

# **APPENDIX G CORE REPORTS**



## **CORE REPORTS**

Appendix G includes the core for the NASA Personnel/Payroll System. The appendix is divided into two parts: Personnel Core Reports and Payroll Core Reports.

# **PERSONNEL CORE REPORTS**

**PERSONNEL TABLE OF CONTENTS  
BY REPORT NUMBER & TITLE**

Report No.	Title	G - PER Page No
27	ADMINSTAR REFRESH OF ORG	113
28	ADMINSTAR REFRESH OF LEARNER	114
149	SF 52-REQUEST FOR PERSONNEL ACTION	2
150	SF 50-NOTIFICATION OF PERSONNEL ACTION	1
151	APPROVED ACTION NOT REQUIRING AN SF 50: ANNUAL COMPARABILITY INCREASE	25
151	APPROVED ACTION NOT REQUIRING AN SF 50: CHANGE IN DUTY STATION	27
151	APPROVED ACTION NOT REQUIRING AN SF 50: CHANGE IN ORGANIZATION NAME	20
151	APPROVED ACTION NOT REQUIRING AN SF 50: EXT FURLOUGH NTE	23
151	APPROVED ACTION NOT REQUIRING AN SF 50: FURLOUGH	21
151	APPROVED ACTION NOT REQUIRING AN SF 50: FURLOUGH NTE	22
151	APPROVED ACTION NOT REQUIRING AN SF 50: LOCALITY PAYMENT	29
151	APPROVED ACTION NOT REQUIRING AN SF 50: REALIGNMENT	19
151	APPROVED ACTION NOT REQUIRING AN SF 50: RETURN TO DUTY	24
152	TABLE ACTIONS REPORT	3
154	EMPLOYEE SERVICE RECORD	58
250	PROBATIONARY APPRAISAL	4
251	DETERMINATION FOR WITHIN GRADE INCREASE	5
252B	LISTING OF EMPLOYEES RESTORED AFTER MILITARY SERVICE	38
252A	LISTING OF TEMPORARY PROMOTIONS	37
252D	LISTING OF TENURE COMPLETIONS DURING RIF PERIOD	42
252	RETENTION REGISTER	34
252C	RETENTION REGISTER TENURE EQUAL ZERO	39

**PERSONNEL TABLE OF CONTENTS  
BY REPORT NUMBER & TITLE**

Report No.	Title	G - PER Page No
254	TSP LETTER (CSRS)	17
254	TSP LETTER (FERS)	18
255	RETENTION REGISTER LITE	43
350	BASIC PERSONNEL DATA (SSN)	7
351	PERSONNEL REGISTER	32
352	INSTALLATION STRENGTH REPORT	9
353	PERSONNEL STATISTICS	10
354	FREEDOM OF INFORMATION LISTING	11
355	CSRS - PERSONAL STATEMENT OF BENEFITS	46
356	LWOP REPORT	31
358	MATURE TRANSACTION AND ERROR REPORT	12
359	MATURE TRANSACTION INTEGRATION REPORT	62
364	FULL TABLES REPORT (GENERIC OUTPUT)	14
364	FULL TABLES REPORT (SAMPLE)	15
365	TICKLER REPORT	16
366	INSTALLATION-UNIQUE SYSTEM INTERFACE MAJOR ERROR REPORT	63
367	FERS - PERSONAL STATEMENT OF BENEFITS	53
369	PROBATIONARY SUPERVISOR/MANAGER APPRAISAL MEMO	8
370	NASA PERSONNEL - EDIT ERROR REPORT	65
371	INCENTIVE AWARDS PROGRAM ANNUAL REPORT - GROUP	98
371	INCENTIVE AWARDS PROGRAM ANNUAL REPORT - INDIVIDUAL	94
371	INCENTIVE AWARDS PROGRAM ANNUAL REPORT - INDIVIDUAL (ON-THE-SPOT AWARDS)	102
371	INCENTIVE AWARDS PROGRAM ANNUAL REPORT - INDIVIDUAL (TIME OFF AWARDS)	100
372	SES PROBATIONARY APPRAISAL	104
373	PERSONAL DATA VERIFICATION REPORT	111

**PERSONNEL TABLE OF CONTENTS  
BY REPORT NUMBER & TITLE**

<b>Report No.</b>	<b>Title</b>	<b>G - PER Page No</b>
451	NASA QUARTERLY ORGANIZATION CODES	13
460	CAPPS STATUS DATA REPORT	108
900	VIEW MASTER RECORD - PERMAST	66
901	MASTER DATA (A) SF 52 DATA	67
902	PERSONNEL MASTER RECORD	77
903	PLANNING ACTION TRANSACTION AUDIT REPORT	86
904	ERROR TRANSACTION SUMMARY - TRNSUM	87
905	SUSPENSE QUERY - PERSUSPQ	88
906	LIST ACTIONS FOR EMPLOYEE	89
907	LIST ACTIONS ON SUSPENSE THRU DATE	90
908	LIST ACTIONS ON SUSPENSE FOR NOAC	91
909	LIST ACTIONS ON SUSPENSE FOR SOURCE	92
910	LIST ACTIONS ON SUSPENSE FOR CLERK	93
912	NPPS COURSE TRANSACTION LOG	106
913	NPPS SECURITY PROFILES	107
916	MASS ACTION TRANSACTION AUDIT REPORT	109
917	LIST FUTURE ACTIONS FOR EMPLOYEE	110
6032	PERSONNEL/PAYROLL INACTIVE EMPLOYEE DELETION	64

**PERSONNEL TABLE OF CONTENTS  
BY PAGE NUMBER**

Report No.	Title	G - PER Page No
150	SF 50-NOTIFICATION OF PERSONNEL ACTION	1
149	SF 52-REQUEST FOR PERSONNEL ACTION	2
152	TABLE ACTIONS REPORT	3
250	PROBATIONARY APPRAISAL	4
251	DETERMINATION FOR WITHIN GRADE INCREASE	5
350	BASIC PERSONNEL DATA (SSN)	7
369	PROBATIONARY SUPERVISOR/MANAGER APPRAISAL MEMO	8
352	INSTALLATION STRENGTH REPORT	9
353	PERSONNEL STATISTICS	10
354	FREEDOM OF INFORMATION LISTING	11
358	MATURE TRANSACTION AND ERROR REPORT	12
451	NASA QUARTERLY ORGANIZATION CODES	13
364	FULL TABLES REPORT (GENERIC OUTPUT)	14
364	FULL TABLES REPORT (SAMPLE)	15
365	TICKLER REPORT	16
254	TSP LETTER (CSRS)	17
254	TSP LETTER (FERS)	18
151	APPROVED ACTION NOT REQUIRING AN SF 50: REALIGNMENT	19
151	APPROVED ACTION NOT REQUIRING AN SF 50: CHANGE IN ORGANIZATION NAME	20
151	APPROVED ACTION NOT REQUIRING AN SF 50: FURLOUGH	21
151	APPROVED ACTION NOT REQUIRING AN SF 50: FURLOUGH NTE	22
151	APPROVED ACTION NOT REQUIRING AN SF 50: EXT FURLOUGH NTE	23
151	APPROVED ACTION NOT REQUIRING AN SF 50: RETURN TO DUTY	24

**PERSONNEL TABLE OF CONTENTS  
BY PAGE NUMBER**

Report No.	Title	G - PER Page No
151	APPROVED ACTION NOT REQUIRING AN SF 50: ANNUAL COMPARABILITY INCREASE	25
151	APPROVED ACTION NOT REQUIRING AN SF 50: CHANGE IN DUTY STATION	27
151	APPROVED ACTION NOT REQUIRING AN SF 50: LOCALITY PAYMENT	29
356	LWOP REPORT	31
351	PERSONNEL REGISTER	32
252	RETENTION REGISTER	34
252A	LISTING OF TEMPORARY PROMOTIONS	37
252B	LISTING OF EMPLOYEES RESTORED AFTER MILITARY SERVICE	38
252C	RETENTION REGISTER TENURE EQUAL ZERO	39
252D	LISTING OF TENURE COMPLETIONS DURING RIF PERIOD	42
255	RETENTION REGISTER LITE	43
355	CSRS - PERSONAL STATEMENT OF BENEFITS	46
367	FERS - PERSONAL STATEMENT OF BENEFITS	53
154	EMPLOYEE SERVICE RECORD	58
359	MATURE TRANSACTION INTEGRATION REPORT	62
366	INSTALLATION-UNIQUE SYSTEM INTERFACE MAJOR ERROR REPORT	63
6032	PERSONNEL/PAYROLL INACTIVE EMPLOYEE DELETION	64
370	NASA PERSONNEL - EDIT ERROR REPORT	65
900	VIEW MASTER RECORD - PERMAST	66
901	MASTER DATA (A) SF 52 DATA	67
902	PERSONNEL MASTER RECORD	77
903	PLANNING ACTION TRANSACTION AUDIT REPORT	86
904	ERROR TRANSACTION SUMMARY - TRNSUM	87
905	SUSPENSE QUERY - PERSUSPQ	88
906	LIST ACTIONS FOR EMPLOYEE	89

**PERSONNEL TABLE OF CONTENTS  
BY PAGE NUMBER**

<b>Report No.</b>	<b>Title</b>	<b>G - PER Page No</b>
907	LIST ACTIONS ON SUSPENSE THRU DATE	90
908	LIST ACTIONS ON SUSPENSE FOR NOAC	91
909	LIST ACTIONS ON SUSPENSE FOR SOURCE	92
910	LIST ACTIONS ON SUSPENSE FOR CLERK	93
371	INCENTIVE AWARDS PROGRAM ANNUAL REPORT - INDIVIDUAL	94
371	INCENTIVE AWARDS PROGRAM ANNUAL REPORT - GROUP	98
371	INCENTIVE AWARDS PROGRAM ANNUAL REPORT - INDIVIDUAL (TIME OFF AWARDS)	100
371	INCENTIVE AWARDS PROGRAM ANNUAL REPORT - INDIVIDUAL (ON-THE-SPOT AWARDS)	102
372	SES PROBATIONARY APPRAISAL	104
912	NPPS COURSE TRANSACTION LOG	106
913	NPPS SECURITY PROFILES	107
460	CAPPS STATUS DATA REPORT	108
916	MASS ACTION TRANSACTION AUDIT REPORT	109
917	LIST FUTURE ACTIONS FOR EMPLOYEE	110
373	PERSONAL DATA VERIFICATION REPORT	111
27	ADMINSTAR REFRESH OF ORG	113
28	ADMINSTAR REFRESH OF LEARNER	114

**REPORT 150      SF 50-NOTIFICATION OF PERSONNEL ACTION      PERSONNEL**

**PURPOSE:**      To provide the official record of personnel actions taken.  
**CONTENT:**      All Employees  
**SEQUENCE:**      By Organization: Assigned, SSN, Effective Date, Suspense: Sequence

**SELECTION CRITERIA:**

Includes All Employees With The Following Criteria:

1. Installation Code Equal User Designated Center Code
2. SF 50 Required Flag Not Equal 'N'
3. One Of The Following Four User Specified Options Must Be Met
  - All Actions
  - All Actions for a User Specified Facility Code
  - All Actions Between User Specified Effective Dates
  - All Actions With Nature Of Action Codes Equal To User Specified Nature Of Action Codes
  - All Actions With SSN Equal To User Specified SSNs
  - The User Specified To Reprint Last Set Of SF 50s Generated
4. If The Action Passes The Criteria In Step 3, One Of The Following Must Be True:
  - Print Status Is Blank
  - Print Status Is Not Blank And The User Specified To Disregard The Print Status
  - Print Status Is Not Blank And The User Specified To Reprint The Last Set Of SF 50s
5. Print the Specified Number Of SF 50s Or If No Specification Made All Records Selected With Above Criteria Will Print

See Appendix E For Data Field Descriptions And Processing Requirements

**REPORT 149      SF 52-REQUEST FOR PERSONNEL ACTION      PERSONNEL**

**PURPOSE:**      To provide the official record of personnel actions taken.  
**CONTENTS:**      All Employees  
**SEQUENCE:**      By Organization: Assigned, SSN, Effective Date, Suspense: Sequence

**SELECTION CRITERIA:**

Includes All Employees With The Following Criteria:

1. Installation Code Equal User Designated Center Code
2. One Of The Following Six User Specified Options Must Be Met
  - All Actions
  - All Actions for a User Specified Facility Code
  - All Actions For a User Specified Action Update Clerk
  - All Actions Between User Specified Effective Dates
  - All Actions With Nature Of Action Codes Equal To User Specified Nature Of Action Codes
  - The User Specified To Reprint Last Set Of SF 52s Generated
3. If The Action Passes The Criteria In Step 2, One Of The Following Must Be True:
  - Print Status Is Blank
  - Print Status Is Not Blank And The User Specified To Disregard The Print Status
  - Print Status Is Not Blank And The User Specified To Reprint The Last Set Of SF 52s
4. Print the Specified Number Of SF 52s Or If No Specification Made All Records Selected With Above Criteria Will Print

See Appendix E For Data Field Descriptions And Processing Requirements

**REPORT 152**

**TABLE ACTIONS REPORT**

**PERSONNEL**

PURPOSE: To provide a record of changes  
 CONTENTS: The table changes of the user selected tables.  
 SEQUENCE: By Table ID, Table Key

REPORT NO: 152		NASA PERSONNEL AND PAYROLL SYSTEM			PAGE:
SEQUENCE BY:		installation NAME			DATE:
		TABLE ACTIONS REPORT			TIME:
		AS OF MM/DD/YY			
TABLE ID	TABLE KEY	ENTRY CLERK	DATE	AFTER/BEFORE IMAGES/MESSAGE	
A	G	D	E	B C F	

**DATA ELEMENTS:**

- A. Table ID
- B. Old value of the field
- C. New value of the field
- D. Action Entry Clerk
- E. Changing Date
- F. Message
- G. Table Key

**SELECTION CRITERIA:**

- Includes all records with the following criteria:
- Installation code equal user designated center code
  - Date equal system date

**REPORT 250 PROBATIONARY APPRAISAL PERSONNEL**

**PURPOSE:** To provide documentation of supervisors approval/disapproval.  
**CONTENTS:** All employees serving a probationary period ending within a specified period.  
**SEQUENCE:** By Organization: Assigned, Employee Name  
Individual pages

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
INSTALLATION  
1 (FACILITY)  
PROBATIONARY APPRAISAL

NAME: \_\_\_\_\_ 2 \_\_\_\_\_ SSN: \_\_\_\_\_ 3 \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ 4 \_\_\_\_\_

The above named employee will complete a one-year probationary period on \_\_\_\_\_ 5 \_\_\_\_\_ .

This period serves as a final step in the employment process, that of assessing the actual performance on the job. As the supervisor, it is your responsibility to determine whether or not this person's performance and conduct are at a satisfactory level to be retained in the federal service.

Please complete the following information and return this form to \_\_\_\_\_ 6 \_\_\_\_\_ by \_\_\_\_\_ 7 \_\_\_\_\_.

Employee's performance and conduct are: \_\_\_\_\_ Satisfactory  
\_\_\_\_\_ Unsatisfactory

I recommend that the employee be: \_\_\_\_\_ Retained  
\_\_\_\_\_ Separated from the federal service

\* If performance is unsatisfactory and the employee should not be retained, please contact \_\_\_\_\_ 8 \_\_\_\_\_ as soon as possible to initiate separation procedures.

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
SUPERVISOR'S NAME AND TITLE

\_\_\_\_\_  
DATE

**DATA ELEMENTS:**

1. Facility Name - Data value derived from Facility Code table
2. Employee Name - Last, First, MI
3. Employee Social Security Number
4. Organization: Assigned
5. Probationary End Date
6. Mail Code - Data value found in Personnel Control Table
7. One month prior to the Probationary End Date Data value calculated by system mm/dd/yy
8. Contact - Data value found in Personnel Control Table

**SELECTION CRITERIA:**

- Includes all employees with the following criteria:
- Installation code equal user designated center code
  - Probationary End Date between user designated beginning date and user designated end date. (If user does not designate a beginning and/or ending date, the current pay period beginning and ending dates will be used.)
  - Duty Status not equal 'L' or 'Z'

**REPORT 251      DETERMINATION FOR WITHIN GRADE INCREASE      PERSONNEL**  
**PURPOSE:** To provide documentation of supervisor's approval/disapproval.  
**CONTENTS:** All employees due for a Within-Grade increase within a user-specified period (eligible/ineligible).  
**SEQUENCE:** By Organization: Assigned, Employee Name  
Individual pages

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
INSTALLATION  
1 (FACILITY)  
DETERMINATION FOR WITHIN GRADE INCREASE

NAME: \_\_\_\_\_ 2 \_\_\_\_\_ PAY PLAN: \_\_\_\_\_ 3 \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ 4 \_\_\_\_\_ GRADE: \_\_\_\_\_ 5 \_\_\_\_\_ STEP: \_\_\_\_\_ 6 \_\_\_\_\_

Employee is \_\_\_\_\_ 7 \_\_\_\_\_ for a Within Grade Increase \_\_\_\_\_ 8 \_\_\_\_\_.

Current performance rating is \_\_\_\_\_ 9 \_\_\_\_\_.

This form should be completed and returned to \_\_\_\_\_ 10 \_\_\_\_\_ by \_\_\_\_\_ 11 \_\_\_\_\_.

The authorized official must evaluate the level of competence and check one of the following. If the determination is made that the employee's performance is not at an acceptable level of competence, contact \_\_\_\_\_ 12 \_\_\_\_\_ immediately for assistance in following the regulatory requirements for withholding the within grade increase.

\_\_\_\_\_ Grant the within grade increase. Employee's performance is at an acceptable level of competence.

\_\_\_\_\_ Deny the within grade increase. Employee's performance is not at an acceptable level of competence and \_\_\_\_\_ 12 \_\_\_\_\_ has been contacted for guidance.

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
SUPERVISOR'S NAME AND TITLE

\_\_\_\_\_  
DATE

## DATA ELEMENTS

1. Facility Name - Data Value derived from Facility Code Table
2. Employee Name - Last, First, MI
3. Pay Plan
4. Organization: Assigned
5. Grade: Current
6. Step
7. Eligible or Ineligible - Data Value derived as follows:  
 If Pay Plan equals G\* and Performance Rating: Current equals 5, 4, 3, or 0, then value equals 'eligible'  
 If Pay Plan equals G\* and Performance Rating: Current equals 2 or 1, then value equals 'ineligible'  
 If Pay Plan equals W\* or X\* and Performance Rating: Current equals 5, 4, 3, 2, or 0, then value equals 'eligible'  
 If Pay Plan equals W\* or X\* and Performance Rating: Current equals 1, then value equals 'ineligible'
8. WIG Date: Next
9. Fully successful or above or Below fully successful - Data Value derived as follows:  
 If Pay Plan equals G\* and Performance Rating: Current equals 5, 4, 3, or 0, then value equals 'Fully successful or above'  
 If Pay Plan equals G\* and Performance Rating: Current equals 2 or 1, then value equals 'Below fully successful'  
 If Pay Plan equals W\* or X\* and Performance Rating: Current equals 5, 4, 3, 2, or 0, then value equals 'Fully successful or above'  
 If Pay Plan equals W\* or X\* and Performance Rating: Current equals 1, then value equals 'Below fully successful'
10. Mail Code - Data Value found in Personnel Control Table
11. One month prior to the WIG Date: Next
12. Office Contact - Data Value found in Personnel Control Table

## SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equal user designated center code
- Pay Plan equals GS or GM and Position: Type equals 0, 1, 2, 4, 5, 6, 7, or 8  
or
- Pay Plan: Retained equals GS or GM and Pay Rate Determinant equals A, B, E, F, or M and Position: Type equals 0, 1, 6, 7, or 8  
or
- NASA Classification Code equals 10000 and Position: Type equals 0, 1, 5, 6, 7, or 8  
and
- WIG Date: Next must be equal to or between selection beginning and ending dates supplied by the user  
and
- Pay Rate Determinant equals 0, 5, 6, 7, A, B, C, E, F, or M  
and
- Duty Status not equal 'Z'

**REPORT 350 BASIC PERSONNEL DATA (SSN) PERSONNEL**

**PURPOSE:** To provide off-line reference/access to basic personnel data.

**CONTENTS:** All active employees.

**SEQUENCE:** Selective by SSN or Employee Name

SUBJECT TO PRIVACY ACT OF 1974			NASA PERSONNEL AND PAYROLL SYSTEM				PAGE:		
REPORT NO: 350			INSTALLATION NAME				DATE:		
SEQUENCED BY:			M				TIME:		
			BASIC PERSONNEL DATA						
			AS OF MM/DD/YY						
SSN	FACILITY	NAME	NASA TITLE	PAY PL	GRADE	ORG	NASA	SUPV	
			OPM TITLE	OPM	/STEP	CODE	CODE	CODE	
			AST, TECHNICAL MANAGEMENT	GS	15/2	BB111	545-01	I	
			PROGRAM ANALYST						
			C	J	E/F	G	H	I	
			D	K					
725097613		WASHINGTON, JONATHAN B.							
A	L	B							

SUBJECT TO PRIVACY ACT OF 1974

**DATA ELEMENTS:**

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. Title: NASA
- D. Title: OPM
- E. Grade: Current
- F. Step
- G. Organization: Assigned
- H. NASA Classification Code (NCC)
- I. Supervisory Code
- J. Pay Plan
- K. Occupational Code
- L. Facility Code
- M. Facility Name - Data Value derived from Facility Code table

**SELECTION CRITERIA:**

- Includes all employees with the following criteria:
- Installation code equal user designated center code
  - Duty Status not equal 'Z'
  - Facility Code equals user designated facility code if entered

**REPORT 369 PROBATIONARY SUPERVISOR/MANAGER APPRAISAL PERSONNEL MEMO**

**PURPOSE:** A memo for Supervisors to certify that employee has satisfactorily completed the probationary period for new supervisors/new managers.  
**CONTENTS:** All new supervisors/Managers serving a probationary period ending within a specified period.  
**SEQUENCE:** By Organization: Assigned, Employee Name Individual Pages

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
INSTALLATION  
1 (FACILITY)  
SUPERVISOR/MANAGER PROBATIONARY APPRAISAL

NAME: \_\_\_\_\_ 2 \_\_\_\_\_ SSN: \_\_\_\_\_ 8 \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ 3 \_\_\_\_\_

The above named employee will complete a one-year probationary period as a supervisor/manager on \_\_\_\_\_ 4 \_\_\_\_\_.

The probationary period is the final step in the selection of new managers and supervisors. Demonstrated ability to supervise or manage effectively is a prerequisite for the employee to continue in this capacity. If the employee has demonstrated through job performance that he or she satisfies this prerequisite, please complete the certification below and return to \_\_\_\_\_ 5 \_\_\_\_\_ by \_\_\_\_\_ 6 \_\_\_\_\_. The completed form will be permanently filed in the employee's Official Personnel Folder.

If you feel that the employee has not successfully completed the required probationary period, please contact \_\_\_\_\_ 7 \_\_\_\_\_ as soon as possible.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Supervisor's Name and Title

\_\_\_\_\_  
Date

**DATA ELEMENTS:**

1. Facility Name - Data value derived from Facility Code table
2. Employee Name - Last, First, MI
3. Organization: Assigned
4. New Supervisory End Date
5. Mail Code - Data value found in Personnel Control Table
6. One month prior to the New Supervisory End Date
7. Contact - Data value found in Personnel Control Table
8. SSN

**SELECTION CRITERIA:**

- Includes all employees with the following criteria:
- Installation code equal user designated center code
  - New Supervisory End Date between user-designated beginning and/or user-designated end date. (If no date is designated for a beginning and/or ending date, the current pay period beginning and ending dates will be used.)
  - Duty Status not equal 'L' or 'Z'

**REPORT 352      INSTALLATION STRENGTH REPORT      PERSONNEL**

**PURPOSE:** To provide a head-count strength report as of a specified date.  
**CONTENTS:** All active employees.  
**SEQUENCE:** By NASA Group Code  
 Total for Center Code

REPORT NO: 352	NASA PERSONNEL AND PAYROLL SYSTEM														PAGE:			
SEQUENCE BY:	INSTALLATION NAME														DATE:			
	STRENGTH REPORT SUMMARY														TIME:			
	AS OF MM/DD/YY																	
						FT							TOTAL AGENCY					
GROUP CODE	PERM GS/GM	PERM FWS	EXP/CONS	EXEC	OTHER PERM	TOTAL PERM	PT PERM	REG TEMP	SUM TEMP	STUDENT	PMI	WTO	COOP OB	ON BOARD MALE	COOP FEMALE	NON LWOP	OTHER AGENCY	
1	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999
2	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999
3	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999
.																		
9	9999	9999	.....															
**	TOTALS LINE																	

**GROUP CODE--**1st Character of NASA Classification Code

**PERM GS/GM--**Position Type = 6 or 7, and Pay Plan = 'GM' or 'GS' and Duty Status Not = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

**PERM FWS--**Position Type = 6 or 7, and First Position of Pay Plan = 'W' or 'X' and Duty Status Not = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

**EXP/CONS--**Pay Plan = 'EH' or 'EF' or 'ED' and Duty Status Not = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

**EXEC--**Pay Plan = 'AD', or 'ES' or 'ST' or 'EX' and Duty Status Not = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

**OTHER PERM--**Position Type = 6 or 7, and Pay Plan Not = 'GM' or 'GS' or 'WG' or 'WL' or 'WS' or 'EH' or 'EF' or 'ED' or 'AD' or 'ES' or 'ST' or 'EX' or First Position of Pay Plan Not = 'W' or 'X' and Duty Status Not = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

**FT TOTAL PERM--**Sum of PERM GS/GM + PERM FWS + EXEC + OTHER PERM

**PT PERM--**Position Type = 8 and Duty Status Not = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

**REG TEMP--**Position Type = 5 and Pay Plan not = 'EH' or 'EF' or 'ED' and Duty Status Not = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

**SUM TEMP--**Position Type = 3 and Duty Status Not = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

**STUDENT--**Position Type = 2 and Pay Plan = 'GS' and Duty Status Not = 'L' or 'S' or 'X' or

'M' or 'F' and Agency Code: Employing not = blank

**PMI--**Position Type = 0 or 1 and Duty Status = 'D' and Agency Code: Employing not = blank

**WTO--**Position Type = 4 and Duty Status Not = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

**COOP OB--**Position Type = 0 or 1 and Duty Status = 'Y' and Agency Code: Employing not = blank

**TOTAL AGENCY ON BOARD --** Duty Status not = 'L' or 'S' or 'F' or 'X' or 'M' and Agency Code Employing not = blank

**MALE--**Sex = 'M'  
**FEMALE--**Sex = 'F'

**COOP LWOP--**Position Type = 0 or 1 and Duty Status = 'L' and Agency Code: Employing not = blank

**NON-AGENCY--**First 2 Characters of Agency Code: Employing = blank

**OTHER LWOP--**Position Type not = '0' or 1 and Duty Status = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Duty Status not equal 'Z'
- Installation code equal user designated center code

**REPORT 353 PERSONNEL STATISTICS PERSONNEL**

**PURPOSE:** To provide the Personnel Office with a statistical analysis of the current work-force.

**CONTENTS:** All active employees.

**SEQUENCE:** Selective By Pay Plan-Grade, or Organization: Assigned, or NASA Classification Code  
 Totals by Pay Plan-Grade, Organization: Assigned, or NASA Classification Code Group based upon selection  
 Page break based upon selection.

REPORT NO: 353		NASA PERSONNEL AND PAYROLL SYSTEM										PAGE:	
SEQUENCE BY:		INSTALLATION NAME										DATE:	
NASA CODE GROUP (3)		PERSONNEL STATISTICS										TIME:	
		AS OF MM/DD/YY										GRADE GS/12	
	NUMBER	AVERAGE ADJ BASIC SALARY	AVERAGE AGE	<-AVERAGE ON BOARD	YEARS-> IN GRADE	DOC.DEG. #/%	MAS DEG. #/%	BACH. DEG. #/%	NO. DEG. #/%	MALES #/%	FEMALES #/%	MINORITY #/%	
00000	1	50,000	55.00	300	9				1	1			
GS-15						0.0	0.0	0.0	100.0	100.0			
GS-14	5	45,000	55.00	250	150			1	4	5			
						0.0	0.0	20.0	80.0	100.0			
GS-13	11	38,888	56.11	300	111			2	8	11			
						0.0	0.0	18.1	72.7	100.0			
.													
.													
.													
A	C	D	E	F	G	H	I	J	K	L	M	N	
*** TOTALS LINE													
AVERAGE GRADE: P													
NUMBER OF EMPLOYEES WITH TENURE CODE 1: Q													

**DATA ELEMENTS:**

- A. Pay Plan-Grade: Current or Organization: Assigned or NASA Classification Code Group, based upon selection
- C. Number employees based upon selection
- D. Average of Empl Adjstd Basic Pay Amt
- E. Average of Age using Date of Birth
- F. Average years using EOD Date
- G. Average years using Grade: Current Date
- H. Number/% of Doctor Degree
- I. Number/% of Master Degree
- J. Number/% of Bachelor Degree
- K. Number/% of No Degree (H, I, J, K using Degree: Highest Level)
- L. Number/% of Males
- M. Number/% of Females (L, M using Sex)

- N. Number/% of Minorities (using Minority Code not equal 'E')
- O. Literal title based upon selection (Grade, Organ, NCC)
- P. Average Grade using Grade: Highest
- Q. Number employees using Tenure Code = 1

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Duty Status not equal 'Z'
- Installation code equal user designated center code

**REPORT 354      FREEDOM OF INFORMATION LISTING      PERSONNEL**

**PURPOSE:** To provide a listing of information which is available under the Freedom of Information Act

**CONTENTS:** All active employees

**SEQUENCE:** Selective by Organization: Assigned or Employee Name  
 Page breaks by Organization: Assigned, if selected by Organization:  
 Assigned

ORG.	NAME OPM TITLE	PAY PLAN	OPM SERIES	GRADE /STEP	ADJ BASIC SALARY	NCC	DUTY STATION
AH499	CAMPBELL, RICHARD H. ELECTRONICS ENGINEER	WG	0861	11/09	12,345.67	725-10	123456789
AAAAA	BB C	D	E	F/G	H	I	J

**DATA ELEMENTS:**

- A. Organization: Assigned
- B. Employee Name (Last, First, MI, Gen)
- C. Title: OPM
- D. Pay Plan
- E. Occupational Code
- F. Grade: Current
- G. Step
- H. Empl Adjstd Basic Pay Amt
- I. NASA Classification Code
- J. Duty Station Code

**SELECTION CRITERIA:**

- Includes all employees with the following criteria:
- Installation code equal user designated center code
  - Duty Status not equal 'Z'

**REPORT 358 MATURE TRANSACTION AND ERROR REPORT PERSONNEL**

**PURPOSE:** To provide documentation of the personnel actions affected.  
**CONTENTS:** All personnel actions affected.  
**SEQUENCE:** Selective by 1) Action Entry Clerk, Organization: Assigned, SSN, NOAC, Effective Date, Page Break by Action Entry Clerk  
 2) Organization: Assigned, SSN, NOAC, Effective Date, Page Break by Organization Assigned  
 3) SSN, NOAC, Effective Date  
 4) NOAC, Effective Date, Action Entry Clerk, SSN  
 5) Name, NOAC, Effective Date

SUBJECT TO PRIVACY ACT OF 1974				NASA PERSONNEL AND PAYROLL SYSTEM				PAGE:
REPORT NO: 358				INSTALLATION NAME				DATE:
SEQUENCED BY:				MATURE TRANSACTION AND ERROR REPORT				TIME:
				AS OF MM/DD/YY				
UPDATE	CLERK	EDIT BYPASS CODE	ORG. ASSIGNED	SSN	FACIL	ACTN CODE	DATE	NAME MESSAGE
DMILAN		X	BB111	548236871	M	893	12/14/88	BRIGHTSTONE, WARNER E.
								* SSN 548236871 NOAC 893 ACDATE 12/14/88 HAS BEEN MATURED
								### STEP CHANGED FROM 03 TO 04
E		G	F	A	I	B	C	D
								H
								H

SUBJECT TO PRIVACY ACT OF 1974

**DATA ELEMENTS:**

- A. SSN
- B. Nature of Action: Code
- C. Effective Date (MM/DD/YY)
- D. Employee Name (Last, First, MI, Gen)
- E. Action Entry Clerk
- F. Organization: Assigned
- G. Edit Bypass Code
- H. Message
- I. Facility Code

**SELECTION CRITERIA:**

- All records with the following criteria:
- Record created by Mature process
  - Date-Time key less than user designated end date-time
  - Installation Code equal to user designated center code
  - Facility Code equals user designated facility code, if entered

**REPORT 451      NASA QUARTERLY ORGANIZATION CODES      PERSONNEL**

**PURPOSE:** To provide NASA Headquarters with a complete quarterly report of organizations codes and titles.  
**CONTENTS:** All organizations  
**SEQUENCE:** By Organization Assigned

REPORT NO: 451	NASA PERSONNEL AND PAYROLL SYSTEM		PAGE:
SEQUENCE BY:	INSTALLATION NAME		DATE:
	NASA QUARTERLY ORGANIZATION CODES		TIME:
	AS OF MM/DD/YY		
INST#	ORG CODE	ORG TITLE	
72	CB511	ASTRONAUT CANDIDATE OPERATIONS & TRAINING GROUP	
A	B	C	

**DATA ELEMENTS:**

- A. Installation Number (First 2 characters of Installation Code)
- B. Organization: Assigned
- C. Organization Title

**SELECTION CRITERIA:**

Includes all records on the Personnel Organization table

**REPORT 364 FULL TABLES REPORT (GENERIC OUTPUT) PERSONNEL**

**PURPOSE:** To provide the contents of the personnel tables.

**CONTENTS:** Selective by individual table or all tables in personnel, payroll, appendices, controls or any combination of the four.

**SEQUENCE:** By Table Name, Table Key

REPORT NO: 364		NASA PERSONNEL AND PAYROLL SYSTEM		PAGE:
SEQUENCE BY:		INSTALLATION NAME		DATE:
				TIME:
		(TABLE DESCRIPTION)-----TABLE REPORT----- (TABLE NAME)		
		AS OF MM/DD/YY		
TABLE NO	TABLE KEY	REMARKS		
A	B	D		
		E		
				(TABLE NAME)

**DATA ELEMENTS:**

A. Table Number

B. Table Key

D. Remarks 1

E. Remarks 2



**REPORT 365 TICKLER REPORT PERSONNEL**

**PURPOSE:** To provide a working document for the Center to track all Personnel actions with a suspense date or overdue suspense date pertaining to an employee's employment thus promoting timely personnel actions. Management also uses this report to assist them in planning staffing needs.

**CONTENTS:** All transactions for active employees carrying a Nature of Action NTE Date or Follow-up Code Date within the next 90 days of a user specified beginning date.

**SEQUENCE:** By Directorate, Suspense Type, Organization: Assigned, NTE/End Date  
Page break by Directorate

REPORT NO: 365		NASA PERSONNEL AND PAYROLL SYSTEM				PAGE:	
SEQUENCE BY:		INSTALLATION NAME				DATE:	
						TIME:	
G							
SUSPENSE REPORT							
AS OF MM/DD/YY							
DIR	SUSPENSE TYPE	ORG CODE	NTE/END DATE	FACIL	NAME	POS TYPE	TYPE LOCAL
A	BB	CCCC	DD/DD/DD	F	EE	H	II
A	BB	CCCC	DD/DD/DD	F	EE	H	II
A	BB	CCCC	DD/DD/DD	F	EE	H	II
A	BB	CCCC	DD/DD/DD	F	EE	H	II
A	BB	CCCC	DD/DD/DD	F	EE	H	II

**DATA ELEMENTS:**

- A. Organization: Assigned (Edited to indicate Directorate)
- B. Nature of Action Code Title/Followup Code Title (literal corresponding with D)
- C. Organization: Assigned
- D. NOAC NTE Date/Followup Code Date (see list right)
- E. Employee Name (Last, First, MI, Gen.)
- F. Facility Code
- G. Facility Name - Data Value derived from Facility Code table
- H. Position: Type
- I. Position: Type Local

- beginning date (refer to right for specific field names)
- If a Facility Code is designated, Facility Name will be derived from the Facility Table
- Duty Status Not = 'Z'

**DATE FIELDS:**

- Appointment: NTE Date
- Furlough NTE Date
- LWOP: NTE Date
- LWP: NTE Date
- Promotion NTE Date
- Position: Change NTE Date
- Retention Allowance: NTE Date
- Suspension: NTE Date
- Sabbatical Leave NTE Date
- Service Agreement: End Date
- 8 Follow up Dates
- Extension to RIF NTE Date

**SELECTION CRITERIA:**

- Includes all employees with the following criteria:
- Installation code equal user designated center code
  - Any NTE or Follow Up code date within the next 90 days of a user specified

**REPORT 254**      **TSP LETTER (CSRS)**      **PERSONNEL**  
**PURPOSE:**      To notify employees of eligibility to enroll.  
**CONTENTS:**      All newly eligible employees with a 943 NOAC suspended action with Source Code = 'P' and Retirement Plan = K, M, or N.  
**SEQUENCE:**      By Employee Name

National Aeronautics and Space Administration  
 INSTALLATION NAME  
 F  
 Notice of Eligibility for the Thrift Savings Plan

TO:    A  
       B

You are now eligible to enroll in the Thrift Savings Plan (TSP). During this open season, you may begin participating in the TSP by allocating contributions to your account among the three Funds.

You may elect to invest all or any portion of your TSP Contributions in any of the three TSP Investment Funds: the Government Securities Investment (G) Fund, the Common Stock Index Investment (C) Fund, and the Fixed Income Index Investment (F) Fund.

Whether you contribute or not, effective    C    a TSP account will be established for you and NASA will begin making automatic contributions to your account each pay period equal to 1% of your base pay.

How to make an open season election: To make an open season election, please complete the attached TSP Form-1 and return it to    D    by the end of open season.

Where to get more information about the TSP: The attached booklet, "Summary of the Thrift Savings Plan for Federal Employees," describes the TSP in detail. Please read it before making a TSP election.

Also attached is the flyer "Open Season Update". This flyer contains basic information about this TSP open season.

If you have questions about the TSP, contact    E    .

**DATA ELEMENTS:**

- A. Employee Name - Last, Gen, First, MI
- B. Organization: Assigned
- C. TSP Enrollment Date - Data value found in Personnel Control Table
- D. Office Mail Code - Data Value found in Personnel Control Table
- E. Office Contact - Data Value found in Personnel Control Table
- F. If the user designated a Facility Code, the Facility Name will be derived from the Facility Table.

**SELECTION CRITERIA:**

- Include all employees with the following criteria:
- User selected FERS Notice
  - Installation code equal user designated center code
  - Facility Code equals user designated Facility Code, if entered
  - Suspended Nature of Action Code equals 943 with Source Code equal 'P'
  - Retirement Plan = K, M, or N

**REPORT 254      TSP LETTER (FERS)      PERSONNEL**

**PURPOSE:** To notify employees of eligibility to enroll.  
**CONTENTS:** All newly eligible employees with a 943 NOAC suspended action with Source Code = 'P' and Retirement Plan not = K, M, or N.  
**SEQUENCE:** By Employee Name

National Aeronautics and Space Administration  
INSTALLATION NAME  
F  
Notice of Eligibility for The Thrift Savings Plan

TO:    A  
      B

You are now eligible to enroll in the Thrift Savings Plan (TSP). During this open season, you may begin participating in the TSP by allocating contributions to your account among the three Funds.

You may elect to invest all or any portion of your TSP Contributions in any of the three TSP Investment Funds: the Government Securities Investment (G) Fund, the Common Stock Index Investment (C) Fund, and the Fixed Income Index Investment (F) Fund.

How to make an open season election: To make an open season election, please complete the attached TSP Form-1 and return it to D by the end of open season.

Where to get more information about the TSP: The attached booklet, "Summary of the Thrift Savings Plan for Federal Employees," describes the TSP in detail. Please read it before making a TSP election.

Also attached is the flyer "Open Season Update". This flyer contains basic information about this TSP open season.

If you have questions about the TSP, contact E .

**DATA ELEMENTS:**

- A. Employee Name - Last, Gen, First, MI
- B. Organization: Assigned
- D. Office Mail Code - Data value found in Personnel Control Table
- E. Office Contact - Data value found in Personnel Control Table
- F. If the user designated a Facility Code, the Facility Name will be derived from the Facility Table.

**SELECTION CRITERIA:**

- Include all employees with the following criteria:
  - User selected CSRS Notice
  - Installation code equal user designated center code
  - Facility Code equals user designated Facility Code, if entered
  - Suspended Nature of Action Code equals 943 with Source Code equal 'P'
  - Retirement Plan not equal K, M, or N.

**REPORT 151      APPROVED ACTION NOT REQUIRING AN SF 50      PERSONNEL  
(REALIGNMENT)**

**PURPOSE:** To notify individuals of personnel actions in lieu of an SF 50.  
**CONTENTS:** All personnel affected by NOAC 790--changes to Organization Assigned; Organization Assigned and Duty Station; Organization Assigned and Agency Code.  
**SEQUENCE:** Selective By Organization: Assigned, Employee Name or SSN or Employee Name

SUBJECT TO PRIVACY ACT OF 1974 NATIONAL AERONAUTICS & SPACE ADMINISTRATION INSTALLATION NAME N	
REALIGNMENT	
NAME: A	SSN: B
ORGANIZATION: D	DOB: C
EFFECTIVE DATE: H	
NATURE OF ACTION CODE: E	
NATURE OF ACTION: F	
AUTHORITY CODE AND AUTHORITY: G O	
FROM (DIR, DIV, BR, SEC)	
TITLE	
TO (DIR, DIV, BR, SEC)	
TITLE	
FROM: DUTY STATION CODE, DUTY STATION:	P Q
TO: DUTY STATION CODE, DUTY STATION:	R S
TYPE OF APPOINTMENT, POSITION, GRADE AND BASIC PAY REMAIN UNCHANGED	
NAME OF APPROVING OFFICIAL: K	
TITLE OF APPROVING OFFICIAL: L	
APPROVAL DATE: M	
AGENCY CODE: I	
PERSONNEL OFFICE ID (POI): J	
SUBJECT TO PRIVACY ACT OF 1974	

**DATA ELEMENTS:**

- A. Employee Name (Last, Gen, First, MI)
- B. SSN
- C. Date Of Birth
- D. Organization: Assigned
- E. Nature of Action: Code
- F. Personnel Action title
- G. Authority Code 1 and Authority Description
- H. Effective date
- I. Agency Code: Employing or New Agency Code: Employing
- J. Personnel Office ID - Data value is found in Personnel Control Table
- K. Name (Approving Official)
- L. Title (Approving Official)
- M. Date (Approving)

- N. If a Facility Code is designated, Facility Name will be derived from the Facility table
- O. Authority Code 2 and Authority Description
- P. Old Duty Station Code
- Q. Old Duty Station Name
- R. New Duty Station Code
- S. New Duty Station Name

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation code equal user designated center code
- Nature of Action code equal user designated Nature of Action code
- SF 50: Required equals 'N'
- Facility Code equals user designated facility code if entered









**REPORT 151      APPROVED ACTION NOT REQUIRING AN SF 50      PERSONNEL  
(RETURN TO DUTY)**

**PURPOSE:** To notify individuals of personnel actions in lieu of an SF 50.  
**CONTENTS:** All personnel affected by NOAC 292.  
**SEQUENCE:** Selective By Organization: Assigned, Employee Name or SSN or Employee Name

SUBJECT TO PRIVACY ACT OF 1974	
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION INSTALLATION NAME Q	
RETURN TO DUTY	
NAME: A	SSN: B
ORGANIZATION: D	DOB: C
EFFECTIVE DATE: H	
NATURE OF ACTION CODE: E	
NATURE OF ACTION: F	
AUTHORITY CODE AND AUTHORITY: G	
	R
TYPE OF APPOINTMENT, POSITION, GRADE AND SALARY REMAIN UNCHANGED	
NAME OF APPROVING OFFICIAL: N	
TITLE OF APPROVING OFFICIAL: O	
APPROVAL DATE: P	
AGENCY CODE: L	
PERSONNEL OFFICE ID (POI): M	
SUBJECT TO PRIVACY ACT OF 1974	

**DATA ELEMENTS:**

- A. Employee Name (Last, Gen, First, MI)
- B. SSN
- C. Date Of Birth
- D. Organization: Assigned
- E. Nature of Action: Code
- F. Personnel Action title
- G. Authority Code 1 and Authority Description
- H. Effective date
- L. Agency Code: Employing
- M. Personnel Office ID - Data value found in Personnel Control Table
- N. Name (Approving Official)
- O. Title (Approving Official)
- P. Date (Approving)

- Q. If a Facility Code is designated, the Facility Name will be derived from the Facility Table
- R. Authority Code 2 and Authority Description

**SELECTION CRITERIA:**

- Includes all employees with the following criteria:
- Installation code equal user designated center code
  - Nature of Action code equal user designated Nature of Action code
  - SF 50: Required equals 'N'
  - Facility Code equals user designated facility code if entered

**REPORT 151      APPROVED ACTION NOT REQUIRING AN SF 50      PERSONNEL  
(ANNUAL COMPARABILITY INCREASE)**

**PURPOSE:** To notify individuals of personnel actions in lieu of an SF 50.  
**CONTENTS:** All personnel affected by NOAC 894.  
**SEQUENCE:** Selective By Organization: Assigned, Employee Name or SSN or Employee Name

SUBJECT TO PRIVACY ACT OF 1974			
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION INSTALLATION NAME N			
ANNUAL COMPARABILITY INCREASE			
NAME: A		SSN: B	
ORGANIZATION: D		DOB: C	
EFFECTIVE DATE: H			
NATURE OF ACTION CODE: E			
NATURE OF ACTION: F			
AUTHORITY CODE AND AUTHORITY:			
G			
O			
	FROM:	PAY PLAN	GRADE/STEP
	TO:		TOTAL SALARY
EMPLOYEE FAILED TO QUALIFY FOR PAY ADJUSTMENT; SALARY IS UNCHANGED.			NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P64
STEP 99 INDICATES SALARY RATE IS NOW BELOW THE STEP 1 RATE			NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P67
SALARY INCLUDES RETENTION ALLOWANCE OF \$			NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P70
SALARY INCLUDES STAFFING DIFFERENTIAL OF \$			NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P71
SALARY INCLUDES SUPERVISORY DIFFERENTIAL OF \$			NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P72
SALARY INCLUDES PAY ADJUSTMENT OF \$			NOTE: PRINTED ONLY IF THE EMPLOYEE'S PAY PLAN EQ GM
SALARY INCLUDES AUO OF \$			NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P81
SALARY INCLUDES AVAILABILITY PAY OF \$			NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P99
NAME OF APPROVING OFFICIAL: K			
TITLE OF APPROVING OFFICIAL: L			
APPROVAL DATE: M			
AGENCY CODE: I			
PERSONNEL OFFICE ID (POI): J			
SUBJECT TO PRIVACY ACT OF 1974			

DATA ELEMENTS:

- A. Employee Name (Last, Gen, First, MI)
- B. SSN
- C. Date Of Birth
- D. Organization: Assigned
- E. Nature of Action: Code
- F. Personnel Action title
- G. Authority Code 1 and Authority Description
- H. Effective date
- I. Agency Code: Employing
- J. Personnel Office ID - Data value is found in Personnel Control Table
- K. Name (Approving Official)
- L. Title (Approving Official)
- M. Date (Approving)
- N. If a Facility Code is designated, Facility Name will be derived from the Facility table
- O. Authority Code 2 and Authority Description

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equal user designated center code
- Nature of Action code equal user designated Nature of Action code
- SF 50: Required equals 'N'
- Facility Code equals user designated facility code if entered



DATA ELEMENTS:

- A. Employee Name (Last, Gen, First, MI)
- B. SSN
- C. Date Of Birth
- D. Organization: Assigned
- E. Nature of Action: Code
- F. Personnel Action title
- G. Authority Code 1 and Authority Description
- H. Effective date
- I. Agency Code: Employing
- J. Personnel Office ID - Data value is found in Personnel Control Table
- K. Name (Approving Official)
- L. Title (Approving Official)
- M. Date (Approving)
- N. If a Facility Code is designated, Facility Name will be derived from the Facility table
- O. Authority Code 2 and Authority Description
- P. Old Duty Station Code
- Q. Old Duty Station Name
- R. New Duty Station Code
- S. New Duty Station Name

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equal user designated center code
- Nature of Action code equal user designated Nature of Action code
- SF 50: Required equals 'N'
- Facility Code equals user designated facility code if entered

**REPORT 151      APPROVED ACTION NOT REQUIRING AN SF 50      PERSONNEL  
(LOCALITY PAYMENT)**

**PURPOSE:** To notify individuals of personnel actions in lieu of an SF 50.  
**CONTENTS:** All personnel affected by NOAC 895.  
**SEQUENCE:** Selective By Organization: Assigned, Employee Name or SSN or Employee Name

SUBJECT TO PRIVACY ACT OF 1974 NATIONAL AERONAUTICS AND SPACE ADMINISTRATION INSTALLATION NAME N LOCALITY PAYMENT									
NAME: A							SSN: B		
ORGANIZATION: D							DOB: C		
EFFECTIVE DATE: H									
NATURE OF ACTION CODE: E									
NATURE OF ACTION: F									
AUTHORITY CODE AND AUTHORITY:									
G									
O									
	PAY PLAN	GRADE/ STEP	BASIC PAY	LOCAL ADJUST	ADJUSTED BASIC PAY	OTHER PAY	TOTAL SALARY	PRD	
FROM:	GS	04/01	16,393.00	656	17,049.00	8032	25,081.00		P
TO:	GS	04/01	16,393.00	1311	17,704.00	8196	25,900.00		P
SALARY INCLUDES RETENTION ALLOWANCE OF \$							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P70		
SALARY INCLUDES STAFFING DIFFERENTIAL OF \$							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P71		
SALARY INCLUDES SUPERVISORY DIFFERENTIAL OF \$							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P72		
SALARY INCLUDES AUO OF \$							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P81		
SALARY INCLUDES SPECIAL PAY ADJUSTMENT FOR LAW ENFORCEMENT OFFICERS OF \$							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P85		
SALARY INCLUDES A LOCALITY-BASED COMPARABILITY PAYMENT OF _____%							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P92		
SPECIAL SALARY RATE EXCEEDS THE LOCALITY RATE OF PAY, SO EMPLOYEE RECEIVES NO LOCALITY PAYMENT							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P93		
SPECIAL ADJUSTED RATE FOR LAW ENFORCEMENT OFFICERS EXCEEDS LOCALITY RATE OF PAY, SO EMPLOYEE RECEIVES NO LOCALITY PAYMENT							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P95		
IGA CONTINUED RATE OF PAY CONTINUES UNTIL ONE OF THE TERMINATING CONDITIONS OF 5 CFR 531.703(g) IS SATISFIED—i.e., THE EMPLOYEE'S DUTY STATION IS NO LONGER IN AN INTERIM GEOGRAPHIC ADJUSTMENT AREA; THE EMPLOYEE IS NO LONGER IN A POSITION COVERED BY A NATIONWIDE OR WORLDWIDE SPECIAL SALARY RATE; THE EMPLOYEE IS ENTITLED TO A HIGHTER RATE OF PAY UNDER ANOTHER AUTHORITY; OR THE EMPLOYEE IS REDUCED IN GRADE.							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P96		
SALARY INCLUDES AVAILABILITY PAY OF \$							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P99		
NAME OF APPROVING OFFICIAL: K									
TITLE OF APPROVING OFFICIAL: L									
APPROVAL DATE: M									
AGENCY CODE: I									
PERSONNEL OFFICE ID (POI): J									
SUBJECT TO PRIVACY ACT OF 1974									

DATA ELEMENTS:

- A. Employee Name (Last, Gen, First, MI)
- B. SSN
- C. Date Of Birth
- D. Organization: Assigned
- E. Nature of Action: Code
- F. Personnel Action title
- G. Authority Code 1 and Authority Description
- H. Effective date
- I. Agency Code: Employing
- J. Personnel Office ID - Data value is found in Personnel Control Table
- K. Name (Approving Official)
- L. Title (Approving Official)
- M. Date (Approving)
- N. Facility Name - derived from the Facility table based on the value of Facility Code
- O. Authority Code 2 and Authority Description
- P. Pay Rate Determinant

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equal user designated center code
- Nature of Action code equal user designated Nature of Action code
- SF 50: Required equals 'N'
- Facility Code equals user designated facility code if entered

**REPORT 356      LWOP REPORT      PERSONNEL**  
**PURPOSE:**      To review LWOP.  
**CONTENTS:**     All employees who would receive a WIG by a specified date who have LWOP.  
**SEQUENCE:**     Selective By Organization: Assigned or SSN or Employee Name

SUBJECT TO PRIVACY ACT OF 1974

REPORT NO: 356	NASA PERSONNEL AND PAYROLL SYSTEM	PAGE:
SEQUENCED BY:	INSTALLATION NAME	DATE:
	LWOP REPORT	TIME:
	AS OF MM/DD/YY	

  

	-----CURRENT-----NEW													
SSN/FACIL	ORG	EMPLOYEE NAME	GRD	STP	DATE	DATE	DATE	WIG	MAX	EXCESS	LAST EQ.	SUSPENDED		
A	A	B	C	D	E	J	F	F	G	K	H	I	L	M

  

SUBJECT TO PRIVACY ACT OF 1974

**DATA ELEMENTS:**

- A. SSN/Facility Code
- B. Organization: Assigned
- C. Employee Name (Last, First, MI, Gen)
- D. Grade: Current
- E. Step
- F. WIG Date: Next
- G. LWOP: WIG Hours
- H. G - K
- I. Last Equiv Incr Date
- J. WIG Date: End
- K. Suspense Allow LWOP
- L. Suspense NOAC
- M. Suspense EFDATE

**SELECTION CRITERIA:**

- Includes all employees with the following criteria:
- Installation code equal user designated center code
  - Suspense source equal 'P'
  - Suspense Nature of Action Code equal '891' or '893' and Suspense Effective Date greater than user designated date or Suspense NOAC equal '991'
  - Suspense WIG-LWOP equal '0'
  - Suspense Mature Status Code equal null

**REPORT 351 PERSONNEL REGISTER PERSONNEL**

**PURPOSE:** To provide information to organizations management.  
**CONTENTS:** All active employees  
**SEQUENCE:** By Organization: Assigned, Administrative Level, Grade, Step, Name  
 Count by Organization: Assigned and Center Code  
 Page break by Organization: Assigned and Center Code  
 Physical page break by Organization: Assigned (Division)

SUBJECT TO PRIVACY ACT OF 1974															NASA PERSONNEL AND PAYROLL SYSTEM			PAGE:	
REPORT NO 351															INSTALLATION NAME			DATE:	
SEQUENCED BY:															j			TIME:	
															PERSONNEL REGISTER				
															AS OF MM/DD/YY				
A	B																		
f																			
SSN/FACIL	NAME	OPM TITLE										DEG-BA-YR	DEG-HIG-FLD(BA TITLE)						
OCC-CDE	PDN	FLSA P-OC	NCC-SUPV	HIGRD	NASA TITLE					DEG-HI-YR	DEG-HIG-FLD(TITLE)	DEG-H-L							
CLASS		DTY-ST	P-TY	TDP/GRP	TEN	COMP-LVL	VET-PF	ADM-LV	FOC	PAY-PL	PAY-TB	GRD-STP	ADJ-BASIC-SAL	FIN-ST	UN-B-U				
BIRTH	FSCD	EOD	LAST-PRO			WIG-DUE-DTE	SENSITIVITY					DETAIL-END-DTE							
123456789	M SMITH, MARY M.	SR.	PROGRAM ANALYST										70 BUSINESS MANAGEMENT						
0510	871098	E	1	602-01-M	12	AST, TECHNICAL MANAGEMENT					72 BUSINESS ADMINISTRATION		M						
PERM		D	6	5/	1	001	1	00	GS	001	12/10	\$35,539.00	0	0160					
12/20/47	07/27/80	07/27/80	08/19/84		08/13/89	n					o								
C	C D														d	e			
F	G	5	I	J	-K	L	M				N	0	P						
Q		R	H	S/T	U	V	W	XXXXX	YY	ZZ	111	22/33	\$444,444.44	6	7777				
88/88/88	99/99/99	a	b		c	n					o								
C	C D														d	e			
F	G	5	I	J	-K	L	M				N	0	P						
Q		R	H	S/T	U	V	W	XXXXX	YY	ZZ	111	22/33	\$444,444.44	6	7777				
88/88/88	99/99/99	a	b		c	n					o								
PERSONNEL REGISTER SUMMARY																			
A	B																		
k	DIRECTORATE TOTAL COMPLEMENT = iii																		
	ggg PERMANENT			ggg PERMANENT-PART TIME			ggg NON-PERMANENT			ggg PERM STUDENT			ggg EXP/CONS						
	ggg NON-DUTY PERM			ggg NON-DUTY PERM P/T			ggg NON-DUTY NON-PERM			ggg NON-DUTY PERM STUDENT			ggg OTHER						
	hhh DETAILED OUT																		
l	DIVISION TOTAL COMPLEMENT = iii																		
	ggg PERMANENT			ggg PERMANENT-PART TIME			ggg NON-PERMANENT			ggg PERM STUDENT			ggg EXP/CONS						
	ggg NON-DUTY PERM			ggg NON-DUTY PERM P/T			ggg NON-DUTY NON-PERM			ggg NON-DUTY PERM STUDENT			ggg OTHER						
	hhh DETAILED OUT																		
m	BRANCH TOTAL COMPLEMENT = iii																		
	ggg PERMANENT			ggg PERMANENT-PART TIME			ggg NON-PERMANENT			ggg PERM STUDENT			ggg EXP/CONS						
	ggg NON-DUTY PERM			ggg NON-DUTY PERM P/T			ggg NON-DUTY NON-PERM			ggg NON-DUTY PERM STUDENT			ggg OTHER						
	hhh DETAILED OUT																		
GRAND	TOTAL COMPLEMENT = iii																		
	ggg PERMANENT			ggg PERMANENT-PART TIME			ggg NON-PERMANENT			ggg PERM STUDENT			ggg EXP/CONS						
	ggg NON-DUTY PERM			ggg NON-DUTY PERM P/T			ggg NON-DUTY NON-PERM			ggg NON-DUTY PERM STUDENT			ggg OTHER						
	hhh DETAILED OUT																		

- |  |                                    |   |
|--|------------------------------------|---|
| <b>DATA ELEMENTS:</b>                          | <b>E. Title: OPM</b>               | <b>K. Supervisory Code</b>              |
| <b>A. Organization: Assigned</b>               | <b>F. Occupational Code</b>        | <b>L. Grade: Highest</b>                |
| <b>B. Organization Title</b>                   | <b>G. Position: Description</b>    | <b>M. Title: NASA</b>                   |
| <b>C. SSN/Facility Code</b>                    | <b>Number</b>                      | <b>N. Degree: Highest Year</b>          |
| <b>D. Employee Name (Last, First, MI, Gen)</b> | <b>H. Position: Type</b>           | <b>O. Degree: Highest Field (Title)</b> |
|  | <b>I. Position: Occupied</b>       | <b>P. Degree: Highest Level</b>         |
|  | <b>J. NASA Classification Code</b> |   |

REPORT 351 PERSONNEL REGISTER (cont'd)

Q. Class of Employee:

	Duty Status	Position Type	Pay Plan	Employee Indicator	Class
If	-	-	EH, EF, ED, EE	-	Exp/Cons
Else If	D	6,7	-	-	Perm
Else If	not = D	6,7	-	-	Non-Duty Perm
Else If	D	8	-	-	Perm Pt
Else If	not = D	8	-	-	Non-Duty Perm Pt
Else If	D or Y	0,1	-	-	Perm Student
Else If	not = D or Y	0,1	-	-	Non-Duty Perm Student
Else If	D or Y	2, 3, 4, 5	-	-	Non-Perm
Else If	not = D or Y	2, 3, 4, 5	-	-	Non-Duty Non-Perm
Else	-	-	-	-	Other

- R. Duty Status
- S. Random Testing Designator
- T. Random Testing Designator Group
- U. Tenure Code
- V. Competitive Level
- W. Veteran Preference
- X. Administrative Level
- Y. Functional Classification
- Z. Pay Plan
- 1. Pay Table
- 2. Grade: Current
- 3. Step
- 4. Empl Adjstd Basic Pay Amt
- 5. FLSA Pay Status
- 6. Financial Statement Code
- 7. Union: Bargaining Unit Status
- 8. Date of Birth
- 9. SCD: Leave
- a. Installation EOD Date
- b. Promotion: Date of Latest
- c. WIG Date: Next
- d. Degree: Bachelor Year
- e. If Degree: Highest Level = 'B'  
Description of Degree: Highest Field  
Else  
If Degree: Second Level = 'B',  
Description of Degree: Second Field  
Else  
If Degree: Third Level = 'B',  
Description of Degree: Third Field  
Else  
If Degree: Fourth Level = 'B',  
Description of Degree: Fourth Field  
Else Blank.
- f. Organization: Located
- g. Counts of each Class of Employee (see Q)

- h. Counts of Detailed out:  
If Detail: Ending Date > 0 and  
Detail: Organization Assigned not =  
Blank and not the same as Organization  
Assigned
- i. Total counts of Organization: Assigned  
and Center Code
- j. If a Facility Code is designated, the  
Facility Name will be derived from the  
Facility Table
- k. Organization: Assigned (Directorate)
- l. Organization: Assigned (Division)
- m. Organization: Assigned (Branch)
- n. Position Criticality (Text from Local  
Table TPOSCRIT)
- o. Detail: Ending Date

SELECTION CRITERIA

- Includes all records with the following criteria:
- Installation code equals user designated center code
  - Duty Status not equal 'Z'
  - Facility Code equals user designated facility code if entered



REPORT 252 RETENTION REGISTER (cont'd)

DATA ELEMENTS:

- A. Competitive Area description found in table TCMPAREA
- B. Position Occupied
- C. Pay Plan, except for GS and GM which are combined as GS/GM
- D. Grade: Current
- E. Supervisory Group Code Description
 

<u>Supv Code</u>	<u>Group</u>	<u>Description</u>
2	1	SUPV
4, 5, 6, 8, 7	2	NON-SUPV
- F. NASA Classification Code
- G. Occupational Code
- H. Competitive Level
- J. Tenure Code Group
  - If Tenure Code = 0, GRP = 0
  - If Tenure Code = 1, GRP = I
  - If Tenure Code = 2, GRP = II
  - If Tenure Code = 3, GRP = III
  - If Tenure Code = 2 and Tenure:Ending Date is less than or equal to the RIF Effective Date, the Tenure Code will be set to 1.
- K. If Veteran Preference = 6 and Veteran Preference RIF = Y:
  - Veteran Preference Subgroup = AD
  - If Veteran Preference Not = 6 and Veteran Preference RIF = Y:
    - Veteran Preference Subgroup = A
    - If Veteran Preference RIF = N:
      - Veteran Preference Subgroup = B
- L. Veteran Preference
- M. Veteran Preference RIF
- N. Employee Name (Last, First, MI, Gen)
- O. If Title: OPM is blank
  - Title: NASA
  - else Title: OPM
- P. Position: Description Number
- Q. Performance Rating: Current
- R. Empl Crnt Rtg Efctv Date\*
- S. Performance Rating: Prior 1
- T. Empl Prior1 Rtnng Efctv Date\*
- U. Performance Rating: Prior 2
- V. Empl Prior2 Rtnng Efctv Date\*
- W. SCD:RIF if present, else SCD:Leave

- X. If FSCD: RIF not = 0

Adjusted FSCD = SCD: RIF - SCAVG

else Adjusted FSCD = SCD: Leave - SCAVG

SCAVG = Average of Service Credit Years = SC1 + SC2 + SC3 / 3.

Establish 3 Service Credits (SCs) based on the most current ratings.

Select (up to 3 ratings) based on the following:

- Performance Rating: (Cur, Prior1, Prior2, Prior3) = 1, 2, 3, 4, or 5, and  
Performance Rating Effective Date (Cur, Prior1, Prior2, Prior3) is not blank or 00/00/00  
and  
Performance Rating Effective Date is equal to or less than RIF Cutoff Date
- If Performance Rating = 0, do not select

For example: RIF Cutoff Date = 7/01/93 minus 4 = 7/01/89

Cur = 5 and 8/01/93

Prior1 = 4 and 8/01/92

Prior2 = 4 and 8/01/91

Prior3 = 0 and no date

Only Prior1 and Prior2 are selected

REPORT 252 RETENTION REGISTER (cont'd)

---

If less than three performance ratings selected, assume a Performance Rating equal 3/SC12 to compute SCAVG for each rating needed to credit the employee with the three performance ratings.

Perform the following computations to establish the 3 SCs (SCAVG):

If Performance Rating = 1 or 2	SC = 0
Performance Rating = 3	SC = 12
Performance Rating = 4	SC = 16
Performance Rating = 5	SC = 20

Example:	<u>RATING</u>	<u>SC</u>
PRIOR1	4	16
PRIOR2	4	16
PRIOR3	<u>3</u>	<u>12</u>
		44

44/3 = 15

Z. Tenure: Ending Date (Tenure Code = 2 employees only)

- a. Organization: Assigned
- b. Work Schedule Code
- c. If a Facility Code is designated by the user, the Facility Name will be derived from the Facility Code Table
- d. Performance Rating: Prior 3
- e. Empl Prior3 Rtnng Efectv Date\*

**\*Note:** The word assumed will appear instead of the Effective Date if a Rating of 3 is assumed.

SELECTION CRITERIA

Includes all records with the following criteria:

- Installation code equal to user designated center code(s)
- Duty Status not equal 'Z' or 'M'
- Facility Code equals user designated Facility Code if entered
- Employee Indicator equals blank or (Employee Indicator not equal blank and Pay Plan not equal blank)
- Agency Code equals user designated Agency Code if entered
- RIF Cutoff Date (used in Performance Rating selection for computation of service credit used to adjust FSCD in % above). Input of valid date is mandatory.
- Competitive Area equals user designated Competitive Area if entered.

**REPORT 252A LISTING OF TEMPORARY PROMOTIONS PERSONNEL**  
**PURPOSE:** Lists all employees who are on temporary promotions.  
**CONTENTS:** All active employees on a temporary promotion.  
**SEQUENCE:** SSN or Employee Name

SUBJECT TO PRIVACY ACT OF 1974				NASA PERSONNEL AND PAYROLL SYSTEM				PAGE:
REPORT NO: 252A				INSTALLATION NAME 1/INSTALLATION NAME 2				DATE:
SEQUENCED BY:				LISTING OF TEMPORARY PROMOTIONS				TIME:
				RIF CUTOFF DATE: MM/DD/YY				
SSN: A				POSITION OCCUPIED: E				
NAME: D				COMPETITIVE LEVEL: C				
OCCUPATIONAL CODE: B				COMPETITIVE AREA: F				
TENURE	VETPREF	ADJ FSCD	PROMOTION NTE DATE	PAY PLAN	GRADE	SUPERVISORY CODE	WORK SCHEDULE CODE	
G	H	II/II/II	JJ/JJ/JJ	KK	LL	M	N	
SSN: 100-00-0001				POSITION OCCUPIED: COMPETITIVE SERVICE				
NAME: HAYES, RUTHERFORD B.				COMPETITIVE LEVEL: 001				
OCCUPATIONAL CODE: 0081				COMPETITIVE AREA: HOUSTON				
TENURE	VETPREF	ADJ FSCD	PROMOTION NTE DATE	PAY PLAN	GRADE	SUPERVISORY CODE	WORK SCHEDULE CODE	
2	B	04/10/80	01/02/96	GS	3	8	F	
SSN: 222-22-3341				POSITION OCCUPIED: COMPETITIVE SERVICE				
NAME: BUSH, GEORGE W.				COMPETITIVE LEVEL: 001				
OCCUPATIONAL CODE: 0801				COMPETITIVE AREA: HOUSTON				
TENURE	VETPREF	ADJ FSCD	PROMOTION NTE DATE	PAY PLAN	GRADE	SUPERVISORY CODE	WORK SCHEDULE CODE	
1	B	08/01/76	12/31/95	GS	15	8	P	

SUBJECT TO PRIVACY ACT OF 1974

**DATA ELEMENTS:**

- A. SSN
- B. Occupational Code
- C. Competitive Level
- D. Employee Name (Last, First, MI, Gen)
- E. Position Occupied
- F. Competitive Area description found in table TCMPAREA
- G. Tenure Code
- H. If Veteran Preference = 6 and Veteran Preference RIF = y:  
 Veteran Preference Subgroup = AD  
 If Veteran Preference not = 6 and Veteran RIF = Y:  
 Veteran Preference Subgroup = A  
 If Veteran Preference RIF = N  
 Veteran Preference Subgroup = B

- I. If FSCD:RIF not = 0  
 Adjusted FSCD = SCD:RIF - SCAVG  
 else  
 Adjusted FSCD = SCD:Leave - SCAVG
- J. Promotion NTE Date
- K. Pay Plan
- L. Grade:Current
- M. Supervisory Code
- N. Work Schedule Code

**SELECTION CRITERIA:**

- Includes all records with the following criteria:
- Installation code equal to user designated center code(s)
  - Duty Status not equal Z or M
  - Promotion NTE Date greater than RIF Cutoff Date

**REPORT 252B LISTING OF EMPLOYEES RESTORED AFTER PERSONNEL MILITARY SERVICE**

**PURPOSE:** Lists all employee who have returned from Military Duty (NOAC 292) and (AUTH1 = "Q3K" or "ALM") within the 12-month period before Retention Register Date.

**CONTENTS:** All employees who have returned to Military Duty within 12 months of the Retention Register Date.

**SEQUENCE:** SSN or Employee Name

SUBJECT TO PRIVACY ACT OF 1974				NASA PERSONNEL AND PAYROLL SYSTEM				PAGE:
REPORT NO: 252B				INSTALLATION NAME 1/INSTALLATION NAME 2				DATE:
SEQUENCED BY:				LISTING OF EMPLOYEES RESTORED AFTER MILITARY SERVICE				TIME:
				RIF CUTOFF DATE: MM/DD/YY				
SSN: A								POSITION OCCUPIED: E
NAME: D								COMPETITIVE LEVEL: C
OCCUPATIONAL CODE: B								COMPETITIVE AREA: F
TENURE	VETPREF	ADJ FSCD	NOAC 292 EFDATE	PAY PLAN	GRADE	SUPERVISORY CODE	WORK SCHEDULE CODE	
G	H	II/II/II	JJ/JJ/JJ	KK	LL	M	N	
SSN: 100-00-0001								POSITION OCCUPIED: COMPETITIVE SERVICE
NAME: HAYES, RUTHERFORD B.								COMPETITIVE LEVEL: 001
OCCUPATIONAL CODE: 0081								COMPETITIVE AREA: HOUSTON
TENURE	VETPREF	ADJ FSCD	NOAC 292 EFDATE	PAY PLAN	GRADE	SUPERVISORY CODE	WORK SCHEDULE CODE	
2	B	04/10/80	01/02/96	GS	3	8	F	
SSN: 222-22-3341								POSITION OCCUPIED: COMPETITIVE SERVICE
NAME: BUSH, GEORGE W.								COMPETITIVE LEVEL: 001
OCCUPATIONAL CODE: 0801								COMPETITIVE AREA: HOUSTON
TENURE	VETPREF	ADJ FSCD	NOAC 292 EFDATE	PAY PLAN	GRADE	SUPERVISORY CODE	WORK SCHEDULE CODE	
1	B	08/01/76	12/31/95	GS	15	8	P	

SUBJECT TO PRIVACY ACT OF 1974

**DATA ELEMENTS:**

- A. SSN
- B. Occupational Code
- C. Competitive Level
- D. Employee Name (Last, First, MI, Gen)
- E. Position Occupied
- F. Competitive Area description found in table TCMPAREA
- G. Tenure Code
- H. If Veteran Preference = 6 and Veteran Preference RIF = y:  
 Veteran Preference Subgroup = AD  
 If Veteran Preference not = 6 and Veteran RIF = Y:  
 Veteran Preference Subgroup = A  
 If Veteran Preference RIF = N  
 Veteran Preference Subgroup = B

- I. If FSCD:RIF not = 0  
 Adjusted FSCD = SCD:Leave - SCAVG  
 else Adjusted FSCD = SCD:RIG - SCAVG
- J. NOAC 292 Effective Date
- K. Pay Plan
- L. Grade: Current
- M. Supervisory Code
- N. Work Schedule Code

**SELECTION CRITERIA:**

- Includes all records with the following criteria:
- Installation code equal to user designated center code(s)
  - Duty Status not equal Z
  - NOAC = 292 and AUTH1 = Q3K or ALM
  - Effective Date less than or equal to RIF
  - Cutoff Date and greater than or equal to RIF Cutoff Date minus 1 year



REPORT 252C RETENTION REGISTER TENURE EQUAL ZERO (cont'd)

DATA ELEMENTS:

- | <p>A. Competitive Area description found in table TCMPAREA</p> <p>B. Position Occupied</p> <p>C. Pay Plan, except for GS and GM which are combined as GS/GM</p> <p>D. Grade: Current</p> <p>E. Supervisory Group Code Description</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th><u>Supv Code</u></th> <th><u>Group</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1</td> <td>SUPV</td> </tr> <tr> <td>4, 5, 6, 8, 7</td> <td>2</td> <td>NON-SUPV</td> </tr> </tbody> </table> <p>F. NASA Classification Code</p> <p>G. Occupational Code</p> <p>H. Competitive Level</p> <p>J. Tenure Code Group<br/>             If Tenure Code = 0, GRP = 0<br/>             If Tenure Code = 1, GRP = I<br/>             If Tenure Code = 2, GRP = II<br/>             If Tenure Code = 3, GRP = III<br/>             If Tenure Code = 2 and Tenure:Ending Date is less than or equal to the RIF Effective Date the Tenure Code will be set to 1.</p> <p>Y. If FSCD: RIF not = 0<br/>             Adjusted FSCD = SCD: RIF – SCAVG<br/>             else Adjusted FSCD = SCD: Leave – SCAVG</p> | <u>Supv Code</u> | <u>Group</u>       | <u>Description</u> | 2 | 1 | SUPV | 4, 5, 6, 8, 7 | 2 | NON-SUPV | <p>K. If Veteran Preference = 6 and Veteran Preference RIF = Y: Veteran Preference Subgroup = AD<br/>             If Veteran Preference Not = 6 and Veteran Preference RIF = Y:<br/>             Veteran Preference Subgroup = A<br/>             If Veteran Preference RIF = N:<br/>             Veteran Preference Subgroup = B</p> <p>L. Veteran Preference</p> <p>M. Veteran Preference RIF</p> <p>N. Employee Name (Last, First, MI, Gen)</p> <p>O. If Title: OPM is blank Title: NASA<br/>             else Title: OPM</p> <p>P. Position: Description Number</p> <p>Q. Performance Rating: Current</p> <p>R. Empl Crnt Rtg Efctv Date*</p> <p>S. Performance Rating: Prior 1</p> <p>T. Empl Prior1 Rtnng Efctv Date*</p> <p>U. Performance Rating: Prior 2</p> <p>V. Empl Prior2 Rtnng Efctv Date*</p> <p>W. SCD:RIF if present, else SCD:Leave</p> |
|--|------------------|--------------------|--------------------|---|---|------|---------------|---|----------|--|
| <u>Supv Code</u>   | <u>Group</u>     | <u>Description</u> |                    |   |   |      |               |   |          |  |
| 2  | 1                | SUPV               |                    |   |   |      |               |   |          |  |
| 4, 5, 6, 8, 7  | 2                | NON-SUPV           |                    |   |   |      |               |   |          |  |

SCAVG = Average of Service Credit Years = SC1 + SC2 + SC3 / 3.

Establish 3 Service Credits (SCs) based on the most current ratings.  
 Select (up to 3 ratings) based on the following:

- Performance Rating: (Cur, Prior1, Prior2, Prior3) = 1, 2, 3, 4, or 5,  
 and  
 Performance Rating Effective Date (Cur, Prior1, Prior2, Prior3) is not blank or 00/00/00  
 and  
 Performance Rating Effective Date is equal to or less than RIF Cutoff Date
- If Performance Rating = 0, do not select

For example: RIF Cutoff Date = 7/01/93 minus 4 = 7/01/89

Cur = 5 and 8/01/93  
 Prior1 = 4 and 8/01/92  
 Prior2 = 4 and 8/01/91  
 Prior3 = 0 and no date

Only Prior1 and Prior2 are selected

If less than three performance ratings selected, assume a Performance Rating equal 3/SC12 to compute SCAVG for each rating needed to credit the employee with the three performance ratings.

**REPORT 252C (Cont'd)**

**REPORT 252C RETENTION REGISTER TENURE EQUAL ZERO (cont'd)**

---

Perform the following computations to establish the 3 SCs (SCAVG):

If Performance Rating = 1 or 2	SC = 0
Performance Rating = 3	SC = 12
Performance Rating = 4	SC = 16
Performance Rating = 5	SC = 20

Example:	<u>RATING</u>	<u>SC</u>
PRIOR1	4	16
PRIOR2	4	16
PRIOR3	<u>3</u>	<u>12</u>
		44

44/3 = 15

Z. Tenure: Ending Date

a. Organization: Assigned

b. Work Schedule Code

c. If a Facility Code is designated by the user, the Facility Name will be derived from the Facility Code Table

d. Performance Rating: Prior 3

e. Empl Prior3 Rtnng Efctv Date\*

**\*Note:** The word assumed will appear instead of the Effective Date if a Rating of 3 is assumed.

**SELECTION CRITERIA**

Includes all records with the following criteria:

- Installation code equal to user designated center code(s)
- Duty Status not equal 'Z' or 'M'
- Facility Code equals user designated Facility Code if entered
- Employee Indicator equals blank or (Employee Indicator not equal blank and Pay Plan not equal blank)
- Agency Code equals user designated Agency Code if entered
- RIF Cutoff Date (used in Performance Rating selection for computation of service credit used to adjust FSCD in % above). Input of valid date is mandatory.
- Competitive Area equals user designated Competitive Area if entered.



REPORT 255 RETENTION REGISTER LITE PERSONNEL

PURPOSE: To provide a regulatory correct retention register report to be used by the Human Resources Office, in the event of a Reduction-In-Force, as an alternative to the current core report.

- CONTENTS: Based upon one of the following user selections:
1. All employees with a Duty Status not equal 'M' or 'Z'.
2. All employees with a user specified NASA Classification Code and a Duty Status not equal to 'M' or 'Z'.
3. All employees with a user specified Organization: Assigned and a Duty Status not equal to 'M' or 'Z'.
4. All employees with a user specified Occupational Code and a Duty Status not equal to 'M' or 'Z'.
5. All employees with a user specified Competitive Area and a Duty Status not equal to 'M' or 'Z'.

SEQUENCE: Competitive Area, Pay Plan, Occupational Code (Series), Grade: Current, Competitive Level, NASA Classification Code Work Schedule Code, Supervisory Group, Tenure Group, Tenure Subgroup, Adjusted FSCD for RIF or Competitive Area, Position Occupied, Work Schedule Code, Grade: Current, Competitive Level, Tenure Group, Tenure Subgroup, Adjusted FSCD for RIF, Name (Last, First, Middle Init)

Page break by Competitive Area, Pay Plan, Occupational Code (Series), Grade: Current, NASA Classification Code, Work Schedule Code, Supervisory Group or Competitive Area, Position Occupied, Work Schedule, Grade: Current.

Four lines will be skipped when the Competitive Level changes.

Table with columns: REPORT NO, SEQUENCED BY, SUBJECT TO PRIVACY ACT OF 1974, NASA PERSONNEL AND PAYROLL SYSTEM, INSTALLATION NAME, RETENTION REGISTER LITE - A, RIF CUTOFF DATE, RIF EFFECTIVE DATE, PAY PLAN, SERIES, GRADE, NCC, WRK SCH, SUPV, COMP LEVEL, TEN GRP, TEN SUB, NAME, POSN TITLE, ORG, ADJ FOR, SCD RIF, PERFORMANCE DATA. Includes employee records for ADAMS, FESTER; MUNSTER, LILY; MUNSTER, FREDDY; PETRY, ROBERT; PETRY, LAURA; CLEAVER, WARD; CLEAVER, JUNE.

- A. Competitive Area description found in table TCMPAREA (if TCMPAREA blank, print Duty Station description from table TDTYSTN)
- C. Pay Plan, except for GS and GM which are combined as GS/GM
- D. Grade: Current
- E. Supervisory Group Code Description
- | Supv Code     | Group | Description |
|---------------|-------|-------------|
| 2             | 1     | SUPV        |
| 4, 5, 6, 8, 7 | 2     | NON-SUPV    |
- F. NASA Classification Code
- G. Occupational Code
- H. Competitive Level
- J. Tenure Code Group  
 If Tenure Code = 0, GRP = 0  
 If Tenure Code = 1, GRP = I  
 If Tenure Code = 2, GRP = II  
 If Tenure Code = 3, GRP = III
- K. If Veteran Preference = 6 and Veteran Preference RIF = Y:  
 Veteran Preference Subgroup = AD  
 If Veteran Preference Not = 6 and Veteran Preference RIF = Y:  
 Veteran Preference Subgroup = A  
 If Veteran Preference RIF = N:  
 Veteran Preference Subgroup = B
- N. Employee Name (Last, First, MI, Gen)
- O. If Title: OPM is blank  
 Title: NASA  
 else Title: OPM
- P. The 3 Performance Ratings and their effective dates used in the computation of SC1, SC2 and SC3 in Y below.
- Y. SCD:RIF if present, else SCD:Leave  
 If FSCD: RIF not = 0  
 Adjusted FSCD = SCD: RIF – SCAVG  
 else Adjusted FSCD = SCD: Leave – SCAVG  
 SCAVG = Average of Service Credit Years = SC1 + SC2 + SC3 / 3.

Establish 3 Service Credits (SCs) based on the most current ratings.

Select (up to 3 ratings) based on the following:

- Performance Rating: (Cur, Prior1, Prior2, Prior3) = 1, 2, 3, 4, or 5,  
 and  
 Performance Rating Effective Date (Cur, Prior1, Prior2, Prior3) is not blank or 00/00/00  
 and  
 Performance Rating Effective Date is equal to or less than RIF Cutoff Date
- If Performance Rating = 0, do not select

REPORT 255 RETENTION REGISTER LITE (cont'd)

---

For example: RIF Cutoff Date = 7/01/93 minus 4 = 7/01/89

- Cur = 5 and 8/01/93
- Prior1 = 4 and 8/01/92
- Prior2 = 4 and 8/01/91
- Prior3 = 0 and no date

Only Prior1 and Prior2 are selected

If less than three performance ratings selected, assume a Performance Rating equal 3/SC12 to compute SCAVG for each rating needed to credit the employee with the three performance ratings. The word assumed will appear instead of the Effective Date if a Rating of 3 is assumed.

Perform the following computations to establish the 3 SCs (SCAVG):

- If Performance Rating = 1 or 2 SC = 0
- Performance Rating = 3 SC = 12
- Performance Rating = 4 SC = 16
- Performance Rating = 5 SC = 20

Example:	<u>RATING</u>	<u>SC</u>
PRIOR1	4	16
PRIOR2	4	16
PRIOR3	<u>3</u>	<u>12</u>
		44

44/3 = 15

- a. Organization: Assigned
- b. Work Schedule Code
- c. If a Facility Code is designated by the user, the Facility Name will be derived from the Facility Code Table

**SELECTION CRITERIA**

Includes all records with the following criteria:

- Installation code equal to user designated center code(s)
- Duty Status not equal 'Z' or 'M'
- Facility Code equals user designated Facility Code if entered
- Employee Indicator equals blank or (Employee Indicator not equal blank and Pay Plan not equal blank)
- Agency Code equals user designated Agency Code if entered
- RIF Cutoff Date (used in Performance Rating selection for computation of service credit used to adjust FSCD in % above). Input of valid date is mandatory.
- Competitive Area equals user designated Competitive Area if entered.

**REPORT 355      CSRS -PERSONAL STATEMENT OF BENEFITS      PERSONNEL**

**PURPOSE:** To provide NASA CSRS employees with a summary of their benefits. To assist them in their financial planning.

**CONTENTS:** All employees meeting selection parameters, e.g. years of service

**SEQUENCE:** By Organization: Assigned, Employee Name

**DATA ELEMENTS**

A. Name: First

B. Name: Last

C. If Annuitant Indicator = 2, 3, 7 or 8 And Creditable Military Service Is Not Equal 0

SCD: Leave + Creditable Military Service Days

Creditable Military Service Days =

(Creditable Military Service Years \* 365) +

(Creditable Military Service Months \* 30) +

Creditable Military Service Days

Else

SCD: Leave

D. Date Of Birth

E. Current Date or Optional Date Input By User

F. SSN

G. Organization: Assigned

H. Empl Adjstd Basic Pay Amt

I. Item I Shall Be Computed As Follows:

Earliest Of 1, 2, Or 3

(1) The Latest Date Of

- Date Of Birth + 62 Yrs

- SCD: Leave + 5 Yrs

(2) The Latest Date Of

- Date Of Birth + 60 Yrs

- SCD: Leave + 20 Yrs

(3) The Latest Date Of

- Date Of Birth + 55 Yrs

- SCD: Leave + 30 Yrs

If The Earliest Of 1, 2, And 3 Is Less Than E, I Shall Be Set Equal To E, But Not Printed On Output.

REPORT 355      CSRS -PERSONAL STATEMENT OF BENEFITS (cont'd)

---

**Note:** Items J, K, And L Shall Use The Calculations That Follow:

SER = I - SCD: Leave

SAL = High Three Average Salary (Computation shown at end)

a = SAL \* 0.015 \* 5

b = If SER Is Greater Than Or Equal To 10

SAL \* 0.0175 \* 5

Else

SAL \* 0.0175 \* (SER - 5)

c = (SAL \* 0.02 \* (SER - 10))

ANNUAL = a + b + c (Limited to 80 percent of SAL if years of service are greater than or equal to 41 years, 11 months)

J. Item J Shall Be Computed As Follows:

ANNUAL / 12

K. Item K Shall Be Computed As Follows:

(ANNUAL - (90 + (0.1 \* (ANNUAL - 3600) ) ) ) / 12

L. Item L Shall Be Computed As Follows:

J \* 0.55

M. Item M Shall Be Computed As Follows:

Earliest Of 1 And 2

(1) The Latest Date Of

- Date Of Birth + 50 Yrs

- SCD: Leave + 20 Yrs

(2) SCD: Leave + 25 Yrs

If The Earliest Of 1 And 2 Is Less Than E, M Shall Be Set Equal To E, But Not Printed On Output.

If M Is Greater Than or Equal To I Then M, N, O and P Shall Be Computed But Shall Be Set As Follows: M = I, N = J, O = K, and P = L

REPORT 355      CSRS -PERSONAL STATEMENT OF BENEFITS (cont'd)

---

**Note:** Items N, O, And P Shall Use The Calculations That Follow:

- SER      = M - SCD: Leave
- AGE      = Number Of Months Employee Is Under 659 Months Of Age As Of Eligibility Date (M). If Employee Is 659 Months Or Over, Use Zero.
- SAL      = High Three Average Salary (Computation Shown At End)
- a        = SAL \* 0.015 \* 5
- b        = If SER => 10  
           SAL \* 0.0175 \* 5  
           Else  
           SAL \* 0.0175 \* (SER - 5)
- c        = SAL \* 0.02 \* (SER - 10)
- ANNUAL = (a + b + c) - ( (a + b + c) \* ( AGE \* 0.001667) )  
           (Limited to 80 percent of SAL if years of service are greater than or equal to 41 years, 11 months)

N Item N Shall Be Computed As Follows:  
 ANNUAL / 12

O Item O Shall Be Computed As Follows:  
 (ANNUAL - (90 + (0.1 \* (ANNUAL - 3600) ) ) ) / 12

P. Item P Shall Be Computed As Follows:  
 N \* 0.55

Q. Item Q Shall Be Computed As Follows:  
 SCD: Leave + 5 Yrs  
 If This Result Is Less Than E, Q Shall Be Set Equal To E But Not Printed On Output.

**Note:** Items R, S, And T Shall Use The Calculations That Follow:

- SER      = Q - SCD: Leave
- FSER     = (Date Of Birth + 60 Yrs) - SCD: Leave
- SAL      = High Three Average Salary (Computation Shown At End)
- a        = SAL \* 0.40
- b        = SAL \* 0.015 \* 5
- c        = If FSER >= 10  
           SAL \* 0.0175 \* 5  
           Else  
           SAL \* 0.0175 \* (FSER - 5)
- d        = SAL \* 0.02 \* (FSER - 10)
- e        = b + c + d

## REPORT 355      CSRS -PERSONAL STATEMENT OF BENEFITS (cont'd)

f        = SAL \* 0.015 \* 5

g        = If SER >= 10  
           SAL \* 0.0175 \* 5  
           Else  
           SAL \* 0.0175 \* (SER - 5)

h        = SAL \* 0.02 \* (SER - 10)

i        = f + g + h

j        = The Minimum Of a And e

ANNUAL = The Maximum Of i And j  
 (Limited to 80 percent of SAL if years of service are greater than or equal to  
 41 years, 11 months)

R. Item R Shall Be Computed As Follows:

ANNUAL / 12

S. Item S Shall Be Computed As Follows:

( ANNUAL - ( 90 + ( 0.1 \* ( ANNUAL - 3600 ) ) ) ) / 12

T. Item T Shall Be Computed As Follows:

R \* 0.55

Items U Thru Z Shall Use The Following Definitions In Their Computations:

BASIC        First Character Of The Four Character Elections And Options Field Associated  
 With The Employee's FEGLI: Code In Table TLIFE In Appendix J

STANDARD    Second Character Of The Four Character Elections And Options Field  
 Associated With The Employee's FEGLI: Code In Table TLIFE In Appendix J

ADDITIONAL   Third Character Of The Four Character Elections And Options Field Associated  
 With The Employee's FEGLI: Code In Table TLIFE In Appendix J

FAMILY        Fourth Character Of The Four Character Elections And Options Field Associated  
 With The Employee's FEGLI: Code In Table TLIFE In Appendix J

U. Item U Shall Be Computed As Follows:

AGE        = Year of E - Date Of Birth Year

FACTOR = FACTOR Is Set Equal To 2.0 For Each Employee Whose AGE Is Less Than  
 Or Equal To 35 Years.  
 For Every Year An Employee Is Over AGE 35, 0.1 Is Subtracted From The  
 FACTOR Until The AGE Of 45 Is Reached.  
 At This Time The FACTOR Is Set Equal To 1.0.

SAL        = Empl Adjstd Basic Pay Amt Rounded To The Next Thousand

U        = (SAL + 2000) \* FACTOR \* BASIC

V. Item V Shall Be Computed As Follows:

10000 \* STANDARD

REPORT 355      CSRS -PERSONAL STATEMENT OF BENEFITS (cont'd)

---

W. Item W Shall Be Computed As Follows:

$$\begin{aligned} \text{SAL} &= \text{Empl Adjstd Basic Pay Amt Rounded Up To The Next Thousand} \\ \text{W} &= \text{SAL} * \text{ADDITIONAL} \end{aligned}$$

X. Item X Shall Be Computed As Follows:

$$\begin{aligned} \text{SAL} &= \text{Empl Adjstd Basic Pay Amt Rounded Up To The Next Thousand} \\ \text{X} &= ( (\text{SAL} + 2000) + (10000 * \text{STANDARD}) ) * \text{BASIC} \end{aligned}$$

Y. Item Y Shall Be Computed As Follows:

$$5000 * \text{FAMILY}$$

Z. Item Z Shall Be Computed As Follows:

$$2500 * \text{FAMILY}$$

1. Item 1 Shall Be Set Equal To Item T

2. Item 2 Shall Be Set Equal To The Amount Found In Table TSSRET In Appendix J

4. Item 4 Shall Be Computed As Follows:

$$(\text{Restored LV Bal} + \text{Annual Leave Bal}) * \text{Salary Hourly}$$

5. Item 5 Shall Be Computed As Follows:

$$\text{Empl Adjstd Basic Pay Amt} / 52$$

6. FEHB: Plan Code

7. Item 7 Shall Be Set Equal To The FEHB Carrier Associated With The Employee's FEHB: Plan Code As Found In Table TFEHB In Appendix J

**Note:** Items 8 And 9 Shall Not Be Printed On The Report, If There Is Less Than 3 Years Of Salary In Personnel History

8. Item 8 Shall List Up To The Last 10 Salaries The Employee Has Received In The Last Three Years, Beginning With The Salary In Effect 3 Years Prior To E, From The Most Recent To The Earliest. The salary is computed as follows:

For Wage Grade Employees (Pay Plan = W\* or X\*)

$$\text{Salary} = \text{Salary: Hourly New} * 2087$$

For All Other Employees

$$\text{Salary} = \text{New Empl Adjstd Basic Pay Amt.}$$

9. Item 9 Shall List The Effective Dates Of The Salary Modifications Associated With Item 8

10. Item 10 Shall Be Set Equal To The Health Plan Coverage Description Text Associated With The Employee's FEHB: Plan Code As Found In Table TFEHB In Appendix J.

REPORT 355 CSRS -PERSONAL STATEMENT OF BENEFITS (cont'd)

---

HIGH THREE AVERAGE SALARY COMPUTATION (Based on Empl Adjstd Basic Pay Amt)

Total Days = Total Number Of Days In The Last Three Years  
 Percent1 = ((E - Salary Effective Date 1)/Total Days)\*Salary1  
 Percent2 = ((Salary Effective Date 1 - Salary Effective Date 2)/Total Days)\*Salary2  
 Percent3 = ((Salary Effective Date 2 - Salary Effective Date 3)/Total Days)\*Salary3

. . .

Percent10 = ((Salary Effective Date 9 - Salary Effective Date 10)/Total Days)\*Salary10

High Three Average Salary = Percent1 + Percent2 + . . . + Percent10

\* High Three Average Salary Will Be Set Equal To Current Empl Adjstd Basic Pay Amt If The Employee Has Less Than 3 Years Of Salary In Personnel History Or DATE Greater Than E Then Current Empl Adjstd Basic Pay Amt Will Be Used For High Three Average Salary For CSRS Computations COMP

DATE	COMP
I	J, K, And L
M	N, O, And P
Q	R, S, And T

Less Than 3 Years Of Salary In Personnel History Or DATE Greater Than E Then Current Empl Adjstd Basic Pay Amt Will Be Used For High Three Average Salary For FERS Computations COMP.

DATE	COMP
I	J, K, And L
M	N, O, And P
Q	R, S, And T
U	V, W, And X

11. If NEBA: Basic = 'Y'  
NEBA: Basic Coverage
12. If NEBA: Optional = '1', '2', '3', '4', '5', '6', '7', '8', '9', or '10'  
NEBA: Optional Amount
13. If NEBA: Basic = 'Y'  
= 10.
14. If NEBA: Spouse = 'Y'  
NEBA Spouse Face Amount  
(found in table TNEBA based on the employee's Empl Adjstd Basic Pay Amt)
15. If NEBA: Spouse = 'Y'  
5,000

REPORT 355 CSRS -PERSONAL STATEMENT OF BENEFITS (cont'd)

---

SELECTION CRITERIA

- 1) Includes All Employees With The Following Criteria:
  - Installation Code Equal To User Designated Center Code
  - Retirement Plan Equal '1' Or 'C'
  - Duty Status Equal 'D'
  - Position Type Greater Than Or Equal To 6
  - Annuitant Indicator Equal 7, 8, 9, 2, Or 3
  - Facility Code Equals User Designated Facility Code if entered
- 2) SSN Specified - Allowing for the SCD: Leave to be modified on screen before the report is produced.

**REPORT 367      FERS - PERSONAL STATEMENT OF BENEFITS      PERSONNEL**

**PURPOSE:** To provide NASA FERS employees with a summary of their benefits. To assist them in their financial planning.

**CONTENTS:** All employees meeting selection parameters, e.g. years of service

**SEQUENCE:** By Organization: Assigned, Employee Name

**DATA ELEMENTS**

A. Name: First

B. Name: Last

C. If Annuitant Indicator = 2, 3, H or J And Creditable Military Service Is Not Equal 0

SCD: Leave + Creditable Military Service Days

Creditable Military Service Days =

(Creditable Military Service Years \* 365) +

(Creditable Military Service Months \* 30) +

Creditable Military Service Days

Else

SCD: Leave

D. Date Of Birth

E. Current Date or Optional Date Input By User

F. SSN

G. Organization: Assigned

H. Empl Adjstd Basic Pay Amt

I. Item I Shall Be Computed As Follows

Earliest Of 1, 2, And 3

(1) The Latest Date Of

- Date Of Birth + 62 Yrs

- SCD: Leave + 5 Yrs

(2) The Latest Date Of

- Date Of Birth + 60 Yrs

- SCD: Leave + 20 Yrs

(3) The Latest Date Of

- SCD: Leave + 30 Yrs

- If Date Of Birth < 1948 Then Date Of Birth + 55 Yrs

If Date Of Birth = 1948 Then Date Of Birth + 55 Yrs & 2 Months

If Date Of Birth = 1949 Then Date Of Birth + 55 Yrs & 4 Months

If Date Of Birth = 1950 Then Date Of Birth + 55 Yrs & 6 Months

If Date Of Birth = 1951 Then Date Of Birth + 55 Yrs & 8 Months

If Date Of Birth = 1952 Then Date Of Birth + 55 Yrs & 10 Months

If 1952 < Date Of Birth < 1965 Then Date Of Birth + 56 Yrs

If Date Of Birth = 1965 Then Date Of Birth + 56 Yrs & 2 Months

If Date Of Birth = 1966 Then Date Of Birth + 56 Yrs & 4 Months

If Date Of Birth = 1967 Then Date Of Birth + 56 Yrs & 6 Months

If Date Of Birth = 1968 Then Date Of Birth + 56 Yrs & 8 Months

If Date Of Birth = 1969 Then Date Of Birth + 56 Yrs & 10 Months

If Date Of Birth > 1969 Then Date Of Birth + 57 Yrs

If The Earliest Of 1, 2, And 3 Is Less Than E, I Shall Be Set Equal To E, But Shall Not Be Printed On The Report.

REPORT 367 FERS - PERSONAL STATEMENT OF BENEFITS (cont'd)

---

**Note:** Items J, K, And L Shall Use The Calculations That Follow:

SER = I - SCD: Leave (Computed As Years And Percentage Of A Year)  
 SAL = High Three Average Salary (Refer To End Of Data Elements For CSRS)  
 ANNUAL = SAL \* SER \* 0.01

J. Item J Shall Be Computed As Follows:

ANNUAL / 12

K. Item K Shall Be Computed As Follows:

(ANNUAL - (ANNUAL \* 0.10)) / 12

L. Item L Shall Be Computed As Follows:

(ANNUAL \* 0.50) / 12

M. Item M Shall Be Computed As Follows:

(1) The Latest Date Of

- SCD: Leave + 10 Yrs
- If Date Of Birth < 1948 Then Date Of Birth + 55 Yrs
- If Date Of Birth = 1948 Then Date Of Birth + 55 Yrs & 2 Months
- If Date Of Birth = 1949 Then Date Of Birth + 55 Yrs & 4 Months
- If Date Of Birth = 1950 Then Date Of Birth + 55 Yrs & 6 Months
- If Date Of Birth = 1951 Then Date Of Birth + 55 Yrs & 8 Months
- If Date Of Birth = 1952 Then Date Of Birth + 55 Yrs & 10 Months
- If 1952 < Date Of Birth < 1965 Then Date Of Birth + 56 Yrs
- If Date Of Birth = 1965 Then Date Of Birth + 56 Yrs & 2 Months
- If Date Of Birth = 1966 Then Date Of Birth + 56 Yrs & 4 Months
- If Date Of Birth = 1967 Then Date Of Birth + 56 Yrs & 6 Months
- If Date Of Birth = 1968 Then Date Of Birth + 56 Yrs & 8 Months
- If Date Of Birth = 1969 Then Date Of Birth + 56 Yrs & 10 Months
- If Date Of Birth > 1969 Then Date Of Birth + 57 Yrs

If 1 Is Less Than E, M Shall Be Set Equal To E, But Shall Not Be Printed On The Report. If M Is Greater Than Or Equal To I, Then M, N, O, And P Shall Be Computed But Shall Be Set As Follows:

M = I, N = J, O = K, And P = L.

**Note:** Items N, O, And P Shall Use The Calculations That Follow:

SER = M - SCD: Leave (Computed As Years And Percentage Of A Year)  
 MONTHS = Number Of Months Employee Is Under 62 Years As Of Item M(Eligibility Date). If Employee Is 61 And 11 Months Or Over, Months Shall Be Set To Zero.  
 SAL = High Three Average Salary (Refer To End Of Data Elements for CSRS)  
 a = SAL \* SER \* 0.01  
 ANNUAL = (a - (a \* MONTHS \* 0.004167))

N. Item N Shall Be Computed As Follows:

ANNUAL / 12

O. Item O Shall Be Computed As Follows:

(ANNUAL - (ANNUAL \* 0.10)) / 12

P. Item P Shall Be Computed As Follows:

(ANNUAL \* 0.50) / 12

## REPORT 367 FERS - PERSONAL STATEMENT OF BENEFITS (cont'd)

## Q. Item Q Shall Be Computed As Follows:

Earliest Of 1 And 2

## (1) The Latest Date Of

- Date Of Birth + 50 Yrs
- SCD: Leave + 20 Yrs

## (2) SCD: Leave + 25 Yrs

If The Earliest Of 1 And 2 Is Less Than E, Q Shall Be Set Equal To E, But Shall Not Be Printed On The Report.

If Q Is Greater Than Or Equal To I, Then Q, R, S, And T Shall Be Computed, But Shall Be Set As Follows: Q = I, R = J, S = K, and T = L.

**Note:** Items R, S, And T Shall Use The Calculations That Follow:

$$\begin{aligned} \text{SER} &= \text{Q} - \text{SCD: Leave (Computed As Years And Percentage Of A Year)} \\ \text{SAL} &= \text{High Three Average Salary (Refer To CSRS Personal Statements of Benefits)} \\ \text{ANNUAL} &= \text{SAL} * \text{SER} * 0.01 \end{aligned}$$

## R. Item R Shall Be Computed As Follows:

ANNUAL / 12

## S. Item S Shall Be Computed As Follows:

 $(\text{ANNUAL} - (\text{ANNUAL} * 0.10)) / 12$ 

## T. Item T Shall Be Computed As Follows:

 $(\text{ANNUAL} * 0.50) / 12$ 

## U. Item U Shall Be Computed As Follows:

SCD: Leave + 18 Months

If E Greater Than Above Result, Item U Shall Be Set Equal To E, But Shall Not Be Printed On The Report.

**Note:** Items V, W, And X Shall Use The Calculations That Follow:

$$\begin{aligned} \text{SAL} &= \text{High Three Average Salary (Refer To End Of Data Elements For CSRS)} \\ \text{ANNUAL} &= \text{SAL} * 0.40 \\ \text{SER} &= (\text{DOB} + 62 - \text{SCD: Leave}) * 0.011 \text{ if } \Rightarrow 20 \text{ Years' Service} \\ &= (\text{DOB} + 62 - \text{SCD: Leave}) * 0.01 \text{ if } < 20 \text{ Years' Service} \end{aligned}$$

## V. Item V Shall Be Computed As Follows:

ANNUAL / 12

## W. Item W Shall Be Computed As Follows:

 $(\text{ANNUAL} - (\text{ANNUAL} * 0.10)) / 12$ 

## X. Item X Shall Be Computed As Follows:

 $((\text{SAL} * \text{SER}) * .50) / 12$

REPORT 367 FERS - PERSONAL STATEMENT OF BENEFITS (cont'd)

Y. Item Y Shall Be Computed As Follows:

- If Date Of Birth < 1938 Then Date Of Birth + 65 Yrs
- If Date Of Birth = 1938 Then Date Of Birth + 65 Yrs & 2 Months
- If Date Of Birth = 1939 Then Date Of Birth + 65 Yrs & 4 Months
- If Date Of Birth = 1940 Then Date Of Birth + 65 Yrs & 6 Months
- If Date Of Birth = 1942 Then Date Of Birth + 65 Yrs & 10 Months
- If Date Of Birth = 1941 Then Date Of Birth + 65 Yrs & 8 Months
- If 1942 < Date Of Birth < 1955 Then Date Of Birth + 66 Yrs
- If Date Of Birth = 1955 Then Date Of Birth + 66 Yrs & 2 Months
- If Date Of Birth = 1956 Then Date Of Birth + 66 Yrs & 4 Months
- If Date Of Birth = 1957 Then Date Of Birth + 66 Yrs & 6 Months
- If Date Of Birth = 1958 Then Date Of Birth + 66 Yrs & 8 Months
- If Date Of Birth = 1959 Then Date Of Birth + 66 Yrs & 10 Months
- If Date Of Birth > 1959 Then Date Of Birth + 67 Yrs

If Y Is Less Than E, It Shall Be Set To E, But Shall Not Be Printed On Report

Z. Item Z Shall Be Set Equal To The Amounts Found In Table TSSRET Found In Appendix J Commensurate With The Employee's Age And Salary

1. Item 1 Same As Item Z

Item 2 - 7 ( Same Verbiage As U - Z In Data Elements For CSRS )

8. Item 8 Shall Be Computed As Follows:

Empl Adjstd Basic Pay Amt \* 0.50

9. Item 9 Shall Be Computed As Follows:

ANNUAL = E - SCD: Leave (Computed As Years And Percentage Of A Year )  
 SAL = High Three Average Salary (Refer To End of Data Elements for CSRS)  
 9 = ( ( SAL \* SER \* 0.01 ) \* 0.50 ) / 12

If SCD: Leave + 10 Years > E, Then Item 9 Will Not Be Computed Nor Printed On The Report.

a. Item a Shall Be Set Equal To Amount Found In Table TSSRET Included In Appendix J

c. Item c Shall Be Computed As Follows:

(Restored LV Bal + Annual LV Bal) \* Salary Hourly

d. Item d Shall Be Computed As Follows:

( Salary: Adjusted Basic Pay / 52 )

e. Item e Shall Be Set Equal To The FEHB Carrier Associated With The Employee's FEHB: Plan Code As Found In Table TFEHB In Appendix J

f. FEHB: Plan Code

**Note:** Items g And h Shall Not Be Printed On The Report, If There Is Less Than 3 Years Of Salary In Personnel History.

g. Item g Shall List Up To The Last 10 Salaries The Employee Has Received In The Last Three Years, Beginning With The Salary In Effect 3 Years Prior To E, From The Most Recent To The Earliest. The salary is computed as follows:

For Wage Grade Employees (Pay Plan = W\* or X\*)  
 Salary = Salary: Hourly New \* 2087

For All Other Employees  
 Salary = New Empl Adjstd Basic Pay Amt.

REPORT 367 FERS - PERSONAL STATEMENT OF BENEFITS (cont'd)

---

- h. Item h Shall List The Effective Dates Of The Salary Modifications Associated With Item g.
- j. Item j Shall Be Set Equal To The Value Of Table TSSRET In Appendix J.
- k. If NEBA: Basic = 'Y'  
NEBA: Basic Coverage
- l. If NEBA: Optional = '1', '2', '3', '4', '5', '6', '7', '8', '9', or '10'  
NEBA: Optional Amount
- m. If NEBA: Basic = 'Y'  
= k
- o. If NEBA: Spouse = 'Y'  
NEBA Spouse Face Amount  
(found in table TNEBA based on the employee's Empl. Adjstd Basic Pay Amt)
- p. If NEBA: Spouse = 'Y'  
5,000
- q. Item q Shall Be Set Equal To The Health Plan Coverage Description Text Associated With  
The Employee's FEHB: Plan Code As Found In Table TFEHB In Appendix J

SELECTION CRITERIA

Includes All Employees With The Following Criteria

- Installation Code Equal To User Designated Center Code
- Retirement Plan Equals 'K'
- Duty Status Equal 'D'
- Position Type Greater Than Or Equal To 6
- FERS Coverage equal 'A'
- Annuitant Indicator = H, J, 9, 2, Or 3
- Facility Code Equals User Designated Facility Code if entered

**REPORT 154 EMPLOYEE SERVICE RECORD (PAGE 1 OF 3) PERSONNEL**

**PURPOSE:** To fulfill the requirement to maintain an employee service record. To streamline that process and provide an easier/faster gathering of information from the historical database.

**CONTENTS:** All relevant and current information on an employee. Selective by all active employees, a given SSN, or a separation date range.

**SEQUENCE:** On-line: Sequence by Employee Name or SSN  
 Hard Copy: Sequence by Organization Code, Grade, Step, Employee Name  
 Within each employee by Effective Date, sequence of actions matured.

SUBJECT TO PRIVACY ACT OF 1974		NASA PERSONNEL AND PAYROLL SYSTEM		PAGE:
REPORT NO:	154	INSTALLATION NAME		DATE:
SEQUENCED BY:				TIME:
	NAME: A			DUTY STATUS: C
	ADDRESS: B			
	B			
	B			
	SSN: / FACILITY	C		WORK SCHEDULE: R
	DATE OF BIRTH:	D		POSITION OCCUPIED: S
	SEX:	E		PART-TIME HOURS: T
	DUTY STATION CODE:	F		TENURE: U
	ORGANIZATION	G		VETERAN PREF: V
	FEDERAL SERVICE COMPUTATION DATE:	H		VETERAN PREFERENCE RIF: W
	NASA SERVICE COMPUTATION DATE:	I		ANNUITANT INDICATOR: X
	INSTALLATION EOD DATE:	J		RETIREMENT PLAN: Y
	NEXT WIG DATE:	K		CITIZEN: Z
	LAST PROMOTION DATE:	L		UNION BARGAINING UNIT STATUS: 1
	NEW SUPERVISOR DATE:	M		FEGLI STATUS CODE: 2
	TENURE BEGINNING DATE:	O		FEHB PLAN CODE: 3
	TENURE ENDING DATE:	P		PERFORMANCE CURRENT YR, RATING: 4
	PROBATIONARY END DATE:	Q		PERFORMANCE PRIOR YR 1, PRIOR RATING: 5
	FLSA PAY STATUS:	7		PERFORMANCE PRIOR YR 2, PRIOR RATING: a
	POSITION CRITICALITY:	9		PERFORMANCE PRIOR YR 3, PRIOR RATING: d
				NON-NASA APPROPRIATION CODE: 6
				COMPETITIVE LEVEL: 8

SUBJECT TO PRIVACY ACT OF 1974

**DATA ELEMENTS**

- A. Employee Name (Last, First, MI, Gen)
- B. Address: Mailing
- C. SSN/Facility Code
- D. Date of Birth
- E. Sex
- F. Duty Station Code
- G. Organization: Assigned
- H. SCD: Leave
- I. SCD: NASA
- J. Installation EOD Date
- K. WIG Date: Next
- L. Promotion: Date of Latest
- M. New Supervisor Date
- O. Tenure: Beginning Date
- P. Tenure: Ending Date
- Q. Probationary End Date
- R. Work Schedule Code
- S. Position: Occupied
- T. Part Time Hours
- U. Tenure Code
- V. Veteran Preference
- W. Veteran Preference RIF
- X. Annuitant Indicator
- Y. Retirement Plan
- Z. Citizenship
- 1. Union: Bargaining Unit Status
- 2. FEGLI: Code
- 3. FEHB: Plan Code
- 4. Performance Rating: (Current Yr + Current)
- 5. Performance Rating: (Prior Yr 1 + Prior 1)
- 6. Non-NASA Appropriation Code
- 7. FLSA Pay Status
- 8. Competitive Level
- 9. Position: Criticality
- a. Performance Rating: (Prior Yr 2 + Prior 2)
- b. If a Facility Code is designated, the Facility Name will be derived from the Facility Table
- c. Duty Status
- d. Performance Rating: (Prior Yr 3 + Prior 3)

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation Code equal to user designated center code
- Facility Code equals user designated facility code, if entered, for all active employees
- SSN equals user designated SSN
- Facility Code equals user designated
- facility code, if entered, for a given separation date range

**REPORT 154      EMPLOYEE SERVICE RECORD      (PAGE 2 OF 3)      PERSONNEL**

**PURPOSE:** To fulfill the requirement to maintain an employee service record. To streamline that process and provide an easier/faster gathering of information from the historical database.

**CONTENTS:** The "After" Image of all historical data for an employee, except NOACs 001, 002, 925, 942, 943, 990, and 991. Include the capability to select employees based on separation date.

**SEQUENCE:** On-line: Sequence by Employee Name or SSN  
 Hard Copy: Sequence by Organization Code, Grade, Step, Employee Name  
 Within each employee by Effective Date, sequence of actions matured.

REPORT NO: 154		SUBJECT TO PRIVACY ACT OF 1974						PAGE:	
SEQUENCED BY:		NASA PERSONNEL AND PAYROLL SYSTEM						DATE:	
		INSTALLATION NAME						TIME:	
		EMPLOYEE SERVICE RECORD (Page 2 of 3)							
		AS OF MM/DD/YY							
		NAME: O						SSN: P	
NOAC	EFF.DTE	PERSONNEL ACTION	TITLE	OPM TITLE	PP-GR/ST	PRD	PB	ADJ-BASIC-SAL	ADJ-SCH-SAL
ORG	PDN			NASA TITLE					
				OPM NASA/SUPV					
				DUTY STATION					
894	87/03/02	RETIREMENT - VOLUNTARY		AEROSPACE ENGINEER					
470.0	R7054			AST, TECHNICAL MANAGEMENT					
				0801 725-01/N GS-13/10	0	PA	50,346.00	0.00	
				GREENBELT, PRINCE GEORGE'S					
				COUNTY, MARYLAND					
A	B	C	D						
K	L		D	F	G	H	I	J	N
			E						
			M						

SUBJECT TO PRIVACY ACT OF 1974

**DATA ELEMENTS**

- A. Nature of Action: Code
- B. Effective Date
- C. NOAC:Description and NOAC NTE Date  
Hist if present
- D. Title: OPM/Title:NASA
- E. Occupational Code
- F. NASA Classification Code/Supervisory Code
- G. Pay Plan - Grade: Current/Step
- H. Pay Rate Determinant
- I. Pay Basis
- J. If Award:Amount Old not = Award:Amount  
New Award:Amount  
Else  
Empl Adjstd Basic Pay Amt  
OR  
When the Nature of Action:Code = 872  
Time Off Award Hours =  
New Empl-Time-Off-Award Hrs  
Else  
Empl-Adjstd-Basic-Pay-Amt

- K. Organization: Assigned
- L. Position: Description Number
- M. Duty Station Name
- N. Empl Sch Adjstd Basic Pay Amt
- O. Employee Name (Last, First, MI, Gen)
- P. SSN

NOTE: When a detailed transaction (Nature of Action: Code = 930C, 930U, 931, 932) is processed, apply 'DETAIL' fields where corresponding "NON-DETAIL" fields are currently recorded.

- D. Detail: Title OPM/Detail: Title NASA
- E. Detail: Occupational Code
- F. Detail: NASA Classification Code/Supervisory Code
- G. Detail: Pay Plan - Detail: Grade/Step
- K. Detail: Organization Assigned
- L. Detail: Position Description Number

**REPORT 154      EMPLOYEE SERVICE RECORD (PAGE 3 OF 3)      PERSONNEL**

**PURPOSE:** To fulfill the requirement to maintain an employee service record. To streamline that process and provide an easier/faster gathering of information from the historical database.

**CONTENTS:** N/A

**SEQUENCE:** On-line: Sequence by Employee Name or SSN  
Hard Copy: Sequence by Organization Code, Grade, Step, Employee Name.  
Within each employee by Effective Date, sequence of actions matured.

REPORT NO: 154	SUBJECT TO PRIVACY ACT OF 1974	PAGE:
SEQUENCED BY:	NASA PERSONNEL AND PAYROLL SYSTEM	DATE:
	INSTALLATION NAME	TIME:
	EMPLOYEE SERVICE RECORD (Page 3 of 3)	
	AS OF MM/DD/YY	
NAME: A	SSN: B	
OPF Sent to: _____	Date: _____	
EPF Sent to: _____	Date: _____	
EMF Sent to: _____	Date: _____	
Leave Records Sent: _____		
Reason for Resignation: _____		
SUBJECT TO PRIVACY ACT OF 1974		

**DATA ELEMENTS**

- A. Employee Name (Last, First, MI, Gen)
- B. SSN

**NOTE:** This information is only printed for inactive employees (Duty Status = Z)

**REPORT 359 MATURE TRANSACTION INTEGRATION REPORT PERSONNEL**

**PURPOSE:** To provide documentation of the personnel actions affected for the Payroll Office.

**CONTENTS:** Only transactions which affect the net pay.

**SEQUENCE:** Selective by Pay Block: Processing or Organization: Assigned  
 Page break by Pay Block: Processing or Organization: Assigned

SUBJECT TO PRIVACY ACT OF 1974						
REPORT NO: 359	NASA PERSONNEL AND PAYROLL SYSTEM				PAGE:	
SEQUENCED BY:	INSTALLATION NAME				DATE:	
	K				TIME:	
MATURE TRANSACTION INTEGRATION REPORT						
AS OF MM/DD/YY						
PB	ORG ASSIGNED	SSN	FACILITY	NAME	ACTION CODE	DATE
01	AH311	123456789	M	SMITH, JOHN J.	702	02/28/88
				* NORMAL RECALCULATION HAS BEEN DONE * FIN-YTD CONTROL RECORD UPDATED * SSN 123456789 NOAC 702 EFFDATE 02/28/88 HAS BEEN MATURED ### GRADE CHANGED FROM 12 TO 13 ### STEP CHANGED FROM 3 TO 2 ### SALARY CHANGED FROM 3083000 TO 4081800 ### MER LWOP TOTAL PSI ZEROED FOR PROMOTION		
A	I	B	J	C	D	E
				* NORMAL RECALCULATION HAS BEEN DONE * FIN-YTD CONTROL RECORD UPDATED ### F CHANGED FROM G TO H ### MER LWOP TOTAL WIG ZEROED FOR PROMOTION		

SUBJECT TO PRIVACY ACT OF 1974

**DATA ELEMENTS**

- A. Pay Block: Processing
- B. SSN
- C. Employee Name (Last, First, MI, Gen)
- D. Nature of Action: Code
- E. Effective Date
- F. Name of the Field Which Changed
- G. Old Value of the Field
- H. New Value of the Field
- I. Organization: Assigned
- J. Facility Code
- K. Facility Name - Data Value derived from Facility Code table

**SELECTION CRITERIA:**

- Includes all employees with the following criteria:
- Installation Code equal to user designated center code
  - Message created by Personnel Mature
  - Transactions affect Payroll only
  - Date-Time Key < user designated Date and Time
  - Facility Code equals user designated facility code, if entered

**FORMAT OF THE LINE:**

### FFFFFFFF CHANGED FROM GGGGGGGG TO HHHHHHHH

- Will be repeated to show all fields/values that changed.
- Other statements as applicable appear before these lines.

**REPORT 366      INSTALLATION-UNIQUE SYSTEM INTERFACE      PERSONNEL  
MAJOR ERROR REPORT**

**PURPOSE:** To provide SF 52 process interface major errors which shall not be added to suspense.  
**CONTENTS:** Transactions that were not added to Personnel Suspense.  
**SEQUENCE:** By SSN

SUBJECT TO PRIVACY ACT OF 1974		NASA PERSONNEL AND PAYROLL SYSTEM			PAGE:
REPORT NO: 366		INSTALLATION NAME			DATE:
SEQUENCED BY:		INSTALLATION-UNIQUE SYSTEM INTERFACE MAJOR ERRORS REPORT			TIME:
		AS OF MM/DD/YY			
SSN	NAME	NOAC	EFPDATE	ERROR MESSAGE	
AAAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	C	D	E	

SUBJECT TO PRIVACY ACT OF 1974

- |   |                           |
|---|---------------------------|
| DATA ELEMENTS                           | C. Nature of Action: Code |
| A. SSN                                  | D. Effective Date         |
| B. Employee Name (Last, First, MI, Gen) | E. Error Message          |

**SELECTION CRITERIA:**

All records with installation code equaling user designated center code having one of the following errors:

1. INVALID NATURE OF ACTION: CODE
2. INVALID EFFECTIVE DATE
3. INVALID SSN
4. DUTY STATUS NOT EQUAL 'Z'
  - a. Accession on an active employee
5. NO PRIOR MASTER FOUND
  - a. Action on employee who does not exist
6. INACTIVE DUTY STATUS 'Z', ACTION CANNOT BE ADDED
  - a. Action other than NOACS 721A, 825, 874, 875, 876, 877, 878, 879, 885, 889, 987, 988, 989, 001, 002, or 995
7. SUSPENSE RECORD ALREADY EXISTS
8. NO COMPANION SEPARATION EXISTS
  - a. NOAC 302, 303, 312, or 317 has not been processed for employee
9. EFFECTIVE DATE MUST MATCH COMPANION SEPARATION
  - a. NOAC 302, 303, 312, or 317 exists on suspense for employee but with a different effective date

**REPORT 6032 PERSONNEL/PAYROLL INACTIVE EMPLOYEE DELETION PERSONNEL DELETION**

**PURPOSE:** To produce a listing of all inactive employees deleted on Pay Master File and Personnel Master File.

**CONTENTS:** All employees deleted.  
Note: For Payroll report layout, refer to Payroll Report Specifications.

**SEQUENCE:** For Personnel: By SSN  
For Payroll: By Pay Block: Processing, SSN

REPORT NO: 6032	NASA PERSONNEL AND PAYROLL SYSTEM	PAGE:
SEQUENCE BY:	INSTALLATION NAME	DATE:
	PERSONNEL INACTIVE EMPLOYEE DELETION	TIME:
	AS OF: MM/DD/YY	
SSN	NAME	
AAA-AA-AAAA	BBBBBBBBBBBBBBBBBBBBBBBBBB	
TOTAL NUMBER OF PERSONNEL EMPLOYEES DELETED: C		

**DATA ELEMENTS**

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. Total Number of Personnel Employees Deleted

**SELECTION CRITERIA:**

Includes all employees from the Personnel Master File with the following criteria:

- Center Code equals user designate  
Center code
- Duty Status = 'Z'
- Employee Indicator not equal ' ' or Employee Delete Flag = 'Y'
- Employee Delete Flag equals 'Y'

**REPORT 370**      **NASA PERSONNEL - EDIT ERROR REPORT**      **PERSONNEL**  
**PURPOSE:**      To provide documentation of the suspended personnel actions affected.  
**CONTENTS:**     All suspended personnel actions.  
**SEQUENCE:**     By SSN, Effective Date

SUBJECT TO PRIVACY ACT OF 1974

REPORT NO: 370	NASA PERSONNEL AND PAYROLL SYSTEM	PAGE:
SEQUENCE BY:	INSTALLATION NAME	DATE:
	NASA PERSONNEL EDIT ERROR REPORT	TIME:
	AS OF MM/DD/YY	

  

SSN	EDIT BYPASS CODE	NOAC	SOURCE	EFFECTIVE DATE	NAME MESSAGE
135791113		352	H	08/08/91	ROBERTS, ROBERT ***PSL PPR NCC
A	B	C	D	E	F G

SUBJECT TO PRIVACY ACT OF 1974

**DATA ELEMENTS**

- A. SSN
- B. Edit Bypass Code
- C. Nature of Action: Code
- D. Source
- E. Effective Date (MM/DD/YY)
- F. Employee Name (Last, First, MI, Gen)
- G. NASA Personnel edit code and description

**SELECTION CRITERIA:**

- All records with the following criteria
- Installation Code equal user designated center code
  - Mature Successful Flag equal blank
  - Mature Error Flag equal blank
  - SF 52 Flag not equal 'Y'

**REPORT 900 VIEW MASTER RECORD - PERMAST**

**PERSONNEL**

**PURPOSE:** To retrieve and display Personnel Master Records.

**CONTENTS:** User Selected Record Display.

**SEQUENCE:** N/A

COMMAND: NE01200	NPPS VIEW MASTER RECORD - PERMAST	09/05/90 11:11:31
SSN: AAA AA AAAA	TYPE: B	
NAME: CCCCCCCCCCCCCCCCCCCCCCCCCC (LAST NAME)	CCCCCCCCCCCCCCCCCCCC (FIRST NAME)	
TYPE	DESCRIPTION	
D	RETRIEVE IN DATA BASE FIELD FORMAT	
P	RETRIEVE IN PERSONNEL ACTION FORMAT	
PF1 = HELP	PF5 = MAIN MENU	PF12 = END

**DATA ELEMENTS**

- A. SSN - (User input; opt.)
- B. Retrieval Option
- C. Employee Name - (User Input; opt.)



**REPORT 901      MASTER DATA (B) SF 52 DATA      (PAGE 2 OF 10)      PERSONNEL**  
**PURPOSE:**      To display Personnel Master Data in Personnel Action Format.  
**CONTENTS:**    User Selected Personnel Master Data.  
**SEQUENCE:**    N/A

NEM1200G		MASTER DATA(B) SF52 DATA		2 OF 10	
BY-PASS EDIT:					
NAME	AAAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAAAAAAA		A	SSN BBB BB BBBB
12A.BASIC PAY	a		>	20A.BASIC PAY	
12B.LOCALITY ADJ	b		>	20B.LOCALITY ADJ	
12C.ADJ BASIC PAY	c		>	20C.ADJ BASIC PAY	
12D.OTHER PAY	d		>	20D.OTHER PAY	
14.ORG ASSIGNED	C	>	22.ORG ASSIGNED		
ORG LOCATED	D	>	ORG LOCATED		
23.VET PREF	E	24.TENURE	F	26.VETPREF RIF	G
27.FEGLI	H	28.ANUIND	I	29.PAYRAT DET	J
30.RET PLAN	K			31.FSCD	L
32.WORKSCH	M			33.PT HOURS SCH	N
34.POS OCC	O	35.FLSA	P	36.APPROP CODE	Q
37.UNION BU	R				
38.DUTY STATION	S				
45.ED LEVEL	T	46.YR DEG	U	47.ACAD DISC	V
48.FUNC CL	W	49.CITIZEN	X	50.VET STATUS	Y
				AGENCY CODE	Z

---

PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END

**DATA ELEMENTS**

- |                           |                                  |
|---------------------------|----------------------------------|
| A. Name (Last, First, MI) | P. FLSA Pay Status               |
| B. SSN                    | Q. Non-NASA Appropriation Code   |
| C. Organization: Assigned | R. Union: Bargaining Unit Status |
| D. Organization: Located  | S. Duty Station Code             |
| E. Veteran Preference     | T. Educational Level             |
| F. Tenure Code            | U. Degree: Highest Year          |
| G. Veteran Preference RIF | V. Degree: Highest Field         |
| H. FEGLI: Code            | W. Functional Classification     |
| I. Annuitant Indicator    | X. Citizenship                   |
| J. Pay Rate Determinant   | Y. Veterans Status               |
| K. Retirement Plan        | Z. Agency Code: Employing        |
| L. SCD: Leave             | a. Basic Pay                     |
| M. Work Schedule Code     | b. Locality Adjustment           |
| N. Part Time Hours        | c. Adjusted Basic Pay            |
| O. Position: Occupied     | d. Other Pay                     |

**REPORT 901      MASTER DATA (E) FREQ. MISC. DATA (PAGE 3 OF 10)      PERSONNEL**

**PURPOSE:**      To display Personnel Master Data in Personnel Action Format.

**CONTENTS:**    User Selected Personnel Master Data.

**SEQUENCE:**    N/A

NEM1200H		MASTER DATA(E) FREQ. MISC. DATA			3 OF 10		
BY-PASS EDIT:							
NAME	AAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAA	A	SSN	BBB	BB	BBBB
ADMIN LEVEL	C	SEX	D	COMPLEV	E		
EMPNO	F	POS TYPE	G	POS TYPE LOCAL	H		
SCH BASIC	I	DUTY STATUS	J	PRIOR RET COVER	K		
SCH ADJ	q	DEPART DEST	M	AGENCY:FROM	N		
PAYTBL	L	DEPART REASON	P	TO	Q		
PROJ PROMOTION	O	HANDICAP	S	EMP INDICATOR	T		
FEHB/FULL PAY R	N	WAEWOC	V	EMP INDICATOR	T		
MINORITY	U	HI PAYPLAN	Y	FINSTM	Z		
HI GRADE	X	FACILITY	P				
LV ENTITLEMENT	o	WIG WAIT	c				
FINSTM DATE	b	NEXT WIG	e				
LAST EQV INC	d	LAST PROMO	g				
CURRENT GRADE	f	CRED MIL	i				
EOD	h	NASA SCD	k				
		RIF SCD	m				
FROZEN CSRS	l						

---

PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END

**DATA ELEMENTS**

A. Name (Last, First, MI)

B. SSN

C. Administrative Level

D. Sex

E. Competitive Level

F. Employee Number

G. Position: Type

H. Position: Type Local

I. Salary: Scheduled Basic

J. Duty Status

K. Retirement: Prior Coverage

L. Pay Table

M. Departure Destination

N. Agency Code: Transferred from

O. Promotion: Projected Potential

P. Departure Reason

Q. Agency Code: Transferred to

R. FEHB: Plan Code

S. Handicap Code

T. Employee Indicator

U. Minority Code

V. WAE/WOC Code

X. Grade: Highest

Y. Pay Plan: Highest

Z. Financial Statement Code

b. Financial Statement Filing Date

c. WIG: Waiting Period End Date

d. Last Equiv Incr Date

e. WIG Date: NEXT

f. Grade: Current Grade

g. Promotion: Date of Latest

h. EOD Date

i. Creditable Military Service

k. SCD: NASA

l. Frozen Service

m. SCD: RIF

n. FEHB Contribution Flag

o. Leave Entitlement

p. Facility Code

q. Salary: Scheduled Adjusted Basic



**REPORT 901      MASTER DATA (G) MISC. INFREQ.      (PAGE 5 OF 10)      PERSONNEL**

**PURPOSE:**      To display Personnel Master Data in Personnel Action Format.

**CONTENTS:**    User Selected Personnel Master Data.

**SEQUENCE:**    N/A

NEM1200J		MASTER DATA(G) MISC. INFREQ					5 OF 10		
BY-PASS EDIT:									
NAME	AAAAA	AAAAA	AAAAA	A	SSN	BBB	BB	BBBB	
	FIELD	SCHOOL	YEAR	LEVEL	GPA			RATING	YEAR
HIGH	C	D	w	E	x	CURR		F	G
2ND	H	I	J	K	y	PRIOR1		L	M
3RD	N	O	P	Q	z	PRIOR2		R	S
4TH	T	U	V	W	*a	PRIOR3		*c	*d
COOP	Y	Z	b	c	*b	FTELI		X	
AWARDS:						BACH	DEG	YR	d
CHK	YEAR	TYPE	AMOUNT		LIMITS:				
f	g	h	i	DOLLAR					e
GROUP	BENEFIT	AMOUNT	TIME OFF	HRS/LYTD	DAY		u		
l	m	*e		HOURS		k			
GROUP TEXT *f									
RESERVES:	BRANCH	n	RANK	o	HEAD OF AGENCY		p		
RETENTION:	PAYPLN	q	GRD	r	STP	s	EXP DTE	t	
RETIREMENT:	OPTIONAL	u					DISCONT	v	

---

PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END

**DATA ELEMENTS**

- A. Name (Last, First, Mi)
- B. SSN
- C. Degree: Highest Field
- D. Degree: Highest School
- E. Degree: Highest Level
- F. Performance Rating: Current
- G. Performance Rating: Current Year
- H. Degree: Second Highest Level
- I. Degree: Second Highest School
- J. Degree: Second Highest Year
- K. Degree: Second Highest Level
- L. Performance Rating: Prior 1
- M. Performance Rating: Prior Yr 1
- N. Degree: Third Highest Field
- O. Degree: Third Highest School
- P. Degree: Third Highest Year
- Q. Degree: Third Highest Level
- R. Performance Rating: Prior 2
- S. Performance Rating: Prior Yr 2
- T. Degree: Fourth Highest Field
- U. Degree: Fourth Highest School
- V. Degree: Fourth Highest Year
- W. Degree: Fourth Highest Level
- X. FTE Line Item
- Y. COOP: Intended Degree Field
- Z. COOP: School
- b. COOP: Intended Graduation Year
- c. COOP: Intended Graduation Level
- d. Degree: Bachelor Year
- e. Appointment: Dollar Limit
- f. Award: Check
- g. Award: Year
- h. Award: Type
- i. Award: Amount
- j. Appointment: Day Limit
- k. Appointment: Hour Limit
- l. Award: Group Identifier
- m. Award: Benefit Amount
- n. Ready Reserve Branch
- o. Ready Reserve Rank
- p. Head of Agency
- q. Pay Plan: Retained
- r. Grade: Retained
- s. Step: Retained
- t. Retention Expiration Date
- u. Retirement: Optional Date
- v. Retirement: Discontinued Date
- w. Degree: Highest Year
- x. Degree: Highest GPA
- y. Degree: Second Highest GPA
- z. Degree: Third Highest GPA
- \*a. Degree: Fourth Highest GPA
- \*b. COOP: Intended Graduation GPA
- \*c. Performance Rating: Prior 3
- \*d. Performance Rating: Prior Yr 3
- \*e. Award: Time Off Hours/Accrued Leave Year to Date
- \*f. Award: Group Text

**REPORT 901      MASTER DATA (H) SUSPENSE DATES (PAGE 6 OF 10)      PERSONNEL**

**PURPOSE:**      To display Personnel Master Data in Personnel Action Format.

**CONTENTS:**     User Selected Personnel Master Data.

**SEQUENCE:**     N/A

NEM1200K		MASTER DATA(H) SUSPENSE DATES		6 OF 10	
BY-PASS EDIT:					
NAME	AAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAA	A	SSN	BBB BB BBBB
NTE DATES:			ENDING DATES:		
APPOINTMENTS	C	CONVERSIONS	D		
FURLOUGHS	E	PROBATION	F		
SABBATICAL LV	G	NEW SUPERVISOR	H		
LEAVE W/O PAY	I	TENURE	J		
LEAVE WITH PAY	K	SVC AGRMNT	R		
POSITION CHG	L	SES PROBATION	S		
SUSPENSIONS	M				
PROMOTION	O	BEGINNING DATES:			
RETENTION ALW	Q	NEW SUPERVISOR	N		
RIF EXTENSION	T	TENURE	P		
-----					
PF1=	HELP	PF3=	PREV SCREEN	PF5=	MAIN MENU
				PF12=	END

**DATA ELEMENTS**

- A. Name (Last, Gen, First, MI)
- B. SSN
- C. Appointment: NTE Date
- D. Appointment: Conversion Date
- E. Furlough NTE Date
- F. Probationary End Date
- G. Sabbatical Leave NTE Date
- H. New Supervisor End Date
- I. LWOP: NTE Date
- J. Tenure: End Date
- K. LWP: NTE Date
- L. Position: Change NTE Date
- M. Suspension: NTE Date
- N. New Supervisor Date
- O. Promotion NTE Date
- P. Tenure Beginning Date
- Q. Retention Allowance Date
- R. Service Agreement End Date
- S. SES Probationary End Date
- T. Empl Rdctn In Frc NTE Date



**REPORT 901      MASTER DATA (J) MISC. (PAGE 8 OF 10)      PERSONNEL**

**PURPOSE:**      To display Personnel Master Data in Personnel Action Format.

**CONTENTS:**    User Selected Personnel Master Data.

**SEQUENCE:**    N/A

NEM1200M		MASTER DATA(J) MISC.		8 OF 10	
BY-PASS EDIT:					
NAME	AAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAA	A	SSN	BBB BB BBBB
DETAIL:					
OPM TTL	C			/	
NASA TTL	D			/	
TITLE CODE	E				
PDN	F		NCC	G	
PAY PLAN	H		OCC CODE	I	
GRADE	J		ORG ASSIGNED	K	
DUTY STATION	L		ENDING DATE	M	
INSTALLATION LOCATED	N				
-----					
PF1=	HELP	PF3=	PREV SCREEN	PF5=	MAIN MENU
				PF12=	END

**DATA ELEMENTS**

- A. Name (Last, First, MI)
- B. SSN
- C. Detail: Title: OPM
- D. Detail: Title: NASA
- E. Detail: Title Code
- F. Detail: Position Description Num
- G. Detail: NASA Classification Code
- H. Detail: Pay Plan
- I. Detail: Occupational Code
- J. Detail: Grade
- K. Detail: Organization Assigned
- L. Detail: Duty Station Code
- M. Detail: Ending Date
- N. Detail: Installation Located

**REPORT 901      MASTER DATA (L) BONUS/DIFF/ALLOW    (PAGE 9 OF    PERSONNEL  
10)**

**PURPOSE:**      To display Personnel Master Data in Personnel Action Format.  
**CONTENTS:**    User Selected Personnel Master Data.  
**SEQUENCE:**    N/A

NEM1200P	MASTER DATA(L)	BONUS/DIFF/ALLOW	9 OF 10
BY-PASS EDIT:			
NAME	AAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAA	A      SSN    BBB    BB    BBBB
LOCALITY ADJUSTMENT INDICATOR    C			
BONUS/DIFFERENTIAL BASIS      D			
RECRUITMENT BONUS %	E	RECRUITMENT BONUS AMOUNT	K
RELOCATION BONUS %	F	RELOCATION BONUS AMOUNT	L
		AVLBTY ANNUAL AMNT	S
AUO %	G	AUO ANNUAL AMOUNT	M
RETENTION ALLOW %	H	RETNTN ALLOW ANNL AMNT	N
STAFFING DIFF %	I	STAFFING DIFF ANNL AMNT	O
SUPERVISORY DIFF %	J	SUPRVSRY DIFF ANNL AMNT	P
		FOREIGN LANG ANNL AMNT	Q
-----			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF12= END

**DATA ELEMENTS**

- A. Name (Last, First, MI)
- B. SSN
- C. EMPL-LCLTY-ADJSTMNT-IND
- D. EMPL-BONUS-DFRNTL-BASIS-CODE
- E. EMPL-BONUS-RCRTMNT-PCT
- F. EMPL-BONUS-RLCTN-PCT
- G. EMPL-AUO-PCT
- H. EMPL-RTNTN-ALLWC-PCT
- I. EMPL-STFNG-DFRNTL-PCT
- J. EMPL-SPRVSRY-DFRNTL-PCT
- K. EMPL-BONUS-RCRTMNT-AMT
- L. EMPL-BONUS-RLCTN-AMT
- M. EMPL-AUO-ANL-AMT
- N. EMPL-RTNTN-ALLWC-AMT
- O. EMPL-STFNG-DFRNTL-AMT
- P. EMPL-SPRVSRY-DFRNTL-AMT
- Q. EMPL-FRGN-LNG-ANL-AMT
- S. EMPL-AVLBLTY-PAY-AML-AMT

**REPORT 901      MASTER DATA (K) CAPPS      (PAGE 10 OF 10)      PERSONNEL**

**PURPOSE:**      To display Personnel Master Data in Personnel Action Format.

**CONTENTS:**    User Selected Personnel Master Data.

**SEQUENCE:**    N/A

NEM1200Q		MASTER DATA(K) CAPPS		10 OF 10	
BY-PASS EDIT:					
NAME	AAAAAAAAAAAAA	AAAAAAAAAAAAA	A	SSN	BBB BB BBBB
AWARDS:		QTY YR			ASCN ACTION:
HONORARY		> C D			AUTH1 > c
PERFORMANCE SES		> E F			AUTH2 > d
QUALITY INCREASE		> G H			EFDATE > e
SPECIAL ACT		> I J			NOAC > f
			PREVIOUS:		
			BASIC PAY > S		
COUNTER CODES:			DUTY STN > T		CVNRSN ACTION:
APPOINTMENT		> K	GRADE > U		AUTH1 > g
AWARDS		> L	LOCAL ADJ > V		AUTH2 > h
CAO		> M	OCC CODE > W		EFDATE > i
CONVERSION		> N	PAY BASIS > X		NOAC > j
DOWNGRADE		> O	PAY PLAN > Y		
OTHER AWARDS		> P	PAYRAT DET > Z		APPOINTMENT:
PERFORMANCE AWARDS		> Q	STEP > a		AUTH1 > k
TRAINING		> R	WORKSCH > b		AUTH2 > l
-----					
PF1=	HELP	PF3=	PREV SCREEN	PF5=	MAIN MENU
				PF12=	END

**DATA ELEMENTS**

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| A. Name (Last, First, MI)          | X. EMPLHS-PRVS-PAY-BASIS-CODE     |
| B. SSN                             | Y. EMPLHS-PRVS-PAY-PLN-CODE       |
| C. AWARD-INDVDL-GRP-HNRY-QTY       | Z. EMPLHS-PRVS-PAY-RATE-DTRMNT    |
| D. AWARD-INDVDL-GRP-HNRY-RCVD-YEAR | a. EMPLHS-PRVS-GRADE-STEP-CODE    |
| E. AWARD-PRFRMNC-SES-QTY           | b. EMPLHS-PRVS-WORK-SCHDL-CODE    |
| F. AWARD-PRFRMNC-SES-RCVD-YEAR     | c. EMPL-ACSN-LGL-ATHRTY1-CODE     |
| G. AWARD-QLTY-INCRS-QTY            | d. EMPL-ACSN-LGL-ATHRTY2-CODE     |
| H. AWARD-QLTY-INCRS-RCVD-YEAR      | e. EMPL-ACSN-NOAC-EFCTV-DATE      |
| I. AWARD-SPCL-ACT-QTY              | f. EMPL-ACSN-NOAC-CODE            |
| J. AWARD-SPCL-ACT-RCVD-YEAR        | g. PRSACT-CNVRSN-LGL-ATHRTY1-CODE |
| K. EMPL-AP-CTR-CODE                | h. PRSACT-CNVRSN-LGL-ATHRTY2-CODE |
| L. EMPL-AWARDS-CTR-CODE            | i. Effective Date of Conversion   |
| M. EMPL-CAO-CTR-CODE               | j. PRSACT-CNVRSN-NOAC-CODE        |
| N. EMPL-CNVRSN-CTR-CODE            | k. EMPL-HIRE-LGL-ATHRTY1-CODE     |
| O. EMPL-DOWNGRADE-CTR-CODE         | l. EMPL-HIRE-LGL-ATHRTY2-CODE     |
| P. EMPL-OTHER-AWARDS-CTR-CODE      |                                   |
| Q. EMPL-PRFRMC-AWARDS-CTR-CODE     |                                   |
| R. EMPL-TRNG-CTR CODE              |                                   |
| S. EMPLHS-PRVS-BASIC PAY           |                                   |
| T. EMPLHS-PRVS-DUTY-STN-CODE       |                                   |
| U. EMPLHS-PRVS-GRADE               |                                   |
| V. EMPLHS-PRVS-LCLTY-ADJ-ANL-AMT   |                                   |
| W. EMPLHS-PRVS-OCPTNL-CODE         |                                   |

**REPORT 902 PERSONNEL MASTER RECORD (PAGE 1 OF 9) PERSONNEL**

**PURPOSE:** To display Personnel Master Data in Personnel Action Format.

**CONTENTS:** User Selected Personnel Master Data.

**SEQUENCE:** N/A

COMMAND: NE01200A	NPPS PERSONNEL MASTER RECORD	09/05/90 11:11:31 1 OF 9
----------------------	---------------------------------	--------------------------------

  

NAME	AAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAAAAAA	A	SSN	BBB	BB	BBBB
ADMINLEV	C	BDYR	P	CURRGRDDTE			d
AGECURRT	D	BIRTHDATE	Q	CREDMILSERV			e
AGENCY	E			DAYLIMIT			f
ANUIND	F	CITIZEN	R	DEPARTDEST			g
AGENCYFROM	G	COMPLEV	S	DEPARTRSN			h
AGENCYTO	H	CONVENDTE	T	DETAILENDTE			i
APPTNTEDTE	I	COOPENTRYDTE	U	DLRLIMIT			j
AWDAMT	J	COOPFLD	V	DTLDTYSTN			k
AWDBEN	K	COOPLEV	W	DTLGRADE			l
AWDCHK	L	COOPRTDTE	X	DTLNCC			m
AWDGRP	M	COOPRTSDTE	Y	DTLOCCODE			n
AWDTYP	N	COOPSCH	Z	DTLORGASSIGN			o
AWDYR	O	COOPYR	b	DTLPAYPLN			p
		CPP	c	DTLPDN			q

  

PF1 = HELP	PF3 = PREV SCREEN	PF5 = MAIN MENU	PF12 = END
------------	-------------------	-----------------	------------

**DATA ELEMENTS**

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| A. Name (Last, First, MI)        | V. COOP: Intended Degree Field      |
| B. SSN                           | W. COOP: Intended Degree Level      |
| C. Administrative Level          | X. COOP: Return to Duty Date        |
| D. Age: Current                  | Y. COOP: Return to School Date      |
| E. Agency Code: Employing        | Z. COOP: School Code                |
| F. Annuitant Indicator           | b. COOP: Intended Graduation Year   |
| G. Agency Code: Transferred From | c. CPP                              |
| H. Agency Code: Transferred To   | d. Grade: Current Date              |
| I. Appointment: NTE Date         | e. Creditable Military Service      |
| J. Award: Amount                 | f. Appointment: Day Limit           |
| K. Award: Benefit Amount         | g. Departure: Destination           |
| L. Award: Check                  | h. Departure: Reason                |
| M. Award: Group Identifier       | i. Detail: Ending Date              |
| N. Award: Type                   | j. Appointment: Dollar Limit        |
| O. Award: Year                   | k. Detail: Duty Station Code        |
| P. Degree: Bachelor Year         | l. Detail: Grade                    |
| Q. Date of Birth                 | m. Detail: NASA Classification Code |
| R. Citizenship                   | n. Detail: Occupational Code        |
| S. Competitive Level             | o. Detail: Organizational Assigned  |
| T. Appointment: Conversion Date  | p. Detail: Pay Plan                 |
| U. COOP: Date Entered Program    | q. Detail: Position Description Num |

**REPORT 902 PERSONNEL MASTER RECORD (PAGE 2 OF 9) PERSONNEL**

**PURPOSE:** To display Personnel Master in Database Field Format.

**CONTENTS:** User Selected Personnel Master Data.

**SEQUENCE:** N/A

COMMAND: NEO1200B		NPPS PERSONNEL MASTER RECORD		09/05/90 11:11:31 2 OF 9	
NAME	AAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAAAAAA	A	SSN	BBB BB BBBB
DTLNASATTL	C				
DTLOPMTTL	D				
DTYSTNNAME	E				
DTLTITLECDE	F FINSTM	P FOUFLD		b GRADE	l
DTYSTN	G FINSTM DTE	Q FOULEV		c GRADERETN	m
DTYSTS	H FLSA	R FOUSCH		d HANDICAP	n
EDLEV	I FOLLOW1	S FOUYR		e HEAD-AGENCY	o
EMPIND	J FOLLOW2	T FROZENC SRS		f HIFLD	p
EMPNO	K FOLLOW3	U FSCDCURRT		g HIGRADE	q
EODDTE	L FOLLOW4	V FSCDTE		h HILEV	r
FACILITY	w FOLLOW5	W FTELI		i HIPAYPLN	s
FEGLI	M FOLLOW6	X FUNCCLASS		j HISCH	t
FEHB	N FOLLOW7	Y FURNTEDE		k HIYR	u
FERSCOVER	O FOLLOW8	Z		HLIMIT	v

PF1 = HELP

PF3 = PREV SCREEN

PF5 = MAIN MENU

PF12 = END

**DATA ELEMENTS**

A. Name (Last, First, MI)

B. SSN

C. Title: NASA

D. Title: OPM

E. Duty Station Name

F. Title Code

G. Duty Station Code

H. Duty Status

I. Educational Level

J. Employee Indicator

K. Employee Number

L. EOD Date

M. FEGLI: Code

N. FEHB: Plan Code

O. FERS: Coverage

P. Financial Statement Code

Q. Financial Statement Filing Date

R. FLSA Pay Status

S. Follow-up Code1 and Follow-up Date1

T. Follow-up Code2 and Follow-up Date2

U. Follow-up Code3 and Follow-up Date3

V. Follow-up Code4 and Follow-up Date4

W. Follow-up Code5 and Follow-up Date5

X. Follow-up Code6 and Follow-up Date6

Y. Follow-up Code7 and Follow-up Date7

Z. Follow-up Code8 and Follow-up Date8

b. Degree: Fourth Highest Degree

c. Degree: Fourth Highest Level

d. Degree: Fourth Highest School

e. Degree: Fourth Highest Year

f. Frozen Service

g. SCD: Fed Years

h. SCD: Leave

i. FTE Line Item

j. Functional Classification

k. Furlough NTE Date

l. Grade: Current

m. Grade: Retained

n. Handicap Code

o. Head of Agency

p. Degree: Highest Field

q. Grade: Highest

r. Degree: Highest Level

s. Pay Plan: Highest

t. Degree: Highest School

u. Degree: Highest Year

v. Appointment: Hour Limit

w. Facility Code

**REPORT 902 PERSONNEL MASTER RECORD (PAGE 3 OF 9) PERSONNEL**

**PURPOSE:** To display Personnel Master in Database Field Format.

**CONTENTS:** User Selected Personnel Master Data.

**SEQUENCE:** N/A

NEM1200C		NPPS		PERSONNEL MASTER RECORD		3 OF 9	
NAME	AAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAA	A	SSN	BBB	BB	BBBB
		NASATTL	M				
INSTALL	C						
INSTALLCURRT	D	NCC	N				
		NEWSUPBEGDTE	O	OCCODE	X	PEFRATC	g
LASTPROMO	E	NEWSUPENDDTE	P	ORGASSIGN	Y	PEFRATCYR	h
LEQDTE	F	NEXTWIGDTE	Q	ORGLLOC	Z	PEFRATP1	i
LOCALTTL	G					PEFRATP1YR	j
LVENTITLE	m	NNASAAPPRO	R			PEFRATP2	k
LWOPNTEDTE	H	NNASAPROJLI	S	PAYBASIS	b	PEFRATP2YR	l
LWPNTEDETE	I	NSCDCURRT	T	PAYPLN	c	PEFRATP3	n
MINCDE	J	NSCDTE	U	PAYPLNRETN	d	PEFRATP3YR	o
MSTR-DATE	K	NSPI	V	PAYTABLE	e		
MSTR-TIME	L			PDN	f		
		OPMTTL	w				

-----

PF1= HELP                      PF3= PREV SCREEN                      PF5= MAIN MENU                      PF12= END

**DATA ELEMENTS**

- A. Name (Last, First, MI)
- B. SSN
- C. Installation Code
- D. Installation: Time Current
- E. Promotion: Date of Latest
- F. Last Equiv Incr Date
- G. Title Local
- H. LWOP: NTE Date
- I. LWP: NTE Date
- J. Minority Code
- K. Personnel Master Date
- L. Personnel Master Time
- M. Title: NASA
- N. NASA Classification Code
- O. New Supervisor Date
- P. New Supervisor End Date
- Q. WIG: Date Next
- R. Non-NASA Appropriation Code
- S. Non-NASA Project Line Item
- T. SCD: NASA Years
- U. SCD: NASA
- V. NASA Special Prog Identifier
- W. Title: OPM
- X. Occupation Code
- Y. Organization: Assigned
- Z. Organization: Located
- b. Pay Basis
- c. Pay Plan
- d. Pay Plan: Retained
- e. Pay Table
- f. Position: Description Number
- g. Performance Rating : Current
- h. Performance Rating : Current Yr
- i. Performance Rating : Prior 1
- j. Performance Rating : Prior Yr 1
- k. Performance Rating : Prior 2
- l. Performance Rating : Prior Yr 2
- m. Leave Entitlement
- n. Performance Rating: Prior 3
- o. Performance Rating: Prior Yr 3

**REPORT 902 PERSONNEL MASTER RECORD**

**PERSONNEL**

PURPOSE: To display Personnel Master in Database Field Format.

CONTENTS: User Selected Personnel Master Data.

SEQUENCE: N/A

NEM1200D		NPPS		4 OF 9	
PERSONNEL MASTER RECORD					
NAME	AAAAAAAAAAAAAAAA	AAAAAAAAAAAA	A	SSN	BBB BB BBBB
		PRIORRETCOV	P	RETPLAN	X
		PROBENDDTE	Q	RMPAYSTAT	Y
POSCHGNTEDTE	E	PROJPRMO	R	RMRETIRBASIS	Z
POSCRIT	F	PROMONTEDE	S	RMRETIRDTE	b
POSOCC	G	PTHOURS	T	RMSVCCOMP	c
POSTYPE	H	RETENEXPDTE	U	RMSVCDESIG	d
POSTYPELOC	I	RETDISDTE	V	RMSVCNUM	e
PRD	J	RETOPTDTE	W	RMSVCPAYGRD	f
PREVNAMELAST	K			RRBRANCH	g
PREVNAMEGENSUFIX	L			RRRANK	h
PREVNAMEFIRST	M			RSCDTE	i
PREVNAMEMIDDLE	N			RTD	j
PREVSSN	O			RTDGROUP	k

-----

PF1= HELP                      PF3= PREV SCREEN                      PF5= MAIN MENU                      PF12= END

**DATA ELEMENTS**

- A. Name (Last, First, MI)
- B. SSN
- E. Position: Change NTE Date
- F. Position: Criticality
- G. Position: Occupied
- H. Position: Type
- I. Position: Type Local
- J. Pay Rate Determinant
- K. Name: Previous Last
- L. Name: Previous Genealogical Suffix
- M. Name: Previous First
- N. Name: Previous Middle
- O. SSN: Previous
- P. Retirement: Prior Coverage
- Q. Probationary End Date
- R. Promotion: Projected Potential
- S. Promotion NTE Date
- T. Part Time Hours
- U. Retention Expiration Date
- V. Retirement: Discontinued Date
- W. Retirement: Optional Date
- X. Retirement Plan
- Y. Retired MIL: Pay Status
- Z. Retired MIL: Retirement Basis
- b. Retired MIL: Retirement Date
- c. Retired MIL: Service Component
- d. Retired MIL: SVC Designation
- e. Retired MIL: Service Number
- f. Retired MIL: Service Pay Grade
- g. Ready Reserve Branch
- h. Ready Reserve Rank
- i. SCD: RIF
- j. Random Testing Designator
- k. Random Testing Designator Group

**REPORT 902 PERSONNEL MASTER RECORD (PAGE 5 OF 9) PERSONNEL**  
**PURPOSE:** To display Personnel Master in Database Field Format.  
**CONTENTS:** User Selected Personnel Master Data.  
**SEQUENCE:** N/A

NEM1200E		NPPS		5 OF 9	
PERSONNEL MASTER RECORD					
NAME	AAAAAAAAAAAAA	AAAAAAAAAAAAA	A	SSN	BBB BB BBBB
SABBNTEDTE	C	SUPIND	P	TSPSEPCODE	e
SALANN	D	SUSPNTEDTE	Q	TSPSEPDTE	f
SALDAILY	E	TENURE	R	TSPSTATUS	g
SALHOURLY	F	TENUREBEGDTE	S	TSPSTATUSDTE	h
SECFLD	I	TENUREENDDTE	T	TSPVEST	i
SECLEV	K	THRFLD	U		
SECSCH	K	THRLEV	V	UNIONBU	j
SECYR	L	THRSCH	W		
SEX	M	THRYR	X	VETPREF	k
STEP	N	TIGCURRT	Y	VETPREFRIF	l
STEPRETN	O	TITLECDE	Z	VETSTATUS	m
		TRAINDEVPGM	b	WAEWOC	n
		TSPELIGDTE	c	WIGWENDTE	o
		TSPSCDTE	d	WORKSCH	p

-----

PF1= HELP                      PF3= PREV SCREEN                      PF5= MAIN MENU                      PF12= END

**DATA ELEMENTS**

- A. Name (Last, First, MI)
- B. SSN
- C. Sabbatical Leave NTE Date
- D. Salary: Annual
- E. Salary: Daily
- F. Salary: Hourly
- I. Degree: Second Highest Field
- J. Degree: Second Highest Level
- K. Degree: Second Highest School
- L. Degree: Second Highest Year
- M. Sex
- N. Step
- O. Step: Retained
- P. Supervisory Code
- Q. Suspension: NTE Date
- R. Tenure Code
- S. Tenure: Beginning Date
- T. Tenure: Ending Date
- U. Degree: Third Highest Field
- V. Degree: Third Highest Level
- W. Degree: Third Highest School
- X. Degree: Third Highest Year
- Y. Grade: Time in Grade Current
- Z. Title Code
- b. Training/Dev Program
- c. TSP: Eligibility Date
- d. TSP: SCD
- e. TSP: Separation Code
- f. TSP: Separation Date
- g. TSP: Employee Status Code
- h. TSP: Employee Status Date
- i. TSP: Vesting Period
- j. Union: Bargaining Unit Status
- k. Veteran Preference
- l. Veteran Preference RIF
- m. Veterans Status
- n. WAE/WOC Code
- o. WIG: Waiting Period End Date
- p. Work Schedule

**REPORT 902 PERSONNEL MASTER RECORD (PAGE 6 OF 9) PERSONNEL**

**PURPOSE:** To display Personnel Master in Database Field Format.

**CONTENTS:** User Selected Personnel Master Data.

**SEQUENCE:** N/A

NEM1200N		NPPS		6 OF 9	
PERSONNEL MASTER RECORD					
NAME	AAAAAAAAAAAAAA	AAAAAAAAAAAAAA	A	SSN	BBB BB BBBB
COOPGPA					C
FOUGPA					D
HIGPA					E
SECGPA					F
THRGPA					G
FEHBFULLPAY					H
ORGALEVEL1					I
ORGALEVEL2					J
ORGALEVEL3					K
ORGALEVEL4					L
AWARD-GROUP-TEXT					M
EMPL-LCTD-INSTLTN-CODE					N

-----

PF1= HELP                      PF3= PREV SCREEN                      PF5= MAIN MENU                      PF12= END

**DATA ELEMENTS**

- A. Name (Last, First, MI)
- B. SSN
- C. COOP: Intended Degree GPA
- D. Degree: Fourth Highest GPA
- E. Degree: Highest GPA
- F. Degree: Second Highest GPA
- G. Degree: Third Highest GPA
- H. FEHB Contribution Flag
- I. Organization: Assigned Level 1
- J. Organization: Assigned Level 2
- K. Organization: Assigned Level 3
- L. Organization: Assigned Level 4
- M. AWARD-GROUP-TEXT
- N. Detail: Installation Located Code

**REPORT 902 PERSONNEL MASTER RECORD (PAGE 7 OF 9) PERSONNEL**

**PURPOSE:** To display Personnel Master in Database Field Format.

**CONTENTS:** User Selected Personnel Master Data.

**SEQUENCE:** N/A

NEM12000		NPPS		7 OF 9	
PERSONNEL MASTER RECORD					
-----			-----		
NAME			SSN		
EMPL-ADJSTD-BASIC-PAY-AMT			EMPL-RTNTN-ALLWNC-NTE-DATE		
EMPL-AUO-PCT			EMPL-RTNTN-ALLWNC-PCT		
EMPL-AUO-ANL-AMT			EMPL-STFNG-DFRTNL-ANL-AMT		
EMPL-BASIC-PAY-AMT			EMPL-STFNG-DFRTNL-PCT		
EMPL-BONUS-DFRNTL-BASIS-CODE			SUPER-DIFF		
EMPL-BONUS-RCRTMNT-AMT			EMPL-SPRVSRY-DFRNTL-PCT		
EMPL-BONUS-RCRTMNT-PCT			EMPL-SVC-AGRMNT-DATE		
EMPL-BONUS-RLCTN-AMT			EMPL-TOT-PAY-AMT		
EMPL-BONUS-RLCTN-PCT			EMPL-TIME-OFF-AWARD-HRS		
EMPL-FRGN-LNG-ANL-AMT			EMPL-TOA-HRS-YTD-GRNTD-QTY		
EMPL-LCLTY-ADJSTMNT-ANL-AMT			EMPL-CRNT-RTNG-EFCTV-DATE		
EMPL-LCLTY-ADJSTMNT-IND			EMPL-PRIOR1-RTNG-EFCTV-DATE		
EMPL-OTHR-PAY-AMT			EMPL-PRIOR2-RTNG-EFCTV-DATE		
RETENTION-ALLOW			EMPL-PRIOR3-RTNG-EFCTV-DATE		
-----					
PF1=	HELP	PF3=	PREV SCREEN	PF5=	MAIN MENU
				PF11=	GO TO
				PF12=	END

**REPORT 902 PERSONNEL MASTER RECORD (PAGE 8 OF 9) PERSONNEL**  
PURPOSE: To display Personnel Master in Database Field Format.  
CONTENTS: User Selected Personnel Master Data.  
SEQUENCE: N/A

NEM1200R	NPPS	8 OF 9
PERSONNEL MASTER RECORD		
-----		
NAME		SSN
AWARD-INDVDL-GRP-HNRY-QTY	EMPL-OTHER-AWARDS-CTR-CODE	
AWARD-INDVDL-GRP-HNRY-RCVD-YEAR	EMPL-PRFRMNC-AWARDS-CTR-CODE	
AWARD-PRFRMNC-SES-QTY	EMPL-TRNG-CTR-CODE	
AWARD-PRFRMNC-SES-RCVD-YEAR		
AWARD-QLTY-INCRS-QTY	EMPL-ACSN-LGL-ATHRTY1-CODE	
AWARD-QLTY-INCRS-RCVD-YEAR	EMPL-ACSN-LGL-ATHRTY2-CODE	
AWARD-SPCL-ACT-QTY	EMPL-ACSN-NOAC-CODE	
AWARD-SPCL-ACT-RCVD-YEAR	EMPL-ACSN-NOAC-EFCTV-DATE	
	EMPL-HIRE-LGL-ATHRTY1-CODE	
EMPL-AP-CTR-CODE	EMPL-HIRE-LGL-ATHRTY2-CODE	
EMPL-AWARDS-CTR-CODE	PRSACT-CNVRSN-LGL-ATHRTY1-CODE	
EMPL-CAO-CTR-CODE	PRSACT-CNVRSN-LGL-ATHRTY2-CODE	
EMPL-CNVRSN-CTR-CODE	PRSACT-CNVRSN-NOAC-CODE	
EMPL-DOWNGRADE-CTR-CODE	PRSACT-CNVRSN-NOAC-EFCTV-DATE	
-----		
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
		PF12= END

**REPORT 902 PERSONNEL MASTER RECORD (PAGE 9 OF 9) PERSONNEL**  
**PURPOSE:** To display Personnel Master in Database Field Format.  
**CONTENTS:** User Selected Personnel Master Data.  
**SEQUENCE:** N/A

NEM1200S	NPPS	9 OF 9
PERSONNEL MASTER RECORD		
-----		
NAME		SSN
EMPLHS-PRVS-BASIC-PAY	EMPL-FERS-MRA-DATE	
EMPLHS-PRVS-DUTY-STN-CODE	EMPL-ARMY-LINE-NMBR-CODE	
EMPLHS-PRVS-GRADE	EMPL-ARMY-PRGRPH-CODE	
EMPLHS-PRVS-GRADE-STEP-CODE	EMPL-AVLBLTY-PAY-ANL-AMT	
EMPLHS-PRVS-LCLTY-ADJ-ANL-AMT		
EMPLHS-PRVS-OCPTNL-CODE		
EMPLHS-PRVS-PAY-BASIS-CODE		
EMPLHS-PRVS-PAY-PLN-CODE		
EMPLHS-PRVS-PAY-RATE-DTRMNT		
EMPLHS-PRVS-WORK-SCHDL-CODE		
EMPL-SES-PRBTNRY-END-DATE		
EMPL-RDCTN-IN-FRC-NTE-DATE		
EMPL-SRVC-CMPTN-RTRMNT-DATE		
EMPL-AWARD-BDGT-CODE		
-----		
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
		PF11= GO TO
		PF12= END D

**REPORT 903      PLANNING ACTION TRANSACTION AUDIT REPORT      PERSONNEL**

**PURPOSE:** To generate a report listing all employees with a descriptive error message that failed to have a planning action generated during this process and all employees with matching SSNs on suspense for planning actions generated during this process.

**CONTENTS:**

**SEQUENCE:**

COMMAND: NEO2040	NPPS PLANNING ACTION TRANSACTIONS AUDIT REPORT	09/05/90 11:11:31	
NAME:      AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA			
SSN:      BBB-BB-BBBB      NOAC:      C      EFDATE:      D			
E			
NAME:      AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA			
SSN:      BBB-BB-BBBB      NOAC:      C      EFDATE:      D			
E			
NAME:      AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA			
SSN:      BBB-BB-BBBB      NOAC:      C      EFDATE:      D			
E			
NAME:      AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA			
SSN:      BBB-BB-BBBB      NOAC:      C      EFDATE:      D			
E			
PF1 = HELP	PF3 = PREV SCREEN	PF5 = MAIN MENU	PF12 = END
	PF7 = BACKWARD	PF8 = FORWARD	

**DATA ELEMENTS**

- A. Name
- B. SSN
- C. Nature of Action: Code
- D. Effective Date
- E. Error Message

**REPORT 904      ERROR TRANSACTION SUMMARY - TRNSUM      PERSONNEL**

**PURPOSE:** To generate a report listing all actions that failed to mature during this run and the last error message encountered during the mature process.

**CONTENTS:**

**SEQUENCE:**

COMMAND: NEO3260	NPPS ERROR TRANSACTION SUMMARY - TRNSUM	09/05/90 11:11:31
NAME:      AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA SSN:      BBB-BB-BBBB      NOAC:      C      EFDATE:      D E		
NAME:      AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA SSN:      BBB-BB-BBBB      NOAC:      C      EFDATE:      D E		
NAME:      AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA SSN:      BBB-BB-BBBB      NOAC:      C      EFDATE:      D E		
NAME:      AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA SSN:      BBB-BB-BBBB      NOAC:      C      EFDATE:      D E		
PF1 = HELP      PF3 = PREV SCREEN      PF5 = MAIN MENU      PF12 = END PF7 = BACKWARD      PF8 = FORWARD		

**DATA ELEMENTS**

- A. Employee Name
- B. SSN
- C. Nature of Action: Code
- D. Effective Date
- E. Error Message

**REPORT 905      SUSPENSE QUERY - PERSUSPQ      PERSONNEL**  
PURPOSE:      To select Personnel Suspense Inquiry Reports 21A, 21B, 21C, 21D and 21E.  
CONTENTS:      User input selection options.  
SEQUENCE:      N/A

COMMAND: NEO1300	NPPS SUSPENSE QUERY - PERSUPQ	09/05/89 11:11:31 1
LIST ACTIONS FOR EMPLOYEE: SSN:   AAA AA AAAA NAME: (LAST,FIRST)   BBBBXXXXXXXXXXXX   CCCCCCCCCC  LIST ACTIONS ON OR BEFORE EFDATE:   D  LIST ACTIONS FOR NOAC:   E  LIST ACTIONS FOR SOURCE:   F  LIST ACTIONS FOR CLERK ID: G		
PF1 = HELP	PF5 = MAIN MENU	PF12 = END

**DATA ELEMENTS**

- A. SSN - (User input; opt.)
- B. Name: Last (opt.)
- C. Name: First (opt., finds SSN for Name)
- D. Effective Date (User input; opt.)
- E. Nature of Action Code (User input; opt.)
- F. Source (User input; opt.)
- G. Clerk ID (User input; opt.)



**REPORT 907 LIST ACTIONS ON SUSPENSE THRU DATE PERSONNEL**  
**PURPOSE:** To display Personnel Actions pending thru Date. Allow Detail Selection  
**CONTENTS:** Based on user selection.  
**SEQUENCE:** By Effective Date, SSN, Suspense Sequence

```

COMMAND: _____
NEO1302
                                NPPS
                                LIST ACTIONS ON SUSPENSE
                                THRU A
-----
S                                S C P M E B S
E                                E M R A R Y R SF
L  SSN          NAME          NOAC  EFDATE  Q B T T R P C 52  CLERK
-----
B CCC-CC-CCCC 00000000000000000000 D          E  F G H I J K L N      M
_ 000-00-0021 LAST, FIRST      702  09-10-88  1  P          X      1090ADMINIST
_ 000-00-0021 LAST, FIRST      893  09-10-88  2          X      1090ADMINIST
-
-
-
-
-
-
-----
PF1= HELP      PF5= MAIN MENU      PF7= BACKWARD      PF8= FORWARD      PF12= END
    
```

**DATA ELEMENTS**

- A. Effective Date
- B. User Selection of Record for Modification (opt.)
- C. SSN
- D. Nature of Action: Code
- E. Effective Date
- F. Suspense Sequence
- G. SF 50: Combination
- H. SF 50: Print Status
- I. Suspense Mature Status
- J. Suspense Error Status
- K. Edit Bypass Code
- L. Suspense Source
- M. Suspense Update Clerk
- N. SF 52 Flag
- O. Name (Last, First)

**REPORT 908**      **LIST ACTIONS ON SUSPENSE FOR NOAC**      **PERSONNEL**  
**PURPOSE:**      To display Personnel Actions pending by Nature of Action Code.  
**CONTENTS:**      Based on User Selection.  
**SEQUENCE:**      By SSN, Effective Date, Suspense Sequence

```

COMMAND: _____
NEO1303
                                NPPS
                                LIST ACTIONS ON SUSPENSE
                                FOR NOAC  A
-----
S                               S C P M E B S
E                               E M R A R Y R SF
L   SSN          NAME          NOAC   EFDATE   Q B T T R P C 52   CLERK
-----
B CCC-CC-CCCC 00000000000000000000 D       E   F G H I J K L N       M
_ 000-00-0021 LAST, FIRST          702   09-10-88 1   P       X       1090ADMINIST
_ 000-00-0021 LAST, FIRST          893   09-10-88 2           X       1090ADMINIST
-
-
-
-
-
-
-----
PF1= HELP      PF5= MAIN MENU   PF7= BACKWARD   PF8= FORWARD   PF12= END
  
```

**DATA ELEMENTS**

- A. Nature of Action: Code
- B. User Selection of Record for Modification (opt.)
- C. SSN
- D. Nature of Action: Code
- E. Effective Date
- F. Suspense Sequence
- G. SF 50: Combination
- H. SF 50: Print Status
- I. Suspense Mature Status
- J. Suspense Error Status
- K. Edit Bypass Code
- L. Suspense Source
- M. Suspense Update Clerk
- N. SF 52 Flag
- O. Name (Last, First)

**REPORT 909 LIST ACTIONS ON SUSPENSE FOR SOURCE PERSONNEL**  
**PURPOSE:** To display Personnel Actions pending by Suspense Source  
**CONTENTS:** Based on User Selection.  
**SEQUENCE:** By SSN, Effective Date, Suspense Sequence

```

COMMAND: _____
NEO1304
                                NPPS
                                LIST ACTIONS ON SUSPENSE
                                FOR SOURCE A
-----
S          S C P M E B S
E          E M R A R Y R SF
L   SSN      NAME          NOAC   EFDATE   Q B T T R P C 52   CLERK

B CCC-CC-CCCC 00000000000000000000 D          E   F G H I J K L N      M
_ 000-00-0021 LAST, FIRST      702   09-10-88 1   P          X      1090ADMINIST
_ 000-00-0021 LAST, FIRST      893   09-10-88 2           X      1090ADMINIST
-
-
-
-
-
-
-----
PF1= HELP      PF5= MAIN MENU    PF7= BACKWARD    PF8= FORWARD    PF12= END
    
```

**DATA ELEMENTS**

- A. Suspense Source
- B. User Selection of Record for Modification (opt.)
- C. SSN
- D. Nature of Action: Code
- E. Effective Date
- F. Suspense Sequence
- G. SF 50: Combination
- H. SF 50: Print Status
- I. Suspense Mature Status
- J. Suspense Error Status
- K. Edit Bypass Code
- L. Suspense Source
- M. Suspense Update Clerk
- N. SF 52 Flag
- O. Name (Last, First)

**REPORT 910      LIST ACTIONS ON SUSPENSE FOR CLERK      PERSONNEL**  
**PURPOSE:**      To display Personnel Actions pending by Clerk  
**CONTENTS:**     Based on User Selection.  
**SEQUENCE:**     By SSN, Effective Date, Suspense Sequence

```

COMMAND: _____
NEO1305
                                NPPS
                                LIST ACTIONS ON SUSPENSE
                                FOR CLERK A
-----
S                                S C P M E B S
E                                E M R A R Y R SF
L  SSN          NAME          NOAC   EFDATE   Q B T T R P C 52
-----
B CCC-CC-CCCC NNNNNNNNNNNNNNNNNN D      E      F G H I J K L M
_ 000-00-0021 LAST, FIRST      702   09-10-88 1  P      X
_ 000-00-0021 LAST, FIRST      893   09-10-88 2           X
-
-
-
-
-
-
-----
PF1= HELP      PF5= MAIN MENU  PF7= BACKWARD  PF8= FORWARD  PF12= END
    
```

**DATA ELEMENTS**

- A. Suspense Update Clerk
- B. User Selection of Record for Modification (opt.)
- C. SSN
- D. Nature of Action: Code
- E. Effective Date
- F. Suspense Sequence
- G. SF 50: Combination
- H. SF 50: Print Status
- I. Suspense Mature Status
- J. Suspense Error Status
- K. Edit Bypass Code
- L. Suspense Source
- M. SF 52 Flag
- N. Name (Last, First)

**REPORT 371 INCENTIVE AWARDS PROGRAM ANNUAL REPORT - PERSONNEL INDIVIDUAL**

**PURPOSE:** To produce Part A (Individual) of the Incentive Annual Awards.  
**CONTENTS:** Summary of Data for user selected Date Range and Nature of Action Code (885, 889, 892, (877 with AUTH1 not equal to V7L or V3F)). (Award: Group Identifier equal to blank, 0000, or 9999)  
**SEQUENCE:** N/A

GROUP PAY PLAN	NUMBER GRANTED	TOTAL AMOUNT	BENEFIT AMOUNT	NO. WITH BENEFIT	POPULATION: NO. AT INSTALL.
GS 1 - 6	D	E	F	G	H
GS 7 - 12	I	J	K	L	M
GS 13 - 15	N	O	P	Q	R
TOTAL GS	X	Y	Z	b	c
GM 13	d	e	f	g	h
GM 14	i	j	k	l	m
GM 15	n	o	p	q	r
TOTAL GM	s	t	u	v	w
WG	x	y	z	/a	/b
WL	/c	/d	/e	/f	/g
WS	/h	/i	/j	/k	/l
OTHER FWS	/m	/n	/o	/p	/q
TOTAL FWS	/r	/s	/t	/u	/v
SL	/B	/C	/D	/E	/F
CA	/G	/H	/I	/J	/K
ST	/L	/M	/N	/O	/P
AD	/Q	/R	/S	/T	/U
ES	/V	/W	/X	/Y	/Z
TOTAL EXEC	S	T	U	V	W
TOTAL ALL PAY PLANS	/w	/x	/y	/z	/A

See the Next Page for Data Elements.

- A. Start Date - User Designated Date
- B. End Date - User Designated Date
- C. NOAC1 - One page per NOAC1 (885, 889, 877, and 892)

**For each of the following NOAC1 values: 885, 889, 892, and 877 with AUTH1 ne V7L and ne V3F**

**Award: Group Identifier = blank, 0000, 9999**

- D. Count of NOAC1 If Pay Plan = 'GS' and Grade: Current = 1-6
- E. Sum of Award: Amount If Pay Plan = 'GS' and Grade: Current = 1-6
- F. Sum of Award: Benefit Amount If Pay Plan = 'GS' and Grade: Current = 1-6
- G. Count of NOAC1 If Pay Plan = 'GS', Grade: Current = 1-6, and Award: Benefit Amount > 0
- H. Count of Current Per Master Duty Status If Duty Status Not = 'Z,' Pay Plan = 'GS' and Grade:  
Current = 1-6
- I. Count of NOAC1 If Pay Plan = 'GS' and Grade: Current = 7-12
- J. Sum of Award: Amount If Pay Plan = 'GS' and Grade: Current = 7-12
- K. Sum of Award: Benefit Amount If Pay Plan = 'GS' and Grade: Current = 7-12
- L. Count of NOAC1 If Pay Plan = 'GS', Grade: Current = 7-12, and Award: Benefit Amount > 0
- M. Count of Current Per Master Duty Status If Duty Status Not = 'Z,' Pay Plan = 'GS' and Grade:  
Current = 7-12
- N. Count of NOAC1 If Pay Plan = 'GS' and Grade: Current = 13-15
- O. Sum of Award: Amount If Pay Plan = 'GS' and Grade: Current = 13-15
- P. Sum of Award: Benefit Amount If Pay Plan = 'GS' and Grade: Current = 13-15
- Q. Count of NOAC1 If Pay Plan = 'GS', Grade: Current = 13-15, and Award: Benefit Amount > 0
- R. Count of Current Per Master Duty Status If Duty Status Not = 'Z,' Pay Plan = 'GS', and Grade:  
Current = 13-15
- S. /B + /G + /L + /Q + /V
- T. /C + /H + /M + /R + /W
- U. /D + /I + /N + /S + /X
- V. /E + /J + /O + /T + /Y
- W. /F + /K + /P + /U + /Z
- X. D + I + N
- Y. E + J + O
- Z. F + K + P
- a. NOAC1 Description
- b. G + L + Q
- c. H + M + R
- d. Count of NOAC1 If Pay Plan = 'GM' and Grade: Current = 13

- 
- e. Sum of Award: Amount If Pay Plan = 'GM' and Grade: Current = 13
  - f. Sum of Award: Benefit Amount If Pay Plan = 'GM' and Grade: Current = 13
  - g. Count of NOAC1 If Pay Plan = 'GM,' Grade: Current = 13, and Award: Benefit Amount > 0
  - h. Count of Current Per Master Duty Status If Duty Status Not = 'Z,' Pay Plan = 'GM,' and Grade: Current = 13
  - i. Count of NOAC1 If Pay Plan = 'GM' and Grade: Current = 14
  - j. Sum of Award: Amount If Pay Plan = 'GM' and Grade: Current = 14
  - k. Sum of Award: Benefit Amount If Pay Plan = 'GM' and Grade: Current = 14
  - l. Count of NOAC1 If Pay Plan = 'GM,' Grade: Current = 14, and Award: Benefit Amount > 0
  - m. Count of Current Per Master Duty Status If Duty Status Not = 'Z,' Pay Plan = 'GM,' and Grade: Current = 14
  - n. Count of NOAC1 If Pay Plan = 'GM' and Grade: Current = 15
  - o. Sum of Award: Amount If Pay Plan = 'GM' and Grade: Current = 15
  - p. Sum of Award: Benefit Amount If Pay Plan = 'GM' and Grade: Current = 15
  - q. Count of NOAC1 If Pay Plan = 'GM,' Grade: Current = 15, and Award: Benefit Amount > 0
  - r. Count of Current Per Master Duty Status If Duty Status Not = 'Z,' Pay Plan = 'GM,' and Grade: Current = 15
  - s.  $d + i + n$
  - t.  $e + j + o$
  - u.  $f + k + p$
  - v.  $g + l + q$
  - w.  $h + m + r$
  - x. Count of NOAC1 If Pay Plan = 'WG'
  - y. Sum of Award: Amount If Pay Plan = 'WG'
  - z. Sum of Award: Benefit Amount If Pay Plan = 'WG'
  - /a. Count of NOAC1 If Pay Plan = 'WG' and Award: Benefit Amount > 0
  - /b. Count of Current Per Master Duty Status If Duty Status Not = 'Z' and Pay Plan = 'WG'
  - /c. Count of NOAC1 If Pay Plan = 'WL'
  - /d. Sum of Award: Amount If Pay Plan = 'WL'
  - /e. Sum of Award: Benefit Amount If Pay Plan = 'WL'
  - /f. Count of NOAC1 If Pay Plan = 'WL' and Award: Benefit Amount > 0
  - /g. Count of Current Per Master Duty Status If Duty Status Not = 'Z' and Pay Plan = 'WL'
  - /h. Count of NOAC1 If Pay Plan = 'WS'
  - /i. Sum of Award: Amount If Pay Plan = 'WS'
  - /j. Sum of Award: Benefit Amount If Pay Plan = 'WS'
  - /k. Count of NOAC1 If Pay Plan = 'WS' and Award: Benefit Amount > 0
  - /l. Count of Current Per Master Duty Status If Duty Status Not = 'Z' and Pay Plan = 'WS'
  - /m. Count of NOAC1 If first character of Pay Plan = 'X' or 'W' and Pay Plan Not = 'WG,' 'WL,' or 'WS'
  - /n. Sum of Award: Amount If first character of Pay Plan = 'X' or 'W' and Pay Plan Not = 'WG,' 'WL,' or 'WS'

## REPORT 371

INCENTIVE AWARDS PROGRAM ANNUAL REPORT – INDIVIDUAL  
(cont'd)

---

/o. Sum of Award: Benefit Amount If first character of Pay Plan = 'X' or 'W' and Pay Plan Not = 'WG,' 'WL,' or 'WS'

/p. Count of NOAC1 If first character of Pay Plan = 'X' or 'W,' Pay Plan Not = 'WG,' 'WL,' or 'WS,' and Award: Benefit Amount > 0

/q. Count of Current Per Master Duty Status If Duty Status Not = 'Z,' first character of Pay Plan = 'X' or 'W,' and Pay Plan Not = 'WG,' 'WL,' or 'WS'

/r. x + /c + /h + /m

/s. y + /d + /i + /n

/t. z + /e + /j + /o

/u. /a + /f + /k + /p

/v. /b + /g + /l + /q

/w. X + s + /r + S

/x. Y + t + /s + T

/y. Z + u + /t + U

/z. b + v + /u + V

/A. c + w + /v + W

/B. Count of NOAC1 If Pay Plan = 'SL'

/C. Sum of Award: Amount If Pay Plan = 'SL'

/D. Sum of Award: Benefit Amount If Pay Plan = 'SL'

/E. Count of NOAC1 If Pay Plan = 'SL'

/F. Count of Current Per Master Duty Status If Duty Status Not = 'Z' and Pay Plan = 'SL'

/G. Count of NOAC1 If Pay Plan = 'CA'

/H. Sum of Award: Amount If Pay Plan = 'CA'

/I. Sum of Award: Benefit Amount If Pay Plan = 'CA'

/J. Count of NOAC1 If Pay Plan = 'CA'

/K. Count of Current Per Master Duty Status If Duty Status Not = 'Z' and Pay Plan = 'CA'

/L. Count of NOAC1 If Pay Plan = 'ST'

/M. Sum of Award: Amount If Pay Plan = 'ST'

/N. Sum of Award: Benefit Amount If Pay Plan = 'ST'

/O. Count of NOAC1 If Pay Plan = 'ST'

/P. Count of Current Per Master Duty Status If Duty Status Not = 'Z' and Pay Plan = 'ST'

/Q. Count of NOAC1 If Pay Plan = 'AD'

/R. Sum of Award: Amount If Pay Plan = 'AD'

/S. Sum of Award: Benefit Amount If Pay Plan = 'AD'

/T. Count of NOAC1 If Pay Plan = 'AD'

/U. Count of Current Per Master Duty Status If Duty Status Not = 'Z' and Pay Plan = 'AD'

/V. Count of NOAC1 If Pay Plan = 'ES'

/W. Sum of Award: Amount If Pay Plan = 'ES'

/X. Sum of Award: Benefit Amount If Pay Plan = 'ES'

/Y. Count of NOAC1 If Pay Plan = 'ES'

/Z. Count of Current Per Master Duty Status If Duty Status Not = 'Z' and Pay Plan = 'ES'

**REPORT 371 INCENTIVE AWARDS PROGRAM ANNUAL REPORT - PERSONNEL GROUP**

**PURPOSE:** To produce Part A (Group) of the Incentive Awards Annual Report.  
**CONTENTS:** Summary of data for user selected Date Range and Nature of Action Code (877, 989, 875, 876).  
**SEQUENCE:** N/A

REPORT NO: 371	NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME INCENTIVE AWARDS PROGRAM ANNUAL REPORT PART A. GROUP & PART B & C FOR PERIODS UU/UU/UU THROUGH VV/VV/VV	PAGE: DATE: TIME:
PART A - GROUP/MONETARY (NOAC 877)		
A2A	NO. OF GROUP AWARDS	A
A2B	NO. OF EMPLOYEES	B
A2C	AMOUNT PAID	C
A2D	TANGIBLE BENEFITS	D
A2E	NO. W/TANGIBLE BENEFITS	E
PART A - HONORARY (NOAC 989)		
A3A	NO. OF AWARDS	F
A3B	NO. OF EMPLOYEES	G
A3C	TANGIBLE BENEFITS	H
A3D	NO. W/TANGIBLE BENEFITS	I
A3E	AMOUNT PAID	J
PART B - SUGGESTION AWARDS (NOAC 875)		
B2A	NO. OF AWARDS	K
B2B	NO. OF EMPLOYEES	L
B2C	AMOUNT PAID	M
B2D	TANGIBLE BENEFITS	N
B2E	NO. W/TANGIBLE BENEFITS	O
PART C - INVENTION AWARDS (NOAC 876)		
CA&C	NO. OF AWARDS	P
CA&C	NO. OF EMPLOYEES	Q
CB&D	AMOUNT PAID	R
CE	TANGIBLE BENEFITS	S
CF	NO W/TANGIBLE BENEFITS	T

---

DATA ELEMENTS

- A. Count of unique values of Award: Group Identifier. If NOAC1 = 877 and AUTH1 ne V7L and ne V3F, and Award: Group Identifier Not = Blank, 0000, or 9999
- B. Count of NOAC1. If NOAC1 = 877 and AUTH1 ne V7L and ne V3F, and Award: Group Identifier Not = Blank, 0000, or 9999
- C. Sum of Award: Amount If NOAC1 = 877 and AUTH1 ne V7L and ne V3F, and Award: Group Identifier Not = Blank, 0000, or 9999
- D. Sum of Award: Benefit Amount If NOAC1 = 877 and AUTH1 ne V7L and ne V3F, and Award: Group Identifier Not = Blank, 0000, or 9999
- E. Count of NOAC1 If NOAC1 = 877 and AUTH1 ne V7L and ne V3F; Award: Group Identifier Not = Blank, 0000, or 9999; and Award: Benefit Amount > 0
- F. Count of NOAC1 If NOAC1 = 989 and Award: Group Identifier equals blank, 0000, or 9999, or count of unique value of Award: Group Identifier if ne blank, 0000, or 9999
- G. Count of NOAC1 If NOAC1 = 989 and Award: Group Identifier Not = Blank, 0000, or 9999
- H. Sum of Award: Benefit Amount If NOAC1 = 989 and Award: Group Identifier Not = Blank, 0000, or 9999
- I. Count of NOAC1 If NOAC1 = 989; Award: Group Identifier Not = Blank, 0000, or 9999; and Award: Benefit Amount > 0
- J. Sum of Award: Amount If NOAC1 = 989 and Award: Group Identifier Not = Blank, 0000, or 9999
- K. Count of NOAC1 If NOAC1 = 875 and Award: Group Identifier equals blank, 0000, or 9999, or count of unique value of Award: Group Identifier if ne blank, 0000, or 9999
- L. Count of NOAC1 If NOAC1 = 875 and Award: Group Identifier Not = Blank, 0000, or 9999
- M. Sum of Award: Amount If NOAC1 = 875 and Award: Group Identifier Not = Blank, 0000, or 9999
- N. Sum of Award: Benefit Amount If NOAC1 = 875 and Award: Group Identifier Not = Blank, 0000, or 9999
- O. Count of NOAC1 If NOAC1 = 875; Award: Group Identifier Not = Blank, 0000, or 9999; and Award: Benefit Amount > 0
- P. Count of NOAC1 If NOAC1 = 876 and Award: Group Identifier equals blank, 0000, or 9999, or count of unique value of Award: Group Identifier if ne blank, 0000, or 9999
- Q. Count of NOAC1 If NOAC1 = 876 and Award: Group Identifier Not = Blank, 0000, or 9999
- R. Sum of Award: Amount If NOAC1 = 876 and Award: Group Identifier Not = Blank, 0000, or 9999
- S. Sum of Award: Benefit Amount If NOAC1 = 876 and Award: Group Identifier Not = Blank, 0000, or 9999
- T. Count of NOAC1 If NOAC1 = 876; Award: Group Identifier Not = Blank, 0000, or 9999; and Award: Benefit Amount > 0
- U. Start Date - User Designated Date
- V. End Date - User Designated Date

**REPORT 371 INCENTIVE AWARDS PROGRAM ANNUAL REPORT - PERSONNEL INDIVIDUAL (TIME OFF AWARDS)**

PURPOSE: To produce Part F of the Incentive Annual Awards.  
 CONTENTS: Summary of Data for user selected Date Range and Nature of Action Code (872).  
 SEQUENCE: N/A

REPORT NO: 371	NASA PERSONNEL AND PAYROLL SYSTEM		PAGE:
	INSTALLATION NAME		DATE:
	INCENTIVE AWARDS PROGRAM ANNUAL REPORT		TIME:
	PART F		
	FOR PERIODS AA/AA/AA THROUGH BB/BB/BB		
	AWARD TYPE: CCCC	aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa	
	GROUP	NUMBER	NUMBER
	PAY PLAN	GRANTED	HOURS
			GRANTED
	GS 1 - 6	D	E
	GS 7 - 12	F	G
	GS 13 - 15	H	I
	TOTAL GS	J	K
	GM 13	L	M
	GM 14	N	O
	GM 15	P	Q
	TOTAL GM	R	S
	WG	T	U
	WL	V	W
	WS	X	Y
	OTHER FWS	Z	b
	TOTAL FWS	c	d
	SL	e	f
	CA	g	h
	ST	i	j
	AD	k	l
	ES	m	n
	TOTAL EXEC	o	p
	TOTAL ALL		
	PAY PLANS	q	r

**DATA ELEMENTS**

- A. Start Date - User Designated Date
- B. End Date - User Designated Date
- C. NOAC1 - NOAC1 872
- For NOAC1 = 872 with an Award: Group Identifier = blank, 0000, 9999**
- D. Count of NOAC1 If Pay Plan = 'GS' and Grade: Current = 1-6

## REPORT 371

INCENTIVE AWARDS PROGRAM ANNUAL REPORT - Individual  
(Time off Awards) (cont'd)

- 
- E. Sum of Award: Time Off Hours If Pay Plan = 'GS' and Grade: Current = 1-6
  - F. Count of NOAC1 If Pay Plan = 'GS' and Grade: Current = 7-12
  - G. Sum of Award: Time Off Hours If Pay Plan = 'GS' and Grade: Current = 7-12
  - H. Count of NOAC1 If Pay Plan = 'GS' and Grade: Current = 13-15
  - I. Sum of Award: Time Off Hours If Pay Plan = 'GS' and Grade: Current = 13-15
  - J.  $D + F + H$
  - K.  $E + G + I$
  - L. Count of NOAC1 If Pay Plan = 'GM' and Grade: Current = 13
  - M. Sum of Award: Time Off Hours If Pay Plan = 'GM' and Grade: Current = 13
  - N. Count of NOAC1 If Pay Plan = 'GM' and Grade: Current = 14
  - O. Sum of Award: Time Off Hours If Pay Plan = 'GM' and Grade: Current = 14
  - P. Count of NOAC1 If Pay Plan = 'GM' and Grade: Current = 15
  - Q. Sum of Award: Time Off Hours If Pay Plan = 'GM' and Grade: Current = 15
  - R.  $L + N + P$
  - S.  $M + O + Q$
  - T. Count of NOAC1 If Pay Plan = 'WG'
  - U. Sum of Award: Time Off Hours If Pay Plan = 'WG'
  - V. Count of NOAC1 If Pay Plan = 'WL'
  - W. Sum of Award: Time Off Hours If Pay Plan = 'WL'
  - X. Count of NOAC1 If Pay Plan = 'WS'
  - Y. Sum of Award: Time Off Hours If Pay Plan = 'WS'
  - Z. Count of NOAC1 If first character of Pay Plan = 'X' or 'W' and Pay Plan Not = 'WG,' 'WL,' or 'WS'
  - a. NOAC1 Description
  - b. Sum of Award: Time Off Hours If first character of Pay Plan = 'X' or 'W' and Pay Plan Not = 'WG,' 'WL,' or 'WS'
  - c.  $T + V + X + Z$
  - d.  $U + W + X + b$
  - e. Count of NOAC1 If Pay Plan = 'SL'
  - f. Sum of Award: Time Off Hours If Pay Plan = 'SL'
  - g. Count of NOAC1 If Pay Plan = 'CA'
  - h. Sum of Award: Time Off Hours If Pay Plan = 'CA'
  - i. Count of NOAC1 If Pay Plan = 'ST'
  - j. Sum of Award: Time Off Hours If Pay Plan = 'ST'
  - k. Count of NOAC1 If Pay Plan = 'AD'
  - l. Sum of Award: Time Off Hours If Pay Plan = 'AD'
  - m. Count of NOAC1 If Pay Plan = 'ES'
  - n. Sum of Award: Time Off Hours If Pay Plan = 'ES'
  - o.  $e + g + i + k + m$
  - p.  $f + h + j + l + n$
  - q.  $J + R + c + o$
  - r.  $K + S + d + p$

**REPORT 371 INCENTIVE AWARDS PROGRAM ANNUAL REPORT - PERSONNEL INDIVIDUAL (ON-THE-SPOT AWARDS)**

**PURPOSE:** To produce Part F of the Incentive Annual Awards.  
**CONTENTS:** Summary of Data for user selected Date Range and Nature of Action Code (877 with AUTH1 = V7L or V3F).  
**SEQUENCE:** N/A

REPORT NO: 371	NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME INCENTIVE AWARDS PROGRAM ANNUAL REPORT PART F FOR PERIODS AA/AA/AA THROUGH BB/BB/BB	PAGE: DATE: TIME:
AWARD TYPE: CCCCC aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa		
GROUP PAY PLAN	NUMBER GRANTED	TOTAL AMOUNT
GS 1 - 6	D	E
GS 7 - 12	F	G
GS 13 - 15	H	I
TOTAL GS	J	K
GM 13	L	M
GM 14	N	O
GM 15	P	Q
TOTAL GM	R	S
WG	T	U
WL	V	W
WS	X	Y
OTHER FWS	Z	b
TOTAL FWS	c	d
SL	e	f
CA	g	h
ST	i	j
AD	k	l
ES	m	n
TOTAL EXEC	o	p
TOTAL ALL PAY PLANS	q	r

**DATA ELEMENTS**

- A. Start Date - User Designated Date
- B. End Date - User Designated Date
- C. NOAC1 - NOAC1 877 (AUTH1 equals V7L or V3F)

**For NOAC1 = 877 with an Award: Group Identifier = blank, 0000, 9999**

- D. Count of NOAC1 If Pay Plan = 'GS' and Grade: Current = 1-6
- E. Sum of Award: Amount If Pay Plan = 'GS' and Grade: Current = 1-6
- F. Count of NOAC1 If Pay Plan = 'GS' and Grade: Current = 7-12
- G. Sum of Award: Amount If Pay Plan = 'GS' and Grade: Current = 7-12
- H. Count of NOAC1 If Pay Plan = 'GS' and Grade: Current = 13-15
- I. Sum of Award: Amount If Pay Plan = 'GS' and Grade: Current = 13-15
- J. D + F + H

- 
- K.  $E + G + I$
  - L. Count of NOAC1 If Pay Plan = 'GM' and Grade: Current = 13
  - M. Sum of Award: Amount If Pay Plan = 'GM' and Grade: Current = 13
  - N. Count of NOAC1 If Pay Plan = 'GM' and Grade: Current = 14
  - O. Sum of Award: Amount If Pay Plan = 'GM' and Grade: Current = 14
  - P. Count of NOAC1 If Pay Plan = 'GM' and Grade: Current = 15
  - Q. Sum of Award: Amount If Pay Plan = 'GM' and Grade: Current = 15
  - R.  $L + N + P$
  - S.  $M + O + Q$
  - T. Count of NOAC1 If Pay Plan = 'WG'
  - U. Sum of Award: Amount If Pay Plan = 'WG'
  - V. Count of NOAC1 If Pay Plan = 'WL'
  - W. Sum of Award: Amount If Pay Plan = 'WL'
  - X. Count of NOAC1 If Pay Plan = 'WS'
  - Y. Sum of Award: Amount If Pay Plan = 'WS'
  - Z. Count of NOAC1 If first character of Pay Plan = 'X' or 'W' and Pay Plan Not = 'WG,' 'WL,' or 'WS'
  - a. NOAC1 Description
  - b. Sum of Award: Amount If first character of Pay Plan = 'X' or 'W' and Pay Plan Not = 'WG,' 'WL,' or 'WS'
  - c.  $T + V + X + Z$
  - d.  $U + W + X + b$
  - e. Count of NOAC1 If Pay Plan = 'SL'
  - f. Sum of Award: Amount If Pay Plan = 'SL'
  - g. Count of NOAC1 If Pay Plan = 'CA'
  - h. Sum of Award: Amount If Pay Plan = 'CA'
  - i. Count of NOAC1 If Pay Plan = 'ST'
  - j. Sum of Award: Amount If Pay Plan = 'ST'
  - k. Count of NOAC1 If Pay Plan = 'AD'
  - l. Sum of Award: Amount If Pay Plan = 'AD'
  - m. Count of NOAC1 If Pay Plan = 'ES'
  - n. Sum of Award: Amount If Pay Plan = 'ES'
  - o.  $e + g + i + k + m$
  - p.  $f + h + j + l + n$
  - q.  $J + R + c + o$
  - r.  $K + S + d + p$



REPORT 372 SES PROBATIONARY APPRAISAL (cont'd)

---

## DATA ELEMENTS

- A. Facility Name - Data Value derived from Facility Code Table
- B. Employee Name - Last, Gen, First, MI
- C. SSN
- D. Organization: Assigned
- E. SES Probationary End Date
- F. Mail Code - Data Value found in Personnel Control Table

## SELECTION CRITERIA:

Include all employees with the following criteria:

- Installation code equal user designated center code
- SES Probationary End Date between user designated beginning date and user designated end date
- Duty Status not equal 'Z'

**REPORT 912      NPPS COURSE TRANSACTION LOG      PERSONNEL**

**PURPOSE:** To generate a report of all actions that were a result of course input by the user.

**CONTENTS:**

**SEQUENCE:**

COMMAND: NEO6011	NPPS COURSE TRANSACTION LOG FOR    A	09/05/89 11:11:31
NAME :    BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB D	SSN: CCCCCCCC	
NAME :	SSN:	
PF1= HELP                    PF3= PREV SCREEN            PF5= MAIN MENU            PF7= BACKWARD	PF8= FORWARD                PF12= END	

**DATA ELEMENTS**

- A. Effective Date
- B. Name
- C. SSN
- D. Message

**REPORT 913**

**NPPS SECURITY PROFILES**

**PERSONNEL**

PURPOSE: To list Employee Security Profiles.  
 CONTENTS:  
 SEQUENCE:

COMMAND:		NPPS		09/05/89	
NPO1110		SECURITY PROFILES - SECURLIST		11:11:31	
		INSTALLATION NUMBER		1	
SSN	NAME	PASSWORD	PAYROLL	PERSONNEL	APPLICATIONS
AAA-AA-AAAA	BBBBBBBBBBB	CCCCCCCC	D	E	F
222-22-2222	ADMIN TEST	ADM1090		Y	Y
300-00-0000	1090ADMINIST	NPS1090	Y	Y	Y
PF1= HELP		PF3= PREV SCREEN	PF4= SECURFUN	PF5= MAIN MENU	
PF7= BACKWARD		PF8= FORWARD	PF12= END		

**DATA ELEMENTS**

- A. SSN
- B. User Name
- C. NPPS Password
- D. If Employee has Payroll Access: 'Y'
- E. If Employee has Personnel Access: 'Y'
- F. If Employee has Applications Access: 'Y'

**REPORT 460 CAPPS STATUS DATA REPORT PERSONNEL**

**PURPOSE:** To provide the receiving installation with an employee's CAPPS status data for inter-center transfers  
**CONTENTS:** CAPPS status data elements  
**SEQUENCE:** Center, SSN

SUBJECT TO PRIVACY ACT OF 1974		NASA PERSONNEL AND PAYROLL SYSTEM		PAGE:
REPORT NO: 460		INSTALLATION NAME		DATE:
SEQUENCED BY: SSN		CAPPS STATUS DATA REPORT		TIME:
		AS OF MM/DD/YY		
SSN: A				
NAME: B				
AWARDS:		QTY YR	ASCN ACTION:	
HONORARY	> C	D	AUTH1	> E
PERFORMANCE SES	> F	G	AUTH2	> H
QUALITY INCREASE	> I	J	EFDATE	> K
SPECIAL ACT	> L	M	NOAC	> N
COUNTER CODES:		PREVIOUS:	CONV ACTION:	
APPOINTMENT	> Q	BASIC PAY	> O	AUTH1
AWARDS	> T	DUTY STN	> P	AUTH2
CAO	> W	GRADE	> R	EFDATE
CONVERSION	> Z	LOCAL ADJ	> U	NOAC
DOWNGRADE	> c	OCC CODE	> X	
OTHER AWARDS	> e	PAY BASIS	> a	APPOINTMENT:
PERFORMANCE AWARDS	> g	PAY PLAN	> d	AUTH1
TRAINING	> j	PAYRAT DET	> f	AUTH2
		STEP	> h	> l
		WORKSCH	> k	
SUBJECT TO PRIVACY ACT OF 1974				

**DATA ELEMENTS**

- A. SSN
- B. EMPLOYEE NAME (LAST, GEN, FIRST, MI)
- C. AWARD-INDVDL-GRP-HNRY-QTY
- D. AWARD-INDVDL-GRP-HNRY-RCVD-YEAR
- E. EMPL-ACSN-LGL-ATHRTY1-CODE
- F. AWARD-PRFRMNC-SES-QTY
- G. AWARD-PRFRMNC-SES-RCVD-YEAR
- H. EMPL-ACSN-LGL-ATHRTY2-CODE
- I. AWARD-QLTY-INCRS-QTY
- J. AWARD-QLTY-INCRS-RCVD-YEAR
- K. EMPL-ACSN-NOAC-EFCTV-DATE
- L. AWARD-SPCL-ACT-QTY
- M. AWARD-SPCL-ACT-RCVD-YEAR
- N. EMPL-ACSN-NOAC-CODE
- O. EMPLHS-PRVS-BASIC-PAY-AMT
- P. EMPLHS-PRVS-DUTY-STN-CODE
- Q. EMPL-AP-CTR-CODE
- R. EMPLHS-PRVS-GRADE
- S. PRSACT-CNVRSN-LGL-ATHRTY1-CODE
- T. EMPL-AWARDS-CTR-CODE
- U. EMPLHS-PRVS-LCLTY-ADJ-ANL-AMT

- V. PRSACT-CNVRSN-LGL-ATHRTY2-CODE
- W. EMPL-CAO-CTR-CODE
- X. EMPLHS-PRVS-OCPTNL-CODE
- Y. PRSACT-CNVRSN-NOAC-EFCTV-DATE
- Z. EMPL-CNVRSN-CTR-CODE
- a. EMPLHS-PRVS-PAY-BASIS-CODE
- b. PRSACT-CNVRSN-NOAC-CODE
- c. EMPL-DOWNGRADE-CTR-CODE
- d. EMPLHS-PRVS-PAY-PLN-CODE
- e. EMPL-OTHR-AWARDS-CTR-CODE
- f. EMPLHS-PRVS-PAY-RATE-DTRMNT-CODE
- g. EMPL-PRFRMNC-AWARDS-CTR-CODE
- h. EMPLHS-PRVS-GRADE-STEP-CODE
- i. EMPL-HIRE-LGL-ATHRTY1-CODE
- j. EMPL-TRNG-CTR-CODE
- k. EMPLHS-PRVS-WORK-SCHDL-CODE
- l. EMPL-HIRE-LGL-ATHRTY2-CODE

**SELECTION CRITERIA:**

- Includes all employees with the following criteria:
- Installation Code equal user designated center code
  - Nature of Action Code equal 721T

**REPORT 916      MASS ACTION TRANSACTION AUDIT REPORT      PERSONNEL**

**PURPOSE:** To generate a report listing all employees with matching SSNs on suspense for mass actions generated during this process.

**CONTENTS:**

**SEQUENCE:**

```
COMMAND: _____ NPPS 92-02-26
NEO9190 MASS ACTION TRANSACTION AUDIT REPORT 13:16:50
-----
NAME: A
SSN: B NOAC: C EFDATE: D
E

NAME: A
SSN: B NOAC: C EFDATE: D
E

NAME: A
SSN: B NOAC: C EFDATE: D
E

NAME: A
SSN: B NOAC: C EFDATE: D
E
-----
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD
PF8= FORWARD PF12= END
```

**DATA ELEMENTS**

- A. Name
- B. SSN
- C. Nature of Action: Code
- D. Effective Date
- E. Message (Matching SSN with higher effective date will be set to error)

**REPORT 917      LIST FUTURE ACTIONS FOR EMPLOYEE      PERSONNEL**

**PURPOSE:** To display all non-SF52 pending Personnel Actions on suspense for the employee being processed.

**CONTENTS:** Based on user selection.

**SEQUENCE:** By Effective Date, Suspense Sequence.

COMMAND: _____	NPPS							92-02-14
NEO1306	LIST FUTURE ACTIONS FOR EMPLOYEE							14:52:48
-----								
NAME: A								SSN:
NOAC	EFDATE	SEQ	COMB	PRNT	ERR	BY-	SRC	CLERK
B	C	D	E	F	G	PASS	I	J
-----								
PF1= HELP	PF3= PREV SCREEN	PF7= BACKWARD	PF8= FORWARD					
PF12= END								

**DATA ELEMENTS**

- A. Employee Name
- B. Nature of Action: Code
- C. Effective Date
- D. Suspense Sequence
- E. SF50: Combination
- F. SF50: Print Status
- G. Suspense Error Status
- H. Edit Bypass Code
- I. Suspense Source
- J. Suspense Update Clerk

**REPORT 373      PERSONAL DATA VERIFICATION REPORT      PERSONNEL**

**PURPOSE:** To provide a listing of data elements for verification by the employee.  
**CONTENTS:** All active employees.  
**SEQUENCE:** Selective by Employee Name; Organization: Assigned, Employee Name

SUBJECT TO PRIVACY ACT OF 1974  
 National Aeronautics and Space Administration  
 INSTALLATION NAME

Personal Data Verification Report

The following shows what is currently in your personnel record. In an effort to make sure that our records are up-to-date, we ask that you notify \_\_\_\_\_ g \_\_\_\_\_ if any of the following information is inaccurate about you:

Organization: Assigned	f
Name: Last	A
Name: First	B
Name: Middle	C
Name: Genealogical Suffix	D
Date of Birth	E
Degree: Bachelor Year	F
Degree: Highest Field	G
Degree: Highest GPA	H
Degree: Highest Level	I
Degree: Highest School	J
Degree: Highest Year	K
Degree: Second Highest Field	L
Degree: Second Highest GPA	M
Degree: Second Highest Level	N
Degree: Second Highest School	O
Degree: Second Highest Year	P
Degree: Third Highest Field	Q
Degree: Third Highest GPA	R
Degree: Third Highest Level	S
Degree: Third Highest School	T
Degree: Third Highest Year	U
Degree: Fourth Highest Field	V
Degree: Fourth Highest GPA	W
Degree: Fourth Highest Level	X
Degree: Fourth Highest School	Y
Degree: Fourth Highest Year	Z
Educational Level	a
Ready Reserve Branch	b
Ready Reserve Rank	c
Retired Mil: SVC Designation	d
Retired Mil: Service Pay Grade	e

SUBJECT TO PRIVACY ACT OF 1974

**DATA ELEMENTS**

- A. Name: Last
- B. Name: First
- C. Name: Middle
- D. Name: Genealogical Suffix
- E. Date of Birth
- F. Degree: Bachelor Year
- G. Degree: Highest Field (Text From Core Table TDEGFLD)
- H. Degree: Highest GPA
- I. Degree: Highest Level (Text From Core Table TDEGLEV)

- J. Degree: Highest School (Text From Core Table TDEGSCH)
- K. Degree: Highest Year
- L. Degree: Second Highest Field (Text From Core Table TDEGFLD)
- M. Degree: Second Highest GPA
- N. Degree: Second Highest Level (Text From Core Table TDEGLEV)
- O. Degree: Second Highest School (Text From Core Table TDEGSCH)
- P. Degree: Second Highest Year
- Q. Degree: Third Highest Field (Text From Core Table TDEGFLD)
- R. Degree: Third Highest GPA
- S. Degree: Third Highest Level (Text From Core Table TDEGLEV)
- T. Degree: Third Highest School (Text From Core Table TDEGSCH)
- U. Degree: Third Highest Year
- V. Degree: Fourth Highest Field (Text From Core Table TDEGFLD)
- W. Degree: Fourth Highest GPA
- X. Degree: Fourth Highest Level (Text From Core Table TDEGLEV)
- Y. Degree: Fourth Highest School (Text From Core Table TDEGSCH)
- Z. Degree: Fourth Highest Year
- a. Educational Level (Text From Core Table TEDLEV)
- b. Ready Reserve Branch (Text From Core Table TRRBRNCH)
- c. Ready Reserve Rank (Text From Core Table TRRANK)
- d. Retired Mil: SVC Designation (Text From Core Table TRMSVDES)
- e. Retired Mil: Service Pay Grade (Text From Core Table TRMSVPG)
- f. Organization: Assigned
- g. Office Contact - Data Value found in Personnel Control Table

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation code equal user designated center code
- Duty Status not equal 'Z'

**REPORT 27**

**ADMINSTAR REFRESH OF ORG**

**PERSONNEL**

**PURPOSE:** To provide information about changed Organization records.  
**CONTENTS:** Output of changed Organization records.  
**SEQUENCE:** By Center, Organization Assigned  
Totals Org

NEBASOA PAGE:	ORGANIZATION DUMP ORGANIZATION WORK FILE				DATE:
					TIME:
//ORG	ARXB	AA111	DIRECTORS OFFICES	971211	980206
	AAAA	BBBBB	CCCCCCCCCCCCCCCC	DDDDDD	EEEEEE
TOTAL ORG: F					
SUBJECT TO PRIVACY ACT OF 1974					

**DATA ELEMENTS**

- A. Center
- B. Organization Assigned
- C. Organization Description
- D. Pay Period Beginning Date
- E. IMFH Date Recorded
- F. Total Orgs

**REPORT 28**

**ADMINSTAR REFRESH OF LEARNER**

**PERSONNEL**

PURPOSE: To provide information about changed personnel records.  
CONTENTS: Output of changed personnel records.  
SEQUENCE: By Center, Organization Assigned

NEBAS01A		LEARNER		DATE:
PAGE:		DUMP LEARNERS WORK FILE		TIME:
INST	ORG ASGN	NAME	SSN	
ARXB	BG111	DOE, JOHN	222-22-2222	
AAAA	BBBBB	CCCCCCCCCCCCCCCC	DDDDDDDDDD	

SUBJECT TO PRIVACY ACT OF 1974

**DATA ELEMENTS**

- A. Center
- B. Organization Assigned
- C. Name
- D. SSN