS/GM14 #EMP %	GS/GM15 #EMP %	SES #EMP %	OTH #EMP %	TOT #EMP %
NOT-IDENT	0	0	0	0	2	1	6	0	1	0	2	4	3	2	0	0	0	21
00-01	.0	.0	.0	.0	9.5	4.7	28.5	.0	4.7	.0	9.5	19.0	14.2	9.5	.0	.0	.0	100.0
NO-DISB	0	0	0	0	38	44	191	7	70	5	120	255	258	91	26	8	0	1113
04-05	.0	.0	.0	.0	3.4	3.9	17.1	.6	6.2	.4	10.7	22.9	23.1	8.1	2.3	.7	.0	100.0
DISB-RPTD	0	0	0	3	14	6	21	3	9	0	22	34	25	11	5	1	0	154
06,13-94	.0	.0	.0	1.9	9.0	3.8	13.6	1.9	5.8	.0	14.2	22.0	16.2	7.1	3.2	.6	.0	100.0
TOTAL	0	0	0	3	54	51	218	10	80	5	144	293	286	104	31	9	0	1288
WORKFORCE	.0	.0	.0	.2	4.1	3.9	16.9	.7	6.2	.3	11.1	22.7	22.2	8.0	2.4	.6	.0	100.0

Figure 126: Permanent Workforce - Analysis of Work Force: White Collar (GS, GM, SES and All Other)

Employment Statistics by Sex

Report Number	**CULP0114**
Brief Description:	Provides a list of the total number, percentage, and average grade of male and female employees.
Sequence of Data:	Agency and pay plan.
Report Updated:	After PINE is executed.

REPORT ID CULP0114 — U S D A — PAGE 1

EMPLOYMENT STATISTICS BY SEX

DATA AS OF xx/xx/xx

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AGENCY	TOTAL EMPLOYMENT	PAY PLAN	AVERAGE GRADE	MALE EMPLOYMENT TOTAL	MALE EMPLOYMENT %	MALE EMPLOYMENT AVERAGE GRADE	FEMALE EMPLOYMENT TOTAL	FEMALE EMPLOYMENT %	FEMALE EMPLOYMENT AVERAGE GRADE
AMS									
	01	GS	05	0	.0%	00	01	100.0%	05
	01	GS	06	1	100.0%	06	00	.0%	00
	01	GS	04	1	100.0%	04	00	.0%	00
	01	GS	13	0	.0%	00	01	100.0%	13
	01	GS	09	0	.0%	00	01	100.0%	09
	01	GS	14	0	.0%	00	01	100.0%	14
	01	GS	14	0	.0%	00	01	100.0%	14
	01	GS	11	0	.0%	00	01	100.0%	11
	01	GS	12	0	.0%	00	01	100.0%	12
	01	GS	05	0	.0%	00	01	100.0%	05
	01	GS	12	1	100.0%	12	00	.0%	00
	01	GS	15	1	100.0%	15	00	.0%	00
	01	GS	13	1	100.0%	13	00	.0%	00
	01	GS	15	1	100.0%	15	00	.0%	00
	01	GS	12	1	100.0%	12	00	.0%	00
	01	GS	13	0	.0%	00	01	100.0%	13
	01	GS	14	0	.0%	00	01	100.0%	14
	01	GS	09	1	100.0%	09	00	.0%	00
	01	GS	11	0	.0%	00	01	100.0%	11
	01	GS	12	0	.0%	00	01	100.0%	12
	01	GS	13	0	.0%	00	01	100.0%	13
	01	GS	08	0	.0%	00	01	100.0%	08

Figure 127: Employment Statistics by Sex

Listing of Non-GM Employees (Performance Rating Data)

Report Number	**CULP0115**
Brief Description:	Provides a list of the dates of non-GM employees' performance ratings.
Sequence of Data:	Pay plan and descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0115                    LISTING OF NON-GM EMPLOYEES (PERFORMANCE RATING DATA)                          PAGE      1
DATE                                     ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                  AGENCY     90 - DM, OFC OF THE CHIEF FIN OFFC
                  LEVEL 2    00 -
                  LEVEL 3    00 -
                  LEVEL 4  0000 -

                                          M  PAY  OCC    GRADE/                          ORG LEVELS    PERFORMANCE  ENDING DATE OF
       SSN   LAST NAME         FIRST NAME  I  PLAN SERIES  STEP   OFFICIAL TITLE            5-8           RATING     RATING PERIOD

xxx-xx-xxxx  DOE               JANE           GS   0343   15/07  PROG ANAL              00-00-00-00       H5          09/30/12

                                                                                          TOTAL LEVEL 4 0000            1

                                                                                          TOTAL LEVEL 3 00              1

                                                                                          TOTAL LEVEL 2 00              1
```

Figure 128: Listing of Non-GM Employees (Performance Rating Data)

Listing of Employees With 7.5% Retirement Coverage by Organizational Structure

Report Number	**CULP0116**
Brief Description:	Provides an alphabetical list of active employees with a retirement coverage code of '6', Civil Service (CS) (Special) (CS 7.5% deductions under P.L. 93-350), or 'T', covered by the Federal Insurance Contributions Act (FICA) and by the CSRS at a special deduction rate (7.5% - for law enforcement and firefighter personnel).
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0116                    LISTING OF EMPLOYEES WITH 7.5% RETIREMENT COVERAGE                    PAGE    1

AGENCY:  11    FOREST SERVICE                    BY ORGANIZATIONAL STRUCTURE        LEVEL 5: 03  FIRE
LEVEL 2: 03    SOUTHWESTERN REGION, R-3               AS OF  XX/XX/XX                LEVEL 6: 00
LEVEL 3: 09    PRESCOTT NATIONAL FOREST                                              LEVEL 7: 00
LEVEL 4: 0000                                                                        LEVEL 8: 00

                                       ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

  LAST NAME          FIRST NAME   MIDDLE NAME  DATE OF BIRTH       OCC.SERIES  PAY PLAN   GRADE    RETIREMENT-CODE

  DOE                JOHN         LLOYD        11/21/59            0462        GS         09          6

    TOTAL EMPLOYEES IN ORG-STRUC-LEVEL-6          01

    TOTAL EMPLOYEES IN ORG-STRUC-LEVEL-5          01

    TOTAL EMPLOYEES IN ORG-STRUC-LEVEL-4          01

    TOTAL EMPLOYEES IN ORG-STRUC-LEVEL-3          01
```

Figure 129: Listing of Employees With 7.5% Retirement Coverage by Organizational Structure

Permanent Workforce - Analysis of Work Force: Federal Wage System

Report Number	**CULP0117**
Brief Description:	Provides a list of the number and percentage of Federal Wage System employees. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access. This report is also system generated and mailed to the users upon request. See the PPO procedure manual located under the Reporting publication category on the Publications page of the NFC Web site.
Sequence of Data:	Handicap category.
Report Updated:	After PINE is executed.

REPORT: CULP0117 PERMANENT WORKFORCE - ANALYSIS OF WORK FORCE: FEDERAL WAGE SYSTEM PAGE: 1
EEO-M0-713, EEOC FORM 440
AS OF xx/xx/xx AGENCY: 90 DM, OFC OF THE CHIEF FIN OFFC

CATEGORY	WD/WG1 #EMP %	WD/WG2 #EMP %	WD/WG3 #EMP %	WD/WG4 #EMP %	WD/WG5 #EMP %	WD/WG6 #EMP %	WD/WG7 #EMP %	WD/WG8 #EMP %	WD/WG9 #EMP %	WD/WG10 #EMP %	WD/WG11 #EMP %	WD/WG12 #EMP %	WD/WG13 #EMP %	WD/WG14 #EMP %	WD/WG15 #EMP %	OTH #EMP %	TOT #EMP %
NOT-IDENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00-01	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
NO-DISB	0	0	0	0	1	0	3	0	0	0	0	0	0	0	0	0	4
04-05	.0	.0	.0	.0	25.0	.0	75.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	100.0
DISB-RPTD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06,13-94	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
TOTAL	0	0	0	0	1	0	3	0	0	0	0	0	0	0	0	0	4
WORKFORCE	.0	.0	.0	.0	25.0	.0	75.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	100.0

Figure 130: Permanent Workforce - Analysis of Work Force: Federal Wage System

NAC&I Follow Up Worksheet

Report Number	**CULP0118**
Brief Description:	Provides an alphabetical list of employees, nature of action code, and effective date of accessions for the current pay period. The report could be used as a National Agency Check with Inquiry (NACI) follow up worksheet for security purposes.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

REPORT ID CULP0118 NAC&I FOLLOW UP WORKSHEET AS OF XX/XX/XX PAGE 1

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AGENCY CODE	LAST NAME	FIRST NAME	NATURE OF ACTION	EFFECTIVE DATE	NAC&I
11	DOE	JOHN	14237	07/14/13	
11	DOE	JANE	14237	07/14/13	
11	DOE	JUAN	14242	07/14/13	

Figure 131: NAC&I Follow Up Worksheet

Employee Listing by Merit Pay Pool Number

Report Number	**CULP0119**
Brief Description:	Provides an alphabetical list of employees within a specific merit pay pool.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0119                          U.S. DEPARTMENT OF AGRICULTURE                                          PAGE    1
DATE       XX/XX/XX                     EMPLOYEE LISTING BY MERIT PAY POOL NUMBER

                                   ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                 MERIT PAY POOL NUMBER  3413
                                 M                ORG STRUCT     D U T Y  S T A T I O N   OCC     PAY
  LAST NAME        FIRST NAME   I     SSN        LEVELS 1-4     CITY                 ST  SERIES PLAN GRADE    IP NO.

  DOE              JANE         L   XXX-XX-XXXX  34-10-01-0000  RIVERDALE            MD   0501   ES   00    DAES1135

                TOTAL EMPLOYEES IN POOL       1
```

Figure 132: Employee Listing by Merit Pay Pool Number

Employee Distribution Report

Report Number	**CULP0120**
Brief Description:	Provides the total number of full-time and part-time employees in each ORG structure level.
Sequence of Data:	Pay plan.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0120                    EMPLOYEE DISTRIBUTION REPORT                                    PAGE      1
                                              AS OF xx/xx/xx
                          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

    AGENCY:          90   -    DM, OFC OF THE CHIEF FIN OFFC
    ORG LEVEL 2:     00   -    DM, OFC OF THE CHIEF FIN OFFC
    ORG LEVEL 3:     00   -
    ORG LEVEL 4:     0000 -

                                      PAY PLAN            FULL TIME          PART TIME

                                         ES                   1

                                      GS/GM/GG                1

    ORG LEVEL 4:     0000  COUNT                              2

    ORG LEVEL 3:     00    COUNT                              2

    ORG LEVEL 2:     00    COUNT                              2
```

Figure 133: Employee Distribution Report

Report of Accessions -- Monthly

Report Number	**CULP0121**
Brief Description:	Provides a list of new employees within a specific month and ORG structure. The report is a counterpart of Report Number CULP0150 except sensitive data, age, and the RNO codes are included. It also provides an Account Nature of Action (Acc NOA) column which identifies the NOA code used on the accession personnel employee action that was processed for an employee. It contains sensitive data; additional security access is required. Contact the ASO to obtain access.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
CULP0121                          REPORT OF ACCESSIONS  --  MONTHLY                          PAGE     1
                                      MONTH XX       YEAR XX
                                         AS OF XX/XX/XX

AGENCY: 90    DM, OFC OF THE CHIEF FIN OFFC
LEV  2: 20    ACFO FINANCIAL POLICY & PLANNG
LEV  3: 50    INTERNAL CONTROLS DIVISION
LEV  4: 0000
SON#  : 5317

                 FIRST                      ACC  POSITION  PAY                BASE  OCC                          DATE
LAST NAME        NAME        MI             NOA  NUMBER    PLAN  GRADE        PAY   SERIES  T/E  T/A  AGE  RNO  ACCESSION
---------        -----       --             ---  --------  ----  -----       ----  ------  ---  ---  ---  ---  ---------
DOE              JOHN        J              130            GS       12   74872.00  0510    1    02    45       2012/12/02

TOTAL EMPLOYEES IN ORG_LEV4          1

TOTAL EMPLOYEES IN ORG_LEV3          1

TOTAL EMPLOYEES IN ORG_LEV2          1

                                  ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
```

Figure 134: Report of Accessions -- Monthly

Report of Separations -- Monthly

Report Number	**CULP0122**
Brief Description:	Provides a list of separated employees for a specific month and ORG structure. This report is a counterpart of Report Number CULP0151 except sensitive data, age, and RNO codes are included. It also provides a Separation (Sep) NOA column which identifies the NOA code used on the separation personnel action that was processed for an employee. It contains sensitive data; additional security access is required. Contact the ASO to obtain access.
Sequence of Data:	Employee name
Report Updated:	After PINE is executed.

```
CULP0122                          REPORT OF SEPARATIONS  --  MONTHLY                    PAGE     1
                                       MONTH XX       YEAR XX
                                           AS OF  XX/XX/XX

AGENCY: 90    DM, OFC OF THE CHIEF FIN OFFC
LEV  2: 40    ACFO FOR FINANCIAL SYSTEMS
LEV  3: 01    SYSTEMS SECURITY PROGRAM OFC
LEV  4: 0000
SON#  : 5317

                 FIRST                    SEP POSITION PAY              BASE OCC
LAST NAME        NAME        MI           NOA NUMBER   PLAN GRADE       PAY  SERIES T/E T/A TDY        BIR           DAS AGE
---------        -----       --           --- -------- ---- -----       ---- ------ --- --- ---        ---           --- ---
DOE              JOHN                     302 001HQ    GS      15 152635.00 2210   1   01  2013/05/29 1941/01/19  26428  72

TOTAL EMPLOYEES IN ORG_LEV4          1

TOTAL EMPLOYEES IN ORG_LEV3          1

TOTAL EMPLOYEES IN ORG_LEV2          1


                                  ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
```

Figure 135: Report of Separations -- Monthly

Summary of Accessions & Separations -- Monthly

Report Number	**CULP0123**
Brief Description:	Provides a list of the number of accessions and separations for a specific month within each ORG structure level.
Sequence of Data:	Pay plan.
Report Updated:	After PINE is executed.

```
CULP0123                    SUMMARY OF ACCESSIONS & SEPARATIONS  --  MONTHLY                    PAGE     1
                                  MONTH  XX       YEAR XX
                                      AS OF XX/XX/XX

AGENCY: 90    DM, OFC OF THE CHIEF FIN OFFC
LEV  2: 70    NFC OFFICE OF THE DIRECTOR
LEV  3: 08    NFC OFFICE OF THE DEPUTY DIR
LEV  4: 0200  HUMAN RESOURCES MANAGEMENT STAFF (HRMS)
SON#   : 5317

                              OCCUPATIONAL-SERIES: 0203

                                                ACCESSIONS   SEPARATIONS
PAY_PLAN
-------------------------------------------------------------------------
GS                                                   0            1

*TOTAL ORG_LEV4 0200                                 0            1
*TOTAL ORG_LEV3 08                                   0            1
*TOTAL ORG_LEV2 70                                   0            1
*TOTAL OCC_SER 0203                                  0            1


          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
```

Figure 136: Summary of Accessions & Separations -- Monthly

Seniority Listing

Report Name	**CULP0124**
Brief Description:	Provides a list of employees by tenure based on pay plan, grade, and date entered for present grade. For a list sorted by accession date, see Report CULP0090.
Sequence of Data:	Descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0124                    SENIORITY LISTING                                PAGE    1
AS OF                        AGENCY  xx  - xx

                        ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

        EMPLOYEE NAME                      BIRTH          SCD          PAY      GRADE      DATE ENT
    LAST                 FIRST             DATE           CSR          PLAN                  GRADE
  DOE                   JOHN             07-02-69       00-00-00       GS        04        07-01-12
  DOE                   JANE             09-29-37       12-04-81       GS        04        04-17-83

  DOE                   ANN
                                         10-22-90       00-00-00       GS        03        05-22-11


            AGENCY TOTAL - 1,330
```

Figure 137: Seniority Listing

Permanent Workforce - Analysis of Work Force: Types of Occupations

Report Number	**CULP0125**
Brief Description:	Provides a list of the number and percentage of all permanent employees.This report contains sensitive data; additional security access is required. Contact the ASO to obtain access. This report is also system generated and mailed to users upon request. See the PPO procedure manual located under the Reporting publication category on the Publications page of the NFC Web site.
Sequence of Data:	Handicap category.
Report Updated:	After PINE is executed.

REPORT: CULP0125 PERMANENT WORKFORCE - ANALYSIS OF WORK FORCE: TYPES OF OCCUPATIONS PAGE: 1
EEO-M0-713, EEOC FORM 440
AS OF xx/xx/xx AGENCY: 90 DM, OFC OF THE CHIEF FIN OFFC

CATEGORY	PROF %	ADM %	TECH %	CLER %	OTHER %	BLUE %	MIXED %	SUPV %	LDR %	NONSUP %	TOTAL %
NOT-AVAIL	3	11	4	3	0	0	0	0	0	0	21
00-01	14.2	52.3	19.0	14.2	.0	.0	.0	.0	.0	.0	100.0
NO-DISB	178	655	234	47	0	4	0	0	0	4	1118
04-05	15.9	58.5	20.9	4.2	.0	.3	.0	.0	.0	.3	100.0
DISB-RPTD	24	82	30	18	0	0	0	0	0	0	154
06,13-94	15.5	53.2	19.4	11.6	.0	.0	.0	.0	.0	.0	100.0
TOTAL	205	748	268	68	0	4	0	0	0	4	1293
WORKFORCE	15.8	57.8	20.7	5.2	.0	.3	.0	.0	.0	.3	100.0
TOTL-TARGETED	1	7	1	0	0	0	0	0	0	0	9
DISABILITIES	11.1	77.7	11.1	.0	.0	.0	.0	.0	.0	.0	100.0

Figure 138: Permanent Workforce - Analysis of Work Force: Types of Occupations

Position Locations by Series and Grade

Report Number	**CULP0126**
Brief Description:	Provides an alphabetical list of employees with official title and duty station.
Sequence of Data:	Series and descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0126                    POSITION LOCATIONS BY SERIES AND GRADE                                  PAGE     1
                                                AS OF XX/XX/XX
                              ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

                AGENCY:   90  DM, OFC OF THE CHIEF FIN OFFC
          PAY                                                                          DUTY STATION
SERIES    PLAN     GRADE        LAST NAME      FIRST NAME          OFFICIAL TITLE        CITY            ST

 0343     GS         09         DOE            JOHN          PROG ANAL                NEW ORLEANS      LA
 0343     GS         09         DOE            JANE          PROG ANAL                NEW ORLEANS      LA
 0343     GS         09         DOE            ANN           PROG ANAL                NEW ORLEANS      LA
```

Figure 139: Position Locations by Series and Grade

Overdue Performance Appraisals for Non-Merit Pay Employees

Report Number	**CULP0127**
Brief Description:	Provides a list of employees with overdue performance appraisals within an occupational series excluding employees in pay plan ES or GM and tenure group of "0". This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
Sequence of Data:	Series and descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0127                          U.S. DEPARTMENT OF AGRICULTURE                                    PAGE      1
AS OF  xx/xx/xx                   OVERDUE PERFORMANCE APPRAISALS FOR NON-MERIT PAY EMPLOYEES

AGENCY    90    - DM, OFC OF THE CHIEF FIN OFFC                          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
LEVEL 2   00    -
LEVEL 3   00    -
LEVEL 4   0000  -

                          EMPLOYEE NAME                PAY     OCC      GRADE/     PERFORMANCE     ENDING DATE OF
   SSN                LAST                FIRST        PLAN    SERIES    STEP        RATING        RATING PERIOD

xxx-xx-xxxx         DOE                 JOHN           GS      0343     15/07         H5             09/30/12

                    TOTAL LEVEL 4 - 0000 -      1

                    TOTAL LEVEL 3 - 00   -      1

                    TOTAL LEVEL 2 - 00   -      1
```

Figure 140: Overdue Performance Appraisals for Non-Merit Pay Employees

Unsatisfactory Performance Appraisals for Non-Merit-Pay Employees

Report Number	**CULP0128**
Brief Description:	Provides a list of employees with unsatisfactory performance ratings, excluding pay plans ES and GM.
Sequence of Data:	Series and descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0128                          U.S. DEPARTMENT OF AGRICULTURE                                          PAGE      3
AS OF XX/XX/XX                 UNSATISFACTORY PERFORMANCE APPRAISALS FOR NON-MERIT-PAY EMPLOYEES
AGENCY   FA    - FARM SERVICE AGENCY                                          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
LEVEL 2   5    - XXXXXXX
LEVEL 3  03    - XXX
LEVEL 4  0000  - XXXX OFFICE
                   EMPLOYEE NAME            PAY    OCC    GRADE/                          ORG LEVELS   PERFORMANCE  ENDING DATE OF
   SSN              LAST         FIRST     I  PLAN  SERIES   STEP     OFFICIAL TITLE          5-8         RATING     RATING PERIOD
000-00-0000  JOHN            ANDRE        C   GS    0303   07/06   OPERS TECHNCN        03-00-00-00      U          09/30/00
000-00-0000  WILLIAMSON      JONSON       H   GS    0475   11/07   AGRL MGMT SPECLST    05-00-00-00      M          09/30/00
                  TOTAL LEVEL 4 - 0000 -      2
                  TOTAL LEVEL 3 - 03   -      2
```

Figure 141: Unsatisfactory Performance Appraisals for Non-Merit-Pay Employees

Employees on Grade Retention

Report Number	**CULP0129**
Brief Description:	Provides a list of employees in grade retention with a pay rate determinant codes of A (Retained Grade - Different Position), B (Retained Grade - Same Position), E (Retained Grade and Special Rate - Different Position), F (Retained Grade and Special Rate - Same Position), U (Retained Grade and Pay - Same Position), or V (Retained Grade and Pay - Different Position).
Sequence of Data:	Pay rate determinant code.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0129                    EMPLOYEES ON GRADE RETENTION                                   PAGE      1
                                         AS OF  xx/xx/xx              ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

   AGENCY:        90          DM, OFC OF THE CHIEF FIN OFFC
   ORG-LEVEL 2:   70          NFC OFFICE OF THE DIRECTOR
   ORG-LEVEL 3:   40          GOVT EMPLOYEES SRVCS DIVISION
   ORG-LEVEL 4:   70          PERSONNEL PROCESSING BRANCH
 PAY-RATE                                                   PAY    OCC              BASE    RET-PAY  RET-OCC  RET        EXP
 DET CODE         LAST NAME     FIRST NAME  MI        SSNO  PLAN   SER  GRADE       SAL      PLAN    SERIES GRADE       DATE

   A          DOE             JOHN                xxx-xx-xxxx  GS    0344   06     38,627.00   GS      0344    07      03/06/07

   ORG-LEV4 TOTAL             1

   ORG-LEV3 TOTAL             1

   ORG-LEV2 TOTAL             1

   AGENCY TOTAL        1
```

Figure 142: Employees on Grade Retention

Employees on Pay Retention

Report Number	**CULP0130**
Brief Description:	Provides a list of employees in grade retention with a pay rate determinant code of J (Retained Pay - Same Position), K (Retained Pay - Different Position), or R (Retained Pay - SES Removal).
Sequence of Data:	Pay rate determinant code.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0130                          EMPLOYEES ON PAY RETENTION                                          PAGE   1
                                               AS OF  xx/xx/xx

   AGENCY:          90          DM, OFC OF THE CHIEF FIN OFFC                ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
   ORG-LEVEL 2:     70          NFC OFFICE OF THE DIRECTOR
   ORG-LEVEL 3:     20          GOVT EMPL SERVICES DIV
   ORG-LEVEL 4:     00          PAYROLL ACCOUNTING DRCTR (PAD)
 PAY-RATE                                                   PAY    OCC            BASE   RET-PAY  RET-OCC  RET        EXP
 DET CODE         LAST NAME     FIRST NAME  MI        SSNO  PLAN   SER  GRADE     SAL      PLAN    SERIES GRADE      DATE

   J          DOE             JOHN                          GS    0503   07    50,812.00          0000    00      00/00/00

   ORG-LEV4 TOTAL             1
```

Figure 143: Employees on Pay Retention

Employees with Pay Rate Determinant Code

Report Number	**CULP0131**
Brief Description:	Provides a list of employees with a pay rate determinant code not equal to zero.
Sequence of Data:	Pay rate determinant code.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0131                    EMPLOYEES WITH PAY RATE DETERMINANT CODE                                    PAGE      1
                                                AS OF  XX/XX/XX

   AGENCY:          90            DM, OFC OF THE CHIEF FIN OFFC                  ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
   ORG-LEVEL 2:     40            ACFO FOR FINANCIAL SYSTEMS
   ORG-LEVEL 3:     01            SYSTEMS SECURITY PROGRAM OFC
   ORG-LEVEL 4:     00
 PAY-RATE                                                          PAY   OCC              BASE   RET-PAY  RET-OCC  RET        EXP
 DET CODE          LAST NAME      FIRST NAME  MI          SSNO    PLAN  SER  GRADE       SAL     PLAN    SERIES GRADE       DATE

   6            DOE             JOHN                  XXX-XX-XXXX  GS   2210   09     54,032.00           0000    00      00/00/00

   ORG-LEV4 TOTAL                1

   ORG-LEV3 TOTAL                1
```

Figure 144: Employees with Pay Rate Determinant Code

Specific Pay Rate Determinant Code

Report Number	**CULP0132**
Brief Description:	Provides a list of employees for a specific pay rate determinant code.
Sequence of Data:	Pay rate determinant code.
Report Updated:	After PINE is executed.

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

Figure 145: Specific Pay Rate Determinant Code

Master Record Number by Series and Grade for Permanent Full Time Employees

Report Number	**CULP0133**
Brief Description:	Provides a list of the number of permanent full-time employees within each master record number.
Sequence of Data:	Descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID CULP0133                          U.S. DEPARTMENT OF AGRICULTURE                                    PAGE      1
AS OF  XX/XX/XX          MASTER RECORD NUMBER BY SERIES AND GRADE FOR PERMANENT FULL TIME EMPLOYEES

AGENCY   90   - DM, OFC OF THE CHIEF FIN OFFC
LEVEL 2  00   -                                                  ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
LEVEL 3  00   -
LEVEL 4  0000 -

                         OCCUPATIONAL SERIES : 0343 - MANAGEMENT & PROGRAM ANALYSIS

                             GRADE        MASTER RECORD NUMBER       NUMBER OF EMPLOYEES
                              15                F02439                        1
                                                                   TOTAL GRADE 15 -   1

                              00               F00791                        1
                                                                   TOTAL GRADE 00 -   1

                             TOTAL LEVEL 4 - 0000 -       2
                             TOTAL LEVEL 3 - 00   -       2
                             TOTAL LEVEL 2 - 00   -       2
```

Figure 146: Master Record Number by Series and Grade for Permanent Full Time Employees

Earnings Limitation Status Report

Report Number	**CULP0134**
Brief Description:	Provides a list of employees and the master record number for grades 12 and above.
Sequence of Data:	Descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0134                    EARNINGS LIMITATION STATUS REPORT                                PAGE      1
                                              AS OF xx/xx/xx

AGENCY   90   - DM, OFC OF THE CHIEF FIN OFFC                    ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
LEVEL 2  00   -
LEVEL 3  00   -
LEVEL 4  0000 -

          EMPLOYEE NAME                          EARN-LMT   PAY          OCC    OFFICIAL
     LAST                FIRST          SSNO      CODE     PLAN   GRADE SER    TITLE
DOE                 JOHN            xxx-xx-xxxx    Y        GS     15    0343   PROG ANAL

                 TOTAL LEVEL 4 (0000)      1
                 TOTAL LEVEL 3 (00)        1
                 TOTAL LEVEL 2 (00)        1
```

Figure 147: Earnings Limitation Status Report

Probationary Period (Supervisor/Manager)

Report Number	**CULP0135**
Brief Description:	Provides an alphabetical list of employees in a supervisory/managerial probationary period. It also provides the commencement date of the probationary period.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0135                    PROBATIONARY PERIOD (SUPERVISOR/MANAGER)                                  PAGE      1
                                                  AS OF XX/XX/XX
                                ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

   AGENCY:        90   - DM, OFC OF THE CHIEF FIN OFFC
   EMPLOYING OFFICE:     5317
                                   STRUCTURE       OCC   PAY            DATE PROBATIONARY
    LAST NAME      FIRST NAME    MI  LEV2   LEV3    SER   PLAN  GRADE     PERIOD COMMENCED

   DOE            JOHN           P    10     30     0510   GS    13          06/03/12
   DOE            JANE                10     30     0343   GS    13          07/15/12

   ORG-LEV3 TOTAL    2

   ORG-LEV2 TOTAL    2
```

Figure 148: Probationary Period (Supervisor/Manager)

Supervisory Code and Average Grade Report for Permanent Full Time and Permanent Part Time Employees

Report Number	**CULP0136**
Brief Description:	Provides a list of the number of permanent full-time and part-time employees within each supervisory code.
Sequence of Data:	Pay plan and descending grade.
Report Updated:	After PINE is executed.

REPORT ID CULP0136 SUPERVISORY CODE AND AVERAGE GRADE REPORT PAGE 1
DATE PREPARED: xx/xx/xx FOR PERMANENT FULL TIME AND
PERMANENT PART TIME EMPLOYEES

** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **

AGENCY: 90 - DM, OFC OF THE CHIEF FIN OFFC

PAY-PLAN - GRADE	SUPERVISORY CODE 2	4	5	6	OTH	PERMANENT FULL-TIME	PERMANENT PART-TIME	TOTAL
GS 15	25	1	1		5	32		32
GS 14	53		3		49	105		105
GS 13	59		9	2	216	283	3	286
GS 12	1		1	1	292	293	2	295
GS 11	4				138	142		142
GS 10	1			2	2	5		5
GS 09	14				66	80		80
GS 08					10	10		10
GS 07					218	217	1	218
GS 06				1	50	51		51
GS 05					54	54		54
GS 04					3	3		3
TOTAL	157	1	14	6	1103	1275	6	1281
					AVERAGE GRADE:	10.72	11.67	

Figure 149: Supervisory Code and Average Grade Report for Permanent Full Time and Permanent Part Time Employees

Employees with Appointment Limitations

Report Number	**CULP0137**
Brief Description:	Provides an alphabetical list of employees with monetary, hour, and day appointment limitations.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0137                    EMPLOYEES WITH APPOINTMENT LIMITATIONS                                    PAGE      1
                                                 AS OF  xx/xx/xx

   AGENCY:          90   -        DM, OFC OF THE CHIEF FIN OFFC                  ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
   ORG LEVEL-2:     70   -        NFC OFFICE OF THE DIRECTOR
   ORG LEVEL-3:     20   -        GOVT EMPL SERVICES DIV
   ORG LEVEL-4:     0300 -        PAYROLL ACCOUNTING DRCTR (PAD)
                                                APPOINTMENT          APPNT LIM BALANCE      SERVICE     NTE
   LAST NAME     FIRST NAME  MI     SSNO          AUTHORITY      DOLLARS     HOURS     DAYS   YR DATE     DATE

 DOE             JOHN            xxx-xx-xxxx    SCH A213.3102G     309.00       .00      .00  10/05/11  00/00/00

   ORG-LEVL-4 TOTAL       1
   ORG-LEVL-3 TOTAL       1
   ORG-LEVL-2 TOTAL       1
   AGENCY TOTAL             1
```

Figure 150: Employees with Appointment Limitations

Listing of Intermittent Employees

Report Number	**CULP0138**
Brief Description:	Provides an alphabetical list of intermittent employees by duty station.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0138                    LISTING OF INTERMITTENT EMPLOYEES                        AS OF xx/xx/xx        PAGE      1

   AGENCY:          90   -        DM, OFC OF THE CHIEF FIN OFFC                  ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
   ORG LEVEL-2:     70   -        NFC OFFICE OF THE DIRECTOR
   ORG LEVEL-3:     20   -        GOVT EMPL SERVICES DIV
   DUTY-STATION     22 1690        LA   NEW ORLEANS
                                          APPNT LIM TOTAL          APPNT LIM BALANCE     SERVICE     NTE         C/Y
   LAST NAME     FIRST NAME  MI     SSNO      DOLLARS   HOURS    DAYS   DOLLARS   HOURS    DAYS   YR DATE     DATE      WK/DAYS

 DOE             JOHN              xxx-xx-xxxx  8,736.00     .00     .00    309.00     .00     .00  10/05/11  00/00/00

   TOTAL IN STATE         1
   ORG-LEVL-3 TOTAL       1
   ORG-LEVL-2 TOTAL       1
   AGENCY TOTAL             1
```

Figure 151: Listing of Intermittent Employees

Employee Listing

Report Number	**CULP0139**
Brief Description:	Provides a list of employees with pertinent personnel information.
Sequence of Data:	Pay plan and descending grade.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0139                                EMPLOYEE LISTING                                          PAGE      1
DATE xx/xx/xx

                    AGENCY     90 - DM, OFC OF THE CHIEF FIN OFFC              ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
                    LEVEL 2    00 -
                    LEVEL 3    00 -
                    LEVEL 4  0000 -

                             OCC                   OFFICIAL                          TY TY FL  DTY  POS    SCD       SCD        NTE
 EMPLOYEE NAME       PP  SER   GR/ST  SALARY TITLE                  MR NO.   IP NO.  EM AP SA  HRS  SEN    WGI      LEAVE      DATE
 DOE      JANE       ES  0505  00/00 179,700 DEPUTY CHIEF FINANCI F00791 001HQ     1  01  E  80    3N  00-00-00  06-28-92  00-00-00
 DOE      JOHN       GS  0343  15/07 148,510 PROG ANAL            F02439 90586735 1  01  E  80    1N  01-01-12  12-22-75  00-00-00

                    TOTAL FTP          =       2   TOTAL GW          =       0
                    TOTAL PTP          =       0   TOTAL YW          =       0
                    TOTAL AO           =       0   TOTAL-SR          =       0
                    TOTAL CEILING      =       2
                    TOTAL NON-CEILING  =       0
                    FTE                =       2.0

                    TOTAL-EMPS   =      2       SALARY TOTAL =     328,210.00     SR-SALARY  =           .00
```

Figure 152: Employee Listing

Permanent Full-Time Employees Absolute Retention Standing

Report Number	**CULP0140**
Brief Description:	Provides a four section report. The first three sections are (1) Permanent Full-Time Employees, (2) Permanent Part-Time Employees, and (3) Excepted Employees. Each section includes the employee's performance appraisal, official title, pay plan, series and grade, ORG structure, and veterans preference code. The fourth section is Temporary Employees and includes the employee's official title, pay plan, series, grade, and organizational structure. This report contains sensitive data; additional security access is required. Contact the ASO to obtain access.
Sequence of Data:	Subgroup and SCD.
Report Updated:	After PINE is executed.

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

Figure 153: Permanent Full-Time Employees Absolute Retention Standing

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

Figure 154: Temporary Employees Absolute Retention Standing

Experts and Consultants

Report Number	**CULP0141**
Brief Description:	Provides an alphabetical list of employees with selected personnel and payroll information on experts and consultants. Individuals are classified as experts or consultants based on the Agency-assigned authority code.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0141                    EXPERTS AND CONSULTANTS                                  PAGE      1
                                          AS OF  XX/XX/XX

    AGENCY          AO     AO, OFC OF ADV & OUTREACH
    ORG LEVEL 2     00     AO, OFC OF ADV & OUTREACH
    ORG LEVEL 3     00
    ORG LEVEL 4     0000

AG  LAST NAME        FIRST NAME    SSN          TITLE                          SALARY    AUTH EFF-DT    NTE-DT     TY-EMP
AO  DOE              JOHN          XXX-XX-XXXX  CONSULTANT                       496.00  H2L  12-18-11  12-28-12     3
AO  DOE              JANE          XXX-XX-XXXX  CONSULTANT                       403.28  H2L  10-26-11  10-25-12     3

                                   SENSITIVE PERSONNEL DATA - USE IS RESTRICTED
```

Figure 155: Experts and Consultants

Annual and Sick Leave Data Report

Report Number	**CULP0142**
Brief Description:	Provides an alphabetical list of employees' annual and sick leave data for the current leave year.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0142                          ANNUAL AND SICK LEAVE DATA REPORT                                PAGE     1

    AGENCY          90            DM, OFC OF THE CHIEF FIN OFFC
    ORG LEVEL 2     04            PLANNING AND ACCT DIVISION              ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
    ORG LEVEL 3     01            AUDIT FOLLOW UP AND RESLTION
    ORG LEVEL 4     0000

  SOCIAL                          A   N   N   U   A   L      L   E   A   V   E            S   I   C   K      L   E   A   V   E
 SEC. NO.      LAST NAME      CARRY-OVER   EARNED       USED      FORFEIT     BALANCE       CARRY-OVER  EARNED      USED    BALANCE

 xxx-xx-xxx    DOE                240.00       72        0.00        0.50      312.00          357.25       36      0.00     393.25

                                  240.00       72        0.00        0.50      312.00          357.25       36      0.00     393.25

ORG LEVEL 5       00                                  1    EMPLOYEES
AVERAGE SICK LEAVE USED PER EMPLOYEE                      0.00
PERCENT SICK LEAVE USED AS PER AVAILABLE                  0.00

    ORG LEVEL 4     0000  COUNT   1

    ORG LEVEL 3     01    COUNT    1

    ORG LEVEL 2     04    COUNT   01
```

Figure 156: Annual and Sick Leave Data Report

Performance Reviews Due (Food Inspectors)

Report Number	**CULP0143**
Brief Description:	Provides an alphabetical list of food inspectors due 4-month reviews, 8-month reviews, and performance appraisals based on the month requested.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID  CULP0143                PERFORMANCE REVIEWS DUE (FOOD INSPECTORS) SEPTEMBER                          PAGE      1

   AGENCY          37          FOOD SAFETY & INSPECTION SRV                  ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
   ORG LEVEL 2     15          OFFICE OF FIELD OPERATIONS
   ORG LEVEL 3     20          REGULATORY OPERATIONS
   ORG LEVEL 4     0004        IMPORT INSPECTION DIVISION
                                                                          4-MONTH        8-MONTH        PERFORMANCE
          EMPLOYEE NAME                          DUTY  STATION           PERFORMANCE    PERFORMANCE    APPRAISAL
     LAST              FIRST        DATE         CITY            ST     REVIEW         REVIEW

   DOE               JANE           01/01      DETROIT            MI                        DUE

   DOE               JOHN           01/01      HAMTRAMCK          MI                        DUE

   ORG LEVEL 5     05          NORTHERN IMPORT FIELD OFFICE (DETRO      COUNT  2
```

Figure 157: Performance Reviews Due (Food Inspectors) Month

VMO Performance Reviews Due

Report Number	**CULP0144**
Brief Description:	Provides an alphabetical list of Veterinary Medical Officers (VMO) due 6-month reviews and performance appraisals based on the month selected.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

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

Figure 158: VMO Performance Reviews Due (Month)

Documents on the Future File

Report Number	**CULP0145**
Brief Description:	Provides a list of employees within a specific POI whose personnel actions and payroll documents are in the future file.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

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

Figure 159: Documents on the Future File

Documents on the Future File (350 Documents Only)

Report Number	**CULP0146**
Brief Description:	Provides a list of employees within a specific POI whose personnel actions are in the future file.
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0146                          ******************************                                PAGE        1
DATE:  XX/XX/XX                                   NATIONAL FINANCE CENTER
                                             DOCUMENTS ON THE FUTURE FILE
                                     AGENCY 11   SUBMITTING OFFICE NUMBER 0000
                                  ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
  LAST NAME        FIRST NAME          SSNO/        DOC            EFFECTIVE     PP    *** FOR PERSONNEL ACTIONS ONLY ***
                                       POS NUM      CODE           DATE          NO    NOA (1)      NOA (2)    AUTH DATE
  Doe              John                000000000    063            00/12/XX      21      7          02         00/12/00
  Doe              Jane                000000000    063            00/12/XX      21      7          02         00/12/00
  Doe              Jas                 000000000    063            00/26/XX      22      7          02         00/26/00
```

Figure 160: Documents on the Future File

Employees Using Designated Agent

Report Number	**CULP0147**
Brief Description:	Provides a list of employees whose checks are sent to a designated agent.
Sequence of Data:	POI and employee name.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0147                    NATIONAL FINANCE CENTER                          PAGE  6
                                 SENSITIVE PERSONNEL DATA - USE IS RESTRICTED
AGENCY XX                                                                      DATE XX/XX/XX
                                     EMPLOYEES USING DESIGNATED AGENT

                                      SOCIAL
                                     SECURITY        DESG      ORGANIZATIONAL
 SCN        EMPLOYEE NAME             NUMBER         AGNT        STRUCTURES
 -----      -----------------        ----------      ------     ---------------
 0000       DOE, JOHN                000000000        0000      00 04 0000 00 00 00 00
            DOE, JANE                000000000        0000      13 01 0000 00 00 00 00
            DOE, JOE                 000000000        0000      15 60 0000 00 00 00 00

TOTAL NUMBER OF EMPLOYEES USING DESIGNATED AGENT     26
```

Figure 161: Employees Using Designated Agent

Status of Lump Sum Payments

Report Number	**CULP0148**
Brief Description:	Provides an alphabetical list of separated employees who have an outstanding leave balance on the database. Employees who have been separated for 10 days or more and for whom lump sum payments have not been processed through the automated system are identified with an asterisk. This report also indicates whether or not an employee's last T&A was coded "final".
Sequence of Data:	Employee name.
Report Updated:	After PINE is executed.

```
REPORT ID CULP0148                          STATUS OF LUMP SUM PAYMENTS                                   PAGE   1
                                                 AS OF  xx/xx/xx


   AGENCY        90     DM, OFC OF THE CHIEF FIN OFFC
   ORG LEVEL 2   05     INTERNAL CONTROLS
   ORG LEVEL 3   00
   ORG LEVEL 4   0000
   SUBM OFFICE   5317

 SSNO         EMPLOYEE              T/A CONTACT    NATURE     SEPARATION    FINAL TYPE  PAY   LV    ANNUAL    SICK      COMP       REST
                NAME                   POINT       ACTION  EFF DATE  PP  YR  T/A  EMP   PLAN  CAT     LV       LV        LV         LV
-------------------------------------------------------------------------------------------------------------------------------------------
                                                                                                      CREDIT   RELIGIOUS
                                                                                                       HOURS     COMP
-------------------------------------------------------------------------------------------------------------------------------------------
*xxx-xx-xxxx DOE, JANE             11 0010 01 03  317     01/14/11  03  11  YES  F/T   GS    4       8.00      0.00      0.00      0.00
                                                                                                       0.00      0.00


 TOTAL EMPLOYEES     1

* EMPLOYEES WHO HAVE BEEN SEPARATED 90 DAYS OR MORE AND LUMP SUM PAYMENTS HAVE NOT BEEN PROCESSED----PLEASE VERIFY
```

Figure 162: Status of Lump Sum Payments

T&A Reject Percentage Report by Agency (Cumulative)

Report Number	**CULP0149**
Brief Description:	Provides statistical T&A data for the current processing pay period. It also provides Agency totals and percentages as well as corresponding year-to-date figures. Additional security access is required to generate this report because interface is made with TIME. To obtain access, contact your ASO.
Sequence of Data:	T&A contact point.
Report Updated:	After TIME is executed.

REPORT ID: CULP0149 DB 05 T & A REJECT PERCENTAGE REPORT BY AGENCY (CUMULATIVE) PAGE 1
DATE PREPARED: xx/xx/xx PAY PERIOD 09 PASS 99 TIME PREPARED: 18.28.08

	SCANNED T & A " S				TRANSMITTED T & A " S				TOTAL T & A " S			
CONTACT POINT	TOTAL T&A"S	TOTAL VALID	TOTAL REJECT	PER CENT	TOTAL T&A"S	TOTAL VALID	TOTAL REJECT	PER CENT	TOTAL T&A"S	TOTAL VALID	TOTAL REJECT	PER CENT
90-11-0010-01-01	0	0	0	0.0%	9	9	0	0.0%	9	9	0	0.0%
90-11-0010-01-02	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-11-0010-01-03	0	0	0	0.0%	42	42	0	0.0%	42	42	0	0.0%
90-11-0010-01-04	0	0	0	0.0%	5	5	0	0.0%	5	5	0	0.0%
90-11-0010-01-05	0	0	0	0.0%	2	2	0	0.0%	2	2	0	0.0%
90-11-0010-01-06	0	0	0	0.0%	8	8	0	0.0%	8	8	0	0.0%
90-11-0010-01-09	0	0	0	0.0%	26	26	0	0.0%	26	26	0	0.0%
90-11-0010-01-10	0	0	0	0.0%	4	4	0	0.0%	4	4	0	0.0%
90-11-0010-01-11	0	0	0	0.0%	3	3	0	0.0%	3	3	0	0.0%
90-11-0010-01-14	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-11-0010-01-20	0	0	0	0.0%	10	10	0	0.0%	10	10	0	0.0%
90-11-0010-01-42	0	0	0	0.0%	2	2	0	0.0%	2	2	0	0.0%
90-11-0010-01-51	0	0	0	0.0%	12	12	0	0.0%	12	12	0	0.0%
90-11-0010-01-60	0	0	0	0.0%	7	7	0	0.0%	7	7	0	0.0%
90-22-1690-01-01	0	0	0	0.0%	8	8	0	0.0%	8	8	0	0.0%
90-22-1690-01-06	0	0	0	0.0%	14	13	1	7.1%	14	13	1	7.1%
90-22-1690-01-39	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-01-52	0	0	0	0.0%	2	2	0	0.0%	2	2	0	0.0%
90-22-1690-03-37	0	0	0	0.0%	9	9	0	0.0%	9	9	0	0.0%
90-22-1690-03-39	0	0	0	0.0%	2	2	0	0.0%	2	2	0	0.0%
90-22-1690-03-43	0	0	0	0.0%	2	2	0	0.0%	2	2	0	0.0%
90-22-1690-03-95	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-04-01	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-04-16	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-04-40	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-04-44	0	0	0	0.0%	3	3	0	0.0%	3	3	0	0.0%
90-22-1690-05-13	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-05-17	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-05-18	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-05-31	0	0	0	0.0%	2	2	0	0.0%	2	2	0	0.0%
90-22-1690-05-44	0	0	0	0.0%	13	13	0	0.0%	13	13	0	0.0%
90-22-1690-05-52	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-05-73	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-05-89	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%
90-22-1690-05-94	0	0	0	0.0%	2	2	0	0.0%	2	2	0	0.0%
90-22-1690-05-97	0	0	0	0.0%	87	86	1	1.1%	87	86	1	1.1%
90-22-1690-06-96	0	0	0	0.0%	6	6	0	0.0%	6	6	0	0.0%
90-22-1690-07-30	0	0	0	0.0%	2	2	0	0.0%	2	2	0	0.0%
90-22-1690-07-91	0	0	0	0.0%	7	7	0	0.0%	7	7	0	0.0%
90-22-1690-07-92	0	0	0	0.0%	1	1	0	0.0%	1	1	0	0.0%

Figure 163: T&A Reject Percentage Report by Agency (Cumulative)

Report of Accessions -- Monthly (w/o Sensitive Data)

Report Number	**CULP0150**
Brief Description:	Provides a list of new employees within a specific month and ORG structure. This report is a counterpart of Report Number CULP0121 except sensitive data, age and RNO codes, are included. It also provides an ACC NOA column which identifies the NOA code used on the accession personnel action that was processed for an employee. Additional security access is required to generate this report because interface is made with the Personnel History Information System (PHIS) database. Contact the ASO to obtain access.
Sequence of Data:	Pay plan and grade.
Report Updated:	After PINE is executed.

```
CULP0150                    REPORT OF ACCESSIONS  --  MONTHLY (W/O SENSITIVE DATA)                PAGE     3
                                          MONTH 01       YEAR XX
                                                AS OF XX/XX/XX
AGENCY: XX
LEV  2: 05     XXXXX
LEV  3: 04     XXXXX
LEV  4: 0000   XXXX OFFICE
                 FIRST                          ACC  POSITION  PAY                BASE  OCC                DATE
LAST NAME        NAME          MI               NOA  NUMBER    PLAN  GRADE        PAY   SERIES  T/E  T/A  ACCESSION
---------        -----         --               ---  --------  ----  -----        ----  ------  ---  ---  ---------
DOE              JOHN          J                171  XXXXXXXX  GS       04   17447.00  0326    1    04   1997/01/19
DOE              JANE          M                171  XXXXXXXX  GS       04   17447.00  0326    1    04   1997/01/19
DOE              JOE           I                171  XXXXXXXX  GS       04   17447.00  0326    1    04   1997/01/19
TOTAL EMPLOYEES IN ORG_LEV4          3
TOTAL EMPLOYEES IN ORG_LEV3          5
```

Figure 164: Report of Accessions -- Monthly (W/O Sensitive Data)

Report of Separations -- Monthly (W/O Sensitive Data)

Report Number	**CULP0151**
Brief Description:	Provides a list of new employees within a specific month and ORG structure. This report is a counterpart of Report Number CULP0122 except sensitive data, age and RNO codes, are included. It also provides a Separated NOA column which identifies the NOA code used on the accession or separation personnel action that was processed for an employee. Additional security access is required to generate this report because interface is made with the PHIS database. Contact the ASO to obtain access.
Sequence of Data:	Pay plan and grade.
Report of Updated:	After PINE is executed.

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

Figure 165: Report of Separations -- Monthly (W/O Sensitive Data)

Leave Error Report

Report Number	**CULP0152**
Brief Description:	Provides year-to-date (YTD) data as contained in the database and leave data (accrued, used, and balance) for the pay period indicated. It is a duplicate of TIME 4004, Leave Error Report, that is mailed to Agencies to correct leave errors listed on the report. Additional security access is required because interface is made with TIME. To obtain access, contact your ASO.
Sequence of Data:	Employee name.
Report Updated:	After BEAR is executed.

```
REPORT ID: CULP0152                                LEAVE ERROR REPORT            DATE PREPARED: xx/xx/xx          PAGE    1
                                        SENSITIVE PERSONNEL DATA - USE IS RESTRICTED
CONTACT POINT: 90 22 1690 01 06              EMPLOYING OFFICE: 5317
                          *                                                    *
                          *                     DATA BASE                      *    TIME AND ATTENDANCE REPORT
                          *                                                    *
                          *                                                    *
                TYPE TYPE *   PRIOR      YTD      YTD      YTD      ENDING    P/T CARRYOVER *    ACCRUED   USED      END
  SSNO       PP LEAVE EMPL *  CARRYOVER EARNED    USED      CR      BALANCE      BALANCE    *   THIS PP  THIS PP  BALANCE

NAME: DOE, JANE                            SCD DATE: 07/23/01          A/L CATEGORY: 6
xxx-xx-xxxx   09  ANN   1                 12.00                        12.00                      6.00                6.00
                  SICK  1                  8.00                         8.00                      4.00                4.00

NAME: DOE, JOHN                            SCD DATE: 09/26/10          A/L CATEGORY: 4
xxx-xx-xxxx   09  COMP  1                                              118.75  **                23.50     38.50    154.00  **
** COMP ENDING BALANCE = (COMP-CURRENT-BAL + COMP-PRIOR-YR-BAL + COMP-BAL-REL-OBS + COMP-TRAVEL-BAL).

TOTAL EMPLOYEES:       2       TOTAL ERRORS:       3
```

Figure 166: Leave Error Report

Employees Eligible to Retire (FERS/CSRS Offset) Currently

Report Number	**CULP0153**
Brief Description:	Provides a list of FERS and CSRS Offset employees eligible to retire currently. For CSRS employees, see report CULP0001.
Sequence of Data:	Retirement coverage code.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0153                EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY                    PAGE     1
                                                    AS OF xx/xx/xx

   AGENCY              90              DM, OFC OF THE CHIEF FIN OFFC        ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
   ORG LEVEL 2         10              ACFO FOR FINANCIAL OPERATIONS
   ORG LEVEL 3         00
   ORG LEVEL 4 THRU 8 0000-00-00-00-00

                      LAST NAME          FIRST NAME     SSN          BIRTH DATE   SCD-RET    POI    RET     AGE   LENGTH  DUTY
 PAY-PL  SERS   GR    OFFICIAL TITLE                                                             CODE   YR MO  OF SRV  STATION

   ES    0510   00    DOE                JANE           xxx-xx-xxxx  05/26/51     03/03/02   5317    K     62 00    11    11-0010-001
                      ASSOCIATE CHIEF FINANCIAL OFFICE

         TOTAL EMPLOYEES FOR LEVEL 4                   1
```

Figure 167: Employees Eligible to Retire (FERS/CSRS Offset) Currently

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 1 Year

Report Number	**CULP0154**
Brief Description:	Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 1 year. For CSRS employees, see report CULP0002.
Sequence of Data:	POI and SCD.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0154                    EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 1 YEAR          PAGE  1
                                                          AS OF xx/xx/xx

   AGENCY              90                DM, OFC OF THE CHIEF FIN OFFC          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
   ORG LEVEL 2         10                ACFO FOR FINANCIAL OPERATIONS
   ORG LEVEL 3         30                CONTROLLER'S OPERATN DIVISION
   ORG LEVEL 4 THRU 8 0000-00-00-00-00

                     LAST NAME          FIRST NAME     SSN          BIRTH DATE   SCD-RET    POI    RET     AGE   LENGTH  DUTY
 PAY-PL  SERS   GR   OFFICIAL TITLE                                                                CODE   YR MO  OF SRV  STATION

   ES    0510   00   DOE                JOHN           xxx-xx-xxxx  12/26/45     01/20/02   5317    K     67 05    11    22-1690-071
                     DIR, CONTROLLER OPERATIONS DIVIS

         TOTAL EMPLOYEES FOR LEVEL 4                   1
```

Figure 168: Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 1 Year

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 2 Years

Report Number	**CULP0155**
Brief Description:	Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 2 years. For CSRS employees, see CULP0003.
Sequence of Data:	POI and SCD.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0155                EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 2 YEARS          PAGE    1
                                                    AS OF xx/xx/xx

   AGENCY              90              DM, OFC OF THE CHIEF FIN OFFC          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
   ORG LEVEL 2         10              ACFO FOR FINANCIAL OPERATIONS
   ORG LEVEL 3         20              TRANSPARENCY & ACCT REPORT DIV
   ORG LEVEL 4 THRU 8 0000-00-00-00-00

                       LAST NAME       FIRST NAME     SSN          BIRTH DATE   SCD-RET    POI    RET     AGE    LENGTH  DUTY
 PAY-PL  SERS   GR     OFFICIAL TITLE                                                                CODE    YR MO  OF SRV  STATION

  GS     0343   13     DOE             JOHN           xxx-xx-xxxx  08/19/52     02/26/07   5317    K      60 09    06     11-0010-001
                       MGMT & PROG ANALYS OFFCR

         TOTAL EMPLOYEES FOR LEVEL 4                   1
```

Figure 169: Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 2 Years

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 3 Years

Report Number	**CULP0156**
Brief Description:	Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 3 years. For CSRS employees, see CULP0004.
Sequence of Data:	POI and SCD.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0156                    EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 3 YEARS        PAGE   1
                                                        AS OF XX/XX/XX

   AGENCY              90                DM, OFC OF THE CHIEF FIN OFFC          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
   ORG LEVEL 2         10                ACFO FOR FINANCIAL OPERATIONS
   ORG LEVEL 3         30                CONTROLLER'S OPERATN DIVISION
   ORG LEVEL 4 THRU 8 0060-00-00-00-00   ACCOUNTING PROCESSING BRANCH

                       LAST NAME         FIRST NAME     SSN          BIRTH DATE   SCD-RET    POI    RET     AGE    LENGTH  DUTY
 PAY-PL  SERS   GR     OFFICIAL TITLE                                                            CODE   YR MO  OF SRV  STATION

  GS     0510   14     DOE               JOHN           xxx-xx-xxxx  09/02/54     01/27/91   5317   K      58 08    22    22-1690-071
                       SUPVY ACCTNT

  GS     0503   07     DOE               JANE           xxx-xx-xxxx  10/21/49     09/26/10   5317   K      63 07    02    22-1690-071
                       ADMINISTRATIVE PAYMENT  TECHNICI


        TOTAL EMPLOYEES FOR LEVEL 4
```

Figure 170: Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 3 Years

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 4 Years

Report Number	**CULP0157**
Brief Description:	Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 4 years. For CSRS employees, see CULP0005.
Sequence of Data:	POI and SCD.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0157                    EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 4 YEARS        PAGE  1
                                                          AS OF xx/xx/xx

   AGENCY              90              DM, OFC OF THE CHIEF FIN OFFC          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
   ORG LEVEL 2         10              ACFO FOR FINANCIAL OPERATIONS
   ORG LEVEL 3         10              ACCTG PLCY & CONSLDTD REPTG DV
   ORG LEVEL 4 THRU 8 0000-00-00-00-00

                     LAST NAME         FIRST NAME     SSN          BIRTH DATE   SCD-RET     POI    RET     AGE   LENGTH  DUTY
PAY-PL  SERS   GR    OFFICIAL TITLE                                                                CODE   YR MO  OF SRV  STATION

  GS    0510   14    DOE               JANE           xxx-xx-xxxx  04/03/49     05/25/81    5317    K     64 01    32    11-0010-001
                     STAFF ACCTNT

        TOTAL EMPLOYEES FOR LEVEL 4                   1
```

Figure 171: Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 4 Years

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 5 Years

Report Number	**CULP0158**
Brief Description:	Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 5 years. For CSRS employees, see CULP0006.
Sequence of Data:	POI and SCD.
Report Updated:	After PINE is executed.

```
REPORT ID: CULP0158                    EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 5 YEARS        PAGE     1
                                                          AS OF xx/xx/xx

   AGENCY              90                DM, OFC OF THE CHIEF FIN OFFC          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
   ORG LEVEL 2         10                ACFO FOR FINANCIAL OPERATIONS
   ORG LEVEL 3         00
   ORG LEVEL 4 THRU 8 0000-00-00-00-00

                       LAST NAME          FIRST NAME     SSN          BIRTH DATE   SCD-RET    POI    RET     AGE   LENGTH  DUTY
 PAY-PL  SERS   GR     OFFICIAL TITLE                                                             CODE   YR MO  OF SRV  STATION

  ES     0510   00     DOE                JANE           xxx-xx-xxxx  05/26/51     03/03/02   5317    K     62 00    11    11-0010-001
                       ASSOCIATE CHIEF FINANCIAL OFFICE

        TOTAL EMPLOYEES FOR LEVEL 4                      1
```

Figure 172: Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 5 Years

SPPS - Analysis of QSR Payments Within Department by Reason Code

Report Number:	**CULP0159**
Brief Description:	Provides a list of the total number and amount of quick service request (QSR) payments by reason code for the current pay period and year to date.
Sequence of Data:	Agency.
Report Updated:	After BEAR is executed.

```
CULP0159/SP05001                    SPECIAL PAYROLL PROCESSING SYSTEM                                  DATE: xx/xx/xx
                                          QUICK SERVICE REQUEST
                              ANALYSIS OF QSR PAYMENTS WITHIN DEPARTMENT BY REASON CODE                   PAGE    1
                                          PROCESSING PAY PERIOD NO/YR xx/xx
AG   U.S. DEPARTMENT OF AGRICULTURE
   AGENCY      POI      REASON        REASON                          --- CURRENT PAY PERIOD ---     ------ YEAR TO DATE ------
                         CODE       DESCRIPTION                        NO. REQUEST        AMOUNT     NO. REQUEST          AMOUNT

     90       5317        02        LATE ACCESSION                          0              .00            4            4700.00
                                                          POI 5317  TOTALS:  0              .00            4            4700.00
```

Figure 173: Special Payroll Processing System Quick Service Request Analysis of QSR Payments Within Department by Reason Code

SPPS - Transaction Register

Report Number	**CULP0160**
Brief Description:	Provides a list of the QSR payments processed each day. It also provides the employee's name, net pay, payment date, schedule number, and pay period of each QSR payment.
Sequence of Data:	SSN.
Report Updated:	QSR payments are processed each workday at 11 a.m. central time (CT). Requests entered after 11 a.m. CT will be updated and processed the following day.

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

Figure 174: Special Payroll Processing System Quick Service Request Transaction Register

SPPS - Quick Service Request Missing T&A Report

Report Number	**CULP0161**
Brief Description:	Provides a list of QSR payments for which T&As have not been received. It also provides employee's name, payment date, schedule number, payment amount, pay period, and year for each processed QSR payment.
Sequence of Data:	SSN.
Report Updated:	After BEAR is executed.

```
                                   SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

CULP0161/SPPS046                   SPECIAL PAYROLL PROCESSING SYSTEM                                   DATE: xx/xx/xx
 DEPT/AGCY: AG11                         QUICK SERVICE REQUEST
 POI:5091                               MISSING T & A REPORT                                                PAGE     1
                                  PROCESSING PAY PERIOD NO/YR  XX/XX
                                                                                          PAY       PAY
                                                   QSR PAYMENT  SCHEDULE    PAYMENT      PERIOD    PERIOD
      SSNO                EMPLOYEE NAME               DATE       NUMBER      AMOUNT      NUMBER    YEAR
  -----------  ----------------------------------------------  -----------  --------  -------  ------  ------
  XXX-XX-XXXX  DOE, JOHN                                       XX/XX/XXX    3Q1201  $  725.00     11      XX
```

Figure 175: Special Payroll Processing System Quick Service Request Missing T&A Report

SPPS - Indebtedness/Advanced Leave - Tax Credit Suspense Report

Report Number	**CULP0162**
Brief Description:	Provides a daily list of employees with advanced leave that has not been forgiven. The employee may or may not have a tax credit due which is calculated by NFC. When the Action Required column shows *Case Ready To Be Released*, the Agency must release the payment from Special Payroll Processing System (SPPS) Mainframe/Block Mode Format.
Sequence of Data:	SSN.
Report Updated:	Each SPPS process.

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

CULP0162/SP12501

SPECIAL PAYROLL PROCESSING SYSTEM
INDEBTEDNESS
ADVANCED LEAVE - TAX CREDIT
SUSPENSE REPORT

DATE: xx/xx/xx
PAGE 1

DEPARTMENT: AG
AGENCY: 90
POI: 5317

SSNO	EMPLOYEE NAME	SEPARATION DATE	TAX CREDIT AMOUNT	ACTION REQUIRED
xxxxxxxxx	DOE, JOHN	10/03/11	170.47	CASE READY TO BE RELEASED
xxxxxxxxx	DOE, JANE	12/31/11	684.96	CASE READY TO BE RELEASED

Figure 176: Special Payroll Processing System Indebtedness Advanced Leave - Tax Credit Suspense Report

SPPS - Death Case/Indebtedness Audit Errors for Processing Date XX/XX/XXXX

Report Number	**CULP0163**
Brief Description:	Provides a list of SPPS records that cleared all front-end edits but failed edits of the SPPS batch program.These errors must be corrected and released before disbursements can be made.
Sequence of Data:	SSN.
Report Updated:	Each SPPS process.

```
CULP0163/SPPS120                    SENSITIVE PERSONNEL DATA - USE IS RESTRICTED                    DATE:  XX/XX/XX
                                        SPECIAL PAYROLL PROCESSING SYSTEM                            PAGE    1
                                    DEATH CASE/INDEBTEDNESS AUDIT ERROR(S)
                                      FOR PROCESSING DATE XX/XX/XX
      DEPARTMENT: AG
          AGENCY: 11
             POI: 0000
            SSNO                EMPLOYEE NAME                                  ERROR/INFO MESSAGES
         000000000              Doe, John J                     00WARNING - DEBTS GREATER THAN NET PAY - NO DISBS.
```

Figure 177: Special Payroll Processing System Death Case/Indebtedness Audit Error(s) for Processing Date XX/XX/XX

SPPS - Death Case/Completed Claims by Agency/POI Through Calendar Year Ending 12/31/XX

Report Name	**CULP0164**
Brief Description:	Provides an annual list by SSN of deceased employee disbursements that have been made to the beneficiaries. If all payments sent to SPPS have not been disbursed, the amount remaining to be disbursed is shown in the Balance Remaining column. This report is produced at calendar yearend.
Sequence of Data:	POI and SCD.
Report Updated:	Each SPPS process.

```
CULP0164/SPPS161                    SENSITIVE PERSONNEL DATA - USE IS RESTRICTED                    PAGE 1
DATE: XX/XX/XX                          SPECIAL PAYROLL PROCESSING SYSTEM
                                                DEATH CASE
                                      COMPLETED CLAIMS BY AGENCY/POI
                                    THRU CALENDAR YEAR ENDING XX/XX/XX


 DEPARTMENT: AG
 AGENCY: 90
 POI: 5317

                                                  ------------- DATE OF -------------
                                                                 LAST        CLAIM              BALANCE
   SSNO                EMPLOYEE NAME                DEATH     DISBURSEMENT  COMPLETION          REMAINING
  XXXXXXXXX          DOE, JANE                   05/29/12     06/19/12     06/19/12                .00
```

Figure 178: Special Payroll Processing System Death Case Completed Claims by Agency/POI Thru Calendar Year Ending XX/XX/XX

SPPS - Death Case/Status of Active Claims by Agency/POI Through Quarter Ending XX/XX/XX

Report Name	**CULP0165**
Brief Description:	Provides a quarterly status of disbursement to the beneficiary/heir.
Sequence of Data:	Employee name.
Report Updated:	Each SPPS process.

```
                                   SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

CULP0165/SPPS162                      SPECIAL PAYROLL PROCESSING SYSTEM                                DATE: xx/xx/xx
                                                 DEATH CASE
                                   STATUS OF ACTIVE CLAIMS BY AGENCY/POI                                  PAGE    1
                                       THRU QUARTER ENDING xx/xx/xx

  DEPARTMENT: AG
  AGENCY: 90
  POI: 5317
  EMPLOYEE NAME: DOE, JOHN
  SSNO: xxxxxxxxx        DATE OF DEATH:  00/00/08
  DATE OF LAST DISBURSEMENT:  00/00/00
  NET AMOUNT(S) RECORDED    :
    PAYE DISBURSED          :        .00    NOT DISBURSED:      832.48
    MANUAL PAY DISBURSED    :        .00    OUTSTANDING   :        .00
    TAX CREDITS DISBURSED   :        .00    NOT DISBURSED:       68.96
                                          TOTAL RECORDED:      901.44
    NET AMOUNT(S) PROCESSED:
    DISBURSED TO CLAIMANTS :         .00
    PENDING/HOLD STATUS    :         .00
    COLLECTIONS            :         .00

                                       TOTAL PROCESSED:          .00

                       BALANCE REMAINING TO BE DISBURSED:      901.44
  EMPLOYEE NAME: DOE, JANE
  SSNO: xxxxxxxxx        DATE OF DEATH:  04/08/05
  DATE OF LAST DISBURSEMENT:  00/00/00
  NET AMOUNT(S) RECORDED    :
    PAYE DISBURSED          :        .00    NOT DISBURSED:      634.67
    MANUAL PAY DISBURSED    :        .00    OUTSTANDING   :        .00
    TAX CREDITS DISBURSED   :        .00    NOT DISBURSED:       52.57
                                          TOTAL RECORDED:      687.24
    NET AMOUNT(S) PROCESSED:
    DISBURSED TO CLAIMANTS :         .00
    PENDING/HOLD STATUS    :         .00
    COLLECTIONS            :         .00

                                       TOTAL PROCESSED:          .00

                       BALANCE REMAINING TO BE DISBURSED:      687.24
```

Figure 179: Special Payroll Processing System Death Case Status of Active Claims by Agency/POI Thru Quarter Ending XX/XX/XX

SPPS - Indebtedness/Active Cases as of XX/XX/XX

Report Name	**CULP0166**
Brief Description:	Provides a list of outstanding SPPS indebtedness cases and the number of days held in SPPS.
Sequence of Data:	SSN.
Report Updated:	Each SPPS process.

```
                                   SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

 CULP0166/SPPS121                    SPECIAL PAYROLL PROCESSING SYSTEM                                  DATE: xx/xx/xx
                                            INDEBTEDNESS
                                   ACTIVE CASES AS OF xx/xx/xx                                          PAGE:  1

DEPARTMENT: AG
    AGENCY: 90
       POI: 5317
                                                   ------------- DATE -------------      NUMBER OF DAYS
  SSNO                EMPLOYEE NAME                OF TERMINATION   RECORDED IN SPPS      ACTIVE IN SPPS
---------  ----------------------------------------  --------------  ---------------     ---------------
xxxxxxxxx    DOE, JOHN                                 09/16/06         10/03/06            0002425
xxxxxxxxx    DOE, JANE                                 09/27/00         10/14/00            0004605
```

Figure 180: Special Payroll Processing System Indebtedness Active Cases as of XX/XX/XX

SPPS - Indebtedness Advanced Leave Hours Collected by SPPS for Processing Pay Period/Yr XX/XX

Report Name	**CULP0167**
Brief Description:	Provides a list of separated employees who are indebted for leave, the type of advanced leave, and the number of advanced leave hours collected through SPPS. The hours collected must be deleted from the database using the Time Inquiry - Leave Update System (TINQ).
Sequence of Data:	SSN.
Report Updated:	Each SPPS process.

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

Figure 181: Special Payroll Processing System Indebtedness Advanced Leave Hours Collected by SPPS for Processing Pay Period/YR XX/XX/XX

Status of Documents by SSN

Report Name	**CULE0001**
Brief Description:	Provides a list of employees with documents on the Personnel Action Processing System (PACT) or Payroll/Personnel Remote Entry System (PRES) database and the status of the documents. Note: PACT and PRES are retired systems and used as a reference only.
Sequence of Data:	SSN.
Report Updated:	When documents are successfully added in PACT or PRES. Note: PACT and PRES are retired systems and used as a reference only.

```
REPORT ID: CULE0001                                NATIONAL FINANCE CENTER                                                    PAGE        1
DATE:      XX/XX/XX                          PERSONNEL REMOTE ENTRY SYSTEM (PACT/PRES)
                                          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
     SERVICING AGENCY-00  AGENCY-00                   STATUS OF DOCUMENTS BY SSN
 AGCY          SSN/                        PORM          NATURE OF ACTION    EFF       AUTH      ENTRY  OPER USER
  CD  POI     POS. NO.  LAST NAME           NO.      PP    1ST      2ND       DATE      DATE      DATE   INIT  ID    STATUS
  00  0000  000000000  JONES              SF-1198    18                                        XX/XX/XX RYM NP000   RELEASED-PRINT ONLY
  00  0000  000000000  DOE                AD-350A    18  877              XX/XX/XX XX/XX/XX XX/XX/XX NRA NP000   RELEASED-PRINT ONLY
```

Figure 182: Personnel Remote Entry System (PACT/PRES) Status of Documents by SSN

Status of Documents by Form Number

Report Name	**CULE0002**
Brief Description:	Provides a list of employees with documents on the PACT or PRES database and the status of the documents. Note: PACT and PRES are retired systems and used as a reference only.
Sequence of Data:	Form number.
Report Updated:	When documents are successfully added in PACT or PRES. Note: PACT and PRES are retired systems and used as a reference only.

```
REPORT ID: CULE0002                          NATIONAL FINANCE CENTER                                   PAGE      1
DATE:      XX/XX/XX                     PERSONNEL REMOTE ENTRY SYSTEM (PACT/PRES)
                                   ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
     SERVICING AGENCY-00  AGENCY-00          STATUS OF DOCUMENTS BY FORM NO.
 AGCY        FORM                 SSN/          NATURE OF ACTION   EFF      AUTH     ENTRY  OPER USER
  CD  POI     NO.   LAST NAME     POS. NO.    PP    1ST     2ND      DATE     DATE     DATE   INIT  ID    STATUS
  00  0000  AD-581  Doe           000000000   18                                     XX/XX/XX NRA NP000   RELEASED-PRINT ONLY
  00  0000  AD-581  Doe           000000000   18                                     XX/XX/XX NRA NP000   RELEASED-PRINT ONLY

            TOTAL          2
```

Figure 183: Personnel Remote Entry System (PACT/PRES) Status of Document by Form No.

Status of Documents by Status Code

Report Number	**CULE0003**
Brief Description:	Provides a list of employees with documents on the PACT or PRES database and the status of the documents. Note: PACT and PRES are retired systems and used as a reference only.
Sequence of Data:	Status code.
Report Updated:	When documents are successfully added in PACT or PRES. Note: PACT and PRES are retired systems and used as a reference only.

```
REPORT ID: CULE0003                                NATIONAL FINANCE CENTER                                          PAGE      1
DATE:      XX/XX/XX                          PERSONNEL REMOTE ENTRY SYSTEM (PACT/PRES)
                                          ** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED **
     SERVICING AGENCY-00  AGENCY-00                STATUS OF DOCUMENTS BY STATUS CODE
 AGCY          SSN/                    FORM        NATURE OF ACTION    RPF       AUTH      ENTRY  OPER USER
  CD  POI     POS. NO.  LAST NAME        NO.      PP   1ST      2ND      DATE      DATE      DATE   INIT  ID    STATUS
  00  0000  000000000  WILLIAMS       AD-581     18                                        XX/XX/XX NRA NP000   RELEASED-PRINT ONLY
  00  0000  000000000  JONSON         AD-581     18                                        XX/XX/XX NRA NP000   RELEASED-PRINT ONLY
  00  0000  000000000  JONS           AD-581     18                                        XX/XX/XX MNJ NP000   RELEASED-PRINT ONLY
```

Figure 184: Personnel Remote Entry System (PACT/PRES) Status of Documents by Status Code

Status of Documents by Effective Pay Period

Report Name	**CULE0004**
Brief Description:	Provides a list of employees with documents on the PACT or PRES database and the status of the documents. Note: PACT and PRES are retired systems and used as a reference only.
Sequence of Data:	Effective pay period.
Report Updated:	When documents are successfully added in PACT or PRES. Note: PACT and PRES are retired systems and used as a reference only.

```
REPORT ID: CULE0004                                NATIONAL FINANCE CENTER                                          PAGE      1
DATE:      XX/XX/XX                          PERSONNEL REMOTE ENTRY SYSTEM (PACT/PRES)
                                          ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
     SERVICING AGENCY-00  AGENCY-00          STATUS OF DOCUMENTS BY EFFECTIVE PAY PERIOD
 AGCY          SSN/                        FORM        NATURE OF ACTION    EFF      AUTH      ENTRY   OPER USER
  CD  POI     POS. NO.  LAST NAME           NO.      PP    1ST     2ND      DATE     DATE      DATE   INIT  ID    STATUS
  00  0000  000000000  JONSONS            AD-350A    17  292                XX/XX/XX XX/XX/XX XX/XX/XX BRL NP000   RELEASED-PRINT ONLY
  00  0000  000000000  WILLIAMS           AD-581     18                                      XX/XX/XX NRA NP000   RELEASED-PRINT ONLY
  00  0000  000000000  SMITHS             AD-581     18                                      XX/XX/XX NRA NP000   RELEASED-PRINT ONLY
  00  0000  000000000  JONSON             AD-581     18                                      XX/XX/XX MNJ NP000   RELEASED-PRINT ONLY
```

Figure 185: Personnel Remote Entry System (PACT/PRES) Status of Documents by Effective Pay Period

Status of Documents by User-ID (PACT/PRES) Systems

Report Name	**CULE0005**
Brief Description:	Provides a list of employees with documents on the PACT or PRES database and the status of the documents. Note: PACT and PRES are retired systems and used as a reference only.
Sequence of Data:	User ID.
Report Updated:	When documents are successfully added in PACT or PRES. Note: PACT and PRES are retired systems and used as a reference only.

```
REPORT ID: CULE0005                          NATIONAL FINANCE CENTER                                  PAGE      1
DATE:      XX/XX/XX                    PERSONNEL REMOTE ENTRY SYSTEM (PACT/PRES)
                                   ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
   SERVICING AGENCY-00  AGENCY-00            STATUS OF DOCUMENTS BY USER-ID
 AGCY        SSN/                  FORM        NATURE OF ACTION   EFF      AUTH     ENTRY  OPER USER
  CD  POI    POS. NO.  LAST NAME    NO.    PP    1ST      2ND      DATE     DATE     DATE   INIT  ID    STATUS
  00  0000  000000000  DOE        AD-350A  19  317              XX/XX/XX XX/XX/XX XX/XX/XX SJD NP000  RELEASED-PRINT ONLY
  00  0000  000000000  DOE        AD-350A  19  571              XX/XX/XX XX/XX/XX XX/XX/XX CGV NP000  RELEASED-PRINT ONLY
  00  0000  000000000  DOE        AD-350A  18  781              XX/XX/XX XX/XX/XX XX/XX/XX CGV NP000  RELEASED-PRINT ONLY
  00  0000  000000000  DOE        AD-581   18                                   XX/XX/XX MNJ NP000  RELEASED-PRINT ONLY
```

Figure 186: Personnel Remote Entry System (PACT/PRES) Status of Documents by User-ID

Listing of Personnel Error Messages

Report Name	**CULU0001**
Brief Description:	Provides a list of employees with current payroll/personnel error messages for all payroll and personnel transactions which failed the edits during the PINE process for the prior, current, and future pay periods. It also provides a Signon Ident field which identifies the name of the system generating the action (e.g., PINE58, BEAR00). The report also lists Position Management System Online (PMSO) system error messages. It is the responsibility of the Agencies to immediately correct these transactions to ensure employees receive their within-grade increases, pay adjustments, etc. timely. Also available to Front-End System Interface (FESI) users is Report CULU6701. Employee Express users, see Report CULU6801.
Sequence of Data:	Form number.
Report Updated:	After PINE is executed.

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

Figure 187: Listing of Personnel Error Messages

Documents in Suspense

Report Name	**CULU0002**
Brief Description:	Provides a two-section report that includes statistical data by form number. Section One lists all current payroll and personnel transactions which failed the edits during the PINE process for the prior, current, and future pay periods. When the entire Department is requested, Section Two provides a summary of the total number of current suspended transactions for prior, current, and future periods. Also available to FESI users is Report CULU6702.
Sequence of Data:	Form number.
Report Updated:	After PINE is executed.

REPORT CULU0002 NATIONAL FINANCE CENTER PAGE NO. 2
DATE XX/XX/XX DOCUMENTS IN SUSPENSE
FOR PAY PERIOD 01 AGENCY FA SUBMITTING OFFICE 0000

FORM NUMBER	PRIOR P/P	CURRENT P/P	FUTURE P/P	TOTAL COUNT
SF-2809	0	0	1	1
SF-50	0	0	4	4
TOTAL BY SON 0000	0	0	5	5

Figure 188: Documents in Suspense

Listing of All Documents Processed

Report Name	**CULU0003**
Brief Description:	Provides a cumulative list of all transactions processed during the current pay period and shows the disposition of each document. It also provides a History Correction Update Processing System (HCUP) indicator (Ind) column. **Y** denotes the personnel action is part of a HCUP package. Also available to FESI users is Report CULU6703.
Sequence of Data:	SSN.
Report Updated:	After PINE is executed.

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

Figure 189: Listing of All Documents Processed

Listing of Error Counts by Document (by SON)

Report Name	**CULU0004**
Brief Description:	Provides a list of the number of errors for each message within a form number. Also available to FESI users in Report CULU6704.
Sequence of Data:	Agency code and POI.
Report Updated:	After PINE is executed.

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

Figure 190: Listing of Error Counts by Document

Listing of Error Counts by Document

Report Name:	**CULU0005**
Brief Description:	Provides a list of the number of errors for each error message within a form number. Also available to FESI users is Report CULU6705.
Sequence of Data:	Agency code and form number.
Report Updated:	After PINE is executed.

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

Figure 191: Listing of Error Counts by Document

Listing of Personnel Error Messages

Report Name	**CULU0006**
Brief Description:	Provides a list of employees with payroll/personnel error messages for a specific pay period, job, and pass. Also available to FESI users is Report CULU6706.
Sequence of Data:	User ID and ORG structure.
Report Updated:	After PINE is executed.

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

Figure 192: Listing of Personnel Error Messages

SINQ 67 Listing of Personnel Error Messages

Report Name	**CULU6701**
Brief Description:	Provides a two-section report of position data and personnel actions entered in FESI that failed the PINE edits. The report also lists PMSO error messages. Section One (SINQ 67 Listing of Personnel Error Messages) lists employees with current payroll/personnel edit messages for the prior, current, and future pay periods. When the entire Department is requested, Section Two (SINQ 67 Report of Suspense Document Count) provides a summary of the total count of prior, current, and future suspended transactions and is sorted by form number. Also available to FESI users and all other users is Report CULU0001. For employee express users, see Report CULU6801.
Sequence of Data:	Form number.
Report Updated:	After PINE is executed.

```
REPORT U6701                          U.S. DEPARTMENT OF AGRICULTURE                                  PAGE NO        2
DATE  XX/XX/XX                          NATIONAL FINANCE CENTER
                                 SINQ 67 LISTING OF PERSONNEL ERROR MESSAGES

SIGNON IDENT SPC                       FOR PAY PERIOD 14 JOB 1400 PASS 01

                              *** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ****

    ORG STRUCTURE      SON          BATCH NUMBER
SSNO                EMPLOYEE NAME                    NOA AUTH1 AUTH2      AUTH DATE          EFFECTIVE DATE         USER ID

 FORM (TASK) FAIL  ERR ...............E R R O R M E S S A G E.............   ........ELEMENT NAME...................CONTENT OF ELEMENT...

NUMBER        CNT   CODE
    51 07 54 0000     0000              6706

000000000     DOE, JOHN M                          302  NEM            XX XX XX             XX XX XX              SPC

SF-50  (XXX)  1     000 EFF DATE INDICATES FUTURE DOC                                                          XXXXXX

                    098 RESIDENCE ADDRESS MISSING - MUST SUBMIT AD-349
```

Figure 193: SINQ 67 Listing of Personnel Error Messages

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

Figure 194: SINQ 67 Report of Suspense Document Count

SINQ 67 Documents in Suspense

Report Name	**CULU6702**
Brief Description:	Provides a two-section report of statistics of FESI transactions that failed the PINE edits. Section One (SINQ 67 Documents in Suspense) lists current position and personnel transactions for the prior, current, and future pay periods. When the entire Department is requested, Section Two (Documents in Suspense) provides a summary of the total number of current suspended transactions for prior, current, and future pay periods. Also available to FESI users and all other users is Report CULU0002.
Sequence of Data:	Form number.
Report Updated:	After PINE is executed.

REPORT CULU6702 NATIONAL FINANCE CENTER PAGE NO. 1
DATE XX/XX/XX SINQ 67 DOCUMENTS IN SUSPENSE
FOR PAY PERIOD 14 AGENCY 51 SUBMITTING OFFICE 1702

FORM NUMBER	PRIOR P/P	CURRENT P/P	FUTURE P/P	TOTAL COUNT
SF-50	0	4	0	4
TOTAL BY SON 0000	0	4	0	4

Figure 195: SINQ 67 Documents in Suspense

REPORT CULU6702 NATIONAL FINANCE CENTER PAGE NO. 1
DATE XX/XX/XX DOCUMENTS IN SUSPENSE
FOR PAY PERIOD 14

AGENCY	PRIOR P/P	CURRENT P/P	FUTURE P/P	TOTAL COUNT
51	0	4	0	4
GRAND TOTAL	0	4	0	4

Figure 196: Documents in Suspense

SINQ 67 Listing of All Documents Processed

Report Name	**CULU6703**
Brief Description:	Provides a cumulative list of FESI transactions processed during the current pay period and shows the disposition of each document. It also provides a HCUP Ind column. **Y** denotes the personnel action is part of a HCUP package. Also available to FESI users and all other users is Report CULU0003.
Sequence of Data:	SSN.
Report Updated:	After PINE is executed.

REPORT CULU6703 NATIONAL FINANCE CENTER PAGE NO 1

DATE XX/XX/XX SINQ 67 LISTING OF ALL DOCUMENTS PROCESSED
PAY PERIOD 20 PASS 01

SSNO	AGENCY	DOC CODE	PP NO	PASS NO	FAIL COUNT	DISPOSITION	EFFECTIVE DATE	SON	BATCH NUMBER	ACTION CODE	HCUP IND	AUTH DATE	NOA CODE1	NOA CODE2
000000000	93	063	20	01		APPLIED	XX/XX/XX	0000	6620	2		XX/XX/XX		782
000000000	93	063	20	01	01	SUSPENSE	XX/XX/XX	0000	6620	2		XX/XX/XX	782	
000000000	93	063	20	01		APPLIED	XX/XX/XX	0000	6620	2		XX/XX/XX		003

Figure 197: SINQ 67 Listing of All Documents Processed

SINQ 67 Listing of Error Counts by Document

Report Name	**CULU6704**
Brief Description:	Provides a list of the number of errors for each form and position-related errors. This information is gathered from personnel and position data entered through FESI. Also available to FESI users and all other users is Report CULU0004.
Sequence of Data:	Agency code and POI.
Report Updated:	After PINE is executed.

```
REPORT CULU6704                                                                                    PAGE NO.      2
DATE  XX/XX/XX                                  NATIONAL FINANCE CENTER
                                       SINQ 67 LISTING OF ERROR COUNTS BY DOCUMENT
                                                FOR PAY PERIOD 20 PASS 01

 AGENCY      SON          FORM NUMBER          ERR MSG NO      NO OF ERRORS                    DESCRIPTION

   68       1636         PMSO-1  (998)            041               5          INDIVIDUAL POSITION ALREADY EXISTS

                              TOTAL NUMBER OF ERRORS =              5
```

Figure 198: SINQ 67 Listing of Error Counts by Document

SINQ 67 Listing of Errors Counts by Document

Report Name	**CULU6705**
Brief Description:	Provides a list of the number of position and personnel errors for each form and position related errors. This information is gathered from personnel and position data entered through FESI. Also available to FESI users and all other users is Report CULU0005.
Sequence of Data:	Agency code and form number.
Report Updated:	After PINE is executed.

```
REPORT CULU6705                                                                                    PAGE NO.      2
DATE   XX/XX/XX                          NATIONAL FINANCE CENTER
                                   SINQ 67 LISTING OF ERROR COUNTS BY DOCUMENT
                                          FOR PAY PERIOD 20 PASS 01

 AGENCY              FORM NUMBER          ERR MSG NO      NO OF ERRORS                    DESCRIPTION

   IN                PMSO-1  (998)          004              16          MASTER RECORD ALREADY EXISTS
                                            041               5           INDIVIDUAL POSITION ALREADY EXISTS
                                            046               1           POSITION SENSITIVITY CODE INVALID
                                            051               1           WK-TITLE-CD NOT IN TMGT

                     TOTAL NUMBER OF ERRORS =                23
```

Figure 199: SINQ 67 Listing of Error Counts by Document

SINQ 67 Listing of Personnel Error Messages

Report Name	**CULU6706**
Brief Description:	Provides a two-section report of FESI transactions that filed the PINE edits. Section One (SINQ 67 Listing of Personnel Error Messages) lists employees with position and personnel edit messages for a specific pay period, job, and pass. When the entire Department is requested, Section Two (SINQ 67 Report of Suspense Document Count) provides a summary of the count of prior, current, and future suspended transactions. Also available to FESI users and all other users is Report CULU0006. For employee express users, see Report CULU6806.
Sequence of Data:	User ID and ORG structure.
Report Updated:	After PINE is executed.

```
REPORT U6706                                U.S. DEPARTMENT OF AGRICULTURE                                PAGE NO      2
DATE  XX/XX/XX                                NATIONAL FINANCE CENTER
                                     SINQ 67 LISTING OF PERSONNEL ERROR MESSAGES

SIGNON IDENT SPC                           FOR PAY PERIOD 14 JOB 1400 PASS 01

                                  *** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ****

     ORG STRUCTURE      SON          BATCH NUMBER
SSNO                EMPLOYEE NAME                    NOA AUTH1 AUTH2      AUTH DATE          EFFECTIVE DATE         USER ID

 FORM (TASK) FAIL  ERR ..............E R R O R M E S S A G E.............   ........ELEMENT NAME...................CONTENT OF ELEMENT...

NUMBER        CNT   CODE
     51 07 54 0000     0000              6706

000000000     DOE, JOHN M                          302  NEM            XX XX XX             XX XX XX              SPC

SF-50  (XXX)  1     000 EFF DATE INDICATES FUTURE DOC                                                          XXXXXX

                    098 RESIDENCE ADDRESS MISSING - MUST SUBMIT AD-349
```

Figure 200: SINQ 67 Listing of Personnel Error Messages

```
REPORT U6706                                U.S. DEPARTMENT OF AGRICULTURE                                PAGE NO.     4
DATE                                          NATIONAL FINANCE CENTER
                                     SINQ 67 REPORT OF SUSPENSE DOCUMENT COUNT
                                                FOR JOB 1400 PASS
                                               FOR DEPARTMENT CM

            FORM NUMBER          PRIOR COUNT          CURRENT COUNT          FUTURE COUNT          TOTAL
                NFC-74                 0                     0                     0                   0
                AD-581                 0                     0                     0                   0
                SF-50                  0                     0                     0                   0
                AD-349                 0                     0                     0                   0
                AD-347                 0                     0                     0                   0
                AD-658                 0                     0                     0                   0
                AD-770                 0                     0                     0                   0
                AD-287-2               0                     0                     0                   0
                SF-1187                0                     0                     0                   0
```

Figure 201: SINQ 67 Report of Suspense Document Count

Employee Express Personnel Error Messages

Report Name	**CULU6801**
Brief Description:	Provides a two-section report of Employee Express (EEX) transactions that failed the PINE edits. Section One (Listing of Personnel Error Messages) lists employees with transactions that failed the PINE edits for the prior, current, and future pay periods. The report also lists PMSO error messages. When the entire Department is requested, Section Two (Employee Express Personnel Error Messages) provides a summary of the total count of prior, current, and future suspended transactions. For FESI users, see Report CULU0001 and CULU6701. For all other users, see Report CULU0001 only.
Sequence of Data:	Form number.
Report Updated:	After PINE is executed.

```
REPORT U6801                          U.S. DEPARTMENT OF AGRICULTURE                                  PAGE NO        2
DATE  XX/XX/XX                           NATIONAL FINANCE CENTER
                                     LISTING OF PERSONNEL ERROR MESSAGES

SIGNON IDENT SPC                       FOR PAY PERIOD 14 JOB 1400 PASS 01

                              *** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ****

    ORG STRUCTURE      SON
SSNO               EMPLOYEE NAME

 FORM (TASK) FAIL  ERR ..............E R R O R M E S S A G E.............  ........ELEMENT NAME..................CONTENT OF ELEMENT...

NUMBER        CNT   CODE
    51 07 54 0000     0000

000000000   DOE, JOHN M

AD-349  (xxx)  1  06  006 AGENCY/SON NOT COMPATIBLE WITH DATA BASE                AGENCY CODE - BLOCK 95

                                                                                  DB-AGENCY            XX

                                                                                  AGENCY CODE AD-349   XX

                                                                                  DB-SUBMITTING OFFICE NUMBER    1812
```

Figure 202: Listing of Personnel Error Messages

```
REPORT U6801                          U.S. DEPARTMENT OF AGRICULTURE                                  PAGE NO.       4
DATE                                     NATIONAL FINANCE CENTER
                                   EMPLOYEE EXPRESS PERSONNEL ERROR MESSAGES
                                        FOR JOB 1400 PASS 01
                                        FOR DEPARTMENT CM

            FORM NUMBER          PRIOR COUNT          CURRENT COUNT          FUTURE COUNT          TOTAL
              NFC-74                 0                    0                      0                    0
              AD-581                 0                    0                      0                    0
              SF-50                  0                    0                      0                    0
              AD-349                 0                    0                      0                    0
              AD-347                 0                    0                      0                    0
              AD-658                 0                    0                      0                    0
              AD-770                 0                    0                      0                    0
              AD-287-2               0                    0                      0                    0
              SF-1187                0                    0                      0                    0
```

Figure 203: Employee Express Personnel Error Messages

Employee Express Personnel Error Messages

Report Name	**CULU6806**
Brief Description:	Provides a two-section report of EEX transactions that failed the PINE edits. Section One (Listing of Personnel Error Messages) lists employees with payroll edit messages for a specific pay period, job, and pass. When the entire Department is requested, Section Two (Employee Express Personnel Error Messages) provides a summary of the count of prior, current, and future suspended transactions and is sorted by form number. For FESI users, see Reports CULU0006 and CULU6706. For all other users, see Report CULU0001 only.
Sequence of Data:	User ID and ORG structure.
Report Updated:	After PINE is executed.

```
REPORT U6806                          U.S. DEPARTMENT OF AGRICULTURE                                  PAGE NO        2
DATE  XX/XX/XX                          NATIONAL FINANCE CENTER
                                   LISTING OF PERSONNEL ERROR MESSAGES

SIGNON IDENT SPC                     FOR PAY PERIOD 14 JOB 1400 PASS 01

                              *** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ****


     ORG STRUCTURE      SON
SSNO                EMPLOYEE NAME

 FORM (TASK) FAIL  ERR ..............E R R O R M E S S A G E.............   ........ELEMENT NAME...................CONTENT OF ELEMENT...

NUMBER        CNT   CODE
     51 07 54 0000     0000

000000000   DOE, JOHN M

AD-349  (XXX)  1  06  006 AGENCY/SON NOT COMPATIBLE WITH DATA BASE              AGENCY CODE - BLOCK 95

                                                                                DB-AGENCY              XX

                                                                                AGENCY CODE AD-349     XX

                                                                                DB-SUBMITTING OFFICE NUMBER     1812
```

Figure 204: Listing of Personnel Error Messages

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

Figure 205: Employee Express Personnel Error Messages

Index

A

ACCESSIONS AND SEPARATIONS • 30

Active Employees Eligible for Horse Allowance • 201

Active Full/Part-Time Employees - T&A's Not Received by the NFC • 71

Actual Work Force Profile • 111

Advancement Patterns of Permanent GS & GM Employees • 121

Age & Length of Service Survey • 61

AGE SURVEY • 30

Age Survey - Permanent Employees • 115

Age Survey as of XX/XX/XX • 173

Alphabetic Roster of Employees • 213

Annual and Sick Leave Data Report • 319

Audit Trail of Leave Updates • 141

Average Age + Length of Service • 77

C

Changing Your Password • 16

Continuing Employees Eligible for Retirement • 133

Cooperative Education and Junior Fellowship Employees • 179

Cooperative Education Employees • 177

CULPRPT Menu • 19

CULPRPT Reports Listed by Subject Matter • 29

Current Employees Use of Official Time for Union Business • 235

D

DEATH CASES • 30

DESIGNATED AGENT • 30

Distribution of Potential IPA Candidates • 117

DM, Office of the Chief Financial Officer Roster • 163

Documents in Suspense • 383

Documents on the Future File • 325

Documents on the Future File (350 Documents Only) • 327

E

Earnings Limitation Status Report • 303

EDUCATION • 30

EEO/HANDICAP • 31

Employee Distribution Report • 275

Employee Express Personnel Error Messages • 405, 407

EMPLOYEE EXPRESS SUSPENSE REPORTS • 31

Employee Listing • 313

Employee Listing by Merit Pay Pool Number • 273

Employee Listing Within Organizational Structure • 101, 257

EMPLOYEE LISTING/ROSTER • 31

Employee Roster -- Labor Relations Codes -- Including Temporaries • 205

Employees by Occupation and Location • 65

Employee's Effective-Date of Union-Dues Withholding • 171

Employees Eligible to Retire (FERS/CSRS Offset) Currently • 341

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 1 Year • 343

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 2 Years • 345

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 3 Years • 347

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 4 Years • 349

Employees Eligible to Retire (FERS/CSRS Offset) Currently or Within 5 Years • 351

Employees Eligible to Retire Currently • 47

Employees Eligible to Retire Currently or Within 1 Year • 49

Employees Eligible to Retire Currently or Within 2 Years • 51

Employees Eligible to Retire Currently or Within 3 Years • 53

Employees Eligible to Retire Currently or Within 4 Years • 55

Employees Eligible to Retire Currently or Within 5 Years • 57

Employees on Grade Retention • 293

Employees on Pay Retention • 295

Employees Updating Their Own Payroll and Personnel Transactions • 139

Employees Using Designated Agent • 329

Employees with Appointment Limitations • 309

Employees with FEHBA Eligibility Pending • 161

Employees with NTE Dates Prior to Requested Date • 155

Employees with Pay Rate Determinant Code • 297

Employees Without Service Computation Dates • 157

Employment of Veterans • 253

EMPLOYMENT STATISTICS • 32

Employment Statistics by Sex • 263

Employment Summary • 251

Error Analysis by Contact Point • 149

Error Analysis for T&A Processing • 233

Experts and Consultants • 317

F

FEHB • 33

Firefighter Employees with Mandatory Retirement Eligibility • 143

Foreign Service Employees Eligible to Retire Currently • 181

Foreign Service Employees Eligible to Retire Currently or Within 1 Year • 183

Foreign Service Employees Eligible to Retire Currently or Within 2 Years • 185

Foreign Service Employees Eligible to Retire Currently or Within 3 Years • 187

Foreign Service Employees Eligible to Retire Currently or Within 4 Years • 189

Foreign Service Employees Eligible to Retire Currently or Within 5 Years • 191

Full-Time Active Employees • 105

Full-Time Employees on the Rolls • 67

Function Keys • 11

FUTURE FILE • 33

G

GAO Employee Locator Listing • 153

H

Handicap by Type of Occupation • 85

Handicap Data Blue Collar Employees • 75

Handicap Data White Collar Employees • 73

Help Screens • 12

I

INDEBTEDNESS • 33

L

Latest Update Information • 1

LEAVE • 33

Leave Error Report • 339

LENGTH OF SERVICE • 34

List of Employees with Incorrect FLSA Codes • 245

List of Position Numbers • 241

Listing of All Documents Processed • 385

Listing of Employees With 7.5% Retirement Coverage by Organizational Structure • 267

Listing of Error Counts by Document • 389

Listing of Error Counts by Document (by SON) • 387

Listing of Intermittent Employees • 311

Listing of Non-GM Employees (Performance Rating Data) • 265

Listing of Personnel Error Messages • 381, 391

Location of PFT Engineering Employees in Selected Occupational Series • 197

LOCATOR • 34

M

MAILING LIST • 34

Mailing List of Residence Addresses • 237

MANAGEMENT ATTAINMENT • 34

Management Attainment Report • 147

Management Attainment Report Cooperative-Employees • 169

Master Record Number by Series and Grade for Permanent Full Time Employees • 301

Minorities and Women in Professional Engineering Positions • 199

Minority Employment by Organization • 259

N

NAC&I Follow Up Worksheet • 271

New Career Appointments • 223

New Hires and Promotions for Fiscal Year 00 • 123

New Hires and Promotions for Selected Year 20XX • 211

Number & Average Grade of GS & Similar Employees • 79

O

Occupational Distribution of Non-Temp Employees • 119

Occupational Distribution of Permanent • 127

Occupational Distribution of Permanent (GS, GM, WL, WG, WS) Employees • 129

Occupational Distribution of Permanent Employees • 125

OCCUPATIONAL SERIES • 34

ORGANIZATIONAL STRUCTURE • 35

Other Reporting • 7

Overdue Performance Appraisals for Non-Merit Pay Employees • 289

P

PACT/PRES REPORTS • 35

Pay Plan - Grade Summation Report • 135

Percentage of Employees Eligible to Retire Within the Next Five Years (by Pay Plan) • 83

Percentage of Employees Eligible to Retire Within the Next Five Years (by Series) • 81

Percentage of Foreign Service Employees Eligible to Retire Within the Next Five Years (by Pay Plan) • 195

Percentage of Foreign Service Employees Eligible to Retire Within the Next Five Years (by Series) • 193

PERFORMANCE APPRAISAL • 35

Performance Reviews Due (Food Inspectors) • 321

Permanent Full-Time Employees Absolute Retention Standing • 315

Permanent Women Foresters in Southwestern Region • 203

Permanent Workforce - Analysis of Work Force

- Federal Wage System • 269
- Types of Occupations • 285
- White Collar (GS, GM, SES and All Other) • 261

POSITION DATA • 35

Position Locations by Series and Grade • 287

Position Planning and Control • 87

Position Review List • 221

Position Review List of Stay in School Employees • 243

Position Sensitivity Codes • 247

Positions Titled Supervisory - Coded Nonsupervisory • 159

Probationary Period (Supervisor/Manager) • 305

R

Report Access Authority • 11

Report of Accessions -- Monthly • 277

Report of Accessions -- Monthly (w/o Sensitive Data) • 335

Report of Length of Service • 63

Report of Separations -- Monthly • 279

Report of Separations -- Monthly (W/O Sensitive Data) • 337

Report on Thrift Savings Plan Participation • 167

Reports • 41

Requesting a New Report • 9

RETIREMENT • 36

RIF • 37

RIF Register Competitive Service - Nonsupervisors & Nonmanagers • 91

RIF Register Competitive Service - Nonsupervisory Trainees • 95

RIF Register Competitive Service - Supervisors & Managers • 89

RIF Register Competitive Service - Supervisory Trainees • 93

RIF Register Excepted Service - Nonsupervisors & Nonmanagers • 99

RIF Register Excepted Service - Supervisors & Managers • 97

Roster of Employees • 59, 69, 137, 145

Roster of Employees in SSN Sequence • 215

Roster of Merit Pay Employees • 209

Roster of Merit Pay Employees - Regional Office • 207

Roster of Part-Time Employees • 131

S

Schedule C Employees • 107

Selecting Reports • 21

Seniority Listing • 219, 283

SENIORITY LISTING • 38

SES + Equivalent Employees • 103

Signoff Instructions • 15

Sign-On Instructions • 12

SINQ 67 Documents in Suspense • 395

SINQ 67 Listing of All Documents Processed • 397

SINQ 67 Listing of Error Counts by Document • 399

SINQ 67 Listing of Errors Counts by Document • 401

SINQ 67 Listing of Personnel Error Messages • 393, 403

SINQ SUSPENSE REPORTS • 38

Soil Scientists, Hydrologists, and Geologists • 227

Specific Pay Rate Determinant Code • 299

SPPS - Analysis of QSR Payments Within Department by Reason Code • 353

SPPS - Death Case/Completed Claims by Agency/POI Through Calendar Year Ending 12/31/XX • 363

SPPS - Death Case/Indebtedness Audit Errors for Processing Date XX/XX/XXXX • 361

SPPS - Death Case/Status of Active Claims by Agency/POI Through Quarter Ending XX/XX/XX • 365

SPPS - Indebtedness Advanced Leave Hours Collected by SPPS for Processing Pay Period/Yr XX/XX • 369

SPPS - Indebtedness/Active Cases as of XX/XX/XX • 367

SPPS - Indebtedness/Advanced Leave - Tax Credit Suspense Report • 359

SPPS - Quick Service Request Missing T&A Report • 357

SPPS - Transaction Register • 355

SPPS REPORTS • 38

Statistical Separation Report • 239

Status of Documents by Effective Pay Period • 377

Status of Documents by Form Number • 373

Status of Documents by SSN • 371

Status of Documents by Status Code • 375

Status of Documents by User-ID (PACT/PRES) Systems • 379

Status of Lump Sum Payments • 331

Summary of Accessions & Separations -- Monthly • 281

Summary of Bargaining Units • 109

Supervisory Code and Average Grade Report for Permanent Full Time and Permanent Part Time Employees • 307

Supervisory Employee Listing • 225

SUSPENSE REPORTS • 38

System Access • 11

System Design • 11

System Interface • 5

System Overview • 3

T

T&A • 39

T&A Reject Percentage Report by Agency (Cumulative) • 333

T&A Reject Percentage Report by Contact Point (Cumulative) • 151

Thrift Savings Plan Participation by Agency • 165

Time in Grade Comparison • 229

TSP • 39

U

UNION DUES • 39

Unsatisfactory Performance Appraisals for Non-Merit-Pay Employees • 291

V

Viewing the Print Status of Reports • 27

VMO Performance Reviews Due • 323

W

Women with Professional Degrees not in Professional Series • 113

WORK FORCE ANALYSIS/PROFILE • 39

Work Force Profile • 175, 217

Work Force Profile by Organizational Structure • 249

WORKSHEET • 40

Worksheet for Permanent Two-Grade Interval Employees Recruited in Fiscal Year 19XX • 231

Y

Years of Service at the End of Current Year 19XX for Purposes of Retirement Eligibility • 255