

# NFC

## Procedures



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

Updated September 2012

# *Table Management System (TMGT)*

TITLE I  
Payroll/Personnel Manual

CHAPTER 2  
Table Management System (TMGT)

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## Latest Update Information

The Table Management System (TMGT) procedure has been updated. Listed below is a summary of the change to the TMGT procedure:

Description of Change	Page
Table 063, Department/Agency/Bureau Contact. The authorized contact types have been revised and expanded to include authorized contact types for <i>EmpowHR</i> , webTA Hosting Plus, and the Debt Management Improvement Plan.	5:10
Table 113, Agency Contact for Intent to Offset Salary Notice. This table has been added to provide Agencies with the capability to enter contact information in the Agency Contact/Address field which will be displayed on the Form NFC-1100D, Notice of Intent to Offset Salary.	7:55

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## About This Procedure

This procedure provides instructions for accessing and operating the Table Management System (TMGT). The following information will help you use the procedure more effectively and obtain further assistance if needed.

### How The Procedure Is Organized

This procedure is divided into parts as described below for easy access.

**Introduction** provides an overview of TMGT and related background information. This section provides security access information, instructions for accessing the system, operating features, and the TMGT System Menu. It also provides instructions for performing the basic functions of TMGT.

**Tables** provides a description of each table and is organized in groups of 20 to facilitate navigation through the procedure. It also provides the field instructions for updating and requesting a report for each table.


**Reference Tables** contains illustrations of forms, system-generated reports, appendixes, and exhibits which will be helpful while using TMGT.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins.

Pages are numbered consecutively within each part at the bottom of each page.

## What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Messages displayed by the system.	After the data passes system edits, the message <b>Record Successfully Added</b> is displayed.
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	 <b>Note</b> Agencies can query and update Table 001 data, view documentation data, generate reports and produce mailing labels.
Figure, exhibit, and appendix references link figures with the text. These references are printed in bold sans serif font.	See <b>Figure 2.1</b> .
References to headings in the procedure are printed in the same font as figure references. <b>Note:</b> When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	For instructions on using the TMGT menu, see <b>Table Management System Menu</b> .
Emphasized text within a paragraph is printed in <b>bold</b> .	The record is <b>not</b> identified as deleted in TMGT.
Data that you must type exactly as shown is printed in bold courier font.	Type <b>TMGT</b> .
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.	Press <b>[Enter]</b> to display the applicable record.
Field names are printed in the margin. Field specifications are printed in <i>italics</i> . <b>Note:</b> Field entries are identified as <i>required</i> <sup>1</sup> , <i>conditional</i> <sup>2</sup> , <i>optional</i> <sup>3</sup> , <i>optional default</i> <sup>4</sup> , or <i>no entry</i> <sup>5</sup> .	<b>City</b> <i>Required, alpha, 20 positions max.</i> Type the city name.
<sup>1</sup> <b>Required</b>	<i>You must enter data in the field. (Note: All mandatory fields on TMGT screens are highlighted to distinguish required entries from optional entries. The highlighted fields must be completed to avoid rejection.)</i>
<sup>2</sup> <b>Conditional</b>	<i>You may be required to enter data, based on criteria indicated in the field instructions.</i>
<sup>3</sup> <b>Optional</b>	<i>You may elect to enter data in the field. If the field is left blank, no data is system generated.</i>
<sup>4</sup> <b>Optional default</b>	<i>You may elect to enter data. If the field is left blank, the system generates a default entry.</i>
<sup>5</sup> <b>No entry</b>	<i>You do not enter data in the field. The field instruction states the reason for no entry.</i>

## Who To Contact For Help

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

For questions about the system (including help with unusual conditions), contact the Personnel Processing Branch at **1-800-981-3026**.

To get TMGT table access, agencies **must** request access to these tables through their agency's NFC security officer.

# PART 1.

---

# INTRODUCTION

This part is divided into the following sections:

[TMGT Overview](#)

[Getting Started In TMGT](#)

[TMGT Basic Functions](#)

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## TMGT Overview

This section provides related background information on TMGT, describes what the system it is used for, and provides security access information.

### About TMGT

TMGT is a menu-driven database management system of the U.S. Department of Agriculture. TMGT provides direct access to table records containing selected data elements (e.g., agency or bureau codes, addresses, etc.) from the payroll/personnel, financial, and administrative systems. TMGT allows authorized users to view and update records, request reports, and view documentation data for various tables used in application programs.

TMGT maintains an active file which includes all active and deleted records. Certain tables maintain a history file, which includes at least one inactive record. Records are identified as active, history, or deleted within each table, and list the user ID and the date changed.

Key data elements are identified on the screens with an asterisk (\*) and are used to access table records. The number of data elements in a record and the table record format are based on the requirements for the specified table.

Selected data elements in some tables are validated against other tables within TMGT. Therefore, before processing an update or delete, the user must verify that the data elements are contained in the applicable tables. If the data elements are not in the tables, they must be added. (See **Appendix A** for a list of tables that are validated against other tables.)

Instructions are given to refresh the screen when entering new data or to display another record. However, if the user chooses, data may be typed over the data displayed on the screen (without refreshing the screen). To process data entered, press **[Enter]**.

TMGT consists of four functions that may be used to obtain table data. Following is a brief description of each function.

**Inquiry.** Used to view active, history, or deleted records.

**Update.** Used to add, modify, delete, or reactivate a record. Each of these options is described below.

- **Add.** Used to establish a new record.
- **Modify.** Used to correct or change an existing record.
- **Delete.** Used to change the status of a record from active to deleted.
- **Reactivate.** Used to reestablish (activate) a deleted record.

Instructions for adding a record to TMGT are different for each table. Therefore, to add a record, use the instructions under the applicable table. In addition, help screens are available to assist the user in completing fields on all screens. Instructions for modifying, deleting, and



reactivating a record in TMGT are the same for all tables. To modify, delete, or reactivate a record, follow the instructions under Table 001, Personnel Office Identifier Name And Address, substituting the applicable table number and key fields where appropriate.

Agencies have the update capability for designated tables, to inquire, to run a report, and to document the capabilities for all tables. This procedure identifies tables that only authorized NFC personnel can update. Tables that are not specifically identified as being updated by authorized NFC personnel can be updated by the agencies that have update authority for those tables. Agencies desiring update authority may submit a written request as directed in the specific tables.

**Report.** Used to retrieve payroll/personnel data elements for processing personnel actions and to request adhoc reports.

The Report function is also used to produce mailing labels for specified tables.

**Documentation.** Used to retrieve pertinent individual table screen information. This screen lists the table number, name, record count, purpose, and description of the table's data elements.

## Security Access

This section provides security access information.

### ***Security Access***

**Requests for TMGT Access.** Agencies **must** request access to these tables through their agency's NFC security officer. The request for access should provide the following information:

- User Name
- User ID
- User Access Request Level
  - Online add, change, delete of TMGT data for agencies
  - Online add, change, delete of TMGT data for NFC
  - Online inquiry for TMGT data
  - Online report request of TMGT data
- Telephone Number
- Application Name (TMGT)

---

## Getting Started In TMGT

This section provides instructions for accessing and exiting TMGT, describes the system's design and how to use its operating features, and provides instructions for selecting specific tables by table number and function.

### Logging On

To access TMGT:

1. Connect to your telecommunication network to display the NFC banner screen (**Figure 1:1**) on your terminal.

```
=====
==  XX/XX/XX          SNX32702          T30N0339          PF1=HELP  ==
=====
==                NN   NN          FFFFFFFF          CCCCCCCC  ==
==                NNN  NN          FFFFFFFF          CCCCCCCC  ==
==                NNNN NN          FF              CCC       ==
==                NN NN NN          FFFFFFFF          CCC       ==
==                NN  NNNN          FFFFFFFF          CCC       ==
==                NN   NNN          FF              CCCCCCCC  ==
==                NN   NN          FF              CCCCCCCC  ==
==  =====
==  =====          National Finance Center          =====
==  =====          Office of the Chief Financial Officer          =====
==  =====          United States Department of Agriculture          =====
==  =====
==  For Authorized Use Only
==  ENTER USER ID =          PASSWORD =          NEW PASSWORD? N
==                                     (Y or N)
==  ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU
==
==
==
=====
```

**Figure 1:1. NFC banner screen**

2. Respond to the prompts as follows:

- 
- |                      |   |
|----------------------|---|
| <b>Enter User ID</b> | <i>Required, alphanumeric, 8 positions max.</i><br>Type your assigned user ID (e.g., <b>NF999</b> ). Press <b>[Tab]</b> .   |
| <b>Password</b>      | <i>Required, alphanumeric, 6 – 8 positions</i><br>Type your password. Your password is not displayed on the screen. Press <b>[Tab]</b> .  |
| <b>New Password</b>  | <i>Alphanumeric, 6 – 8 positions</i><br>If your current password expires, type a <b>Y</b> in the new password. Press <b>[Tab]</b> . You may change your password any time but not more than once a day. |

**Enter Application Name**

*Required, alphanumeric, 9 positions max.*

Type **TMGT** and press **[Enter]**. The TMGT main menu screen is displayed, except when NFC needs to communicate special system function messages.

If there is a special system function message, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press **[Enter]**. The CL/SUPERSESSION Main Menu (**Figure 1:2**) is displayed.

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

Select sessions with the ENTER key or use a "/"
to display an action code.

  Session ID  Description                Type  Status
  -----
-  TINQ05     IDMS05                Multi
-  TINQ06     IDMS06                Multi
-  TINQ07     IDMS07                Multi
-  TINQ08     IDMS08                Multi
-  TMGT       IDMS03                Multi
-  TRAI       IDMS03                Multi
-  TRAITEST   IDMS60                Multi
-  TRAN       IDMS03                Multi
-  TRAP       IDMS03                Multi
-  TRAPTEST   IDMS60                Multi
-  TRVL       IDMS03                Multi
-  TRVLT      On-line Travel Training Database Multi

Command ==>                                     SYSB/T30N0339
Enter F1=Help F3=Exit F5=Refresh F7=Bkwd F8=Fwd F9=Retrieve F10=Action _____
```

**Figure 1:2. Sample of CL/SUPERSESSION Main Menu**

3. Press **PF8** until the TMGT session ID appears. Tab until the cursor is located on the line next to TMGT.
4. Press **[Enter]** next to the TMGT option to display the TMGT menu. For instructions on using the TMGT menu, see [Table Management System Menu](#).

## Exiting TMGT

To exit TMGT:

1. Press **[ESC]** at any screen. The CL/SUPERSESSION Main Menu (**Figure 1:3**) is displayed.

```

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

Select sessions with the ENTER key or use a "/"
to display an action code.

  Session ID  Description                Type      Status
  -----
-  TINQTF     IDMS62                               Multi
-  TINQ05     IDMS05                               Multi
-  TINQ06     IDMS06                               Multi
-  KLSEEXIT1  Exit Menu                             Multi
-  Type a selection number or position the
  cursor on a line and press ENTER.
-  1. Exit (X)
-  2. Resume (R)
-  Command ==>
  Enter F1=Help F12=Cancel

                                                    SYSB/T30N0339
F8=Fwd F9=Retrieve F10=Action

```

Figure 1:3. Exiting CL/SUPERSESSION Main Menu

2. Press **[PF3]**. The Exit Menu appears. At the Exit Menu, perform one of the following:

- Type **1** or position the cursor on line 1 and press **[Enter]** to Exit and Terminate Sessions (X).

OR

- Press **2** or position the cursor on line 2 and press **[Enter]** to Exit without terminating the session. The NFC WARNING banner is displayed. Press **[Enter]** to return to the NFC Sign on Menu.

OR

- Press **3** to return to the CL/Supersession Main Menu.

## Operating Features

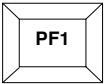
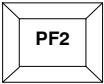
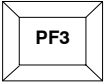
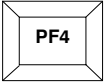
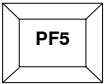
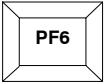
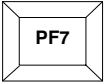
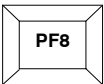
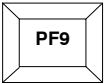
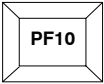

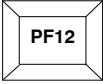
TMGT provides a menu of tables that are displayed by table number. The tables are used to view and update records, generate reports or request documentation data. At the TMGT menu, the function code and table number are completed to access the applicable table. This section describes the system's design and operating features.

### Program Function Keys

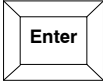
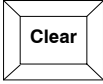
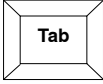
The program function keys are used to execute functions and display specific screens in the system. They are usually identified by PA (program attention), PF (program function),

SF (special function), or SP (special program), depending on the equipment being used. For detailed instructions on your equipment usage, see the appropriate manufacturer's operating guide or consult your agency ADP staff. Other function keys are **[Enter]**, **[Clear]**, and **[Tab]**.

Program function keys used in TMGT are as follows:

<b>Function Keys</b>	
<b>Key</b>	<b>Description</b>
	Used to return to the TMGT menu screen.
	Used to display the Documentation screen within a table.
	Used to display the Report screen within a table.
	Used to display the Inquiry screen within a table while in the update, documentation or report function. <b>Also</b> Used to display the Update screen within a table while in the inquiry function.
	Used to display a Help screen while in the update function.
	Used to refresh the screen, which clears all data entered on the screen.
	Used to display the previous record within a table while in the inquiry function. <b>Also</b> Used to display the previous data element screen and return to the profile screen of the same table record while in the inquiry function.
	Used to display the next record within a table while in the inquiry function. <b>Also</b> Used to display the next screen within the same table while in the update function.
	Used to move between the history file and the active file within certain tables. <b>Also</b> Used to return to the screen within the same Table while in the inquiry function.
	Used to display the second page in screens within the same Table while in the inquiry function.
	Used to display an Inquiry Span, a list of 10 or more available records within a table in the inquiry function.
	Used to position the cursor in the page field while in the inquiry function.

## Function Keys

Key	Description
	Used to process data.
	Used to exit the system.
	Used to move the cursor from one field to the next field.

### ***System Edits***

All tables in TMGT are subject to front-end system edits. If an error occurs or key data is omitted, an edit message is displayed. All errors must be corrected before the TMGT database is updated. See [Appendix B](#) for a list of TMGT Edit Messages.

### ***Help Screens***

Help screens are available for completing fields when using the Update function. A list of valid codes and/or a narrative description for each field is presented.

## **Table Management System Menu**

After you have accessed TMGT, the Table Management System menu, Page 000001 (**Figure 1:4**) is displayed.

```

TM00010          UNITED STATES DEPARTMENT OF AGRICULTURE          xxxxxx
                  OFFICE OF THE CHIEF FINANCIAL OFFICER          PAGE: 000001
                  NATIONAL FINANCE CENTER

TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

NUMBER          DESCRIPTION
-----          -----
001             PERSONNEL OFFICE IDENTIFIER NAME AND ADDRESS
002             ACCOUNTING STATION NAME AND ADDRESS
003             T & A CONTACT POINT NAME AND ADDRESS
004             DESIGNATED AGENT
005             AGENCY ORGANIZATIONAL STRUCTURE
006             CFC PAYEE ADDRESS
007             CITY TAX, CITY NAME AND ADDRESS
008             COUNTY TAX, COUNTY NAME AND ADDRESS
009             STATE TAX NAME AND ADDRESS
010             UNION AND ASSOCIATION CODE ADDRESS

ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
FOR AUTHORIZED USE ONLY

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS

```

**Figure 1:4. Table Management System menu, page 000001**

The menu provides a list of tables in TMGT by table number. It also displays the four functions you can use for each table.

To access a table listed on the Table Management System menu, enter the function code and the table number at the Enter Function And Table Number prompt. Press **[Enter]** to display the applicable record. Following is a description of each function.

**Inquiry.** Used to view active, history, or deleted records.

**Update.** Used to add, modify, delete, or reactivate a record. Each of these options is described below:

- **Add.** Used to establish a new record.
- **Modify.** Used to *correct* or *change* an existing record. Changes made to the beginning effective date of a record that maintains a history record creates a history record automatically. If the beginning effective date is not changed, the action is shown as a correction to the record.
- **Delete.** Used to change the status of a record from active to deleted. If a record is identified as deleted, it cannot be used.
- **Reactivate.** Used to *reestablish* a deleted record.

**Report.** Used to generate ad hoc reports. Reports can be produced for a range of values to include active, history, or all records, and can be viewed before they are printed. The report function can also be used to produce mailing labels for certain tables.

In addition, TMGT is defined to the FOCUS Reporting System. For instructions on accessing FOCUS, see Title VI, Systems Access Manual, Chapter 5, Report Generator Systems, Section 4, FOCUS Reporting System.

**Documentation.** Used to retrieve pertinent individual table screen layout data. The documentation screen lists the table number, name, record count, purpose, and description of the table's data element.

**NOTE:** To locate additional table numbers and descriptions on the TMGT menu (**Figure 1:5** through **Figure 1:14**) press **[PF7]** to move backward or **[PF8]** to move forward.

```
TM00010          UNITED STATES DEPARTMENT OF AGRICULTURE          XX/XX/XX
                  OFFICE OF THE CHIEF FINANCIAL OFFICER          PAGE: 000002
                  NATIONAL FINANCE CENTER

TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

      NUMBER      DESCRIPTION
      -----      -----
      011         HEALTH BENEFIT CARRIER NAME AND ADDRESS
      012         HEALTH BENEFIT RATES
      013         STATE NAME AND ZIP RANGE
      014         DEPARTMENT CODES
      015         STATE CODE AND ZIP RANGE
      016         GEOGRAPHICAL LOCATION CODES WITH NAMES
      017         PAYE PROCESSING SCHEDULE
      018         OCCUPATIONAL SERIES ALPHA DESCRIPTION
      019         FUNCTIONAL CLASSIFICATION DESCRIPTION
      020         UCFE STATE MAILING ADDRESS

                ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                  FOR AUTHORIZED USE ONLY

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS
```

**Figure 1:5. Table Management System menu, page 000002**



```

TM00010          UNITED STATES DEPARTMENT OF AGRICULTURE          xx/xx/xx
                  OFFICE OF THE CHIEF FINANCIAL OFFICER          PAGE: 000003
                  NATIONAL FINANCE CENTER

TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

      NUMBER      DESCRIPTION
      -----      -----
0021      UCFE DEPARTMENT ADDRESS AND CERTIFICATION INFO
0022      PAYROLL/PERSONNEL DOCUMENT REPORT
0023      AGENCY/BUREAU
0024      UCFE CREDIT WEEKS
0025      AD-350 (PERSONNEL BLOCK AND DESCRIPTION)
0026      STANDARD METROPOLITAN STATISTICAL AREAS
0027      COLA/POST DIFFERENTIAL CODES
0028      TABLE IS OBSOLETE - SEE TABLE 128
0029      PAY TABLE RATES
0030      PAYROLL CONSTANTS

                ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                  FOR AUTHORIZED USE ONLY

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS

```

**Figure 1:6. Table Management System menu, page 000003**

```

TM00010          UNITED STATES DEPARTMENT OF AGRICULTURE          xx/xx/xx
                  OFFICE OF THE CHIEF FINANCIAL OFFICER          PAGE: 000004
                  NATIONAL FINANCE CENTER

TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

      NUMBER      DESCRIPTION
      -----      -----
0031      SPECIAL PAY CONVERTERS
0032      TRANSACTION CODES
0033      WAGE BOARD PAY CONVERTERS
0034      TIME EDIT ERROR MESSAGES & CODES
0035      TIME T & A FIELD COORDINATES
0036      SCHOOL IDENTIFICATION
0037      DISBURSING OFFICE NAME AND ADDRESS
0038      DOCUMENT 30 UPDATE RESTRICT TABLE
0039      FEHB ACTION
0040      FEGLI AGE BRACKET

                ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                  FOR AUTHORIZED USE ONLY

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS

```

**Figure 1:7. Table Management System menu, page 000004**

```

TM00010          UNITED STATES DEPARTMENT OF AGRICULTURE          xxxxxx
                  OFFICE OF THE CHIEF FINANCIAL OFFICER          PAGE: 000005
                  NATIONAL FINANCE CENTER

TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

      NUMBER      DESCRIPTION
      -----      -----
      041          FOREST SERVICE MEAL CLASS
      042          EARNING STATEMENT INDICATORS
      043          AWARD TYPE CODE
      044          NON-PAID CODES AND DESCRIPTIONS
      045          PERFORMANCE EVALUATION ANNIVERSARY DATE
      046          APO/FPO ZIP CODE LOCATIONS
      047          PINE EDIT ERROR MESSAGES AND CODES
      048          PINE DOCUMENTS ELEMENT NAMES
      049          NFC ALLTAX CONVERSION
      050          STANDBY/AUO PERCENTAGES

                ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                  FOR AUTHORIZED USE ONLY

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS

```

**Figure 1:8. Table Management System menu, page 000005**

```

TM00010          UNITED STATES DEPARTMENT OF AGRICULTURE          xxxxxx
                  OFFICE OF THE CHIEF FINANCIAL OFFICER          PAGE: 000006
                  NATIONAL FINANCE CENTER

TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

      NUMBER      DESCRIPTION
      -----      -----
      051          DOCUMENT TYPE DESCRIPTIONS
      052          REMARKS CODE AND DESCRIPTION
      053          NATURE OF ACTION ALPHA DESCRIPTIONS
      054          EEO NUMERICAL OBJECTIVES
      055          MINIMUM AND MAXIMUM SALARIES
      056          MANUAL TRANSACTION CODES
      057          UCFE QUARTERS/PAY PERIOD
      058          WAGE AREA
      059          UCFE PAY PERIOD
      060          GPO BILLING ADDRESS CODES

                ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                  FOR AUTHORIZED USE ONLY

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS

```

**Figure 1:9. Table Management System menu, page 000006**

TM00010	UNITED STATES DEPARTMENT OF AGRICULTURE OFFICE OF THE CHIEF FINANCIAL OFFICER NATIONAL FINANCE CENTER	xxxxxxx PAGE: 000007
TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION		
NUMBER	DESCRIPTION	
-----	-----	
061	NATURE OF ACTION CONVERSION	
062	3 DIGIT NATURE OF ACTION	
063	DEPARTMENT/AGENCY/BUREAU CONTACT	
064	SUBOBJECT CLASS CONVERSION	
065	DEFAULT APPROPRIATION CONVERSION	
066	NON-DEDUCTION REASON CODES AND DESCRIPTIONS	
067	TAX ENTITIES REPORT FREQUENCIES	
068	NFC PAY PERIOD CUTOFF FOR TAX REPORTS	
069	FOREST SERVICE FISCAL YEAR ALPHA CODE	
070	FOREST SERVICE MEAL RATE	
ENTER FUNCTION AND TABLE NUMBER AND PRESS ENTER FOR AUTHORIZED USE ONLY		
CLEAR = EXIT PF5 = HELP PF7 = BACKWARD PF8 = FORWARD ENTER = PROCESS		

Figure 1:10. Table Management System menu, page 000007

TM00010	UNITED STATES DEPARTMENT OF AGRICULTURE OFFICE OF THE CHIEF FINANCIAL OFFICER NATIONAL FINANCE CENTER	xxxxxxx PAGE: 000008
TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION		
NUMBER	DESCRIPTION	
-----	-----	
071	STATE EMPLOYMENT ADDRESSES	
072	REMOTE PROCESSING	
073	PENNSYLVANIA LOCAL SERVICE TAX	
074	OFFICIAL POSITION TITLE	
075	OFFICIAL TITLE PREFIX AND SUFFIX	
076	WORKING POSITION TITLE	
077	OTHER PAY	
078	PACS PROCESSING CONTROL	
079	PMRS FUNDING UNIT CODE	
080	PACS PAYEE ADDRESS	
ENTER FUNCTION AND TABLE NUMBER AND PRESS ENTER FOR AUTHORIZED USE ONLY		
CLEAR = EXIT PF5 = HELP PF7 = BACKWARD PF8 = FORWARD ENTER = PROCESS		

Figure 1:11. Table Management System menu, page 000008

```

TM00010          UNITED STATES DEPARTMENT OF AGRICULTURE          xxxxxx
                  OFFICE OF THE CHIEF FINANCIAL OFFICER          PAGE: 000009
                  NATIONAL FINANCE CENTER

TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

      NUMBER      DESCRIPTION
      -----
081      LIFE INSURANCE DESCRIPTION
082      LIFE INSURANCE RATES
083      RETIREMENT DESCRIPTION
084      SALARY DIFFERENTIAL
085      NON-FEDERAL HEALTH BENEFIT RATES
086      PAYROLL/PERSONNEL DOCUMENT RPT (FOR NFC USE ONLY)
087      TRAVEL PER DIEM RATES
088      TRAVEL COMMUTED RATES
089      ORIGINATING OFFICE
090      AGENCY/BUREAU BARGAIN UNIT

      ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                  FOR AUTHORIZED USE ONLY

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS

```

Figure 1:12. Table Management System menu, page 000009

```

TM00010          UNITED STATES DEPARTMENT OF AGRICULTURE          xxxxxx
                  OFFICE OF THE CHIEF FINANCIAL OFFICER          PAGE: 000010
                  NATIONAL FINANCE CENTER

TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

      NUMBER      DESCRIPTION
      -----
091      OPM NOA LEGAL AUTHORITIES
092      (RESERVED)
093      FOREIGN TRAVEL PER DIEM RATES
094      INTEREST RATES AND EFFECTIVE PAY PERIODS
095      FOREIGN COUNTRY SORT CODE AND CURRENCY
096      DEPARTMENT BUILDING CODES
097      TRAVEL SYSTEM REGIONS
098      SALARY RANGES
099      BEP ACTING PAY
100      PACT DATA ELEMENT DESCRIPTION

      ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                  FOR AUTHORIZED USE ONLY

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS

```

Figure 1:13. Table Management System menu, page 000010

TM00010	UNITED STATES DEPARTMENT OF AGRICULTURE OFFICE OF THE CHIEF FINANCIAL OFFICER NATIONAL FINANCE CENTER	xxxxxxx PAGE: 000011
TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION		
NUMBER	DESCRIPTION	
-----	-----	
101	PACT SCREEN ELEMENTS	
102	PAY/PERS DOWNLOAD TABLE	
103	TMGT DOWNLOAD TABLE	
104	NATIONAL UNION RATES TABLE	
105	EARNINGS STATEMENT MESSAGES	
106	FINANCIAL ORGANIZATION EFT ROUTING NUMBER FILE	
107	HEALTH BENEFIT GEOGRAPHICAL LOCATIONS	
108	TSP OPEN SEASON/ELECTION PERIOD DATES	
109	PACT SCREEN ELEMENTS-109	
110	CHILD SUPPORT	
ENTER FUNCTION AND TABLE NUMBER AND PRESS ENTER FOR AUTHORIZED USE ONLY		
CLEAR = EXIT PF5 = HELP PF7 = BACKWARD PF8 = FORWARD ENTER = PROCESS		

Figure 1:14. Table Management System menu, page 000011

TM00010	UNITED STATES DEPARTMENT OF AGRICULTURE OFFICE OF THE CHIEF FINANCIAL OFFICER NATIONAL FINANCE CENTER	Current Date PAGE: 000012
TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION		
NUMBER	DESCRIPTION	
-----	-----	
112	PCIP HEALTH BENEFIT CARRIER NAME/ADDRESS AND RATES	
113	AGENCY CONTACT FOR INTENT TO OFFSET SALARY NOTICE	
128	PAY PERIODS AND CORRESPONDING DATES BY YEAR	
ENTER FUNCTION AND TABLE NUMBER AND PRESS ENTER FOR AUTHORIZED USE ONLY NO MORE RECORDS SELECTED		
CLEAR = EXIT PF5 = HELP PF7 = BACKWARD PF8 = FORWARD ENTER = PROCESS		

Figure 1:15. Table Management System menu, page 000012

---

## TMGT Basic Functions

TMGT allows users to view and update records, request reports, and view documentation data. For more information on the basic instructions for performing each of these functions, see:

[Viewing A Record](#)

[Updating A Record](#)

[Requesting A Report](#)

[Viewing Documentation Data](#)

### Viewing A Record

The inquiry option is used to view active, history, or deleted records.

#### To view a record:

1. At the Table Management System menu (**Figure 1:4**), type **I** followed by the desired table number (e.g., **I001**) at the Enter Function And Table Number prompt.
2. Press **[Enter]**. The applicable inquiry screen is displayed. For an example of a TMGT inquiry screen, see **Figure 1:16**.

```
TM001I0          TABLE MANAGEMENT INQUIRY TABLE 001          XX/XX/XX
                  PERSONNEL OFFICE IDENTIFER NAME AND ADDRESS    PAGE: 000000

ENTER PARTIAL OR COMPLETE KEY:                                USER-ID:
                                                                DATE-CHANGED
  *AGENCY/BUREAU:          *PERSONNEL OFFICE IDENTIFIER:

BEG-EFF-DATE:              LAST-EFF-DATE:

  NAME-ADDRESS 1:
  NAME-ADDRESS 2:
  NAME-ADDRESS 3:
  NAME-ADDRESS 4:
  NAME-ADDRESS 5:
  CITY:                    STATE:          ZIP CODE:
  PHONE-NUMBER:
  SERV AGY/BUR:
  DEPT-CODE:      DEPARTMENT:
  PAY OFFICE NO: 12 40          EPIC-INDICATOR: E

CLEAR=EXIT PF1=MAIN PF2=001 DOCM PF3=001 RPTS PF4=001 UPDT PF6=REFRESH
PF7=BACKWARD PF8=FORWARD PF9=ACT/HIS PF11=INQ SPAN PF12=PAGE ENTER=PROCESS
```

**Figure 1:16. Table 001, Personnel Office Identifier Name And Address inquiry screen**

**To view the first record of the table:**

1. Press **[Enter]**. The message *Key Entered Was Not Found - Next Record Shown* is displayed. The first record appears displaying the user ID and the last date the table was changed in the upper right corner. The record is identified as active, history, or deleted to the right of the screen when the applicable data is displayed.

**To view a specific record in the table:**

1. Complete the key fields as indicated. Field instructions for key fields are located in Part 2 under the update instructions for the applicable table.
2. Press **[Enter]**. If the applicable record is found, the message *Successful Inquiry* is displayed. If the record is not found, the message *Key Entered Was Not Found - Next Record Shown* is displayed.

Certain tables maintain a history file, which includes at least one inactive record.

**To view a history record (where available):**

1. Press **[PF9]** at the applicable record. The history record is displayed, if available, with the message *Successful Inquiry*. The record is identified as history to the right of the ++++screen. If no history record exists, the message *No History Record Available* is displayed.
2. Press **[PF9]** again to return to the active record.

In tables with 10 or more records, you may perform an inquiry span to query a list of available records for a specific table.

**To perform an inquiry span (where available):**

1. Press **[PF11]**. The inquiry span screen for that specific table (**Figure 1:17**) is displayed showing a list of available records. The cursor is positioned at the *Please Enter The Number Of The Line For The Record Desired* prompt.

**NOTE:** Records cannot be updated (added, modified, deleted, or reactivated) in the inquiry function.

```

TM001I1          TABLE MANAGEMENT INQUIRY TABLE 001          XX/XX/XX
                PERSONNEL OFFICE IDENTIFIER NAME AND ADDRESS    PAGE: 000001

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
*****
*AGENCY/BUREAU: AA      *PERSONNEL OFFICE IDENTIFIER: 2693
*****
NO  AG  POI  NAME-ADDRESS 1          CITY          STATE ZIP CODE
-----
01  AA  2693  TREASURY, FMS-GRANT MONTNEY    KANSAS CITY    MO  641170000
02  AA  2709  FMS PERS OPERS BRANCH          WASHINGTON      DC  202270000
03  AA  2710  FINANCIAL MANAGEMENT SERVIC    PHILADELPHIA   PA  191156317
04  AA  2717  DEPT OF TREAS, FINANCIAL MGM    CHICAGO        IL  606808670
05  AA  2718  FINANCIAL MANAGEMENT SERVIC    BIRMINGHAM     AL  352090000
06  AA  2780  FINANCIAL MANAGEMENT SERVIC    OAKLAND        CA  946231700
07  AA  3333  USDA - OCFO - NFC              NEW ORLEANS    LA  701600000
08  AA  3391  FINANCIAL MANAGEMENT SERVIC    AUSTIN         TX  787149058
09  AA  4009  FMS PRINCE GEORGE'S CENTER     HYATTSVILLE   MD  207820000
10  AA  4444  USDA - OCFO - NFC              NEW ORLEANS    LA  701600000

PLEASE ENTER THE NUMBER OF THE LINE FOR THE RECORD DESIRED: 00

                SUCCESSFUL INQUIRY
CLEAR=EXIT PF1=MAIN PF6=REFRESH PF7=BACKWARD PF8=FORWARD ENTER=PROCESS

```

**Figure 1:17. Table 001, Personnel Office Identifier Name And Address inquiry span screen, page 000001**

2. Press **[PF7]** or **[PF8]** to scroll backward or forward through the inquiry span screens.
3. Type the line number when you locate the appropriate record.
4. Press **[Enter]**. The inquiry screen for the selected record is displayed.
5. After viewing a record, select one of the functions described below.
  - To view another record, press **[PF6]** to refresh the screen and repeat the above process.
  - To perform another function, press **[PF2]**, **[PF3]**, or **[PF4]** as applicable.
  - To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

## Updating A Record

The update function is used to add, modify, delete, or reactivate a record.

### To update a record:

1. At the Table Management System menu (**Figure 1:4**), type **U** followed by the desired table number (e.g., **U001**) at the Enter Function And Table Number prompt.
2. Press **[Enter]**. The selected update screen is displayed. For an example of a TMGT update screen, see **Figure 2:1**.



**NOTE:** For assistance in completing any fields in the update function, move the cursor to the field in question and press **[PF5]** to display a help screen (**Figure 1:18**). Help screens can only be accessed while in the update function.

TM001H0	TABLE MANAGEMENT HELP TABLE 001	XX/XX/XX
	PERSONNEL OFFICE IDENTIFIER NAME AND ADDRESS	PAGE: 000001
DESCRIPTION: TABLE 001 CONTAINS THE NAME AND ADDRESS OF EMPLOYING OFFICES.		
DATA ELEMENTS:		
ACTION - BLOCK 1		
THIS BLOCK IDENTIFIES WHETHER YOU WANT TO (A)DD, (U)PDATE, (D)ELETE, OR (R)EACTIVATE A RECORD(S) AND/OR TABLE(S).		
USER-ID - BLOCK 2		
THIS BLOCK HAS BEEN FILLED IN WITH THE EMPLOYEE USER-ID WHEN LAST CHANGED.		
DATE-CHANGED - BLOCK 3		
THIS BLOCK HAS BEEN FILLED IN WITH THE DATE WHEN LAST CHANGED.		
AGENCY/BUREAU - BLOCK 4		
ENTER YOUR 2 POSITION AGENCY/BUREAU CODE.		
PERSONNEL OFFICE IDENTIFIER - BLOCK 5		
ENTER THE 4 DIGIT CODE ASSIGNED BY THE OFFICE OF PERSONNEL MANAGEMENT (OPM) TO ALL OFFICES THAT SUBMIT DOCUMENTS AND/OR INFORMATION. IT IS CALLED THE PERSONNEL OFFICE IDENTIFIER NUMBER.		
PF8=FORWARD		ENTER=RETURN

**Figure 1:18. Table 001, Personnel Office Identifier Name And Address help screen**

For further instructions, see:

- [Adding A Record](#)
- [Modifying A Record](#)
- [Deleting A Record](#)
- [Reactivating A Record](#)

### ***Adding A Record***

The add option is used to establish a new record.

#### **To add a record:**

1. At the selected update screen, complete all applicable fields using the field instructions in Part 2 under the updating a table section for the applicable table.
2. Press **[Enter]**. After the data passes system edits, the message *Record Successfully Added* is displayed.
3. After adding a record, select one of the functions described below.
  - To add another record, press **[PF6]** to refresh the screen and repeat the above process.

- To perform another function, press **[PF2]**, **[PF3]**, or **[PF4]** as applicable.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

## ***Modifying A Record***

The modify option is used to correct or change an existing record.

### **To modify a record:**

1. At the selected update screen, complete the key fields using the field instructions in Part 2 under the updating a table section for the applicable table.
2. Press **[Enter]**. The selected record is displayed.
3. Type the new data over the existing data using the field instructions in Part 2 under the updating a table section for the applicable table.
4. After all modifications are made, press **[Enter]**. The message *Record Successfully Updated* is displayed.
5. After modifying a record, select one of the functions described below.
  - To modify another record, press **[PF6]** to refresh the screen and repeat the above process.
  - To perform another function, press **[PF2]**, **[PF3]**, or **[PF4]** as applicable.
  - To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

## ***Deleting A Record***

The delete option is used to change the status of a record from active to deleted.

### **To delete a record:**

1. At the selected update screen, complete the key fields using the field instructions in Part 2 under the updating a table section for the applicable table. The selected record is displayed with the message *Please Press Enter To Verify Delete*.
2. Press **[Enter]** if this is the correct record. The message *Record Successfully Deleted* is displayed.

**NOTE:** If the incorrect record appears, press **[PF6]** to refresh the screen and start again.

The record is automatically removed from the active file and is now identified as deleted in the TMGT database and cannot be used.

3. After deleting a record, select one of the functions described below.
  - To delete another record, press **[PF6]** to refresh the screen and repeat the above process.

- To perform another function, press **[PF2]**, **[PF3]**, or **[PF4]** as applicable.
- To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

## ***Reactivating A Record***

The reactivate option is used to reestablish a deleted record.

### **To reactivate a record:**

1. At the selected update screen, complete the key fields using the field instructions in Part 2 under the updating a table section for the applicable table. The selected record is displayed.
2. Press **[Enter]**. The message *Record Successfully Reactivated In Data Base* is displayed. The record becomes reestablished in the TMGT database.

**NOTE:** Only records that are identified as deleted in the TMGT database can be reactivated. Once the record is purged from TMGT, it cannot be reactivated.

3. After reactivating a record, select one of the functions described below.
  - To reactivate another record, press **[PF6]** to refresh the screen and repeat the above process.
  - To perform another function, press **[PF2]**, **[PF3]**, or **[PF4]** as applicable.
  - To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

## **Requesting A Report**

The report option is used to generate ad hoc reports. It is also used to produce mailing labels for specified tables.

### **To request a report:**

1. At the Table Management System menu (**Figure 1:4**), type **R** followed by the desired table number (e.g., **R001**) at the Enter Function And Table Number prompt.
2. Press **[Enter]**. The selected reports screen is displayed.
3. Complete the fields using the field instructions under requesting a report for the applicable table.
4. Press **[Enter]**. After the data passes system edits, the message *Report Submitted – Log Onto JESMASTER To View* and the job name are displayed.

**NOTE:** If **Y** (yes) is chosen to view the report before printing, refer to the Interactive System Productivity Facility (ISPF) procedure, Title VI, Chapter 2, Section 2, for detailed instructions.

5. After requesting a report, select one of the functions described below.
  - To request another report, press **[PF6]** to refresh the screen and repeat the above process.
  - To perform another function, press **[PF2]** or **[PF4]** as applicable.
  - To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

## Viewing Documentation Data

The documentation function is used to retrieve pertinent individual table screen layout data. This screen lists the table number, name, purpose, and description of the table's data elements.

### To view documentation data:

1. At the Table Management System menu (**Figure 1:4**), type **D** followed by the desired table number (e.g., **D001**) at the Enter Function And Table Number prompt.
2. Press **[Enter]**. The selected documentation screen (**Figure 1:19**) is displayed.
3. Press **[PF8]** to scroll forward through the documentation screens

**OR**

Press **[PF7]** to scroll backward and return to page 000001 of the documentation screens.

```

TM001D0          TABLE MANAGEMENT DOCUMENTATION TABLE 001          XX/XX/XX
                  PERSONNEL OFFICE IDENTIFIER NAME AND ADDRESS        PAGE: 000001

*****
                  TABLE MANAGEMENT ENTRY FORM
*****
TABLE NO: 001  TABLE NAME  PERSONNEL OFFICE IDENTIFIER NAME AND ADDRESS
PURPOSE : VALIDATES PERSONNEL OFFICE IDENTIFIER CODES ON PERSONNEL DOCUMENTS
          (PINE).
          RETRIEVES PERSONNEL OFFICE IDENTIFIER NAME FOR VARIOUS REPORTS(PREP).
          RETRIEVES DEPT CODES FOR AGENCY/BUREAU AND PERSONNEL OFFICE
          IDENTIFIER CODE(SINQ).
          PROVIDES LABELS FOR ACTIVE TABLE ENTRIES OR FOR AN AGENCY/BUREAU
          (BEAR).
*****
DESCRIPTION OF TABLE: THIS TABLE PROVIDES THE NAME AND ADDRESS OF EACH
                      PERSONNEL OFFICE IDENTIFIER BY AGENCY/BUREAU, SEQUENCED
                      BY 2 POSITION AGENCY/BUREAU CODE AND 4 POSITION PERSONNEL
                      OFFICE IDENTIFIER CODE.

CLEAR=EXIT          PF1=MAIN          PF3=001 RPTS          PF4=001 INQY
                   PF8=FORWARD

```

**Figure 1:19. Table 001, Personnel Office Identifier Name And Address documentation screen, page 000001**

4. After viewing documentation data, select one of the functions described below.
  - ♦ To perform another function, press **[PF3]** or **[PF4]** as applicable.
  - ♦ To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

## PART 2.

---

# TABLE 001- 020 FIELD INSTRUCTIONS

This section presents the following topics:

[Table 001, Personnel Office Identifier Name And Address](#)

[Table 002, Accounting Station Name And Address](#)

[Table 003, T&A Contact Point Name And Address](#)

[Table 004, Designated Agent](#)

[Table 005, Agency Organizational Structure](#)

[Table 006, CFC Payee Address](#)

[Table 007, City Tax, City Name And Address](#)

[Table 008, County Tax, County Name And Address](#)

[Table 009, State Tax Name And Address](#)

[Table 010, Union And Association Code Address](#)

[Table 011, Health Benefit Carrier Name And Address](#)

[Table 012, Health Benefit Rates](#)

[Table 013, State Name And ZIP Range](#)

[Table 014, Department Codes](#)

[Table 015, State Code And ZIP Range](#)

[Table 016, Geographical Location Codes With Names](#)

[Table 017, PAYE Processing Schedule](#)

[Table 018, Occupational Series Alpha Description](#)

[Table 019, Functional Classification Description](#)

[Table 020, UCFE State Mailing Address](#)

---

---

## Table 001, Personnel Office Identifier Name And Address

Personnel Office Identifier, POI, Name And Address is Table 001 on the Table Management System menu. This table contains names and addresses of personnel offices used to validate personnel office references on reports and personnel actions.

**NOTE:** Agencies can query and update Table 001 data, view documentation data, generate reports, and produce mailing labels.

### Updating Table 001

The Table 001 update screen (**Figure 2:1**) allows authorized users to add, modify, delete, or reactivate a record.

TM001U0	TABLE MANAGEMENT UPDATE TABLE 001	XX/XX/XX
	PERSONNEL OFFICE IDENTIFIER NAME AND ADDRESS	PAGE: 000001
*ACTION:	(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID:
		DATE-CHANGED:
*AGENCY/BUREAU:	*PERSONNEL OFFICE IDENTIFIER:	
BEG-EFF-DATE: MM DD YY	LAST-EFF-DATE: MM DD YY	
NAME-ADDRESS 1:		
NAME-ADDRESS 2:		
NAME-ADDRESS 3:		
NAME-ADDRESS 4:		
NAME-ADDRESS 5:		
CITY:	STATE:	ZIP CODE:
PHONE-NUMBER:		
SERV AGY/BUR:		
DEPT-CODE: DEPARTMENT:		
PAY OFFICE NO: 12 40	EPIC-INDICATOR: E	
	ENTER DATA AND PRESS ENTER TO PROCESS	
CLEAR=EXIT	PF1=MAIN	PF2=001 DOCM
PF5=HELP	PF3=001 RPTS	PF4=001 INQY
	PF6=REFRESH	ENTER=PROCESS

**Figure 2:1. Table 001, Personnel Office Identifier Name And Address update screen**

Agencies having update authority should enter the Personnel Office Identifier Name and Address information in TMGT following the procedures below.

Agencies desiring update authority to Table 001 may contact their agency's NFC security officer.

**OR**

For agencies not having update authority, email the TMGT update request to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 001 update screen (**Figure 2:1**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Personnel Office Identifier</b>	<i>Required, numeric, 4 positions</i> Type the POI code.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Name-Address 1</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the first line of the mailing address for the personnel office.
<b>Name-Address 2</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the second line of the mailing address for the personnel office.
<b>Name-Address 3</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the third line of the mailing address for the personnel office. (For Direct Premium Remittance System (DPRS) purposes only.)
<b>Name-Address 4</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the fourth line of the mailing address for the personnel office. (For DPRS purposes only.)
<b>Name-Address 5</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the fifth line of the mailing address for the personnel office. (For DPRS purposes only.)
<b>City</b>	<i>Required, alpha, 20 positions max.</i> Type the city name.
<b>State</b>	<i>Required, alpha, 2 positions</i> Type the state abbreviation.
<b>ZIP Code</b>	<i>Required, numeric, 9 positions max.</i> Type the 5-digit ZIP Code and the optional ZIP+4 Code.



<b>Phone Number</b>	<i>Required, numeric, 10 positions max.</i> Type the telephone number beginning with the area code.
<b>Serv Agy/Bur</b>	<i>Required, alphanumeric, 2 positions</i> Type the code for the servicing agency or bureau.
<b>Dept Code</b>	<i>No-entry</i> This field is system generated based upon the entry in the Agency/Bureau field.
<b>Department</b>	<i>No entry</i> This field is system generated from the Dept Code.
<b>Pay Office No</b>	<i>Required, numeric, 4 positions</i> Type the last 4 digits of the payroll office number.
<b>EPIC-Indicator</b>	<i>Conditional, alpha, 1 position</i> Type <b>E</b> to indicate that the personnel office is a user of the Entry, Processing, Inquiry, and Correction System (EPIC). Otherwise, leave blank.

**NOTE:** For each POI added to Table 001, an additional record must be added for DPRS purposes using the same POI. Complete the fields for the DPRS record as described above; however, in the Agency/Bureau field type Agency Code **00** and in the Pay Office No field type **7777**.

---

## Requesting A Report For Table 001

The Table 001 reports screen (**Figure 2:2**) allows users to generate ad hoc reports and to produce mailing labels.

```

TM001R0          TABLE MANAGEMENT REPORTS TABLE 001          XX/XX/XX
                PERSONNEL OFFICE IDENTIFIER NAME AND ADDRESS

ENTER DATA FOR REPORT REQUESTED:

FROM DEPT-CODE:   *AGENCY/BUREAU:   *PERSONNEL OFFICE IDENTIFIER:
TO   DEPT-CODE:   *AGENCY/BUREAU:   *PERSONNEL OFFICE IDENTIFIER:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL
PRINT LABELS      # OF SETS

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                      REMOTE ID

                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=001 DOCM      PF4=001 INQ      PF6=REFRESH
                ENTER=PROCESS
    
```

**Figure 2:2. Table 001, Personnel Office Identifier Name And Address reports screen**

At the Table 001 reports screen (**Figure 2:2**), complete the From and To fields as follows:

<b>From/To</b>	▽
<b>Dept Code</b>	<i>Optional, alphanumeric, 2 positions</i> Type the department code assigned by the Office of Personnel Management (OPM). Department Codes can be found in Table 14.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Personnel Office Identifier</b>	<i>Required, numeric, 4 positions</i> Type the personnel office identifier (POI) code.  Complete the remaining fields as follows:
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.

<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Label/# of Sets</b>	Used to print labels for active records only. If labels are to be printed, type the number of sets desired in the # of Sets field. The # of Sets must be 2 numeric positions greater than 0.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing. Press **Enter** to submit the report.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 002, Accounting Station Name And Address

Accounting Station Name And Address is Table 002 on the Table Management System menu. This table contains the names and addresses for accounting stations.

**NOTE:** Agencies can query Table 002 data, view documentation data, generate reports, and produce mailing labels. Update authority is limited to authorized NFC personnel only.

### Updating Table 002

The Table 002 update screen (**Figure 2:3**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM002U0	TABLE MANAGEMENT UPDATE TABLE 002	XX/XX/XX
	ACCOUNTING STATION NAME AND ADDRESS	PAGE: 000001
*ACTION: (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE		USER-ID:
		DATE-CHANGED:
*AGENCY/BUREAU:	*ACCOUNTING-STATION:	
BEG-EFF-DATE: MM DD YY	LAST-EFF-DATE: MM DD YY	
NAME-ADDRESS 1:		
NAME-ADDRESS 2:		
NAME-ADDRESS 3:		
NAME-ADDRESS 4:		
NAME-ADDRESS 5:		
CITY:	STATE:	ZIP CODE:
DEPT-CODE:	DEPARTMENT:	
	ENTER DATA AND PRESS ENTER TO PROCESS	
CLEAR=EXIT	PF1=MAIN	PF2=002 DOCM
PF5=HELP	PF3=002 RPTS	PF4=002 INQY
	PF6=REFRESH	ENTER=PROCESS

**Figure 2:3. Table 002, Accounting Station Name And Address update screen**

Agencies requiring an update to Table 002 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 002 update screen (**Figure 2:3**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Accounting-Station</b>	<i>Required, numeric, 4 positions</i> Type the accounting station code.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Name-Address 1</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the first line of the mailing address for the accounting station.
<b>Name-Address 2</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the second line of the mailing address for the accounting station.
<b>Name-Address 3</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the third line of the mailing address for the accounting station.
<b>Name-Address 4</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the fourth line of the mailing address for the accounting station.
<b>Name-Address 5</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the fifth line of the mailing address for the accounting station.
<b>City</b>	<i>Required, alpha, 20 positions max.</i> Type the city name.
<b>State</b>	<i>Required, alpha, 2 positions</i> Type the state abbreviation.
<b>ZIP Code</b>	<i>Required, numeric, 9 positions max.</i> Type the 5-digit ZIP Code and the optional ZIP+4 Code.
<b>Dept Code</b>	<i>No entry</i> This field is system generated based upon the entry in the Agency/Bureau field.
<b>Department</b>	<i>No entry</i> This field is system generated based upon the entry in the Dept Code field.

---

## Requesting A Report For Table 002

The Table 002 reports screen (**Figure 2:4**) allows users to generate ad hoc reports and to produce mailing labels.

```

TM002R0                TABLE MANAGEMENT REPORTS TABLE 002                XX/XX/XX
                        ACCOUNTING STATION NAME AND ADDRESS

ENTER DATA FOR REPORT REQUESTED:

FROM  DEPT-CODE:      *AGENCY/BUREAU:      *ACCOUNTING STATION:
TO    DEPT-CODE:      *AGENCY/BUREAU:      *ACCOUNTING STATION:

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL
      PRINT LABELS    # OF SETS

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=002 DOCM      PF4=002 INQY      PF6=REFRESH
                        ENTER=PROCESS
  
```

**Figure 2:4. Table 002, Accounting Station Name And Address reports screen**

At the Table 002 reports screen (**Figure 2:4**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>Dept Code</b>	<i>Optional, alphanumeric, 2 positions</i> Type the department code established by OPM.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Accounting-Station</b>	<i>Required, numeric, 4 positions</i> Type the accounting station code.
	Complete the remaining fields as follows:
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.

**Print All**

Used to retrieve all active, deleted, and history records within a table.

**Print Label/# of Sets**

Used to print labels for active records only. If labels are to be printed, type the number of sets desired in the # of Sets field. The # of Sets must be 2 numeric positions greater than 0.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 003, T&A Contact Point Name And Address

T&A Contact Point Name And Address is Table 003 on the Table Management System menu. This table contains names and addresses for each T&A contact point used on reports and time and attendance documents.

**NOTE:** Agencies can query and update Table 003 data, view documentation data, generate reports, and produce mailing labels.

### Updating Table 003

The Table 003 update screen (**Figure 2:5**) allows authorized users to add, modify, delete, or reactivate a record.

TM003U0	TABLE MANAGEMENT UPDATE TABLE 003	XX/XX/XX
	T & A CONTACT POINT NAME AND ADDRESS	PAGE: 000001
*ACTION:	(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID:
		DATE-CHANGED
*AGENCY/BUREAU:	*STATE:	*CITY:
		*UNIT:
BEG-EFF-DATE: MM DD YY		LAST-EFF-DATE: MM DD YY
NAME-ADDRESS 1:		
NAME-ADDRESS 2:		
CITY:	STATE:	ZIP CODE:
FTS-IND: FTS PHONE:		
COM PHONE:		
DEPARTMENT:		
REMARKS1:		
REMARKS2:		
	ENTER DATA AND PRESS ENTER TO PROCESS	
CLEAR=EXIT	PF1=MAIN	PF2=003 DOCM
	PF3=003 RPTS	PF4=003 INQY
	PF5=HELP	PF6=REFRESH
	ENTER=PROCESS	

**Figure 2:5. Table 003, T&A Contact Point Name And Address update screen**

Agencies having update authority should enter T&A contact point changes in TMGT following the procedures below.

Agencies desiring update authority to Table 003 may contact their agency's NFC security officer.

**OR**

For agencies not having update authority, email the TMGT update request to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.



**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 003 update screen (**Figure 2:5**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<p><i>Required, alpha, 1 position</i>            Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>
<b>Agency/Bureau</b>	<p><i>Required, alphanumeric, 2 positions</i>            Type the agency or bureau code.</p>
<b>State</b>	<p><i>Required, numeric, 2 positions</i>            Type the state code.</p>
<b>City</b>	<p><i>Required, numeric, 4 positions</i>            Type the city code.</p> <p><b>NOTE:</b> State and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.</p>
<b>Unit</b>	<p><i>Required, numeric, 2 positions</i>            Type the unit code.</p>
<b>Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the effective date for the record in MM DD YY order.</p>
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p> <p><b>NOTE:</b> To avoid untimely processing of T&amp;A's, agencies should make the last effective date several pay periods after the applicable date.</p>
<b>Name-Address 1</b>	<p><i>Required, alphanumeric, 35 positions max.</i>            Type the first line of the mailing address for the T&amp;A contact point.</p>
<b>Name-Address 2</b>	<p><i>Required, alphanumeric, 35 positions max.</i>            Type the second line of the mailing address for the T&amp;A contact point.</p>
<b>City</b>	<p><i>Required, alpha, 20 positions max.</i>            Type the city name.</p>
<b>State</b>	<p><i>Required, alpha, 2 positions</i>            Type the state abbreviation.</p>
<b>ZIP Code</b>	<p><i>Required, numeric, 9 positions max.</i>            Type the 5-digit ZIP Code and the optional ZIP+4 Code.</p>

<b>FTS-Ind</b>	<i>Conditional, numeric, 1 position</i> If the telephone number is FTS, type <b>8</b> ; otherwise, leave blank.
<b>FTS Phone</b>	<i>Conditional, numeric, 10 positions</i> If the FTS-Ind equals 8, type the FTS telephone number; otherwise, leave blank.
<b>Com Phone</b>	<i>Conditional, numeric, 10 positions</i> If the FTS-Ind field is blank, type the commercial telephone number beginning with the area code for the contact point.
<b>Department</b>	<i>No entry</i> This field is system generated based upon the entry in the Agency/Bureau field.
<b>Remarks1</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type any remarks relating to the T&A contact point.
<b>Remarks2</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type any remarks relating to the T&A contact point.

**NOTE:** When modifying a T&A contact point, use the Remarks1 and Remarks2 fields to document the previous T&A contact point. This will alert NFC to what the previous record was and alleviate processing problems with T&A's.

## Requesting A Report For Table 003

The Table 003 reports screen (**Figure 2:6**) allows users to generate ad hoc reports and to produce mailing labels.

```

TM003R0          TABLE MANAGEMENT REPORTS TABLE 003          XX/XX/XX
                  T & A CONTACT POINT NAME AND ADDRESS

ENTER DATA FOR REPORT REQUESTED:

FROM  DEPT-CODE:   *AGENCY/BUREAU:   *STATE:   *CITY:   *UNIT:
TO    DEPT-CODE:   *AGENCY/BUREAU:   *STATE:   *CITY:   *UNIT:

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL
      PRINT LABELS      # OF SETS

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:  NAME                      REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT          PF1=MAIN          PF2=003 DOCM          PF4=003 INQY          PF6=REFRESH
                    ENTER=PROCESS

```

**Figure 2:6. Table 003, T&A Contact Point Name And Address reports screen**

At the Table 003 reports screen (**Figure 2:6**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>Dept Code</b>	<i>Optional, alphanumeric, 2 positions</i> Type the department code assigned by OPM.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>State</b>	<i>Required, numeric, 2 positions</i> Type the state code.
<b>City</b>	<i>Required, numeric, 4 positions</i> Type the city code.
	<b>NOTE:</b> State and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.
<b>Unit</b>	<i>Required, numeric, 2 positions</i> Type the unit code.
	Complete the remaining fields as follows:
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
	<b>Print Active</b> Used to retrieve only active records within a table.
	<b>Print History</b> Used to retrieve only history records within a table.
	<b>Print All</b> Used to retrieve all active, deleted and history records within a table.
	<b>Print Label/# of Sets</b> Used to print labels for active records only. If labels are to be printed, type the number of sets desired in the # of Sets field. The # of Sets must be 2 numeric positions greater than 0.
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.
<b>Routing Information: Name</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).
<b>Remote ID</b>	<i>Required, alphanumeric, 16 positions max.</i> Type the number of the printer designated to print the table.

---

---

---

## Table 004, Designated Agent

Designated Agent is Table 004 on the Table Management System menu. This table contains the names and addresses of agents who are designated to receive an employee's pay check as assigned by the Department of the Treasury.

**NOTE:** Agencies can query Table 004 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 004

The Table 004 update screen (**Figure 2:7**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM004U0	TABLE MANAGEMENT UPDATE TABLE 004	XX/XX/XX
	DESIGNATED AGENT	PAGE: 000001
*ACTION:	(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID:
		DATE-CHANGED:
*DESIGNATED-AGENT:		
BEG-EFF-DATE: MM DD YY	LAST-EFF-DATE: MM DD YY	
NAME-ADDRESS 1:		
NAME-ADDRESS 2:		
CITY :		
STATE :		
ZIP CODE :		
DEPT-CODE :	DEPARTMENT:	
AGENCY/BUREAU :		
ENTER DATA AND PRESS ENTER TO PROCESS		
CLEAR=EXIT	PF1=MAIN	PF2=004 DOCM
PF5=HELP	PF6=REFRESH	PF3=004 RPTS
		PF4=004 INQY
		ENTER=PROCESS

**Figure 2:7. Table 004, Designated Agent update screen**

Agencies requiring an update to Table 004 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 004 update screen (**Figure 2:7**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Designated-Agent</b>	<i>Required, numeric, 4 positions</i> Type the designated agent code assigned by the Department of the Treasury.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Name-Address 1</b>	<i>Required, alphanumeric, 25 positions max.</i> Type the first line of the mailing address for the designated agent.
<b>Name-Address 2</b>	<i>Optional, alphanumeric, 25 positions max.</i> Type the second line of the mailing address for the designated agent.
<b>City</b>	<i>Required, alpha, 20 positions max.</i> Type the city name.
<b>State</b>	<i>Required, alpha, 2 positions</i> Type the state or country abbreviation.
<b>ZIP Code</b>	<i>Required, numeric, 9 positions max.</i> Type the 5-digit ZIP Code and the optional ZIP+4 Code.
<b>Dept-Code</b>	<i>No entry</i> This field is system generated based upon the entry in the Agency/Bureau field.
<b>Department</b>	<i>No entry</i> This field is system generated based upon the entry in the Dept-Code field.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.

---

## Requesting A Report For Table 004

The Table 004 reports screen (**Figure 2:8**) allows users to generate ad hoc reports.

TM004R0	TABLE MANAGEMENT REPORTS TABLE 004		XX/XX/XX
	DESIGNATED AGENT		
ENTER DATA FOR REPORT REQUESTED:			
FROM	DEPT-CODE:	AGENCY/BUREAU:	✕DESIGNATED-AGENT:
TO	DEPT-CODE:	AGENCY/BUREAU:	✕DESIGNATED-AGENT:
SELECT TYPE OF REPORT:			
	PRINT ACTIVE		
	PRINT HISTORY		
	PRINT ALL		
VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)			
ROUTING INFORMATION: NAME		REMOTE ID	
ENTER DATA AND PRESS "ENTER" TO PROCESS			
CLEAR=EXIT	PF1=MAIN	PF2=004 DOCM	PF4=004 INQY
		ENTER=PROCESS	PF6=REFRESH

**Figure 2:8. Table 004, Designated Agent reports screen**

At the Table 004 reports screen (**Figure 2:8**), complete the From and To fields as follows:

<b>From/To</b>	▽
<b>Dept Code</b>	<i>Optional, alphanumeric, 2 positions</i> Type the department code assigned by OPM.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Designated-Agent</b>	<i>Required, numeric, 4 positions</i> Type the designated agent code assigned by the Department of the Treasury. Complete the remaining fields as follows:
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 005, Agency Organizational Structure

Agency Organizational Structure is Table 005 on the Table Management System Menu. This table contains organizational structures and agency/bureau codes with the corresponding description of all active organizational structure levels and agency/bureau codes for reports (BEAR, PACS).

This table also contains an Employee Express Indicator that identifies those Departments/Agencies participating in the Employee Express Program.

Employee Express is an Office of Personnel Management (OPM) program that provides current employees in participating agencies with the ability to update information in their payroll records by processing related actions through a touch-screen kiosk, a touch-tone telephone, or a personal computer (Internet access).

**NOTE:** Agencies can query and update Table 005 data, view documentation data, and generate reports.

### Updating Table 005

The Table 005 update screen (**Figure 2:9**) allows authorized users to add, modify, delete, or reactivate a record.

```
TM005U0          TABLE MANAGEMENT UPDATE TABLE 005          XX/XX/XX
                  AGENCY ORGANIZATIONAL STRUCTURE              PAGE: 000001
                  USER-ID:
*ACTION:         (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE        DATE-CHANGED:
                  *AGENCY/BUREAU:
                    *2ND-LEV: 00
                    *3RD-LEV: 00
                    *4TH-LEV: 0000
                    *5TH-LEV: 00
                    *6TH-LEV: 00
                    *7TH-LEV: 00
                    *8TH-LEV: 00
                  *DATA-2-IND:      DEPARTMENT-CODE:      CPAS-SES:      CPAS-SLP:
BEG-EFF-DATE: MM DD YY              LAST-EFF-DATE: MM DD YY
DEPARTMENT:                          AGENCY ABBR:
SHORT-NAME-1:                        EMPLOYEE-EXPRESS-IND:
NAME-1:
NAME-2:

                  ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=005 DOCM  PF3=005 RPTS  PF4=005 INQY
PF5=HELP    PF6=REFRESH  ENTER=PROCESS
```

**Figure 2:9. Table 005, Agency Organizational Structure update screen**



Agencies having update authority should enter Agency Organizational Structure information in TMGT following the procedures below.

Agencies desiring update authority to Table 005 may contact their agency's NFC security officer.

**OR**

For agencies not having update authority, email the TMGT update request to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 005 update screen (**Figure 2:9**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>2nd-Lev</b>	<i>Required, numeric, 2 positions</i> Type the second level of the organizational structure.
<b>3rd-Lev</b>	<i>Required, numeric, 2 positions</i> Type the third level of the organizational structure.
<b>4th-Lev</b>	<i>Required, numeric, 4 positions</i> Type the fourth level of the organizational structure.
<b>5th-Lev</b>	<i>Required, numeric, 2 positions</i> Type the fifth level of the organizational structure.
<b>6th-Lev</b>	<i>Required, numeric, 2 positions</i> Type the sixth level of the organizational structure.
<b>7th-Lev</b>	<i>Required, numeric, 2 positions</i> Type the seventh level of the organizational structure.
<b>8th-Lev</b>	<i>Required, numeric, 2 positions</i> Type the eighth level of the organizational structure.
<b>Data-2-Ind</b>	<i>Conditional, numeric, 1 position</i> If this is the first record, leave this field blank. If this is a continuance of the first record, type <b>2</b> .

---

<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.</p> <p><b>NOTE:</b> Changes to the <b>Beg-Eff-Date</b> field will create a history record automatically. All other changes will result in a correction to the record.</p>
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p> <p><b>NOTE:</b> If the <b>Last-Eff-Date</b> is modified to a prior date, it cannot be used for an action effective <b>after</b> that date. However, it can be used for any action that is effective prior to the last effective date. The record is <b>not</b> identified as deleted in TMGT.</p>
<b>Department</b>	<p><i>No entry</i> This field is system generated based upon the entry in the Agency/Bureau field.</p>
<b>Agency Abbr</b>	<p><i>No entry</i> This field is system generated based upon the entry in the Agency/Bureau field.</p>
<b>Short-Name-1</b>	<p><i>Required, alphanumeric, 30 positions max.</i> Type the name to be printed on personnel actions for organizational levels 1 through 4.</p> <p><b>NOTE:</b> This data appears in Block 14 and/or 22 (Name and Location of Position's Organization (From and To) of Form SF-50-B, Notification of Personnel Action.</p>
<b>Employee-Express-Ind</b>	<p><i>Optional, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the agency participates in the Employee Express Program.</p>
<b>Name-1</b>	<p><i>Required, alphanumeric, 75 positions max.</i> Type the long name used on personnel reports and actions.</p>
<b>Name-2</b>	<p><i>Optional, alphanumeric, 75 positions max.</i> Type the continued name used for the organizational structure.</p>

---

## Requesting A Report For Table 005

The Table 005 reports screen (**Figure 2:10**) allows users to generate ad hoc reports.

```

TM005R0                TABLE MANAGEMENT REPORTS TABLE 005                XX/XX/XX
                        AGENCY ORGANIZATIONAL STRUCTURE

ENTER DATA FOR REPORT REQUESTED:

FROM  DEPT-CODE:      * AGY/BUR:      * 2ND-LEV:      * 3RD-LEV:
                        * 4TH-LEV:      * 5TH-LEV:      * 6TH-LEV:
                        * 7TH-LEV:      * 8TH-LEV:

TO    DEPT-CODE:      * AGY/BUR:      * 2ND-LEV:      * 3RD-LEV:
                        * 4TH-LEV:      * 5TH-LEV:      * 6TH-LEV:
                        7TH-LEV:      * 8TH-LEV:

SELECT TYPE OF REPORT: ;SELECT OPTIONAL ACTIVE RECORDS
PRINT ACTIVE           CLOSED      OR      DELETED
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT            PF1=MAIN            PF2=005 DOCM            PF4=005 INQY            PF6=REFRESH
                        ENTER=PROCESS
  
```

**Figure 2:10. Table 005, Agency Organizational Structure reports screen**

At the Table 005 reports screen (**Figure 2:10**), complete the From and To fields as follows:

From/To	▽
<b>Dept Code</b>	<i>Optional, alphanumeric, 2 positions</i> Type the department code assigned by OPM.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>2nd-Lev</b>	<i>Required, numeric, 2 positions</i> Type the second level of the organizational structure.
<b>3rd-Lev</b>	<i>Required, numeric, 2 positions</i> Type the third level of the organizational structure.
<b>4th-Lev</b>	<i>Required, numeric, 4 positions</i> Type the fourth level of the organizational structure.
<b>5th-Lev</b>	<i>Required, numeric, 2 positions</i> Type the fifth level of the organizational structure.
<b>6th-Lev</b>	<i>Required, numeric, 2 positions</i> Type the sixth level of the organizational structure.

**7th-Lev** *Required, numeric, 2 positions*  
Type the seventh level of the organizational structure.

**8th-Lev** *Required, numeric, 2 positions*  
Type the eighth level of the organizational structure.

Complete the remaining fields as follows:

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 006, CFC Payee Address

Combined Federal Campaign (CFC) Payee Address is Table 006 on the Table Management System menu. This table contains names and addresses of charitable contribution areas for the United Fund Collection Effort.

**NOTE:** Agencies can query Table 006 data, view documentation data, generate reports, and produce mailing labels. Update authority is limited to authorized NFC personnel only.

### Updating Table 006

The Table 006 update screen (**Figure 2:11**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM006U0	TABLE MANAGEMENT	UPDATE	TABLE 006	XX/XX/XX	
	CFC PAYEE ADDRESS			PAGE: 000001	
*ACTION:	(A)DD	(M)ODIFY	(D)ELETE	(R)EACTIVATE	USER-ID:
					DATE-CHANGED:
*STATE-COUNTRY-CODE:		*CITY-CODE:			
BEG-EFF-DATE:	MM DD YY	LAST-EFF-DATE:	MM DD YY		
NAME-ADDRESS 1:					
NAME-ADDRESS 2:					
NAME-ADDRESS 3:					
CITY :		USER-CNTL:			
STATE :		ZIP CODE:			
EFT-INDICATOR :	TYPE-ACCOUNT:	ACCOUNT-NO:			
ROUTING-NUMBER:		TAXPAYER-ID-NO:			
ENTER DATA AND PRESS ENTER TO PROCESS					
CLEAR=EXIT	PF1=MAIN	PF2=006 DOCM	PF3=006 RPTS	PF4=006 INQY	
PF5=HELP		PF6=REFRESH		ENTER=PROCESS	

**Figure 2:11. Table 006, CFC Payee Address update screen**

Agencies requiring an update to Table 006 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**Note:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 006 update screen (**Figure 2:11**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>State-Country-Code</b>	<i>Required, numeric, 2 positions</i> Type the state or country code.
<b>City Code</b>	<i>Required, numeric, 4 positions</i> Type the city code.  <b>Note:</b> State, country, and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Name-Address 1</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the first line of the mailing address for the CFC Payee.
<b>Name-Address 2</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the second line of the mailing address for the CFC Payee.
<b>Name-Address 3</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the third line of the mailing address for the CFC Payee.
<b>City</b>	<i>Required, alpha, 20 positions max.</i> Type the city name.
<b>User-Cntl</b>	<i>Required, numeric, 12 positions max.</i> Type the identification number assigned to the state and city to which the contributions are being sent.
<b>State</b>	<i>No entry</i> This field is system generated based upon the entry in the State-Country-Code field.
<b>ZIP Code</b>	<i>Required, numeric, 9 positions max.</i> Type the 5-digit ZIP Code and the optional ZIP+4 Code.
<b>EFT-Indicator</b>	<i>Conditional, numeric, 1 position</i> If the monies for the state taxes will be submitted electronically to a financial institution, type <b>1</b> . Otherwise, leave this field blank.  <b>Note:</b> If <b>1</b> is entered, you must complete the Type-Account, Account-No, and Routing-Number fields.

- Type-Account** *Conditional, alpha, 1 position*  
If **1** was entered in the EFT-Indicator field, type **C** (checking) or **S** (savings) to indicate the type of account where the monies will be deposited.
- Account-No** *Conditional, numeric, 17 positions max.*  
If **1** was entered in the EFT-Indicator field, type the account number the monies will be deposited.
- Routing-Number** *Conditional, numeric, 9 positions*  
If **1** was entered in the EFT-Indicator field, type the routing number of the financial institution to which funds are electronically transferred.
- Taxpayer-ID-No** *Optional, alphanumeric, 11 positions max.*  
Type the payee's TIN (taxpayer identification number).  
**NOTE:** This is the EIN (employer identification number) assigned to a business by the Internal Revenue Service (IRS).

## Requesting A Report For Table 006

The Table 006 reports screen (**Figure 2:12**) allows users to generate ad hoc reports and to produce mailing labels.

```

TM006R0          TABLE MANAGEMENT REPORTS TABLE 006          XX/XX/XX
                  CFC PAYEE ADDRESS

ENTER DATA FOR REPORT REQUESTED:

FROM      *STATE/COUNTRY-CODE:      *CITY-CODE:
TO        *STATE/COUNTRY-CODE:      *CITY-CODE:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL
PRINT LABELS      # OF SETS

VIEW REPORT BEFORE PRINTING? N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                      REMOTE ID

CLEAR=EXIT      ENTER DATA AND PRESS "ENTER" TO PROCESS
PF1=MAIN        PF2=006 DOCM      PF4=006 INQY      PF6=REFRESH
ENTER=PROCESS

```

**Figure 2:12. Table 006, CFC Payee Address reports screen**

At the Table 006 reports screen (**Figure 2:12**), complete the From and To fields as follows:

---

**From/To**                    ▾

**State/Country-Code**

*Required, numeric, 2 positions*  
Type the state or country code.

**City-Code**

*Required, numeric, 4 positions*  
Type the city code.

**NOTE:** State, country, and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Complete the remaining fields as follows:

**Select Type of Report**

*Required, alphanumeric, 1 position*  
Type **X** next to the applicable option as described below.

<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Label/# of Sets</b>	Used to print labels for active records only. If labels are to be printed, type the number of sets desired in the # of Sets field. The # of Sets must be 2 numeric positions greater than 0.

**View Report Before Printing**

*Optional default, alpha, 1 position*  
*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*  
Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*  
Type the number of the printer designated to print the table.

---



---

---

## Table 007, City Tax, City Name And Address

City Tax, City Name And Address is Table 007 on the Table Management System menu. This table contains the names and addresses of city taxing authorities.

**NOTE:** Agencies can query Table 007 data, view documentation data, generate reports, and produce mailing labels. Update authority is limited to authorized NFC personnel only.

### Updating Table 007

The Table 007 update screen (**Figure 2:13**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM007U0	TABLE MANAGEMENT UPDATE TABLE 007	XX/XX/XX
	CITY TAX, CITY NAME AND ADDRESS	PAGE: 000001
*ACTION: (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE		USER-ID:
		DATE-CHANGED:
*STATE-CODE:	*CITY-CODE:	
BEG-EFF-DATE: MM DD YY		LAST-EFF-DATE: MM DD YY
NAME-ADDRESS 1:		CITY-CNTRL:
NAME-ADDRESS 2:		
NAME-ADDRESS 3:		
CITY :	STATE:	ZIP CODE:
CITY-TAX-STATUS :		
CITY-TAX-PAY-FREQUENCY:		
WITHHOLDING-AGREEMENT :		
INFO-RETURN-WAGE-IND :		
EFT-INDICATOR :	TYPE-ACCOUNT:	ACCOUNT-NO:
ROUTING-NUMBER :		TAXPAYER-ID-NO:
	ENTER DATA AND PRESS ENTER TO PROCESS	
CLEAR=EXIT	PF1=MAIN	PF2=007 DOCM
PF5=HELP	PF3=007 RPTS	PF4=007 INQY
	PF6=REFRESH	ENTER=PROCESS

**Figure 2:13. Table 007, City, Tax, City Name And Address update screen**

Agencies requiring an update to Table 007 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 007 update screen (**Figure 2:13**), complete the fields as follows:

Key Fields	∇								
<b>Action</b>	<p><i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>								
<b>State-Code</b>	<p><i>Required, numeric, 2 positions</i> Type the state code.</p>								
<b>City-Code</b>	<p><i>Required, numeric, 4 positions</i> Type the city code.</p> <p><b>NOTE:</b> State and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.</p>								
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.</p>								
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>								
<b>Name-Address 1</b>	<p><i>Required, alphanumeric, 35 positions max.</i> Type the first line of the mailing address for the taxing authority.</p>								
<b>City-Cntrl</b>	<p><i>Required, numeric, 12 positions max.</i> Type the taxpayer identification number for the municipality.</p>								
<b>Name-Address 2</b>	<p><i>Optional, alphanumeric, 35 positions max.</i> Type the second line of the mailing address for the taxing authority.</p>								
<b>Name-Address 3</b>	<p><i>Optional, alphanumeric, 35 positions max.</i> Type the third line of the mailing address for the taxing authority.</p>								
<b>City</b>	<p><i>Required, alpha, 20 positions max.</i> Type the city name.</p>								
<b>State</b>	<p><i>No entry</i> This field is system generated based upon the entry in the State-Code field.</p>								
<b>ZIP Code</b>	<p><i>Required, numeric, 9 positions max.</i> Type the 5-digit ZIP Code and the optional ZIP+4 Code.</p>								
<b>City-Tax-Status</b>	<p><i>Required, numeric, 1 position</i> Type the code that indicates the basis for withholding city income taxes. Valid values are:</p> <table border="0"> <tr> <td style="padding-left: 20px;"><b>1</b></td> <td>duty station</td> </tr> <tr> <td style="padding-left: 20px;"><b>2</b></td> <td>residence</td> </tr> <tr> <td style="padding-left: 20px;"><b>3</b></td> <td>both duty station and residence</td> </tr> <tr> <td style="padding-left: 20px;"><b>4</b></td> <td>voluntary</td> </tr> </table>	<b>1</b>	duty station	<b>2</b>	residence	<b>3</b>	both duty station and residence	<b>4</b>	voluntary
<b>1</b>	duty station								
<b>2</b>	residence								
<b>3</b>	both duty station and residence								
<b>4</b>	voluntary								

**City-Tax-Pay-Frequency**

*Required, numeric, 1 position*

Type the code that indicates the frequency at which taxes are paid to the taxing authority. Valid values are:

- 1**            pay period
- 2**            monthly
- 3**            quarterly

**Withholding-Agreement**

*Required, alpha, 1 position*

Type **Y** (yes) or **N** (no) to indicate whether or not an agreement exists between the city and the Department of the Treasury to withhold city taxes.

**Info-Return-Wage-Ind**

*Required, numeric, 1 position*

Type the code that indicates where the employee's wage information is to be forwarded. Valid values are:

- 1**            duty station
- 2**            residence
- 3**            both duty station and residence

**EFT-Indicator**

*Conditional, numeric, 1 position*

If the monies for the state taxes will be submitted electronically to a financial institution, type **1**. Otherwise, leave this field blank.

**NOTE:** If **1** is entered, you must complete the Type-Account, Account-No, and Routing-Number fields.

**Type-Account**

*Conditional, alpha, 1 position*

If **1** was entered in the EFT-Indicator field, type **C** (checking) or **S** (savings) to indicate the type of account where the monies will be deposited.

**Account-No**

*Conditional, numeric, 17 positions max.*

If **1** was entered in the EFT-Indicator field, type the account number the monies will be deposited .

**Routing- Number**

*Conditional, numeric, 9 positions*

If **1** was entered in the EFT-Indicator field, type the routing number of the financial institution to which funds are electronically transferred.

**Taxpayer-ID-No**

*Optional, alphanumeric, 11 positions max.*

Type the payee's TIN.

**NOTE:** This is the TIN assigned to a business by the Internal Revenue Service (IRS).

## Requesting A Report For Table 007

The Table 007 reports screen (**Figure 2:14**) allows users to generate ad hoc reports and to produce mailing labels.

```

TM007R0          TABLE MANAGEMENT REPORTS TABLE 007          XX/XX/XX
                  CITY TAX, CITY NAME AND ADDRESS

ENTER DATA FOR REPORT REQUESTED:

FROM      *STATE-CODE:      *CITY-CODE:
TO        *STATE-CODE:      *CITY-CODE:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL
PRINT LABELS      # OF SETS

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME          REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=007 DOCM      PF4=007 INQY      PF6=REFRESH
                  ENTER=PROCESS
    
```

**Figure 2:14. Table 007, City, Tax, City Name And Address reports screen**

At the Table 007 reports screen (**Figure 2:14**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>State-Code</b>	<i>Required, numeric, 2 positions</i> Type the state code.
<b>City-Code</b>	<i>Required, numeric, 4 positions</i> Type the city code.
	<b>NOTE:</b> State and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.
	Complete the remaining fields as follows:
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.

**Print All**

Used to retrieve all active, deleted, and history records within a table.

**Print Label/# of Sets**

Used to print labels for active records only. If labels are to be printed, type the number of sets desired in the # of Sets field. The # of Sets must be 2 numeric positions greater than 0.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 008, County Tax, County Name And Address

County Tax, County Name And Address is Table 008 on the Table Management System menu. This table contains the names and addresses of county taxing authorities.

**NOTE:** Agencies can query Table 008 data, view documentation data, generate reports, and produce mailing labels. Update authority is limited to authorized NFC personnel only.

### Updating Table 008

The Table 008 update screen (**Figure 2:15**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM008U0	TABLE MANAGEMENT UPDATE TABLE 008	XX/XX/XX
	COUNTY TAX, COUNTY NAME AND ADDRESS	PAGE: 000001
*ACTION:	(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID:
		DATE-CHANGED:
*STATE-CODE:	*COUNTY-CODE:	
BEG-EFF-DATE: MM DD YY	LAST-EFF-DATE: MM DD YY	
NAME-ADDRESS 1:		
NAME-ADDRESS 2:		
NAME-ADDRESS 3:		
CITY :		USER-CNTL:
STATE :	ZIP CODE:	
COUNTY-TAX-STATUS :		
COUNTY-TAX-PAY-FREQUENCY:		
EFT-INDICATOR :	TYPE-ACCOUNT:	ACCOUNT-NO:
ROUTING-NUMBER:		TAXPAYER-ID-NO:
ENTER DATA AND PRESS ENTER TO PROCESS		
CLEAR=EXIT	PF1=MAIN	PF2=008 DOCM
PF5=HELP	PF6=REFRESH	PF3=008 RPTS
		PF4=008 INQY
		ENTER=PROCESS

**Figure 2:15. Table 008, County Tax, County Name And Address update screen**

Agencies requiring an update to Table 008 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 008 update screen (**Figure 2:15**), complete the fields as follows:

---

<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.								
<b>State-Code</b>	<i>Required, numeric, 2 positions</i> Type the state code.								
<b>County-Code</b>	<i>Required, numeric, 3 positions</i> Type the county code.  <b>NOTE:</b> State and county codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.								
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.								
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .								
<b>Name-Address 1</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the first line of the mailing address for the taxing authority.								
<b>Name-Address 2</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the second line of the mailing address for the taxing authority.								
<b>Name-Address 3</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the third line of the mailing address for the taxing authority.								
<b>City</b>	<i>Required, alpha, 20 positions max.</i> Type the city name.								
<b>User-Cntl</b>	<i>Required, numeric, 12 positions max.</i> Type the identification number assigned to the county for taxing authority purposes.								
<b>State</b>	<i>No entry</i> This field is system generated based upon the entry in the State-Code field.								
<b>ZIP-Code</b>	<i>Required, numeric, 9 positions max.</i> Type the 5-digit ZIP Code and the optional ZIP+4 Code.								
<b>County-Tax-Status</b>	<i>Required, numeric, 1 position</i> Type the code that indicates the basis for withholding county income taxes. Valid values are:  <table><tr><td><b>1</b></td><td>duty station</td></tr><tr><td><b>2</b></td><td>residence</td></tr><tr><td><b>3</b></td><td>both duty station and residence</td></tr><tr><td><b>4</b></td><td>voluntary</td></tr></table>	<b>1</b>	duty station	<b>2</b>	residence	<b>3</b>	both duty station and residence	<b>4</b>	voluntary
<b>1</b>	duty station								
<b>2</b>	residence								
<b>3</b>	both duty station and residence								
<b>4</b>	voluntary								

**County-Tax-Pay-Frequency**

*Required, numeric, 1 position*

Type the code that indicates the frequency at which taxes are paid to the taxing authority. Valid values are:

- 1**            pay period
- 2**            monthly
- 3**            quarterly

**EFT-Indicator**

*Conditional, numeric, 1 position*

If the monies for the state taxes will be submitted electronically to a financial institution, type **1**. Otherwise, leave this field blank.

**NOTE:** If **1** is entered, you must complete the Type-Account, Account-No, and Routing-Number fields.

**Type-Account**

*Conditional, alpha, 1 position*

If **1** was entered in the EFT-Indicator field, type **C** (checking) or **S** (savings) to indicate the type of account where the monies will be deposited.

**Account-No**

*Conditional, numeric, 17 positions max.*

If **1** was entered in the EFT-Indicator field, type the account number the monies will be deposited.

**Routing-Number**

*Conditional, numeric, 9 positions*

If **1** was entered in the EFT-Indicator field, type the routing number of the financial institution to which funds are electronically transferred.

**Taxpayer-ID-No**

*Optional, alphanumeric, 11 positions max.*

Type the payee's TIN.

**NOTE:** This is the TIN assigned to a business by the Internal Revenue Service (IRS).



## Requesting A Report For Table 008

The Table 008 reports screen (**Figure 2:16**) allows users to generate ad hoc reports and to produce mailing labels.

```

TM008R0          TABLE MANAGEMENT REPORTS TABLE 008          XX/XX/XX
                  COUNTY TAX, COUNTY NAME AND ADDRESS

ENTER DATA FOR REPORT REQUESTED:

FROM      *STATE-CODE:      *COUNTY-CODE:
TO        *STATE-CODE:      *COUNTY-CODE:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL
PRINT LABELS      # OF SETS

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                      REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=008 DOCM    PF4=008 INQY    PF6=REFRESH
                  ENTER=PROCESS
    
```

**Figure 2:16. Table 008, County Tax, County Name And Address reports screen**

At the Table 008 reports screen (**Figure 2:16**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>State-Code</b>	<i>Required, numeric, 2 positions</i> Type the state code.
<b>County-Code</b>	<i>Required, numeric, 3 positions</i> Type the county code.
	<b>NOTE:</b> State and county codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.
	Complete the remaining fields as follows:
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.

**Print All**

Used to retrieve all active, deleted, and history records within a table.

**Print Label/# of Sets**

Used to print labels for active records only. If labels are to be printed, type the number of sets desired in the # of Sets field. The # of Sets must be 2 numeric positions greater than 0.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 009, State Tax Name And Address

State Tax Name And Address is Table 009 on the Table Management System menu. This table contains the names and addresses of state taxing authorities.

**NOTE:** Agencies can query Table 009 data, view documentation data, generate reports, and produce mailing labels. Update authority is limited to authorized NFC personnel only.

### Updating Table 009

The Table 009 update screen (**Figure 2:17**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM009U0	TABLE MANAGEMENT UPDATE TABLE 009	XX/XX/XX
	STATE TAX NAME AND ADDRESS	PAGE: 000001
*ACTION:	(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID: DATE-CHANGED:
*STATE-CODE:		
BEG-EFF-DATE: MM DD YY	LAST-EFF-DATE: MM DD YY	
NAME-ADDRESS 1:		
NAME-ADDRESS 2:		
NAME-ADDRESS 3:		
CITY :	USER-CNTL :	
STATE :	EFT-INDICATOR:	
ZIP CODE :	TYPE-ACCOUNT:	
EXEMPT-TYPE-CODE :	ACCOUNT-NO:	
WITHHOLDING-AGREEMENT:	ROUTING-NUMBER:	
TAX-TYPE-CODE :	TAXPAYER-ID-NO:	
ENTER DATA AND PRESS ENTER TO PROCESS		
CLEAR=EXIT	PF1=MAIN	PF2=009 DOCM
PF5=HELP	PF6=REFRESH	PF3=009 RPTS
		PF4=009 INQY
		ENTER=PROCESS

**Figure 2:17. Table 009, State Tax Name And Address update screen**

Agencies requiring an update to Table 009 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 009 update screen (**Figure 2:17**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>State-Code</b>	<i>Required, numeric, 2 positions</i> Type the state code.  <b>NOTE:</b> State codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Name-Address-1</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the first line of the mailing address for the taxing authority.
<b>Name-Address-2</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the second line of the mailing address for the taxing authority.
<b>Name-Address-3</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the third line of the mailing address for the taxing authority.
<b>City</b>	<i>Required, alpha, 20 positions max.</i> Type the city name.
<b>User-Cntl</b>	<i>Required, numeric, 15 positions max.</i> Type the identification number assigned to the state for taxing authority purposes.
<b>State</b>	<i>No entry</i> This field is system generated based upon the entry in the State-Code field.
<b>EFT-Indicator</b>	<i>Conditional, numeric, 1 position</i> Type <b>1</b> if the monies for the state taxes will be submitted electronically to a financial institution; otherwise, leave this field blank.  <b>NOTE:</b> If <b>1</b> is entered, you must complete the Type-Account, Account-No, and Routing-Number fields.
<b>ZIP Code</b>	<i>Required, numeric, 9 positions max.</i> Type the 5-digit ZIP Code and the optional ZIP+4 Code.
<b>Type-Account</b>	<i>Conditional, alpha, 1 position</i> If <b>1</b> was entered in the EFT-Indicator field, type <b>C</b> (checking) or <b>S</b> (savings) to indicate the type of account where the monies will be deposited.

<b>Exempt-Type-Code</b>	<i>Optional, numeric, 2 positions</i> Type the code assigned by the state for taxing authority purposes.
<b>Account-No</b>	<i>Conditional, numeric, 17 positions max.</i> If <b>1</b> was entered in the EFT-Indicator field, type the account number the monies will be deposited.
<b>Withholding-Agreement</b>	<i>Optional, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not an agreement exists with the state and the Department of the Treasury to withhold state taxes.
<b>Routing-Number</b>	<i>Conditional, numeric, 9 positions</i> If <b>1</b> was entered in the EFT-Indicator field, type the routing number of the financial institution to which funds are electronically transferred.
<b>Tax-Type-Code</b>	<i>Optional, numeric, 5 positions max.</i> Type <b>011</b> and the 2-digit code that identifies the type of tax to be withheld.
<b>Taxpayer-ID-No</b>	<i>Optional, alphanumeric, 11 positions max.</i> Type the payee's TIN.  <b>NOTE:</b> This is the EIN assigned to a business by the Internal Revenue Service (IRS).

---

## Requesting A Report For Table 009

The Table 009 reports screen (**Figure 2:18**) allows users to generate ad hoc reports and to produce mailing labels.

```

TM009R0                TABLE MANAGEMENT REPORTS TABLE 009                XX/XX/XX
                        STATE TAX NAME AND ADDRESS

ENTER DATA FOR REPORT REQUESTED:

FROM      *STATE-CODE:

TO        *STATE-CODE:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL
PRINT LABELS      # OF SETS

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=009 DOCM      PF4=009 INQY      PF6=REFRESH
                        ENTER=PROCESS
    
```

**Figure 2:18. Table 009, State Tax Name And Address reports screen**

At the Table 009 reports screen (**Figure 2:18**), complete the From and To fields as follows:

<b>From/To</b>	∇				
<b>State-Code</b>	<p><i>Required, numeric, 2 positions</i> Type the state code.</p> <p><b>NOTE:</b> State codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.</p> <p>Complete the remaining fields as follows:</p>				
<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"><b>Print Active</b></td> <td>Used to retrieve only active records within a table.</td> </tr> <tr> <td style="vertical-align: top;"><b>Print History</b></td> <td>Used to retrieve only history records within a table.</td> </tr> </table>	<b>Print Active</b>	Used to retrieve only active records within a table.	<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print Active</b>	Used to retrieve only active records within a table.				
<b>Print History</b>	Used to retrieve only history records within a table.				

**Print All**

Used to retrieve all active, deleted, and history records within a table.

**Print Label/# of Sets**

Used to print labels for active records only. If labels are to be printed, type the number of sets desired in the # of Sets field. The # of Sets must be 2 numeric positions greater than 0.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## Table 010, Union And Association Code Address

Union And Association Code Address is Table 010 on the Table Management System menu. This table contains the names and addresses of union and association organizations for which union dues are withheld. Also included are withholding amounts and percentages for calculating union dues to eliminate any over/under payments to locals/chapters.

Table 010 generates biweekly withholding in NFC's entry systems for those unions/associations whose rates have been entered in Table 010. Unions/associations whose rates have not been entered in Table 010 must enter the union dues amounts or percentages when entering the union dues data for processing.

**NOTE:** Agencies can query Table 010 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 010

The Table 010 update screen (**Figure 2:19**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM010U0          TABLE MANAGEMENT UPDATE TABLE 010          XX/XX/XX
                  UNION AND ASSOCIATION CODE ADDRESS          PAGE: 000001

*ACTION:   (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE   USER-ID:
                                                    DATE-CHANGED:

*UNION/LOCAL OR EMP-ORG-CODE:

BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY
NAME-ADDRESS 1:
NAME-ADDRESS 2:
NAME-ADDRESS 3:
CITY          :                  USER-CNTL:
STATE         :                  ZIP CODE:
REVOCATION-EFF-CODE :          UNION-DED-INDICATOR:
UNION-DUES-AMT :
UNION-MINIMUM-DED-AMT:          UNION-DUES-PERCENT:
UNION/ASSOCIATION(U OR A):
EFT-INDICATOR :          TYPE-ACCOUNT:   ACCOUNT-NO:
ROUTING-NUMBER:          TAXPAYER-ID-NO:
CONTACT PERSON :          TELEPHONE : 000 000 0000

                  ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT   PF1=MAIN   PF2=010 DOCM   PF3=010 RPTS   PF4=010 INQY
PF5=HELP     PF6=REFRESH   ENTER=PROCESS
  
```

**Figure 2:19. Table 010, Union And Association Code Address update screen**

Agencies requiring an update to Table 010 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.



**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 010 update screen (**Figure 2:19**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Union/Local Or Emp-Org-Code</b>	<i>Required, numeric, 6 positions</i> Type the union, association, or employee organization identification code.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Name-Address 1</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the first line of the mailing address for the union/local or association.
<b>Name-Address 2</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the second line of the mailing address for the union/local or association.
<b>Name-Address 3</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the third line of the mailing address for the union/local or association.
<b>City</b>	<i>Required, alpha, 20 positions max.</i> Type the city name.
<b>User-Cntl</b>	<i>Required, numeric, 12 positions max.</i> Type the number that identifies whether the union is the headquarters office or a local office.
<b>State</b>	<i>Required, alpha, 2 positions</i> Type the state abbreviation.
<b>ZIP Code</b>	<i>Required, numeric, 9 positions max.</i> Type the 5-digit ZIP Code and the optional ZIP+4 Code.
<b>Revocation-Eff-Code</b>	<i>Required, numeric, 1 position</i> Type the revocation code. Valid values are:

- 0** Effective At End Of Pay Period Processed
- 1** Effective 1st Full Pay Period After March 1
- 2** Effective 1st Full Pay Period After March 1 Or September 1, Whichever Occurs First
- 3** Effective 1st Full Pay Period After September 1
- 4** Effective 1st Full Pay Period After January 11
- 5** Effective 1st Pay Period After May 1
- 6** Effective January 1, April 1, July 1, Or October 1

**Union-Ded-Indicator**

*Required, numeric, 1 position*

Type the code that identifies the type of deduction. Valid values are:

- 1** Biweekly
- 2** Percent Of Basic Wages
- 3** Special Handling Requires The Percentage Of Basic Wages and The Union-Minimum-Ded-Amt
- 4** Local Dues Deduction Amount
- 5** Local Percent Deduction

**Union-Dues-Amt**

*Conditional, numeric, 4 positions max.*

If the Union-Ded-Indicator field equals **1** or **4**, type the union dues amount in dollars and cents. Do not enter a decimal.

**Union-Minimum-Ded-Amt**

*Optional, numeric, 4 positions*

If the Union-Ded-Indicator field equals **3**, type the minimum deduction dollar amount for union dues.

**Union-Dues-Percent**

*Conditional, numeric, 4 positions max.*

If the Union-Ded-Indicator field equals **2**, **3**, or **5**, type the percentage to be deducted for union dues.

**Union/  
Association  
(U Or A)**

*Required, alpha, 1 position*

Type **U** (union) or **A** (association) to indicate the type of organization.

**EFT-Indicator**

*Conditional, alpha, 1 position*

If the monies for the union or association are to be submitted electronically to a financial institution, type **1**. Otherwise, leave this field blank.

**NOTE:** If **1** is entered you must complete the Type-Account, Account-No, and Routing-Number fields.

**Type-Account**

*Conditional, alpha, 1 position*

If **1** was entered in the EFT-Indicator field, type **C** (checking) or **S** (savings) to indicate the type of account where the monies will be deposited.

**Account-No**

*Conditional, alphanumeric, 14 positions max.*

If **1** was entered in the EFT-Indicator field, type the account number the monies are to be deposited.

- Routing-Number** *Conditional, numeric, 9 positions*  
If **1** was entered in the EFT-Indicator field, type the routing number of the financial institution to which funds are electronically transferred.
- Taxpayer-ID-No** *Optional, alphanumeric, 11 positions max.*  
Type the applicable TIN.  
**NOTE:** This is the EIN as assigned by the Internal Revenue Service (IRS) to businesses.
- Contact Person** *Required, alphanumeric, 35 positions max.*  
Type the name of the authorizing individual.
- Telephone** *Required, numeric, 10 positions*  
Type the telephone number of the contact person including the area code.

## Requesting A Report For Table 010

The Table 010 reports screen (**Figure 2:20**) allows users to generate ad hoc reports.

```

TM010R0          TABLE MANAGEMENT REPORTS TABLE 010          XX/XX/XX
                  UNION AND ASSOCIATION CODE ADDRESS

ENTER DATA FOR REPORT REQUESTED:

    FROM      * UNION/LOCAL OR EMP-ORG-CODE:

    TO        * UNION/LOCAL OR EMP-ORG-CODE:

SELECT TYPE OF REPORT:

    PRINT ACTIVE
    PRINT HISTORY
    PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION:  NAME                      REMOTE ID

CLEAR=EXIT          ENTER DATA AND PRESS "ENTER" TO PROCESS
                    PF1=MAIN          PF2=010 DOCM          PF4=010 INQY          PF6=REFRESH
                    ENTER=PROCESS
  
```

**Figure 2:20. Table 010, Union And Association Code Address reports screen**

At the Table 010 reports screen (**Figure 2:20**), complete the From and To fields as follows:

- From/To** ▾
- Union/Local Or Emp-Org-Code** *Required, numeric, 6 positions*  
Type the union, association, or employee organization identification code.

Complete the remaining fields as follows:

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

- |                      |   |
|----------------------|---|
| <b>Print Active</b>  | Used to retrieve only active records within a table.                      |
| <b>Print History</b> | Used to retrieve only history records within a table.                     |
| <b>Print All</b>     | Used to retrieve all active, deleted, and history records within a table. |

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 011, Health Benefit Carrier Name And Address

Health Benefit Carrier Name And Address is Table 011 on the Table Management System menu. This table contains names and addresses of health benefit insurance carriers.

**NOTE:** Agencies can query Table 011 data, view documentation data, generate reports, and produce mailing labels. Update authority is limited to authorized NFC personnel only.

### Updating Table 011

The Table 011 update screen (**Figure 2:21**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM011U0	TABLE MANAGEMENT UPDATE TABLE 011	XX/XX/XX
	HEALTH BENEFIT CARRIER NAME AND ADDRESS	PAGE: 000001
*ACTION:	(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID:
		DATE-CHANGED:
*HB-CARRIER-CODE:		
BEG-EFF-DATE: MM DD YY	LAST-EFF-DATE: MM DD YY	
NAME-ADDRESS 1:		
NAME-ADDRESS 2:		
NAME-ADDRESS 3:		
CITY :		
STATE :		
ZIP CODE :		
	ENTER DATA AND PRESS ENTER TO PROCESS	
CLEAR=EXIT	PF1=MAIN	PF2=011 DOCM
PF5=HELP		PF3=011 RPTS
	PF6=REFRESH	PF4=011 INQY
		ENTER=PROCESS

**Figure 2:21. Table 011, Health Benefit Carrier Name And Address update screen**

Agencies requiring an update to Table 011 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 011 update screen (**Figure 2:21**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>HB-Carrier- Code</b>	<i>Required, alphanumeric, 2 positions</i> Type the health benefit carrier code.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Name-Address 1</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the first line of the carrier's mailing address.
<b>Name-Address 2</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the second line of the carrier's mailing address.
<b>Name-Address 3</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the third line of the carrier's mailing address.
<b>City</b>	<i>Required, alpha, 20 positions max.</i> Type the city name.
<b>State</b>	<i>Required, alpha, 2 positions</i> Type the state abbreviation.
<b>ZIP Code</b>	<i>Required, numeric, 9 positions max.</i> Type the 5-digit ZIP Code and the optional ZIP+4 Code.

---

## Requesting A Report For Table 011

The Table 011 reports screen (**Figure 2:22**) allows users to generate ad hoc reports and to produce mailing labels.

```

TM011R0          TABLE MANAGEMENT REPORTS TABLE 011          XX/XX/XX
                HEALTH BENEFIT CARRIER NAME AND ADDRESS

ENTER DATA FOR REPORT REQUESTED:

FROM      *HB-CARRIER-CODE:

TO        *HB-CARRIER-CODE:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL
PRINT LABELS      # OF SETS

VIEW REPORT BEFORE PRINTING? N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                      REMOTE ID

                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=011 DOCM    PF4=011 INQY    PF6=REFRESH
                ENTER=PROCESS
    
```

**Figure 2:22. Table 011, Health Benefit Carrier Name And Address reports screen**

At the Table 011 reports screen (**Figure 2:22**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>HB-Carrier-Code</b>	<i>Required, alphanumeric, 2 positions</i> Type the health benefit carrier code.
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Label/# of Sets</b>	Used to print labels for active records only. If labels are to be printed, type the number of sets desired in the # of Sets field.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.*

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---



## Table 012, Health Benefit Rates

Health Benefit Rates is Table 012 on the Table Management System menu. This table contains the health benefit insurance rates used in computing the employee's net pay.

**NOTE:** Agencies can query Table 012 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 012

The Table 012 update screen (**Figure 2:23**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM012U0	TABLE MANAGEMENT UPDATE TABLE 012		XX/XX/XX
	HEALTH BENEFIT RATES		PAGE: 000001
	SCREEN 1 OF 3		
*ACTION: _ (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID:		DATE-CHANGED:
*HB-CARRIER-CODE:			
*HB-OPTION-CODE :			
BEG-EFF-DATE:	LAST-EFF-DATE:		
HB-CURRENT-YR:			
HB-DEDUCTION-AMT : 000000 (999.99)	HB-CONTRIBUTION-AMT :	000000 (999.99)	
HB-MONTH-PREMIUM : 000000 (9999.99)	HB-MONTH-PLUS-PERCENT :	000000 (9999.99)	
FDIC RATES			
FDIC-REG-DED-AMT : 000000 (999.99)	FDIC-REG-CONTRI-AMT :	000000 (999.99)	
FDIC-REG-MO-PREM : 000000 (9999.99)	FDIC-REG-MO-PLUS-PCT :	000000 (9999.99)	
FDIC-SPE-DED-AMT : 000000 (999.99)	FDIC-SPE-CONTRI-AMT :	000000 (999.99)	
FDIC-SPE-MO-PREM : 000000 (9999.99)	FDIC-SPE-MO-PLUS-PCT :	000000 (9999.99)	
ENTER DATA AND PRESS ENTER TO PROCESS			
CLEAR=EXIT	PF1=MAIN	PF2=012 DOCM	PF3=012 RPTS
PF5=HELP	PF6=REFRESH	PF10=SCREEN 2	ENTER=PROCESS

**Figure 2:23. Table 012, Health Benefit Rates update screen**

Agencies requiring an update to Table 012 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 012 update screen (**Figure 2:23**), complete the fields as follows:

<b>Key Fields</b>	▽								
<b>Action</b>	<p><i>Required, alpha, 1 position</i>            Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>								
<b>HB-Carrier-Code</b>	<p><i>Required, alphanumeric, 2 positions</i>            Type the health benefit insurance carrier code.</p>								
<b>HB-Option-Code</b>	<p><i>Required, numeric, 1 position</i>            Type the code that identifies the option of the health insurance plan. Valid values are:</p> <table border="0"> <tr> <td><b>1</b></td> <td>self high</td> </tr> <tr> <td><b>2</b></td> <td>family high</td> </tr> <tr> <td><b>4</b></td> <td>self low</td> </tr> <tr> <td><b>5</b></td> <td>family low</td> </tr> </table>	<b>1</b>	self high	<b>2</b>	family high	<b>4</b>	self low	<b>5</b>	family low
<b>1</b>	self high								
<b>2</b>	family high								
<b>4</b>	self low								
<b>5</b>	family low								
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the effective date for the record in MM DD YY order.</p>								
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>								
<b>HB-Current-Year</b>	<p><i>Optional, numeric, 2 positions</i>            Type the last 2 digits of the current year.</p>								
<b>HB-Deduction-Amt</b>	<p><i>Conditional, numeric, 5 positions max.</i>            Type the amount to be deducted from the employee's salary for health benefit insurance in dollars and cents. Do not enter a decimal.</p>								
<b>HB-Contribution-Amt</b>	<p><i>Optional, numeric, 5 positions max.</i>            Type the amount of the Government's contribution for health benefit insurance in dollars and cents. Do not enter a decimal.</p>								
<b>HB-Month-Premium</b>	<p><i>Conditional, numeric, 6 positions max.</i>            Type the amount to be deducted for the monthly health benefit insurance premium in dollars and cents. Do not enter a decimal.</p>								
<b>HB-Month Plus-Percent</b>	<p><i>Conditional, numeric, 6 positions max.</i>            If the plan requires an additional amount, type the percentage to be withheld in whole numbers and two decimal places. Do not enter a decimal.</p>								
<b>FDIC-Rates</b>									
<b>FDIC Reg-Deduction-Amt</b>	<p><i>Required, numeric, 5 positions max.</i>            Type the deduction amount for the regular health benefits insurance in dollars and cents. Do not enter a decimal. (For FDIC use only.)</p>								

**FDIC Reg-  
Contribution-  
Amt**

*Required, numeric, 5 positions max.*

Type the contribution amount for the regular health benefit insurance in dollars and cents. Do not enter a decimal. (For FDIC use only.)

**FDIC Reg-Month-  
Premium**

*Required, numeric, 6 positions max.*

Type the amount of the monthly premium for the regular health benefit insurance in dollars and cents. Do not enter a decimal. (For FDIC use only.)

**FDIC Reg-Month-  
Plus-Percent**

*Required, numeric, 6 positions max.*

Type the additional amount of the monthly percentage for the regular health benefit insurance in whole numbers and two decimal places. Do not enter a decimal. (For FDIC use only.)

**FDIC Spe-  
Deduction-Amt**

*Required, numeric, 5 positions max.*

Type the special amount to be deducted for the health benefit insurance in dollars and cents. Do not enter a decimal. (For FDIC use only.)

**FDIC Spe-  
Contribution-  
Amt**

*Required, numeric, 5 positions max.*

Type the amount of the special contribution for the health benefit insurance in dollars and cents. Do not enter a decimal. (For FDIC use only.)

**FDIC Spe-Month-  
Premium**

*Required, numeric, 6 positions max.*

Type the special monthly premium amount for the health benefit insurance in dollars and cents. Do not enter a decimal. (For FDIC use only.)

**FDIC Spe-Month-  
Plus-Percent**

*Required, numeric, 6 positions max.*

Type the special monthly percentage amount to be withheld for the health benefit insurance in whole numbers and two decimal places. Do not enter a decimal. (For FDIC use only.)

## Requesting A Report For Table 012

The Table 012 reports screen (**Figure 2:24**) allows users to generate ad hoc reports.

TM012R0	TABLE MANAGEMENT REPORTS TABLE 012 HEALTH BENEFIT RATES	XX/XX/XX
ENTER DATA FOR REPORT REQUESTED:		
FROM	* HB-CARRIER-CODE: _	* HB-OPTION-CODE:
TO	* HB-CARRIER-CODE:	* HB-OPTION-CODE:
SELECT TYPE OF REPORT:		
PRINT ACTIVE		
PRINT HISTORY		
PRINT ALL		
VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)		
ROUTING INFORMATION: NAME		REMOTE ID
ENTER DATA AND PRESS "ENTER" TO PROCESS		
CLEAR=EXIT	PF1=MAIN	PF2=012 DOCM
		PF4=012 INQY
		PF6=REFRESH
	ENTER=PROCESS	

**Figure 2:24. Table 012, Health Benefit Rates reports screen**

At the Table 012 reports screen (**Figure 2:24**), complete the From and To fields as follows:

**From/To** ▾

**HB-Carrier-Code** *Required, alphanumeric, 2 positions*  
Type the health benefit insurance carrier code.

**HB-Option-Code** *Required, numeric, 1 position*  
Type the code that identifies the option of the health insurance plan. Valid values are:

- 1 self high
- 2 family high
- 4 self low
- 5 family low

**Select Type of Report** *Required, alphanumeric, 1 position*  
Type **X** next to the applicable option as described below.

**Print Active** Used to retrieve only active records within a table.  
**Print History** Used to retrieve only history records within a table.  
**Print All** Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 013, State Name And ZIP Range

State Name And ZIP Range is Table 013 on the Table Management System menu. This table contains ZIP Code ranges for each state by state name or territory.

**NOTE:** Agencies can query Table 013 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 013

The Table 013 update screen (**Figure 2:25**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM013U0	TABLE MANAGEMENT UPDATE TABLE 013 STATE NAME AND ZIP RANGE	XX/XX/XX PAGE: 000001
*ACTION: _ (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE		USER-ID: DATE-CHANGED:
*STATE-ABBRV:		
BEG-EFF-DATE: MM DD YY	LAST-EFF-DATE: MM DD YY	
	FULL-STATE-NAME :	
	STATE-CD-NUM :	
	ZIP-LOW :	
	ZIP-HIGH :	
	ZIP-OTHER :	
	CHECK-MAIL-DO-CD:	
	ENTER DATA AND PRESS ENTER TO PROCESS	
CLEAR=EXIT	PF1=MAIN	PF2=013 DOCM
PF5=HELP	PF3=013 RPTS	PF4=013 INQY
	PF6=REFRESH	ENTER=PROCESS

**Figure 2:25. Table 013, State Name And ZIP Range update screen**

Agencies requiring an update to Table 013 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 013 update screen (**Figure 2:25**), complete the fields as follows:

---

<b>Key Fields</b>	∇												
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.												
<b>State-Abbrv</b>	<i>Required, alpha, 2 positions</i> Type the state abbreviation.												
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.												
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .												
<b>Full-State-Name</b>	<i>Required, alpha, 20 positions max.</i> Type the state in which the ZIP Code is located.												
<b>State-Cd-Num</b>	<i>Required, alphanumeric, 2 positions</i> Type the state code.  <b>NOTE:</b> State codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.												
<b>ZIP-Low</b>	<i>Required, numeric, 3 positions</i> Type the first 3 positions of the low end range of ZIP Codes for the state designated by the U.S. Postal Service.												
<b>ZIP-High</b>	<i>Required, numeric, 3 positions</i> Type the first 3 positions of the high end range of ZIP Codes for the state designated by the U.S. Postal Service.												
<b>ZIP-Other</b>	<i>Required, numeric, 3 positions</i> Type the first 3 positions of the ZIP Code that is not within the low or high range for the state designated by the U.S. Postal Service.												
<b>Check-Mail-DO-Cd</b>	<i>Required, numeric, 1 position</i> Type the number that identifies the disbursing office that will issue the check for the state and ZIP Code range. Valid values are:  <table><tr><td><b>1</b></td><td>Alabama</td></tr><tr><td><b>2</b></td><td>Chicago</td></tr><tr><td><b>3</b></td><td>Kansas City</td></tr><tr><td><b>4</b></td><td>Washington, DC</td></tr><tr><td><b>5</b></td><td>San Francisco</td></tr><tr><td><b>6</b></td><td>Philadelphia</td></tr></table>	<b>1</b>	Alabama	<b>2</b>	Chicago	<b>3</b>	Kansas City	<b>4</b>	Washington, DC	<b>5</b>	San Francisco	<b>6</b>	Philadelphia
<b>1</b>	Alabama												
<b>2</b>	Chicago												
<b>3</b>	Kansas City												
<b>4</b>	Washington, DC												
<b>5</b>	San Francisco												
<b>6</b>	Philadelphia												

---

## Requesting A Report For Table 013

The Table 013 reports screen (**Figure 2:26**) allows users to generate ad hoc reports.

```

TM013R0          TABLE MANAGEMENT REPORTS TABLE 013          XX/XX/XX
                  STATE NAME AND ZIP RANGE

ENTER DATA FOR REPORT REQUESTED:

    FROM    * STATE-ABBRV:  _
    TO      * STATE-ABBRV:

SELECT TYPE OF REPORT:

    PRINT ACTIVE
    PRINT HISTORY
    PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT          PF1=MAIN          PF2=013 DOCM          PF4=013 INQY          PF6=REFRESH
                                ENTER=PROCESS
  
```

**Figure 2:26. State Name And ZIP Range reports screen**

At the Table 013 reports screen (**Figure 2:26**), complete the From and To fields as follows:

<b>From/To</b>	▽
<b>State-Abbrv</b>	<i>Required, alpha, 2 positions</i> Type the state abbreviation.
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
	<b>Print Active</b> Used to retrieve only active records within a table.
	<b>Print History</b> Used to retrieve only history records within a table.
	<b>Print All</b> Used to retrieve all active, deleted, and history records within a table.
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.



**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 014, Department Codes

Department Codes is Table 014 on the Table Management System menu. This table contains only the department codes established by OPM.

**NOTE:** Agencies can query Table 014 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 014

The Table 014 update screen (**Figure 2:27**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM014U0	TABLE MANAGEMENT UPDATE TABLE 014	XX/XX/XX
	DEPARTMENT CODES	PAGE: 000001
*ACTION: _ (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE		USER=ID:
		DATE-CHANGED:
*TABLE-CONSTANT:		
BEG-EFF-DATE: MM DD YY	LAST-EFF-DATE: MM DD YY	
DEPT-CODES:		
01-15		
16-30		
31-45		
46-60		
61-75		
76-90		
	ENTER DATA AND PRESS ENTER TO PROCESS	
CLEAR=EXIT	PF1=MAIN	PF2=014 DOCM
PF5=HELP	PF6=REFRESH	PF3=014 RPTS
		PF4=014 INQY
		ENTER=PROCESS

**Figure 2:27. Table 014, Department Codes update screen**

Agencies requiring an update to Table 014 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

NOTE: At the Table 014 update screen (**Figure 2:27**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Table-Constant</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> (first page). Type <b>B</b> (second page). Type <b>C</b> (third page).
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.  <b>NOTE:</b> Changes to the <b>Beg-Eff-Date</b> field will create a history record automatically. All other changes will result in a correction to the record.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .  <b>NOTE:</b> If the <b>Last-Eff-Date</b> is modified to a prior date, it cannot be used for an action effective <b>after</b> that date. However, it can be used for any action that is effective prior to the last effective date. The record is <b>not</b> identified as deleted in TMGT.
<b>Dept-Codes</b>	A maximum of 15 codes may be entered in each field.
<b>01-15</b>	<i>Required, alpha, 2 positions</i> Type the department code established by OPM.
<b>16-30</b>	<i>Optional, alpha, 2 positions</i> Type the department code established by OPM.
<b>31-45</b>	<i>Optional, alpha, 2 positions</i> Type the department code established by OPM.
<b>46-60</b>	<i>Optional, alpha, 2 positions</i> Type the department code established by OPM.
<b>61-75</b>	<i>Optional, alpha, 2 positions</i> Type the department code established by OPM.
<b>76-90</b>	<i>Optional, alpha, 2 positions</i> Type the department code established by OPM.

---

## Requesting A Report For Table 014

The Table 014 reports screen (**Figure 2:28**) allows users to generate ad hoc reports.

```

TM014R0          TABLE MANAGEMENT REPORTS TABLE 014          XX/XX/XX
                  DEPARTMENT CODES

ENTER DATA FOR REPORT REQUESTED:

    FROM    * TABLE-CONSTANT:  _

    TO      * TABLE-CONSTANT:

SELECT TYPE OF REPORT:

    PRINT ACTIVE
    PRINT HISTORY
    PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                      REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=014 DOCM    PF4=014 INQY    PF6=REFRESH
                                ENTER=PROCESS
  
```

**Figure 2:28. Table 014, Department Codes reports screen**

At the Table 014 reports screen (**Figure 2:28**), complete the fields as follows:

<b>From/To</b>	▽
<b>Table-Constant</b>	<i>Required, alpha, 1 position</i> Type the table constant.
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
	<b>Print Active</b> Used to retrieve only active records within a table.
	<b>Print History</b> Used to retrieve only history records within a table.
	<b>Print All</b> Used to retrieve all active, deleted, and history records within a table.
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## Table 015, State Code And ZIP Range

State Code And ZIP Range is Table 015 on the Table Management System menu. This table contains state and country names and codes with the corresponding ZIP Codes.

**NOTE:** Agencies can query Table 015 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 015

The Table 015 update screen (**Figure 2:29**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM015U0	TABLE MANAGEMENT UPDATE TABLE 015 STATE CODE AND ZIP RANGE	XX/XX/XX PAGE: 000001
*ACTION:	(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID: DATE-CHANGED:
*STATE-COUNTRY-CODE:		
BEG-EFF-DATE:	MM DD YY	LAST-EFF-DATE: MM DD YY
	FULL-STATE-NAME :	
	STATE-ABBRV :	
	ZIP-LOW :	
	ZIP-HIGH :	
	ZIP-OTHER :	
	CHECK-MAIL-DO-CD:	
ENTER DATA AND PRESS ENTER TO PROCESS		
CLEAR=EXIT	PF1=MAIN	PF2=015 DOCM
PF5=HELP	PF6=REFRESH	PF3=015 RPTS
		PF4=015 INQY
		ENTER=PROCESS

**Figure 2:29. Table 015, State Code And ZIP Range update screen**

Agencies requiring an update to Table 015 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 015 update screen (**Figure 2:29**), complete the fields as follows:

<b>Key Fields</b>	∇				
<b>Action</b>	<p><i>Required, alpha, 1 position</i>            Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>				
<b>State-Country-Code</b>	<p><i>Required, alphanumeric, 2 positions</i>            Type the state or country code.</p> <p><b>NOTE:</b> State and country codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.</p>				
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the effective date for the record in MM DD YY order.</p> <p><b>NOTE:</b> Changes to the <b>Beg-Eff-Date</b> field will create a history record automatically. All other changes will result in a correction to the record.</p>				
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p> <p><b>NOTE:</b> If the <b>Last-Eff-Date</b> is modified to a prior date, it cannot be used for an action effective <b>after</b> that date. However, it can be used for any action that is effective prior to the last effective date. The record is <b>not</b> identified as deleted in TMGT.</p>				
<b>Full-State-Name</b>	<p><i>Required, alpha, 20 positions max.</i>            Type the full state name in which the ZIP Code is located.</p>				
<b>State-Abbrv</b>	<p><i>Required, alpha, 2 positions</i>            Type the state or country abbreviation.</p>				
<b>ZIP-Low</b>	<p><i>Required, numeric, 3 positions</i>            Type the first 3 positions of the low end range of ZIP Codes for the state designated by the U.S. Postal Service.</p>				
<b>ZIP-High</b>	<p><i>Required, numeric, 3 positions</i>            Type the first 3 positions of high end range of ZIP Codes for the state designated by the U.S. Postal Service.</p>				
<b>ZIP-Other</b>	<p><i>Required, numeric, 3 positions</i>            Type the first 3 positions of the ZIP Code that is not within the low or high range for the state designated by the U.S. Postal Service.</p>				
<b>Check-Mail-DO-Cd</b>	<p><i>Required, numeric, 1 position</i>            Type the number that identifies the disbursing office that will issue the check for the state and ZIP Code range. Valid values are:</p> <table border="0" style="margin-left: 40px;"> <tr> <td style="padding-right: 20px;"><b>1</b></td> <td>Alabama</td> </tr> <tr> <td><b>2</b></td> <td>Chicago</td> </tr> </table>	<b>1</b>	Alabama	<b>2</b>	Chicago
<b>1</b>	Alabama				
<b>2</b>	Chicago				

- 3 Kansas City
- 4 Washington, DC
- 5 San Francisco
- 6 Philadelphia

## Requesting A Report For Table 015

The Table 015 reports screen (**Figure 2:30**) allows users to generate ad hoc reports.

```

TM015R0                TABLE MANAGEMENT REPORTS TABLE 015                XX/XX/XX
                        STATE CODE AND ZIP RANGE

ENTER DATA FOR REPORT REQUESTED:

    FROM    * STATE-COUNTRY-CD:  _
    TO      * STATE-COUNTRY-CD:

SELECT TYPE OF REPORT:

    PRINT ACTIVE
    PRINT HISTORY
    PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=015 DOCM    PF4=015 INQY    PF6=REFRESH
                                ENTER=PROCESS
  
```

**Figure 2:30. Table 015, State Code And ZIP Range reports screen**

At the Table 015 reports screen (**Figure 2:30**), complete the From and To fields as follows:

**From/To**

∇

**State-Country-Code**

*Required, alphanumeric, 2 positions*  
Type the state or country code.

**NOTE:** State and country codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.



**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

**Print Active**

Used to retrieve only active records within a table.

**Print History**

Used to retrieve only history records within a table.

**Print All**

Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## Table 016, Geographical Location Codes With Names

Geographical Location Codes With Names is Table 016 on the Table Management System menu. This table contains state, country, city, and county codes with the corresponding names.

**NOTE:** Agencies can query Table 016 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel.

### Updating Table 016

The Table 016 update screen (**Figure 2:31**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM016U0	TABLE MANAGEMENT UPDATE TABLE 016		XX/XX/XX
	GEOGRAPHICAL LOCATION CODES WITH NAMES		PAGE: 000001
*ACTION:	(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID:	
		DATE-CHANGED:	
*STATE-COUNTRY-CODE:	*CITY-CODE:	*COUNTY-CODE:	
BEG-EFF-DATE: MM DD YY	LAST-EFF-DATE: MM DD YY		
STATE-NAME :		STATE-ABBRV:	
CITY-NAME :		COUNTY-NAME:	
IGA-ADJ-RATE :	(.99999)	IGA-TABLE-CODE :	
LEO-ADJ-RATE :	(.99999)	LEO-TABLE-CODE :	
LOCALITY-RATE :	(.99999)	LOCALITY-TABLE-CODE:	
FDIC-LOCALITY-RATE:	(.99999)	FDIC-TABLE-CODE :	
OCC-LOCALITY-RATE :	(.99999)	OCC-LOCALITY-RATE2 :	(.99999)
FCA-LOCALITY-RATE :	(.99999)	OCC-TABLE-CODE :	
FHFB-LOCALITY-RATE:	(.99999)	CMSA-CODE: PMSA-CODE:	
TR-LOCALITY-RATE :	(.99999)	TR-TABLE-CODE :	
HUD-LOCALITY-RATE :	(.99999)	LE-LOCALITY-RATE :	(.99999)
ENTER DATA AND PRESS ENTER TO PROCESS			
CLEAR=EXIT	PF1=MAIN	PF2=016 DOCM	PF3=016 RPTS
PF5=HELP	PF6=REFRESH	PF10=PAGE2	PF4=016 INQY
			ENTER=PROCESS

TM016U1	TABLE MANAGEMENT UPDATE TABLE 016 GEOGRAPHICAL LOCATION CODES WITH NAMES	XX/XX/XX PAGE: 000002
*ACTION:	(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID: DATE-CHANGED:
*STATE-COUNTRY-CODE:	*CITY-CODE:	*COUNTY-CODE:
BEG-EFF-DATE:	LAST-EFF-DATE:	
CFTC-LOCALITY-RATE:	(.99999)	
PAYROLL CAMP AREA:		
PCFO CNTRL NO.:		
CFC E-PLEDGE PART IND:		
CFC E-PLEDGE RPTG IND:		
ENTER DATA AND PRESS ENTER TO PROCESS		
CLEAR=EXIT	PF1=MAIN	PF2=016 DOCM
PF5=HELP	PF6=REFRESH	PF10=PAGE1
	PF3=016 RPTS	PF4=016 INQY
		ENTER=PROCESS

**Figure 2:31. Table 016, Geographical Location Codes With Names, Page 2, update screen**

Agencies requiring an update to Table 016 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 016 update screen (**Figure 2:31**), complete the fields as follows:

Key Fields	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>State-Country-Code</b>	<i>Required, alphanumeric, 2 positions</i> Type the state or country code.
<b>City-Code</b>	<i>Required, numeric, 4 positions</i> Type the city code.

<b>County-Code</b>	<p><i>Conditional, numeric, 3 positions</i> Type the county code.</p> <p><b>NOTE: (1)</b> State, country, city, and county codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service. <b>(2)</b> This field is not required for foreign countries.</p>
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.</p> <p><b>NOTE:</b> Changes to the <b>Beg-Eff-Date</b> field will create a history record automatically. All other changes will result in a correction to the record.</p>
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p> <p><b>NOTE:</b> If the <b>Last-Eff</b> is modified to a prior date, it cannot be used for an action effective <b>after</b> that date. However, it can be used for any action that is effective prior to the last effective date. The record is <b>not</b> identified as deleted in TMGT.</p>
<b>State-Name</b>	<p><i>Required, alphanumeric, 20 positions max.</i> Type the full state or country name for the state or country code entered.</p>
<b>State-Abbrv</b>	<p><i>Required, alphanumeric, 2 positions</i> Type the state abbreviation.</p>
<b>City-Name</b>	<p><i>Required, alphanumeric, 20 positions max.</i> Type the full city name for the city code entered.</p>
<b>County-Name</b>	<p><i>Conditional, alphanumeric, 20 positions max.</i> Type the full county name for the county code entered.</p> <p><b>NOTE:</b> This field is not required for foreign countries.</p>
<b>IGA-Adj-Rate</b>	<p><i>Optional, numeric, 5 positions max.</i> Type the percentage of differential pay adjustment for interim geographical locations in five decimal places. Do not enter a decimal.</p>
<b>IGA-Table-Code</b>	<p><i>Optional, alphanumeric, 4 positions max.</i> Type the code that identifies the salary table associated with the IGA adjustment rate.</p>
<b>LEO-Adj-Rate</b>	<p><i>Optional, numeric, 5 positions max.</i> Type the percentage of differential pay adjustment for Law Enforcement Officers (LEO) in five decimal places. Do not enter a decimal.</p>
<b>LEO-Table-Code</b>	<p><i>Optional, alphanumeric, 4 positions max.</i> Type the code that identifies the salary table associated with the LEO adjustment rate.</p>
<b>Locality-Rate</b>	<p><i>Optional, numeric, 5 positions max.</i> Type the percentage of differential pay adjustment for the locality rate in five decimal places. Do not enter a decimal.</p>
<b>Locality-Table-Code</b>	<p><i>Optional, alphanumeric, 4 positions max.</i> Type the code that identifies the salary table associated with the locality rate.</p>

<b>FDIC-Locality-Rate</b>	<p><i>Optional, numeric, 5 positions max.</i></p> <p>Type the percentage of differential pay adjustment for the Federal Deposit Insurance Corporation's (FDIC) locality rate in five decimal places. Do not enter a decimal. (For FDIC use only.)</p>
<b>FDIC-Table-Code</b>	<p><i>Required, alphanumeric, 5 positions max.</i></p> <p>Type the code that identifies the salary table associated with the FDIC locality rate. (For FDIC use only.)</p>
<b>OCC-Locality-Rate</b>	<p><i>Required, numeric, 5 positions max.</i></p> <p>Type the percentage of differential pay adjustment for the Office of the Comptroller of the Currency's (OCC) locality rate in five decimal places. Do not enter a decimal. (For OCC use only.)</p>
<b>OCC-Locality-Rate 2</b>	<p><i>Required, alphanumeric, 4 positions max.</i></p> <p>Type the code that identifies the salary table associated with the OCC locality rate. (For OCC use only.)</p>
<b>FCA-Locality-Rate</b>	<p><i>Required, numeric, 5 positions max.</i></p> <p>Type the percentage of differential pay adjustment for the Farm Credit Administration's (FCA) locality rate in five decimal places. Do not enter a decimal. (For FCA use only.)</p>
<b>OCC-Table-Code</b>	<p><i>Required, alphanumeric, 4 positions max.</i></p> <p>Type the code that identifies the salary table associated with the OCC locality rate. (For OC use only.)</p>
<b>FHFB-Locality-Rate</b>	<p><i>Required, numeric, 5 positions max.</i></p> <p>Type the percentage of differential pay adjustment for the Federal Housing and Finance Board's (FHFB) locality rate in five decimal places. Do not enter a decimal. (For FHFB use only.)</p>
<b>CMSA-Code</b>	<p><i>No entry</i></p> <p>This field is system generated. It is the consolidated metropolitan statistical area code used to identify geographical locations for pay adjustments.</p>
<b>PMSA-Code</b>	<p><i>No entry</i></p> <p>This field is system generated. It is the primary metropolitan statistical area code used to identify geographical locations for pay adjustments.</p>
<b>TR-Locality-Rate</b>	<p><i>Optional, numeric, 5 positions max.</i></p> <p>Type the percentage of differential pay adjustment for the locality rate associated with Pay Plan TR in five decimal places. Do not enter a decimal.</p>
<b>TR-Table-Code</b>	<p><i>Optional, alphanumeric, 4 positions max.</i></p> <p>Type the code that identifies the salary table associated with the Pay Plan TR adjustment rate for the applicable agency.</p>

<b>HUD-Locality-Rate</b>	<i>Optional, numeric, 5 positions max.</i> Type the percentage of differential pay adjustment for the Department of Housing and Urban Development, Office of Multifamily Housing Assistance Restructuring's (HUD-OMHAR) locality rate in five decimal places. Do not enter a decimal. (For HUD use only.)
<b>LE-Locality-Rate</b>	<i>Optional, numeric, 5 positions max.</i> Type the percentage of differential pay adjustment for the locality rate associated with Pay Plan LE in five decimal places. Do not enter a decimal.
<b>CFTC-Locality-Rate</b>	<i>Required, numeric, 5 positions.</i> Type the position locality rate.
<b>Payroll Camp Area</b>	<i>Required, alphanumeric, 6 positions.</i> Type the code for the CFC campaign area.
<b>PCFO Cntrl No</b>	<i>Optional, alphanumeric, 4 positions.</i> Type the OPM PCFO code.
<b>CFC E-Pledge Part Ind</b>	<i>Required, alpha, 1 position.</i> Type <b>Y</b> (yes) or <b>N</b> (no) to report if an employee's duty station is within the participating campaign area.
<b>CFC E-Pledge Rptg Ind</b>	<i>Required, alpha, 1 position.</i> Type <b>Y</b> (yes) or <b>N</b> (no) to report if an employee's duty station is within the reporting campaign area.

---

## Requesting A Report For Table 016

The Table 016 reports screen (**Figure 2:32**) allows users to generate ad hoc reports.

```

TM016R0          TABLE MANAGEMENT REPORTS TABLE 016          XX/XX/XX
                  GEOGRAPHICAL LOCATION CODES WITH NAMES

ENTER DATA FOR REPORT REQUESTED:

FROM  * STATE-COUNTRY-CD: █ * CITY-CODE:          * COUNTY-CODE:
TO    * STATE-COUNTRY-CD:          * CITY-CODE:          * COUNTY-CODE:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                      REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=016 DOCM    PF4=016 INQY    PF6=REFRESH
                  ENTER=PROCESS
  
```

**Figure 2:32. Table 016, Geographical Location Codes With Names reports screen**

At the Table 016 reports screen (**Figure 2:32**), complete the From and To fields as follows:

<b>From/To</b>	▽
<b>State-Country-Code</b>	<i>Required, alphanumeric, 2 positions</i> Type the state or country code.
<b>City-Code</b>	<i>Required, numeric, 4 positions</i> Type the city code.
<b>County-Code</b>	<i>Conditional, numeric, 3 positions</i> Type the county code.
	<b>NOTE: (1)</b> State, country, city, and county codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service. <b>(2)</b> This field is not required for foreign countries.
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.

**Print Active**      Used to retrieve only active records within a table.  
**Print History**    Used to retrieve only history records within a table.  
**Print All**        Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---



## Table 017, PAYE Processing Schedule

PAYE Processing Schedule is Table 017 on the Table Management System menu. This table contains processing controls by schedule and regional finance centers. It identifies the pay period schedules and dates payroll payments are issued. The schedules are run for the pay period that will produce payroll payments for delivery by payday.

**NOTE:** (1) Agencies can query Table 017 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only. (2) No key data is required to access Table 017 data. To display the record, at the Table 017 inquiry screen, press **[Enter]**. The record is displayed with the message *Successful Inquiry*.

### Updating Table 017

The Table 017 update screen (**Figure 2:33**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM017U0	TABLE MANAGEMENT UPDATE TABLE 017	XX/XX/XX
	PAYE PROCESSING SCHEDULE	PAGE: 000001
*ACTION:	(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID:
		DATE-CHANGED:
BEG-EFF-DATE:	MM DD YY	LAST-EFF-DATE: MM DD YY
	PP-BEGIN-YR:	SCHED-NUMBER-1 (CV-05):
	PP-NUMBER:	SCHED-NUMBER-2 (CV-06):
	LAST-SCHED-IND:	SCHED-NUMBER-3 (CV-07):
	DATE-OF-DEPOSIT:	SCHED-NUMBER-4 (CV-08):
	DATE-FINAN-ALLOT-ISSUED:	TAX-YEAR-1ST-PP-IND (Y OR N):
	TAX-YEAR:	PAY-QTR-1ST-PP-IND (Y OR N):
	NEW-CAL-YEAR-PRORATE-PERCENT:	PAY-QTR-LAST-PP-IND (Y OR N):
		1ST-PAY-SCHED-COMPLETE (Y OR N):
	DISB-OFFICE-MAIL-SCHED:	NEW-FY-PRORATE-PERCENT:
	CERT-IG:	RA-ACNT-CTL-PAY05-DEDUCT:
	PRIME-SCHED-NUMBER:	RA-TYPE-CODE-PAY05-DEDUCT:
	FED-TAX-SCH-NBR:	RITS-SCHD-NBR:
		TSP-TAX-SCHD-NBR:
	ENTER DATA AND PRESS ENTER TO PROCESS	
	CLEAR=EXIT	PF1=MAIN PF2=017 DOCM PF3=017 RPTS PF4=017 INQY
	PF5=HELP	PF6=REFRESH ENTER=PROCESS

**Figure 2:33. Table 017, PAYE Processing Schedule update screen**

At the Table 017 update screen (**Figure 2:33**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<p><i>Required, alpha, 1 position</i>  Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>  Type the effective date for the record in MM DD YY order.</p>
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>  Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>
<b>PP-Begin-Yr</b>	<p><i>Required, numeric, 2 positions</i>  Type the last 2 digits of the current year in which the pay period begins for the processing schedule.</p>
<b>Sched-Number (CV-05)</b>	<p><i>Required, alphanumeric, 6 positions</i>  Type the schedule number used to process payroll for USDA. Position 1 equals fiscal year; position 2 equals Payment Type B; position 3 equals Data Base Code A (Agriculture); positions 4 and 5 equal processing pay period number; and position 6 equals 1 (1st schedule) or 2 (2nd schedule).</p>
<b>PP-Number</b>	<p><i>Required, numeric, 2 positions</i>  Type the processing pay period number.</p>
<b>Sched-Number-2 (CV-06)</b>	<p><i>Required, alphanumeric, 6 positions</i>  Type the schedule number used to process payroll for all non-USDA agencies, except the Department of the Treasury. Position 1 equals fiscal year; position 2 equals Payment Type B; position 3 equals Data Base Code N (non-Agriculture); positions 4 and 5 equal processing pay period number; and position 6 equals 1 (1st schedule) or 2 (2nd schedule).</p>
<b>Last-Sched-Ind</b>	<p><i>Conditional, alpha, 1 position</i>  If multiple schedules are being processed, type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the last schedule is being processed.</p>
<b>Sched-Number-3 (CV-07)</b>	<p><i>Required, alphanumeric, 6 positions</i>  Type the schedule number used to process payroll for the Department of the Treasury. Position 1 equals fiscal year; position 2 equals Payment Type B; position 3 equals Data Base Code T (Treasury); positions 4 and 5 equal processing pay period number; and position 6 equals 1 (1st schedule) or 2 (2nd schedule).</p>
<b>Date-Of-Deposit</b>	<p><i>Required, numeric, 6 positions</i>  Type the scheduled pay-date the employees' monies are deposited into a financial institution in MM DD YY order.</p>
<b>Sched-Number-4 (CV-08)</b>	<p><i>Required, alphanumeric, 6 positions</i>  Type the schedule number used to process payroll for the Department of Homeland Security. Position 1 equals fiscal year; position 2 equals Payment Type</p>

B; position 3 equals Data Base Code H (Homeland Security); positions 4 and 5 equal processing pay period number; and position 6 equals 1 (1st schedule) or 2 (2nd schedule).

**Tax-Year**

*Required, numeric, 2 positions*

Type the last 2 digits of the year in which taxes are deducted.

**Date-Finan-  
Allot-Issued**

*Required, numeric, 6 positions*

Type the scheduled pay-date the employees' monies are deposited into a financial institution account in MM DD YY order.

**Tax-Year-1st-  
PP-Ind (Y or N)**

*Required, alpha, 1 position*

Type **Y** (yes) or **N** (no) to indicate whether or not the current pay period is the first pay period of the tax year.

**NOTE:** This change occurs in Pay Period 25 or 26.

**Pay-Qtr-1st-PP-Ind  
(Y or N)**

*Required, alpha, 1 position*

Type **Y** (yes) or **N** (no) to indicate whether or not the pay period is the first pay period of the quarter.

**New-Cal-Year-  
Prorate-Percent**

*Required, numeric, 2 positions*

Type the percentage in whole numbers used to prorate updates of totals in a pay period that splits a calendar year.

**Pay-Qtr-Last-  
PP-Ind (Y or N)**

*Required, alpha, 1 position*

Type **Y** (yes) or **N** (no) to indicate whether or not the pay period is the last pay period of the quarter.

**1st-Pay-Sched-C  
omplete (Y or N)**

*Required, alpha, 1 position*

Type **Y** (yes) or **N** (no) to indicate whether or not the first processing of PAYE05 has been complete.

**NOTE:** (1) The first schedule is always **N** for the active record and **Y** for the history record. (2) Adjustments to the schedule are made as needed.

**Disb-Office-  
Mail-Sched**

*Required, numeric, 7 positions*

Type the applicable schedule number for the regional finance center. Valid value is **3333333**.

**New-FY-  
Prorate-Percent**

*Required, numeric, 2 positions*

Type the new fiscal year prorate percentage in whole numbers.

**CERT-IG:**

*No entry*

This field is system generated from the Employee Name database.

**RA-Acnt-Ctl-  
PAY05-Deduct**

*No entry*

0000 is system generated. This code is used to control deductions for indebtedness.

**Prime-Sched-  
Number**

*No entry*

1 is system generated. It is the scheduled run for a pay period that will produce payroll for delivery to employees by payday.

**RA-Type-Code-P  
AY05-Deduct**

*No entry*

This field is system generated. This code is used to identify the type of debt (Code 03, collection for salary advances) that occurs when there is insufficient pay to make deductions that are not forgiven.

**Fed-Tax-Sch-  
Number**

*Required, alphanumeric, 6 positions*

Type the schedule number used to match the On-line Payment and Collection System (OPAC) document reference number assigned by the Department of the Treasury for Federal tax transmissions. Position 1 equals X; positions 2 through 6 equal the sequential number.

**RITS-Schd-  
Number**

*Required, numeric, 6 positions*

Type the schedule number used to match the OPAC document reference number assigned by the Department of the Treasury for Retirement and Insurance Transmission System (RITS) transmissions. Positions 1 and 2 equal 01; positions 3 and 4 equal the calendar year for the pay period on which the funds are being issued; positions 5 and 6 equal the sequential number.

**TSP-Tax-Schd-  
Nbr**

*No entry*

This field is left blank.

---

## Requesting A Report For Table 017

The Table 017 reports screen (**Figure 2:34**) allows users to generate ad hoc reports.

```
TM017R0          TABLE MANAGEMENT REPORTS TABLE 017          XX/XX/XX
                  PAYE PROCESSING SCHEDULE

NO DATA REQUIRED TO RETRIEVE REPORT:
ENTER "X" TO SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=017 DOCM      PF4=017 INQY      PF6=REFRESH
                  ENTER=PROCESS
```

**Figure 2:34. Table 017, PAYE Processing Schedule reports screen**

At the Table 017 reports screen (**Figure 2:34**), complete the fields as follows:

### Select Type of Report

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

- |                      |   |
|----------------------|---|
| <b>Print Active</b>  | Used to retrieve only active records within a table.                      |
| <b>Print History</b> | Used to retrieve only history records within a table.                     |
| <b>Print All</b>     | Used to retrieve all active, deleted, and history records within a table. |

### View Report Before Printing

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

### Routing Information: Name

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## Table 018, Occupational Series Alpha Description

Occupational Series Alpha Description is Table 018 on the Table Management System menu. This table contains occupational series codes and alpha descriptions.

**NOTE:** Agencies can query Table 018 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 018

The Table 018 update screen (**Figure 2:35**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM018U0          TABLE MANAGEMENT UPDATE TABLE 018          XX/XX/XX
                   OCCUPATIONAL SERIES ALPHA DESCRIPTION      PAGE: 000001

*ACTION:   (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE   USER-ID:
                                                DATE-CHANGED:

    *OCC-SERIES-CODE:                *OCC-GRADE-RANGE-IND:

    BEG-EFF-DATE: MM DD YY           LAST-EFF-DATE: MM DD YY

    PAY-PLAN-IND                      :
    OCC-SPEC-PAY-CODE (Y OR N):
    FUNCTION-CLASS-IND(Y OR N):
    OCC-GRADE-SPAN                     :
    PATCO-CODE                          :
    OCC-SERIES-ALPHA                    :

                                     ENTER DATA AND PRESS ENTER TO PROCESS

    CLEAR=EXIT   PF1=MAIN   PF2=018 DOCM   PF3=018 RPTS   PF4=018 INQY
    PF5=HELP     PF6=REFRESH   ENTER=PROCESS
  
```

**Figure 2:35. Table 018, Occupational Series Alpha Description update screen**

Agencies requiring an update to Table 018 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 018 update screen (**Figure 2:35**), complete the fields as follows:

---

<b>Key Fields</b>	∇				
<b>Action</b>	<p><i>Required, alpha, 1 position</i>            Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>				
<b>Occ-Series-Code</b>	<p><i>Required, numeric, 4 positions</i>            Type the code that identifies the exact occupational group to which the employee's position is classified.</p>				
<b>Occ-Grade-Range-Ind</b>	<p><i>Required, numeric, 1 position</i>            Type the code that identifies the occupational group by the grade level. Valid values are:</p> <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;"><b>0</b></td> <td>first grade level</td> </tr> <tr> <td><b>1</b></td> <td>second grade level</td> </tr> </table>	<b>0</b>	first grade level	<b>1</b>	second grade level
<b>0</b>	first grade level				
<b>1</b>	second grade level				
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the effective date for the record in MM DD YY order.</p>				
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>				
<b>Pay-Plan-Ind</b>	<p><i>Required, numeric, 1 position</i>            Type the code that indicates whether the employee is in a wage grade pay plan or another type of pay plan. Valid values are:</p> <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;"><b>1</b></td> <td>wage grade pay plan</td> </tr> <tr> <td><b>2</b></td> <td>other pay plan</td> </tr> </table>	<b>1</b>	wage grade pay plan	<b>2</b>	other pay plan
<b>1</b>	wage grade pay plan				
<b>2</b>	other pay plan				
<b>Occ-Spec-Pay-Code</b>	<p><i>Required, alpha, 1 position</i>            Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not there is a special pay code based on the occupational series code and duty station.</p>				
<b>Function-Class-Ind</b>	<p><i>Required, alpha, 1 position</i>            Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the occupational series code requires a functional classification.</p>				
<b>Occ-Grade-Span</b>	<p><i>Required, alphanumeric, 4 positions</i>            Type the beginning and ending grades that are included in the occupational group.</p>				
<b>PATCO-Code</b>	<p><i>Required, numeric, 3 positions</i>            Type the code that identifies one of the seven major categories based on the occupational series. Valid values are:</p>				



001	professional
002	administrative
003	technical
004	clerical
005	other
006	blue collar
007	mixed collar

**Occ-Series-Alpha**

*Required, alphanumeric, 38 positions max.*

Type the description for the occupational series code.

## Requesting A Report For Table 018

The Table 018 reports screen (**Figure 2:36**) allows users to generate ad hoc reports.

```

TM018R0          TABLE MANAGEMENT REPORTS TABLE 018          XX/XX/XX
                   OCCUPATIONAL SERIES ALPHA DESCRIPTION

ENTER DATA FOR REPORT REQUESTED:

    FROM    * OCC-SERIES-CODE:          * OCC-GRADE-RANGE-IND:
    TO      * OCC-SERIES-CODE:          * OCC-GRADE-RANGE-IND:

SELECT TYPE OF REPORT:

    PRINT ACTIVE
    PRINT HISTORY
    PRINT ALL

VIEW REPORT BEFORE PRINTING? N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                      REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=018 DOCM    PF4=018 INQY    PF6=REFRESH
                                ENTER=PROCESS
  
```

**Figure 2:36. Table 018, Occupational Series Alpha Description reports screen**

At the Table 018 reports screen (**Figure 2:36**), complete the From and To fields as follows:

**From/To**

▽

**Occ-Series-Code**

*Required, numeric, 4 positions*

Type the code that identifies the exact occupational group to which the employee's position is classified.

**Occ-Grade-Range-Ind**

*Required, numeric, 1 position*

Type the code that identifies the occupational group by the grade level. Valid values are:

- 0** first grade level
- 1** second grade level

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

- Print Active** Used to retrieve only active records within a table.
- Print History** Used to retrieve only history records within a table.
- Print All** Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**

*Optional default, alpha, 1 position*

**N** (no) is system generated. Type **Y** (yes) over **N** if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

## Table 019, Functional Classification Description

Functional Classification Description is Table 019 on the Table Management System menu. This table contains the alpha descriptions for the occupational function codes.

**NOTE:** Agencies can query Table 019 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 019

The Table 019 update screen (**Figure 2:37**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM019U0	TABLE MANAGEMENT UPDATE TABLE 019	xx/xx/xx
	FUNCTIONAL CLASSIFICATION DESCRIPTION	PAGE: 000001
*ACTION:	(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID:
		DATE-CHANGED:
*OCC-FUNCTION-CODE:		
BEG-EFF-DATE:	MM DD YY	LAST-EFF-DATE: MM DD YY
FUNCTION-CL-ALPHA:		
ENTER DATA AND PRESS ENTER TO PROCESS		
CLEAR=EXIT	PF1=MAIN	PF2=019 DOCM
PF5=HELP	PF6=REFRESH	PF3=019 RPTS
		PF4=019 INQY
		ENTER=PROCESS

**Figure 2:37. Table 019, Functional Classification Description update screen**

Agencies requiring an update to Table 019 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 019 update screen (**Figure 2:37**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Occ-Function-Code</b>	<i>Required, numeric, 2 positions</i> Type the occupational function code.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Function-CI-Alpha</b>	<i>Required, alpha, 35 positions max.</i> Type the description for the occupational function class code.

---

## Requesting A Report For Table 019

The Table 019 reports screen (**Figure 2:38**) allows users to generate ad hoc reports.

```
TM019R0                TABLE MANAGEMENT REPORTS TABLE 019                xx/xx/xx
                        FUNCTIONAL CLASSIFICATION DESCRIPTION

ENTER DATA FOR REPORT REQUESTED:

FROM      * OCC-FUNCTION-CODE:
TO        * OCC-FUNCTION-CODE:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=019 DOCM      PF4=019 INQY      PF6=REFRESH
                        ENTER=PROCESS
```

**Figure 2:38. Table 019, Functional Classification Description reports screen**

At the Table 019 reports screen (**Figure 2:38**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>Occ-Function-Code</b>	<i>Required, numeric, 2 positions</i> Type the occupational function code.
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.  <b>Print Active</b> Used to retrieve only active records within a table. <b>Print History</b> Used to retrieve only history records within a table. <b>Print All</b> Used to retrieve all active, deleted, and history records within a table.
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.
<b>Routing Information: Name</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).
<b>Remote ID</b>	<i>Required, alphanumeric, 16 positions max.</i> Type the number of the printer designated to print the table.

---

---

---

## Table 020, UCFE State Mailing Address

UCFE State Mailing Address is Table 020 on the Table Management System menu. This table contains the mailing addresses of state unemployment compensation offices.

**NOTE:** Agencies can query Table 020 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 020

The Table 020 update screen (**Figure 2:39**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM020U0                TABLE MANAGEMENT UPDATE TABLE 020                xx/xx/xx
                        UCFE STATE MAILING ADDRESS                        PAGE: 000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
*STATE-CODE:   *LOCAL-OFF-IDENT:                        DATE-CHANGED:

*LOCALITY-CODE:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

NAME-ADDRESS 1:
NAME-ADDRESS 2:
NAME-ADDRESS 3:
NAME-ADDRESS 4:
      CITY:
      STATE:
      ZIP CODE:

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=020 DOCM    PF3=020 RPTS    PF4=020 INQY
PF5=HELP      PF6=REFRESH    ENTER=PROCESS
```

**Figure 2:39. Table 020, UCFE State Mailing Address update screen**

Agencies requiring an update to Table 020 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 020 update screen (**Figure 2:39**), complete the fields as follows:

---

<b>Key Fields</b>	∇						
<b>Action</b>	<p><i>Required, alpha, 1 position</i>            Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>						
<b>State-Code</b>	<p><i>Required, alphanumeric, 2 positions</i>            Type the state abbreviation.</p>						
<b>Local-Off-Ident</b>	<p><i>Required, numeric, 10 positions max.</i>            Type the code that identifies the local unemployment compensation office.</p>						
<b>Locality Code</b>	<p><i>Required, alpha, 1 position</i>            Type the code that identifies if the unemployment compensation form is for one state or multiple states. Valid values are:</p> <table border="0" style="margin-left: 40px;"> <tr> <td><b>C</b></td> <td>both interstate and local</td> </tr> <tr> <td><b>I</b></td> <td>interstate</td> </tr> <tr> <td><b>L</b></td> <td>local</td> </tr> </table>	<b>C</b>	both interstate and local	<b>I</b>	interstate	<b>L</b>	local
<b>C</b>	both interstate and local						
<b>I</b>	interstate						
<b>L</b>	local						
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the effective date for the record in MM DD YY order.</p>						
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>						
<b>Name-Address 1</b>	<p><i>Required, alphanumeric, 40 positions max.</i>            Type the first line of the UCFE mailing address.</p>						
<b>Name-Address 2</b>	<p><i>Optional, alphanumeric, 40 positions max.</i>            Type the second line of the UCFE mailing address.</p>						
<b>Name-Address 3</b>	<p><i>Optional, alphanumeric, 40 positions max.</i>            Type the third line of the UCFE mailing address.</p>						
<b>Name-Address 4</b>	<p><i>Optional, alphanumeric, 40 positions max.</i>            Type the fourth line of the UCFE mailing address.</p>						
<b>City</b>	<p><i>Required, alpha, 29 positions max.</i>            Type the city name.</p>						
<b>State</b>	<p><i>Required, alpha, 2 positions</i>            Type the state abbreviation.</p>						
<b>ZIP Code</b>	<p><i>Required, numeric, 9 positions max.</i>            Type the 5-digit ZIP Code and the optional ZIP+4 Code.</p>						

---

## Requesting A Report For Table 020

The Table 020 reports screen (**Figure 2:40**) allows users to generate ad hoc reports.

```

TM020R0                TABLE MANAGEMENT REPORTS TABLE 020                xx/xx/xx
                        UCFE STATE MAILING ADDRESS

ENTER DATA FOR REPORT REQUESTED:

FROM * STATE-CODE:      * LOCAL-OFF-IDENT:      * LOCALITY-CODE:
TO   * STATE-CODE:      * LOCAL-OFF-IDENT:      * LOCALITY-CODE:

SELECT TYPE OF REPORT:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT          PF1=MAIN          PF2=020 DOCM          PF4=020 INQY          PF6=REFRESH
                        ENTER=PROCESS
    
```

**Figure 2:40. Table 020, UCFE State Mailing Address reports screen**

At the Table 020 reports screen (**Figure 2:40**), complete the From and To fields as follows:

<b>From/To</b>	∇						
<b>State-Code</b>	<i>Required, alphanumeric, 2 positions</i> Type the state abbreviation.						
<b>Local-Off-Ident</b>	<i>Required, numeric, 10 positions max.</i> Type the code that identifies the local unemployment compensation office.						
<b>Locality Code</b>	<i>Required, alpha, 1 position</i> Type the code that identifies if the unemployment compensation form is for one state or multiple states. Valid values are: <table border="0" style="margin-left: 20px;"> <tr> <td><b>C</b></td> <td>both interstate and local</td> </tr> <tr> <td><b>I</b></td> <td>interstate</td> </tr> <tr> <td><b>L</b></td> <td>local</td> </tr> </table>	<b>C</b>	both interstate and local	<b>I</b>	interstate	<b>L</b>	local
<b>C</b>	both interstate and local						
<b>I</b>	interstate						
<b>L</b>	local						
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below. <table border="0" style="margin-left: 20px;"> <tr> <td><b>Print Active</b></td> <td>Used to retrieve only active records within a table.</td> </tr> <tr> <td><b>Print History</b></td> <td>Used to retrieve only history records within a table.</td> </tr> <tr> <td><b>Print All</b></td> <td>Used to retrieve all active, deleted, and history records within a table.</td> </tr> </table>	<b>Print Active</b>	Used to retrieve only active records within a table.	<b>Print History</b>	Used to retrieve only history records within a table.	<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Active</b>	Used to retrieve only active records within a table.						
<b>Print History</b>	Used to retrieve only history records within a table.						
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.						



**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## PART 3.

---

# TABLES 021-040 FIELD INSTRUCTIONS

This part is divided into the following sections:

[Table 021, UCFE Department Address And Certification Info](#)

[Table 022, Payroll/Personnel Document Report](#)

[Table 023, Agency/Bureau](#)

[Table 024, UCFE Credit Weeks](#)

[Table 025, AD-350 \(Personnel Block And Description\)](#)

[Table 026, Standard Metropolitan Statistical Areas](#)

[Table 027, COLA/Post Differential Codes](#)

Table 028, (Reserved)

[Table 029, Pay Table Rates](#)

[Table 030, Payroll Constants](#)

[Table 031, Special Pay Converters](#)

[Table 032, Transaction Codes](#)

[Table 033, Wage Board Pay Converters](#)

[Table 034, TIME Edit Error Messages And Codes](#)

[Table 035, TIME T&A Field Coordinates](#)

[Table 036, School Identification](#)

[Table 037, Disbursing Office Name And Address](#)

[Table 038, Document 30 Update Restrict](#)

[Table 039, FEHB Action](#)

[Table 040, FEGLI Age Bracket](#)

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---

## Table 021, UCFE Department Address And Certification Info

UCFE Department Address And Certification Info is Table 021 on the Table Management System menu. This table contains the mailing addresses of personnel offices for each Department and the names of the personnel in each Department responsible for certifying claims for unemployment compensation.

**NOTE:** Agencies can query Table 021 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 021

The Table 021 update screen (**Figure 3:1**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM021U0                TABLE MANAGEMENT UPDATE TABLE 021                xx/xx/xx
                        UCFE DEPARTMENT ADDRESS AND CERTIFICATION INFO        PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
*DEPT-CODE:   *AGENCY/BUREAU:                                DATE-CHANGED:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

FECA-CODE      :
NAME-ADDRESS 1:
NAME-ADDRESS 2:
NAME-ADDRESS 3:
NAME-ADDRESS 4:
CITY:          STATE:      ZIP CODE:
CERT-OFFICIAL-NAME :
CERT-OFFICIAL-TITLE1 :
CERT-OFFICIAL-TITLE2 :
FTS/COMM PHONE NUMBER:

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=021 DOCM  PF3=021 RPTS  PF4=021 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
```

**Figure 3:1. Table 021, UCFE Department Address And Certification Info update screen**

Agencies requiring an update to Table 021 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 021 update screen (**Figure 3:1**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Dept-Code</b>	<i>Required, alpha, 2 positions</i> Type the department code established by OPM.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>FECA-Code</b>	<i>Required, numeric, 3 positions</i> Type the FECA code assigned to each department by OPM for unemployment compensation purposes.
<b>Name-Address 1</b>	<i>Required, alphanumeric, 30 positions max.</i> Type the first line of the mailing address for the personnel office in each department that is responsible for handling unemployment compensation claims.
<b>Name-Address 2</b>	<i>Optional, alphanumeric, 30 positions max.</i> Type the second line of the mailing address for the personnel office in each department that is responsible for handling unemployment compensation claims.
<b>Name-Address 3</b>	<i>Optional, alphanumeric, 30 positions max.</i> Type the third line of the mailing address for the personnel office in each department that is responsible for handling unemployment compensation claims.
<b>Name-Address 4</b>	<i>Optional, alphanumeric, 30 positions max.</i> Type the fourth line of the mailing address for the personnel office in each department that is responsible for handling unemployment compensation claims.
<b>City</b>	<i>Required, alpha, 19 positions max.</i> Type the city name.
<b>State</b>	<i>Required, alpha, 2 positions</i> Type the state abbreviation.
<b>ZIP Code</b>	<i>Required, numeric, 9 positions max.</i> Type the 5-digit ZIP Code and the optional ZIP+4 Code.
<b>Cert-Official-Name</b>	<i>Optional, alphanumeric, 25 positions max.</i> Type the name of the employee in the department who is responsible for certifying unemployment compensation claims.

**Cert-Official-Title1**

*Optional, alphanumeric, 25 positions max.*

Type the first line title of the employee in the department who is responsible for certifying unemployment compensation claims.

**Cert-Official-Title2**

*Optional, alphanumeric, 25 positions max.*

Type the second line title of the employee in the department who is responsible for certifying unemployment compensation claims.

**FTS/Comm Phone Number**

*Optional, numeric, 10 positions max.*

Type the telephone number beginning with the area code or FTS access code.

## Requesting A Report For Table 021

The Table 021 reports screen (**Figure 3:2**) allows users to generate ad hoc reports.

```

TM021R0                TABLE MANAGEMENT REPORTS TABLE 021                xx/xx/xx
                        UCFE DEPARTMENT ADDRESS AND CERTIFICATION INFO

ENTER DATA FOR REPORT REQUESTED:

FROM   *DEPT-CODE:      *AGENCY/BUREAU:
TO     *DEPT-CODE:      *AGENCY/BUREAU:

      SELECT TYPE OF REPORT:

          PRINT ACTIVE
          PRINT HISTORY
          PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT          PF1=MAIN          PF2=021 DOCM          PF4=021 INQY          PF6=REFRESH
                        ENTER=PROCESS

```

**Figure 3:2. Table 021, UCFE Department Address And Certification Info reports screen**

At the Table 021 reports screen (**Figure 3:2**), complete the From and To fields as follows:

- From/To**                    ▽
- Dept-Code**                *Required, alpha, 2 positions*  
Type the department code established by OPM.
- Agency/Bureau**        *Required, alphanumeric, 2 positions*  
Type the agency or bureau code.
- Select Type of Report**    *Required, alphanumeric, 1 position*  
Type **X** next to the applicable option as described below.

<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 022, Payroll/Personnel Document Report

Payroll/Personnel Document Report is Table 022 on the Table Management System menu. This table is used to automatically print at agency locations Payroll/Personnel Document Reports that pertain to entered, suspended, and processed transactions.

Table 022 alerts CULPRPT to execute the reports after every Personnel Edit Subsystem (PINE) pass is processed and route the reports to the designated remote printer.

This table provides all Payroll/Personnel system users with control in obtaining recurring automatic generation and remote printing of Table 022 reports in lieu of generating the reports through CULPRPT.

**NOTE:** Agencies can query and update Table 022 data, view documentation data, and generate reports.

### Updating Table 022

The Table 022 update screen (**Figure 3:3**) allows authorized users to add, modify, delete, or reactivate a record.

```
TM022U0          TABLE MANAGEMENT UPDATE TABLE 022          xx/xx/xx
                  PAYROLL/PERSONNEL DOCUMENT REPORT          PAGE: 000001
*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE
                  USER-ID:
                  DATE-CHANGED:
*AGENCY/BUREAU: *PERSONNEL OFFICE IDENTIFIER: *SEQUENCE NO:
BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY
      DEPT-CODE:      DEPARTMENT:
      SERV AGY/BUR:      CV-NUMBER:      OUTPUT CLASS: A      NO. COPIES: 1
ROUTING INFORMATION:      REMOTE-ID:
ENTER REPORT-IND: Y=YES N=NO P=PAY PERIOD
PACT/PRES REPORTS:
E0001 DOCS BY SSN          U0004 ERROR COUNTS BY DOC(AGCY-POI)
E0002 DOCS BY FORM NO.    U0005 ERROR COUNTS BY DOC(DEPT-AGCY)
E0003 DOCS BY STATUS CODE U0006 PERSONNEL ERROR MSGS(USER-ID)
E0004 DOCS BY EFFECTIVE PP U6701 SINQ 67 PERSONNEL ERROR MSGS
E0005 DOCS BY USER-ID    U6702 SINQ 67 DOCS IN SUSPENSE(TOTAL)
U0001 PERSONNEL ERROR MESSAGES U6703 SINQ 67 DOCS PROCESSED(CURR PP)
U0002 DOCUMENTS IN SUSPENSE(TOTAL) U6704 SINQ 67 ERR DOC COUNT(AGCY-POI)
U0003 ALL DOCS PROCESSED(CURR PP) U6705 SINQ 67 ERR DOC COUNT(DEPT-AGCY)
                                U6706 SINQ 67 PERSNL ERR MSGS(USER-ID)

                  ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=022 DOCM      PF3=022 RPTS      PF4=022 INQY
PF5=HELP        PF6=REFRESH      PF10=PAGE2      ENTER=PROCESS
```

**Figure 3:3. Table 022, Payroll/Personnel Document Report update screen, page 000001**

```

TM022U1                TABLE MANAGEMENT UPDATE TABLE 022                xx/xx/xx
                        PAYROLL/PERSONNEL DOCUMENT REPORT                PAGE: 000002
*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE

                        USER-ID:
                        DATE-CHANGED:
*AGENCY/BUREAU:  *PERSONNEL OFFICE IDENTIFIER:  *SEQUENCE NO:
BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY
      DEPT-CODE:      DEPARTMENT:
SERV AGY/BUR:      CV-NUMBER:      OUTPUT CLASS: A      NO. COPIES: 1
ROUTING INFORMATION:      REMOTE-ID:
ENTER REPORT-IND:  Y=YES N=NO P=PAY PERIOD
PACT/PRES REPORTS:

U6707 FESI/PMSO LISTING OF ALL APPLIED PMSO RECORDS
U6708 FESI/PMSO LISTING OF ALL SUSPENSE PMSO RECORDS
P0145 DOCUMENTS ON THE FUTURE FILE

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=022 DOCM  PF3=022 RPTS  PF4=022 INQY
PF5=HELP    PF6=REFRESH  PF10=PAGE1  ENTER=PROCESS

```

**Figure 3:4. Table 022, Payroll/Personnel Document Report update screen, page 000002**

Agencies having update authority should enter Agency Organizational Structure information in TMGT following the procedures below.

Agencies desiring update authority to Table 022 may contact their agency’s NFC security officer.

**OR**

For agencies not having update authority, email the TMGT update request to NFC using the following email address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 022 update screen (**Figure 3:3**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Personnel Office Identifier</b>	<i>Required, numeric, 4 positions</i> Type the personnel office identifier code.



<b>Sequence No</b>	<i>Required, numeric, 2 positions</i> Type the sequence number used in conjunction with the agency and POI to identify the locations for delivering the output of generated reports.								
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.								
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .								
<b>Dept-Code</b>	<i>No entry</i> This field is system generated.								
<b>Department</b>	<i>No entry</i> This field is system generated.								
<b>Serv-Agy/Bur</b>	<i>No entry</i> This field is system generated.								
<b>CV-Number</b>	<i>No entry</i> The system generates the central version database number where the data pertaining to the agency is located.  <table border="0"> <tr> <td><b>CV05</b></td> <td>USDA agencies services by USDA</td> </tr> <tr> <td><b>CV06</b></td> <td>non-USDA agencies</td> </tr> <tr> <td><b>CV07</b></td> <td>Treasury agencies</td> </tr> <tr> <td><b>CV08</b></td> <td>Homeland Security agencies</td> </tr> </table>	<b>CV05</b>	USDA agencies services by USDA	<b>CV06</b>	non-USDA agencies	<b>CV07</b>	Treasury agencies	<b>CV08</b>	Homeland Security agencies
<b>CV05</b>	USDA agencies services by USDA								
<b>CV06</b>	non-USDA agencies								
<b>CV07</b>	Treasury agencies								
<b>CV08</b>	Homeland Security agencies								
<b>Output Class</b>	<i>Optional default, alphanumeric, 1 position</i> A is system generated. Select from the following values to change the appropriate output class. This is the message class to be included in the job control language (JCL). Valid values are:  <table border="0"> <tr> <td><b>A</b></td> <td>send the report directly to the printer</td> </tr> <tr> <td><b>X</b></td> <td>view the report</td> </tr> <tr> <td><b>O</b></td> <td>send the report directly to the user</td> </tr> </table>	<b>A</b>	send the report directly to the printer	<b>X</b>	view the report	<b>O</b>	send the report directly to the user		
<b>A</b>	send the report directly to the printer								
<b>X</b>	view the report								
<b>O</b>	send the report directly to the user								
<b>No. Copies</b>	<i>Optional default, numeric, 1 position</i> 1 is system generated. Type the desired number of copies if greater than one. Valid values are 1–9.								
<b>Routing Information</b>	<i>Required, alphanumeric, 15 positions max.</i> Type the name or location which designates where the report is to be delivered.								
<b>Remote-ID</b>	<i>Required, alphanumeric, 16 positions max.</i> Type the number of the printer designated to print the report.								
<b>Enter Report-Ind: Y=Yes N=No P=Pay Period</b>	<i>Required, alpha, 1 position</i> Type the appropriate code next to each report to indicate the frequency with which the report should be generated. Occurs 20 times. Press <b>[PF10]</b> to navigate between pages 1 and 2. Valid values are:								

**Y** generate nightly  
**N** do not generate  
**P** generate at the end of the pay period only

**NOTE: (1)** Agencies may request a maximum of four reports in the E series; however, only two can be produced on a daily basis. **(2)** A maximum of five error suspense reports may be requested; however, Reports U0003 and U6703 can only be produced on a pay period basis. Reports U0001 and U0006 cannot be produced at the same time; neither can Reports U6701 and U6706 be produced at the same time. **(3)** Users may at any time request a change to the reports generation schedule. For example, you may change a report from being generated at the end of the pay period to being generated nightly.

**NOTE:** To continue updating Table 022, Minimum And Maximum Salaries, Press **[PF10]**. Page 000002 is displayed.

## Requesting A Report For Table 022

The Table 022 reports screen (**Figure 3:5**) allows users to generate ad hoc reports.

```

TM022R0                TABLE MANAGEMENT REPORTS TABLE 022                xx/xx/xx
                        PAYROLL/PERSONNEL DOCUMENT REPORT

ENTER DATA FOR REPORT REQUESTED:

FROM *AGENCY/BUREAU:   *PERSONNEL OFFICE IDENTIFIER:   *SEQUENCE NO:
TO   *AGENCY/BUREAU:   *PERSONNEL OFFICE IDENTIFIER:   *SEQUENCE NO:

      SELECT TYPE OF REPORT:

          PRINT ACTIVE
          PRINT HISTORY
          PRINT ALL

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT                PF1=MAIN                PF2=022 DOCM                PF4=022 INQY                PF6=REFRESH
                                ENTER=PROCESS
  
```

**Figure 3:5. Table 022, Payroll/Personnel Document Report reports screen**

At the Table 022 reports screen (**Figure 3:5**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>Agency/Bureau</b>	Required, alphanumeric, 2 positions Type the agency or bureau code.
<b>Personnel Office Identifier</b>	Required, numeric, 4 positions Type the personnel office identifier code.

<b>Sequence No</b>	<i>Required, numeric, 2 positions</i> Type the sequence number used in conjunction with the agency and POI to identify the locations for delivering the output of generated reports.						
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below. <table> <tr> <td><b>Print Active</b></td> <td>Used to retrieve only active records within a table.</td> </tr> <tr> <td><b>Print History</b></td> <td>Used to retrieve only history records within a table.</td> </tr> <tr> <td><b>Print All</b></td> <td>Used to retrieve all active, deleted, and history records within a table.</td> </tr> </table>	<b>Print Active</b>	Used to retrieve only active records within a table.	<b>Print History</b>	Used to retrieve only history records within a table.	<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Active</b>	Used to retrieve only active records within a table.						
<b>Print History</b>	Used to retrieve only history records within a table.						
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.						
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.						
<b>Routing Information: Name</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).						
<b>Remote ID</b>	<i>Required, alphanumeric, 16 positions max.</i> Type the number of the printer designated to print the table.						

---

---

---

## Table 023, Agency/Bureau

Agency/Bureau is Table 023 on the Table Management System menu. This table contains agency/bureau codes and corresponding names.

**NOTE:** Agencies can query Table 023 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 023

The Table 023 update screen (**Figure 3:6**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM023U0                TABLE MANAGEMENT UPDATE TABLE 023                xx/xx/xx
                        AGENCY/BUREAU                                     PAGE: 000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

      *AGENCY/BUREAU:

      BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

      SERVICING-AGENCY/BUREAU:
      AGENCY/BUREAU-NAME      :

      AGENCY/BUREAU-ABBR      :
      CV-NUMBER                :
      PRINT EARNING STATMENTS:

      ENTER DATA AND PRESS ENTER TO PROCESS
      CLEAR=EXIT  PF1=MAIN  PF2=023 DOCM  PF3=023 RPTS  PF4=023 INQY
      PF5=HELP    PF6=REFRESH                                     ENTER=PROCESS
```

**Figure 3:6. Table 023, Agency/Bureau update screen**

Agencies requiring an update to Table 023 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 023 update screen (**Figure 3:6**), complete the fields as follows:

---

**Key Fields**

∇

**Action***Required, alpha, 1 position*

Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

**Agency/Bureau***Required, alphanumeric, 2 positions*

Type the agency or bureau code.

**Beg-Eff-Date***Required, numeric, 6 positions*

Type the effective date for the record in MM DD YY order.

**NOTE:** Changes to the **Beg-Eff-Date** field will create a history record automatically. All other changes will result in a correction to the record.

**Last-Eff-Date***Required, numeric, 6 positions*

Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

**NOTE:** If the **Last-Eff-Date** is modified to a prior date, it cannot be used for an action effective **after** that date. However, it can be used for any action that is effective prior to the last effective date. The record is **not** identified as deleted in TMGT.

**Servicing-  
Agency/Bureau***Required, alphanumeric, 2 positions*

Type the code for the servicing agency or bureau.

**Agency/Bureau-  
Name***Required, alphanumeric, 64 positions max.*

Type the full name for the agency or bureau.

**Agency/Bureau-  
Abbr***Required, alphanumeric, 6 positions max.*

Type the abbreviation for the agency or bureau.

**CV-Number***Required, numeric, 2 positions*

Type the central version database number where the information pertaining to the agency is located. Valid values are:

<b>05</b>	USDA and agencies serviced by USDA
<b>06</b>	non-USDA agencies, except Treasury agencies
<b>07</b>	Treasury agencies
<b>08</b>	Homeland Security agencies

**Print Earning  
Statements***Required, alpha, 1 position*

Type **Y** (yes) or **N** (no) to indicate whether or not the agency wants the earnings statements printed for the entire agency.

---

## Requesting A Report For Table 023

The Table 023 reports screen (**Figure 3:7**) allows users to generate ad hoc reports.

```

TM023R0                TABLE MANAGEMENT REPORTS TABLE 023                xx/xx/xx
                        AGENCY/BUREAU

ENTER DATA FOR REPORT REQUESTED:

FROM   *AGENCY/BUREAU:

TO     *AGENCY/BUREAU:

      SELECT TYPE OF REPORT:

          PRINT ACTIVE
          PRINT HISTORY
          PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

CLEAR=EXIT          ENTER DATA AND PRESS "ENTER" TO PROCESS
PF1=MAIN            PF2=023 DOCM          PF4=023 INQY          PF6=REFRESH
                    ENTER=PROCESS
  
```

**Figure 3:7. Table 023, Agency/Bureau reports screen**

At the Table 023 reports screen (**Figure 3:7**), complete the From and To fields as follows:

<b>From/To</b>	▽						
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.						
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.						
	<table border="0"> <tr> <td style="padding-right: 20px;"><b>Print Active</b></td> <td>Used to retrieve only active records within a table.</td> </tr> <tr> <td><b>Print History</b></td> <td>Used to retrieve only history records within a table.</td> </tr> <tr> <td><b>Print All</b></td> <td>Used to retrieve all active, deleted, and history records within a table.</td> </tr> </table>	<b>Print Active</b>	Used to retrieve only active records within a table.	<b>Print History</b>	Used to retrieve only history records within a table.	<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Active</b>	Used to retrieve only active records within a table.						
<b>Print History</b>	Used to retrieve only history records within a table.						
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.						
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.						
<b>Routing Information: Name</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).						

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 024, UCFE Credit Weeks

UCFE Credit Weeks is Table 024 on the Table Management System menu. This table contains the minimum amount an employee must earn to receive credit for weekly unemployment compensation benefits.

**NOTE:** Agencies can query Table 024 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 024

The Table 024 update screen (**Figure 3:8**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM024U0                TABLE MANAGEMENT UPDATE TABLE 024                xx/xx/xx
                        UCFE CREDIT WEEKS                                PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
*STATE-CODE:          *CALENDAR-YEAR:                      DATE-CHANGED:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

MIN-EARNED-PER-WEEK:

                                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=024 DOCM  PF3=024 RPTS  PF4=024 INQY
PF5=HELP    PF6=REFRESH                                ENTER=PROCESS
```

**Figure 3:8. Table 024, UCFE Credit Weeks update screen**

Agencies requiring an update to Table 024 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.



At the Table 024 update screen (**Figure 3:8**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>State-Code</b>	<i>Required, alphanumeric, 2 positions</i> Type the state or country code.  <b>NOTE:</b> State codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.
<b>Calendar-Year</b>	<i>Required, numeric, 2 positions</i> Type the last 2 positions of the calendar year.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Min-Earned-Per-Week</b>	<i>Required, numeric, 5 positions max.</i> Type the minimum weekly amount an employee must earn to qualify for unemployment compensation benefits in dollars and cents. Do not enter a decimal.

---

## Requesting A Report For Table 024

The Table 024 reports screen (**Figure 3:9**) allows users to generate ad hoc reports.

```

TM024R0                TABLE MANAGEMENT REPORTS TABLE 024                xx/xx/xx
                        UCFE CREDIT WEEKS

ENTER DATA FOR REPORT REQUESTED:

FROM      * STATE-CODE:      * CALENDAR-YEAR:
TO        * STATE-CODE:      * CALENDAR-YEAR:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

CLEAR=EXIT          ENTER DATA AND PRESS "ENTER" TO PROCESS
                    PF1=MAIN    PF2=024 DOCM    PF4=024 INQY    PF6=REFRESH
                    ENTER=PROCESS
  
```

**Figure 3:9. Table 024, UCFE Credit Weeks reports screen**

At the Table 024 reports screen (**Figure 3:9**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>State-Code</b>	<p><i>Required, alphanumeric, 2 positions</i> Type the state or country code.</p> <p><b>NOTE:</b> State codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.</p>
<b>Calendar-Year</b>	<p><i>Required, numeric, 2 positions</i> Type the last 2 positions of the calendar year.</p>
<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.</p> <p><b>Print Active</b>      Used to retrieve only active records within a table.  <b>Print History</b>     Used to retrieve only history records within a table.  <b>Print All</b>          Used to retrieve all active, deleted, and history records within a table.</p>
<b>View Report Before Printing</b>	<p><i>Optional default, alpha, 1 position</i> N (no) is system generated. Type <b>Y</b> (yes) over N if you want to view the report before printing.</p>

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 025, AD-350 (Personnel Block And Description)

AD-350 (Personnel Block And Description) is Table 025 on the Table Management System menu. This table contains block numbers, access codes, and descriptions for processing personnel actions.

**NOTE:** Agencies can query Table 025 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 025

The Table 025 update screen (**Figure 3:10**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM025U0                TABLE MANAGEMENT UPDATE TABLE 025                xx/xx/xx
                        AD-350 (PERSONNEL BLOCK AND DESCRIPTION)           PAGE: 000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
*AD-350-BLK-NUMBER:      *AD-350-BLK-DATA-VALUE:      DATE-CHANGED:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

AD-350-BLK-DATA-VALUE-ALPHA:

                                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=025 DOCM  PF3=025 RPTS  PF4=025 INQY
PF5=HELP    PF6=REFRESH                                ENTER=PROCESS
```

**Figure 3:10. Table 025, AD-350 (Personnel Block And Description) update screen**

Agencies requiring an update to Table 025 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 025 update screen (**Figure 3:10**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>AD-350-Blk-Number</b>	<i>Required, numeric, 3 positions</i> Type the number assigned to the personnel action data element.
<b>AD-350-Blk- Data Value</b>	<i>Required, alphanumeric, 6 positions max.</i> Type the valid data value for the block number entered.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.  <b>NOTE:</b> Changes to the <b>Beg-Eff-Date</b> field will create a history record automatically. All other changes will result in a correction to the record.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>  <b>NOTE:</b> If the <b>Last-Eff-Date</b> is modified to a prior date, it cannot be used for an action effective <b>after</b> that date. However, it can be used for any action that is effective prior to the last effective date. The record is <b>not</b> identified as deleted in TMGT.
<b>AD-350-Blk-Data-Value-Alpha</b>	<i>Required, alphanumeric, 65 positions max.</i> Type the alpha description that corresponds to the data value entered.

---

## Requesting A Report For Table 025

The Table 025 reports screen (**Figure 3:11**) allows users to generate ad hoc reports.

```

TM025R0                TABLE MANAGEMENT REPORTS TABLE 025                xx/xx/xx
                        AD-350 (PERSONNEL BLOCK AND DESCRIPTION)

ENTER DATA FOR REPORT REQUESTED:

FROM   * AD-350-BLK-NUMBER:        * AD-350-BLK-DATA-VALUE:
TO     * AD-350-BLK-NUMBER:        * AD-350-BLK-DATA-VALUE:

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

CLEAR=EXIT          ENTER DATA AND PRESS "ENTER" TO PROCESS
                    PF1=MAIN          PF2=025 DOCM          PF4=025 INQY          PF6=REFRESH
                    ENTER=PROCESS
  
```

**Figure 3:11. Table 025, AD-350 (Personnel Block And Description) reports screen**

At the Table 025 reports screen (**Figure 3:11**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>AD-350-Blk-Number</b>	<i>Required, numeric, 3 positions</i> Type the number assigned to the personnel action data element.
<b>AD-350-Blk-Data Value</b>	<i>Required, alphanumeric, 6 positions max.</i> Type the valid data value for the block number entered above.
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
	<b>Print Active</b> Used to retrieve only active records within a table.
	<b>Print History</b> Used to retrieve only history records within a table.
	<b>Print All</b> Used to retrieve all active, deleted, and history records within a table.
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.
<b>Routing Information: Name</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 026, Standard Metropolitan Statistical Areas

Standard Metropolitan Statistical Areas is Table 026 on the Table Management System menu. This table contains geographical boundaries that are used for statistical reporting.

**NOTE:** Agencies can query Table 026 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 026

The Table 026 update screen (**Figure 3:12**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM026U0                TABLE MANAGEMENT UPDATE TABLE 026                xx/xx/xx
                        STANDARD METROPOLITAN STATISTICAL AREAS            PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*STATE-COUNTRY-CODE:
  *COUNTRY-CODE:
  *CITY-CODE:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

  SMSA-CODE:
  SMSA-NAME:

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=026 DOCM  PF3=026 RPTS  PF4=026 INQY
PF5=HELP    PF6=REFRESH  ENTER=PROCESS
```

**Figure 3:12. Table 026, Standard Metropolitan Statistical Areas update screen**

Agencies requiring an update to Table 026 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.



At the Table 026 update screen (**Figure 3:12**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>State-Country-Code</b>	<i>Required, alphanumeric, 2 positions</i> Type the state or country code for the Standard Metropolitan Statistical Area (SMSA).
<b>County-Code</b>	<i>Required, numeric, 3 positions</i> Type the county code for SMSA.
<b>City-Code</b>	<i>Required, numeric, 4 positions</i> Type the city code for SMSA.  <b>NOTE:</b> State, county, and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>SMSA-Code</b>	<i>Required, alphanumeric, 4 positions</i> Type the SMSA code assigned by the Bureau of Census.
<b>SMSA-Name</b>	<i>Alphanumeric, 35 positions max.</i> Type the full name of SMSA.

---

## Requesting A Report For Table 026

The Table 026 reports screen (**Figure 3:13**) allows users to generate ad hoc reports.

```

TM026R0                TABLE MANAGEMENT REPORTS TABLE 026                xx/xx/xx
                      STANDARD METROPOLITAN STATISTICAL AREAS

ENTER DATA FOR REPORT REQUESTED:

FROM  *STATE-CODE:      *COUNTY-CODE:      *CITY-CODE:
TO    *STATE-CODE:      *COUNTY-CODE:      *CITY-CODE:

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

CLEAR=EXIT          ENTER DATA AND PRESS "ENTER" TO PROCESS
                    PF1=MAIN          PF2=026 DOCM          PF4=026 INQY          PF6=REFRESH
                    ENTER=PROCESS
  
```

**Figure 3:13. Table 026, Standard Metropolitan Statistical Areas reports screen**

At the Table 026 reports screen (**Figure 3:13**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>State-Country-Code</b>	<i>Required, alphanumeric, 2 positions</i> Type the state or country code for SMSA.
<b>County-Code</b>	<i>Required, numeric, 3 positions</i> Type the county code for SMSA.
<b>City-Code</b>	<i>Required, numeric, 4 positions</i> Type the city code for SMSA.
	<b>NOTE:</b> State, county, and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
	<b>Print Active</b> Used to retrieve only active records within a table.
	<b>Print History</b> Used to retrieve only history records within a table.
	<b>Print All</b> Used to retrieve all active, deleted, and history records within a table.
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 027, COLA/Post Differential Codes

COLA/Post Differential Codes is Table 027 on the Table Management System menu. This table contains the Cost of Living Allowance (COLA) and Post Differential Codes and percentages by city and state/country codes.

**NOTE:** Agencies can query Table 027 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 027

The Table 027 update screen (**Figure 3:14**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM027U0                TABLE MANAGEMENT UPDATE TABLE 027                xx/xx/xx
                        COLA/POST DIFFERENTIAL CODES                PAGE: 000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE        USER-ID:
                                           DATE-CHANGED:

  *STATE-COUNTRY-CODE:
    *CITY-CODE:
  *COLA-POST-DIFF-CODE:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

COLA-PERCENT:      (.9999)

                                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=027 DOCM    PF3=027 RPTS    PF4=027 INQY
PF5=HELP      PF6=REFRESH                ENTER=PROCESS
```

**Figure 3:14. Table 027, COLA/Post Differential Codes update screen**

Agencies requiring an update to Table 027 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 027 update screen (**Figure 3:14**), complete the fields as follows:

---

<b>Key Fields</b>	∇																
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.																
<b>State-Country-Code</b>	<i>Required, alphanumeric, 2 positions</i> Type the state or country code.																
<b>City-Code</b>	<i>Required, numeric, 4 positions</i> Type the city code. This field may equal <b>0000</b> .  <b>NOTE:</b> State, country, and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.																
<b>COLA-Post-Diff-Code</b>	<i>Required, numeric, 1 positions</i> Type the COLA/post differential code for the state/country and city code entered above. Valid values are:  <table><tr><td><b>0</b></td><td>none</td></tr><tr><td><b>2</b></td><td>non-foreign post differential</td></tr><tr><td><b>3</b></td><td>COLA - local retail with post differential</td></tr><tr><td><b>4</b></td><td>foreign post differential</td></tr><tr><td><b>5</b></td><td>COLA - local retail</td></tr><tr><td><b>6</b></td><td>COLA - commissary/PX/with post differential</td></tr><tr><td><b>7</b></td><td>COLA - commissary/PX</td></tr><tr><td><b>8</b></td><td>COLA - commissary/PX/private housing</td></tr></table>	<b>0</b>	none	<b>2</b>	non-foreign post differential	<b>3</b>	COLA - local retail with post differential	<b>4</b>	foreign post differential	<b>5</b>	COLA - local retail	<b>6</b>	COLA - commissary/PX/with post differential	<b>7</b>	COLA - commissary/PX	<b>8</b>	COLA - commissary/PX/private housing
<b>0</b>	none																
<b>2</b>	non-foreign post differential																
<b>3</b>	COLA - local retail with post differential																
<b>4</b>	foreign post differential																
<b>5</b>	COLA - local retail																
<b>6</b>	COLA - commissary/PX/with post differential																
<b>7</b>	COLA - commissary/PX																
<b>8</b>	COLA - commissary/PX/private housing																
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.																
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .																
<b>COLA-Percent</b>	<i>Required, numeric, 4 positions</i> Type the COLA or post differential percentage (e.g., to enter 10 percent, type <b>1000</b> ). Do not enter a decimal.																

---

## Requesting A Report For Table 027

The Table 027 reports screen (**Figure 3:15**) allows users to generate ad hoc reports.

```

TM027R0                                TABLE MANAGEMENT REPORTS TABLE 027                                xx/xx/xx
                                COLA/POST DIFFERENTIAL CODES

ENTER DATA FOR REPORT REQUESTED:

FROM  *STATE-COUNTRY-CODE:      *CITY-CODE:      *COLA-POST-DIFF-CODE:
TO    *STATE-COUNTRY-CODE:      *CITY-CODE:      *COLA-POST-DIFF-CODE:

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N    (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT            PF1=MAIN      PF2=027 DOCM      PF4=027 INQY      PF6=REFRESH
                                ENTER=PROCESS
  
```

**Figure 3:15. Table 027, COLA/Post Differential Codes reports screen**

At the Table 027 reports screen (**Figure 3:15**), complete the From and To fields as follows:

<b>From/To</b>	▽
<b>State-Country-Code</b>	<i>Required, alphanumeric, 2 positions</i> Type the state or country code.
<b>City-Code</b>	<i>Required, numeric, 4 positions</i> Type the city code. This field may equal <b>0000</b> .
<b>COLA-Post-Diff-Code</b>	<i>Required, numeric, 1 positions</i> Type the COLA/post differential code for the state/country and city code entered above. Valid values are:
<b>0</b>	none
<b>2</b>	non-foreign post differential
<b>3</b>	COLA - local retail with post differential
<b>4</b>	foreign post differential
<b>5</b>	COLA - local retail
<b>6</b>	COLA - commissary/PX/with post differential
<b>7</b>	COLA - commissary/PX
<b>8</b>	COLA - commissary/PX/private housing

---

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

**Print Active**

Used to retrieve only active records within a table.

**Print History**

Used to retrieve only history records within a table.

**Print All**

Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## Table 029, Pay Table Rates

Pay Table Rates is Table 029 on the Table Management System menu. This table contains salary rates for each pay plan, grade, and step. It is used to compute pay for all employees, including those in occupational special pay areas.

**NOTE:** Agencies can query Table 029 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 029

The Table 029 update screen (**Figure 3:16**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM029U0                TABLE MANAGEMENT UPDATE TABLE 029          xx/xx/xx
                        PAY TABLE RATES                            PAGE: 000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE          USER-ID:
*OPM-PAY-TABLE-NUMBER:          *PAY-PLAN:          *GRADE: 00      DATE-CHANGED:
BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY

      TABLE ANNUAL AND HOURLY RATE BY STEPS

STEP  ANNUAL  HRLY  STEP  ANNUAL  HRLY  STEP  ANNUAL  HRLY  STEP  ANNUAL  HRLY
 01          02          03          04
 05          06          07          08
 09          10          11          12
 13          14          15          16
 17          18          19          20

      ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=029 DOCM      PF3=029 RPTS      PF4=029 INQ
PF5=HELP                PF6=REFRESH                ENTER=PROCESS
  
```

**Figure 3:16. Table 029, Pay Table Rates update screen**

Agencies requiring an update to Table 029 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.



**NOTE:** All occupational special pay area codes **must** be established in Tables 031 and 033 before the rates can be established in Table 029.

At the Table 029 update screen (**Figure 3:16**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>OPM-Pay-Table-Number</b>	<i>Required, numeric, 4 positions</i> Type the occupational special pay area code. If there is no pay area code, type <b>0000</b> . For a list of codes, see <b>Tables 031 and 033</b> .
<b>Pay-Plan</b>	<i>Required, alphanumeric, 2 positions</i> Type the pay plan.
<b>Grade</b>	<i>Optional default, numeric, 2 positions</i> 00 is system generated. If applicable, type the grade for the pay plan.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Annual</b>	<i>Optional, numeric, 8 positions</i> Type the annual salary amount for the grade and step in dollars and cents. Do not enter a decimal.
<b>Hrly</b>	<i>Optional, numeric, 4 positions</i> Type the hourly rate for the grade and step in dollars and cents. Do not enter a decimal.

---

## Requesting A Report For Table 029

The Table 029 reports screen (**Figure 3:17**) allows users to generate ad hoc reports.

```

TM029R0                TABLE MANAGEMENT REPORTS TABLE 029                xx/xx/xx
                        PAY TABLE RATES

ENTER DATA FOR REPORT REQUESTED:

FROM  *OPM-PAY-TABLE-NUMBER:          *PAY PLAN:          *GRADE:
TO    *OPM-PAY-TABLE-NUMBER:          *PAY PLAN:          *GRADE:

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT            PF1=MAIN          PF2=029 DOCM          PF4=029 INQY          PF6=REFRESH
                        ENTER=PROCESS
  
```

**Figure 3:17. Table 029, Pay Table Rates reports screen**

At the Table 029 reports screen (**Figure 3:17**), complete the From and To fields as follows:

<b>From/To</b>	∇						
<b>OPM-Pay-Table-Number</b>	<p><i>Required, numeric, 4 positions</i></p> <p>Type the occupational special pay area code. If there is no pay area code, type <b>0000</b>. For a list of codes, see <b>Tables 031</b> and <b>033</b>.</p>						
<b>Pay-Plan</b>	<p><i>Required, alphanumeric, 2 positions</i></p> <p>Type the pay plan. For a list of pay plans, refer to <b>Table 025</b>, block 039.</p>						
<b>Grade</b>	<p><i>Optional default, numeric, 2 positions</i></p> <p>00 is system generated. If applicable, type the grade for the pay plan.</p>						
<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i></p> <p>Type <b>X</b> next to the applicable option as described below.</p> <table border="0"> <tr> <td><b>Print Active</b></td> <td>Used to retrieve only active records within a table.</td> </tr> <tr> <td><b>Print History</b></td> <td>Used to retrieve only history records within a table.</td> </tr> <tr> <td><b>Print All</b></td> <td>Used to retrieve all active, deleted, and history records within a table.</td> </tr> </table>	<b>Print Active</b>	Used to retrieve only active records within a table.	<b>Print History</b>	Used to retrieve only history records within a table.	<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Active</b>	Used to retrieve only active records within a table.						
<b>Print History</b>	Used to retrieve only history records within a table.						
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.						
<b>View Report Before Printing</b>	<p><i>Optional default, alpha, 1 position</i></p> <p>N (no) is system generated. Type <b>Y</b> (yes) over N if you want to view the report before printing.</p>						

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 030, Payroll Constants

Payroll Constants is Table 030 on the Table Management System menu. This table contains the payroll data elements used to compute an employee's pay.

**NOTE: (1)** Agencies can query Table 030 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only. The record is displayed with the message *Successful Inquiry*. **(2)** The data maintained in Table 030 is contained on two screens. To display screen 2, press [PF10]. To return to screen 1, press [PF10] again. Updating Table 030

The Table 030 update screen (**Figure 3:18**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

**NOTE:** When a record is updated in Table 030, the corresponding record **must** also be updated in Table 081, Life Insurance Description table.

### Updating Table 030

TM03000			TABLE MANAGEMENT UPDATE TABLE 030			09/29/06		
			PAYROLL CONSTANTS			PAGE: 000001		
*ACTION: _ (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE						USER-ID:		
						DATE-CHANGED:		
BEG-EFF-DATE: MM DD YY			LAST-EFF-DATE: MM DD YY					
MAX-ANNUAL-PAY: 00000000		MAX-BIWK-PAY: 000000		MAX-OT-HOUR-RATE: 0000				
MIN-WAGE-AMT: 000		APT-LTM-DOL-BAL: 000000		APT-LTM-DAY-TOT: 000				
APT-LTM-HRS-TOT: 000000		EMPL-FEGLI-RATE: 000		RET-COV-CODE-7: 0				
RET-RATE-7: 000		RET-COV-CODE-75: 0		RET-RATE-75: 000				
OASDI-PERCENT: 000000		OASDI-MAX-ANL-AMT: 00000000		OASDI-MAX-DED: 000000				
AG-CONT-PCT-RET: 0000		AG-CONT-PCT-OASDI: 0000		AG-CONT-PCT-FEGLI: 0000				
FEGLI-MAX-COVER: 000		FEGLI-MIN-COVER: 00		APT-LIM-DOL-MIN: 000000				
APT-LIM-DAY-MIN: 000		APT-LIM-HRS-MIN: 000000		EX-MAX-SALARY: 00000000				
HIT-PERCENT: 000000		HIT-MAX-ANN-AMT: 00000000		HIT-MAX-DEDUCT: 000000				
MAX-DEFERAMT: 00000000		RATE-COMMUTE-FMV: 0000		ANN-HRS-PAYE-COMP: 0000				
MAX-BIWK-PAY-2080: 000000		MX-02-PAY-CAP: 000000		MAX-BIWK-PAY-LE: 000000				
MAX-BIWK-PAY-LE-EX: 000000		FDIC-ESCAP: 00000000		LE-MAX-OT-HR-RATE: 0000				
LTD-LS-ANNUAL-MAX: 00000000		LTD-LH-ANNUAL-MAX: 00000000						
CP-PAY-PLAN-CAP: 000000		LP-PAY-PLAN-CAP: 000000		IJ-PAY-PLAN-CAP: 000000				
ENTER DATA AND PRESS ENTER TO PROCESS								
CLEAR=EXIT		PF1=MAIN		PF2=030 DOCM		PF3=030 RPTS		PF4=030 INQY
PF5=HELP		PF6=REFRESH		PF10=SCREEN 2		ENTER=PROCESS		

Figure 3:18. Table 030, Payroll Constants update screen 1

```

TM030U1          TABLE MANAGEMENT UPDATE TABLE 030          09/29/06
                  PAYROLL CONSTANTS                            PAGE: 000002

*ACTION: _ (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:
BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY

CATCH-UP-YEAR      :          CATCH-UP-CONTRIBUTIONS : 00000
PP-RE-RP-MAX-SAL   : 00000000  OCC-MAX-SALARY       : 00000000
MAX-401K-SALARY    : 00000000  OCC-MAX-BIWEEKLY-PAY : 0000000
MAX-401K-DED-CONTR : 00000000  MAX-403B-DED-CONTR : 00000000
MAX-PLAN16-BASE-PAY : 000000    FDIC-SPECIAL-ESCAP  : 00000000

ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=030  DOCM  PF3=030  RPTS  PF4=030  INQY
PF5=HELP    PF6=REFRESH  PF10=SCREEN 1  ENTER=PROCESS

```

**Figure 3:19. Table 030, Payroll Constants update screen 2**

At the Table 030 update screen (**Figure 3:18**) and (**Figure 3:19**) complete the fields as follows:

<b>Key Fields</b>	∇
<b>Action</b>	<p><i>Required, alpha, 1 position</i></p> <p>Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i></p> <p>Type the effective date for the record in MM DD YY order.</p> <p><b>NOTE:</b> Changes to the <b>Beg-Eff-Date</b> field will create a history record automatically. All other changes will result in a correction to the record.</p>
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i></p> <p>Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p> <p><b>NOTE:</b> If the <b>Last-Eff-Date</b> is modified to a prior date, it cannot be used for an action effective <b>after</b> that date. However, it can be used for any action that is effective prior to the last effective date. The record is <b>not</b> identified as deleted in TMGT.</p>
<b>Max-Annual-Pay</b>	<p><i>Required, numeric, 8 positions max.</i></p> <p>Type the maximum annual salary amount allowed by law in dollars and cents. Do not enter a decimal.</p>
<b>Max-Biwk-Pay</b>	<p><i>Required, numeric, 6 positions max.</i></p> <p>Type the maximum biweekly salary amount allowed by law in dollars and cents. Do not enter a decimal.</p>

<b>Max-OT-Hour-Rate</b>	<i>Required, numeric, 4 positions</i> Type the maximum hourly overtime rate allowed by law in dollars and cents. Do not enter a decimal.
<b>Min-Wage-Amt</b>	<i>Required, numeric, 3 positions</i> Type the minimum hourly rate allowed by law in dollars and cents. Do not enter a decimal.
<b>Apt-Ltm-Dol-Bal</b>	<i>Required, numeric, 6 positions max.</i> Type the maximum dollar amount allotted in a limited appointment in dollars and cents. Do not enter a decimal.
<b>Apt-Ltm-Day-Tot</b>	<i>Required, numeric, 3 positions max.</i> Type the maximum amount of days allotted in a limited appointment.
<b>Apt-Ltm-Hrs-Tot</b>	<i>Required, numeric, 6 positions max.</i> Type the maximum amount of hours allotted in a limited appointment.
<b>Empl-FEGLI-Rate</b>	<i>Required, numeric, 3 positions</i> Type the applicable life insurance rate per thousand dollars of coverage (e.g., if the rate per \$1,000 of coverage is \$0.16, type <b>160</b> ). Do not type a decimal.
<b>Ret-Cov-Code-7</b>	<i>Required, numeric, 1 position</i> Type the code that indicates the type of retirement coverage held by the employee. It is the only basis upon which deductions for retirement purposes will or will not be made.  <b>NOTE:</b> This code does not apply to law enforcement officers and employees engaged in fire fighting activities.
<b>Ret-Rate-7</b>	<i>Required, numeric, 3 positions</i> Type the percentage rate in effect for those employees covered by retirement in whole numbers and one decimal place. Do not enter a decimal.  <b>NOTE:</b> This rate does not apply to law enforcement officers and employees engaged in fire fighting activities.
<b>Ret-Cov-Code-75</b>	<i>Required, numeric, 1 position</i> Type the coverage code in effect for law enforcement officers and employees engaged in fire fighting activities covered by retirement.
<b>Ret-Rate-75</b>	<i>Required, numeric, 3 positions</i> Type the percentage rate in effect for law enforcement officers and employees engaged in fire fighting activities covered by retirement in whole numbers and one decimal place. Do not enter a decimal.
<b>OASDI-Percent</b>	<i>Required, numeric, 6 positions max.</i> Type the social security (OASDI) percentage rate to be deducted from gross wages for the current tax year in whole numbers and two decimal places. Do not enter a decimal.
<b>OASDI-Max-Anl-Amt</b>	<i>Required, numeric, 8 positions max.</i> Type the maximum annual earnings amount subject to social security (OASDI) for the current tax year in dollars and cents. Do not enter a decimal.

<b>OASDI-Max-Ded</b>	<i>Required, numeric, 6 positions max.</i> Type the maximum annual earnings amount of social security (OASDI) that can be deducted from gross wages for the current tax year in dollars and cents. Do not enter a decimal.
<b>Ag-Cont-Pct-Ret</b>	<i>Required, numeric, 4 positions</i> Type the percentage rate, in whole numbers and three decimal places, at which the agency will contribute towards the retirement fund. Do not enter a decimal.
<b>Ag-Cont-Pct-OASDI</b>	<i>Required, numeric, 4 positions</i> Type the percentage rate, in whole numbers and three decimal places, at which the agency will contribute towards the social security (OASDI) fund. Do not enter a decimal.
<b>Ag-Cont-Pct-FEGLI</b>	<i>Required, numeric, 4 positions</i> Type the percentage rate, in whole numbers and three decimal places, the agency contributes for FEGLI. Do not enter a decimal.
<b>FEGLI-Max-Cover</b>	<i>Required, numeric, 3 positions</i> Type the maximum amount of life insurance coverage in thousands of dollars (e.g., for \$132,000, type <b>132</b> ).
<b>FEGLI-Min-Cover</b>	<i>Required, numeric, 2 positions</i> Type the minimum amount of life insurance coverage in thousands of dollars (e.g., for \$10,000 type <b>10</b> ).
<b>Apt-Lim-Dol-Min</b>	<i>Required, numeric, 6 positions</i> Type the minimum amount, in dollars and cents, for which the Approaching Expiration of Appointment Limitation tickler is sent when an employee is reaching the appointment limitation. Do not enter a decimal.
<b>Apt-Lim-Day-Min</b>	<i>Required, numeric, 3 positions</i> Type the minimum number of days for which the Approaching Expiration of Appointment Limitation tickler is sent when an employee is reaching the appointment limitation.
<b>Apt-Lim-Hrs-Min</b>	<i>Required, numeric, 6 positions</i> Type the minimum number of hours, in whole numbers and two decimal places, for which the Approaching Expiration of Appointment Limitation tickler is sent when an employee is reaching the appointment limitation. Do not enter a decimal.
<b>EX-Max-Salary</b>	<i>Required, numeric, 8 positions max.</i> Type the maximum salary amount an executive service employee may earn for the current year in dollars and cents. Do not enter a decimal.
<b>HIT-Percent</b>	<i>Required, numeric, 6 positions</i> Type the percentage rate deducted from gross wages for Medicare (HIT) in whole numbers and four decimal places. Do not enter a decimal.
<b>HIT-Max-Ann-Amt</b>	<i>Required, numeric, 8 positions</i> Type the maximum annual salary amount subject to Medicare (HIT) for the current tax year in dollars and cents. Do not enter a decimal.

<b>HIT-Max-Deduct</b>	<i>Required, numeric, 6 positions max.</i> Type the maximum annual amount that can be deducted from gross wages for Medicare (HIT) for the current tax year in dollars and cents. Do not enter a decimal.
<b>Max-Deferral-Amt</b>	<i>Required, numeric, 7 positions max.</i> Type the maximum amount of retirement or thrift savings deductions that can be tax deferred for the current tax year in dollars and cents. Do not enter a decimal.
<b>Rate-Commute-FMV</b>	<i>Required, numeric, 4 positions</i> Type the rate in dollars and cents charged for use of a government-owned motor vehicle. Do not enter a decimal.
<b>Ann-Hrs-PAYE-Comp</b>	<i>Required, numeric, 4 positions</i> Type the total number of whole hours for the year to be used for computing salary payments.
<b>Max-BiWk-Pay-2080</b>	<i>Required, numeric, 6 positions max.</i> Type the maximum biweekly salary amount allowed in dollars and cents. Do not enter a decimal.
<b>Max-02-Pay-Cap</b>	<i>Required, numeric, 6 positions max.</i> Type the maximum biweekly salary amount in dollars and cents for Pay Plans MG, MS, and MX employees. Do not enter a decimal. (For HUD use only.)
<b>Max-BiWk-Pay-LE</b>	<i>Required, numeric, 6 positions max.</i> Type the maximum biweekly salary amount in Pay Plan LE in dollars and cents. Do not enter a decimal.
<b>Max-BiWk-Pay-LE-Ex</b>	<i>Required, numeric, 6 positions max.</i> Type the maximum biweekly salary amount for Executive Service level in Pay Plan LE in dollars and cents. Do not enter a decimal.
<b>FDIC-Escap</b>	<i>Required, numeric, 8 positions max.</i> Type the maximum salary amount in dollars and cents for FDIC Executive Service level. Do not enter a decimal. (For FDIC use only.)
<b>LE-Max-OT-HR-Rate</b>	<i>Required, numeric, 4 positions max.</i> Type the maximum overtime hourly rate in dollars and cents in Pay Plan LE. Do not enter a decimal.
<b>LTD-S-ANNUAL-MAX</b>	<i>Required, numeric, 8 positions max.</i> Type the maximum annual salary deduction in dollars and cents for the Long Term Disability standard option. Do not enter a decimal. (For FDIC use only.)
<b>LTD-LH-ANNUAL-MAX</b>	<i>Required, numeric, 8 positions max.</i> Type the maximum annual salary deduction in dollars and cents for the Long Term Disability high option. Do not enter a decimal. (For FDIC use only.)



<b>CP-Pay-Plan-Cap</b>	<i>Required, numeric, 6 positions max.</i> Type the maximum biweekly salary amount in dollars and cents for Pay Plan CP. Do not enter a decimal. (For U.S. Capitol Police use only.)
<b>LP-Pay-Plan-Cap</b>	<i>Required, numeric, 6 positions max.</i> Type the maximum biweekly salary amount in dollars and cents for Pay Plan LP. Do not enter a decimal. (For U.S. Capitol Police use only.)
<b>IJ-Pay-Plan-Cap</b>	<i>Required, numeric, 6 positions max.</i> Type the maximum biweekly salary amount in dollars and cents for Pay Plan IJ. Do not enter a decimal. (For U.S. Capitol Police use only.)
<b>Catch-Up-Year</b>	<i>Optional, numeric, 4 positions max.</i> Type the applicable tax year of the non-Federal 401K and Federal TSP employee catch-up contribution (e.g., 2003).
<b>Catch-Up-Contribution</b>	<i>Optional, numeric, 5 positions max.</i> Type the amount of the allowable catch-up contribution for the corresponding tax year. <b>Note:</b> Whole dollar amounts only.
<b>PP-RE-RP-Max-Sal</b>	<i>Optional, numeric, 8 positions max.</i> Type the maximum salary amount in dollars and cents for the IRS Senior Federal Service positions. Do not enter a decimal.
<b>OCC-Max Salary</b>	<i>Optional, numeric, 8 positions max.</i> Type the maximum salary amount in dollars and cents for the OCC Short Term Disability Program. Do not enter a decimal.
<b>MAX-401K-DED-SALARY</b>	<i>Optional, numeric, 8 position max.</i> Type the maximum salary used to compute 401K monies. Do not enter a decimal.
<b>OCC-MAX-BIWEEKLY-PAY</b>	<i>Optional, numeric, 8 positions max.</i> Type the maximum biweekly salary amount in dollars and cents for the OCC Short Term Disability Program. Do not enter a decimal.
<b>MAX-401K-DED-CONTRI</b>	<i>Optional, numeric, 8 positions max.</i> Type the combined 401K deductions and agency contributions can only allowed up to the MAX-401K-DED-CONTRI amount. Do not enter a decimal.
<b>MAX-403B-DED-CONTRI</b>	<i>Optional, numeric, 8 positions max.</i> Type the combined 403B deductions and agency contributions can only allowed up to the MAX-403B-DED-CONTRI amount. Do not enter a decimal.
<b>MAX-PLAB16-BASE-PAY</b>	<i>Optional, numeric, 8 positions max.</i> Type the combined PLAN16 base pay deductions in dollars and cents.2 Do not enter a decimal.

## Requesting A Report For Table 030

The Table 030 reports screen (**Figure 3:20**) allows users to generate ad hoc reports.

```
TM030R0                TABLE MANAGEMENT REPORTS TABLE 030                xx/xx/xx
                        PAYROLL CONSTANTS

NO DATA REQUIRED TO RETRIEVE REPORT.
ENTER "X" TO SELECT TYPE OF REPORT:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT          PF1=MAIN          PF2=030 DOCM          PF4=030 INQY          PF6=REFRESH
                    ENTER=PROCESS
```

**Figure 3:20. Table 030, Payroll Constants reports screen**

At the Table 030 reports screen (**Figure 3:20**), complete the fields as follows:

---

### Select Type of Report

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.

### View Report Before Printing

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

### Routing Information: Name

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

### Remote ID

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 031, Special Pay Converters

Special Pay Converters is Table 031 on the Table Management System menu. This table contains occupational special pay area codes used to compute special pay rates for all employees in special pay areas, except Federal Wage System (FWS) employees.

**NOTE:** Agencies can query Table 031 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 031

The Table 031 update screen (**Figure 3:21**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM031U0	TABLE MANAGEMENT UPDATE TABLE 031 SPECIAL PAY CONVERTERS	xx/xx/xx PAGE: 000001
*ACTION:	(A)ADD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID: DATE-CHANGED:
*OCC-SERIES-CODE:		*DUTY-STATION-STATE-CODE:
*DUTY-STATION-CNTY-CODE:		*DUTY-STATION-CITY-CODE:
*OCC-SPECIAL-PAY-AREA:		
BEG-EFF-DATE: MM DD YY		LAST-EFF-DATE: MM DD YY
ENTER DATA AND PRESS ENTER TO PROCESS		
CLEAR=EXIT	PF1=MAIN	PF2=031 DOCM
PF5=HELP		PF3=031 RPTS
		PF4=031 INQY
		ENTER=PROCESS
		PF6=REFRESH

**Figure 3:21. Table 031, Special Pay Converters update screen**

Agencies requiring an update to Table 031 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

**NOTE:** All occupational special pay area codes **must** be established in Table 031 before the pay rates can be established in Table 029.

At the Table 031 update screen (**Figure 3:21**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Occ-Series-Code</b>	<i>Required, numeric, 4 positions</i> Type the occupational series code.
<b>Duty-Station-State-Code</b>	<i>Required, numeric, 2 positions</i> Type the duty station state code for the occupational series code special pay area.
<b>Duty-Station-Cnty-Code</b>	<i>Required, numeric, 3 positions</i> Type the duty station county code for the occupational series code special pay area.
<b>Duty-Station-City-Code</b>	<i>Required, numeric, 4 positions</i> Type the duty station city code for the occupational series code special pay area. <b>NOTE:</b> State, county, and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.
<b>Occ-Special-Pay-Area</b>	<i>Required, numeric, 4 positions</i> Type the OPM-assigned code that identifies the special pay area.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .

---

## Requesting A Report For Table 031

The Table 031 reports screen (**Figure 3:22**) allows users to generate ad hoc reports.

```

TM031R0                TABLE MANAGEMENT REPORTS TABLE 031                xx/xx/xx
                        SPECIAL PAY CONVERTERS

ENTER DATA FOR REPORT REQUESTED:

FROM      *OCCUP-SERIES-CODE:                *DUTY-STATION-STATE-CODE:
          *DUTY-STATION-CNTY-CODE:          *DUTY-STATION-CITY-CODE:
          *OPM-PAY-TABLE-NUMBER:

TO        *OCCUP-SERIES-CODE:                *DUTY-STATION-STATE-CODE:
          *DUTY-STATION-CNTY-CODE:          *DUTY-STATION-CITY-CODE:
          *OPM-PAY-TABLE-NUMBER:

          PRINT ACTIVE
          PRINT HISTORY
          PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
                                CLEAR=EXIT  PF1=MAIN  PF2=031  DOCM  PF4=031  INQ  PF6=REFRESH
                                ENTER=PROCESS
  
```

**Figure 3:22. Table 031, Special Pay Converters reports screen**

At the Table 031 reports screen (**Figure 3:22**), complete the From and To fields as follows:

From/To	▽
<b>Occup-Series-Code</b>	<i>Required, numeric, 4 positions</i> Type the occupational series code.
<b>Duty-Station-State-Code</b>	<i>Required, numeric, 2 positions</i> Type the duty station state code for the occupational series code special pay area.
<b>Duty-Station-Cnty-Code</b>	<i>Required, numeric, 3 positions</i> Type the duty station county code for the occupational series code special pay area.
<b>Duty-Station-City-Code</b>	<i>Required, numeric, 4 positions</i> Type the duty station city code for the occupational series code special pay area.
<b>OPM-Pay-Table-Number</b>	<i>Required, numeric, 4 positions</i> Type the OPM-assigned pay table number used to identify the special pay area.
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.

<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 032, Transaction Codes

Transaction Codes is Table 032 on the Table Management System menu. This table contains the names and descriptions of transaction codes used for recording time on the Time and Attendance (T&A) Reports and/or descriptions printed on Form AD-334, Statement of Earnings and Leave.

**NOTE:** Agencies can query Table 032 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 032

The Table 032 update screen (**Figure 3:23**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM032U0                TABLE MANAGEMENT UPDATE TABLE 032                xx/xx/xx
                        TRANSACTION CODES                                PAGE: 000001

*ACTION:   (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE    USER-ID:
                                         DATE-CHANGED:

      *TRAN-CODE:                                *TRAN-SUFF:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY
      TRAN-ALPHA:
      TRAN-PERCENT: 0000  (9.999)
      TRAN-INDICATOR:
      AGENCY/BUREAU-CODE:
      EARNING-STATE-DESC:
      OTHER-FLAG:
      AD-319-FLAG:
      AD-320-FLAG:
      AD-321-FLAG:
      GS15-STEP10-FLAG:
      INTERM-FLAG:
      WAGE-PLAN-FLAG:

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=032 DOCM  PF3=032 RPTS  PF4=032 INQY
PF5=HELP    PF6=REFRESH                                ENTER=PROCESS
```

**Figure 3:23. Table 032, Transaction Codes update screen**

Agencies requiring an update to Table 032 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 032 update screen (**Figure 3:23**), complete the fields as follows:

<b>Key Fields</b>	∇								
<b>Action</b>	<p><i>Required, alpha, 1 position</i></p> <p>Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>								
<b>Tran-Code</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the specified transaction code to be used for processing certain types of pay and/or printing descriptions on the earnings and leave statement. For a list of transaction codes, see Transaction Codes, Appendix A of the Time and Attendance Instructions, Title I, Chapter 7, Section 1.</p>								
<b>Tran-Suff</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the prefix or suffix code that is used in conjunction with the specified pay transaction code for recording time on the T&amp;A and printing a description on the earnings and leave statement. For a list of prefix and suffix codes, see Transaction Codes, Appendix A of the Time and Attendance Instructions, Title I, Chapter 7, Section 1.</p>								
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i></p> <p>Type the effective date for the record in MM DD YY order.</p> <p><b>NOTE:</b> Changes to the <b>Beg-Eff-Date</b> field will create a history record automatically. All other changes will result in a correction to the record.</p>								
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i></p> <p>Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p> <p><b>NOTE:</b> If the <b>Last-Eff-Date</b> is modified to a prior date, it cannot be used for an action effective <b>after</b> that date. However, it can be used for any action that is effective prior to the last effective date. The record is <b>not</b> identified as deleted in TMGT.</p>								
<b>Tran-Alpha</b>	<p><i>Required, alphanumeric, 35 positions max.</i></p> <p>Type the alpha description for the transaction code and prefix or suffix code for the T&amp;A and/or earning and leave statement.</p>								
<b>Tran-Percent</b>	<p><i>Optional, numeric, 4 positions max.</i></p> <p>Type the percentage added to the employee's base pay for certain T&amp;A transaction codes in whole numbers and two decimal places. Do not enter decimal point.</p>								
<b>Tran-Indicator</b>	<p><i>Required, numeric, 1 position</i></p> <p>Type the code that indicates if the transaction code is for a specific document. Valid values are:</p> <table border="0"> <tr> <td><b>1</b></td> <td>T&amp;A</td> </tr> <tr> <td><b>2</b></td> <td>T&amp;A and NFC29</td> </tr> <tr> <td><b>3</b></td> <td>NFC29 only</td> </tr> <tr> <td><b>4</b></td> <td>not valid on input documents</td> </tr> </table>	<b>1</b>	T&A	<b>2</b>	T&A and NFC29	<b>3</b>	NFC29 only	<b>4</b>	not valid on input documents
<b>1</b>	T&A								
<b>2</b>	T&A and NFC29								
<b>3</b>	NFC29 only								
<b>4</b>	not valid on input documents								



<b>Agency-Bureau-Code</b>	<i>Optional, alphanumeric, 2 positions</i> Type the agency or bureau code if applicable for agency-unique transaction codes. A maximum of 10 codes may be entered.
<b>Earning-State-Desc</b>	<i>Optional, alphanumeric, 23 positions max.</i> Type the description to be printed on the earnings and leave statement.
<b>Other-Flag</b>	<i>Required, alpha, 1 position</i> Type <b>V</b> (valid) or <b>N</b> (not valid) to indicate whether or not the pay transaction code and the prefix or suffix code are valid for ADJP transactions.
<b>AD-319-Flag</b>	<i>Required, alpha, 1 position</i> Type <b>V</b> (valid) or <b>N</b> (not valid) to indicate whether or not the specified pay transaction code and the prefix or suffix code are valid for Forest Service T&A reporting.
<b>AD-320-Flag</b>	<i>Required, alpha, 1 position</i> Type <b>V</b> (valid) or <b>N</b> (not valid) to indicate whether or not the specified pay transaction code and the prefix or suffix code are valid for Natural Soil Conservation Service T&A reporting.
<b>AD-321-Flag</b>	<i>Required, alpha, 1 position</i> Type <b>V</b> (valid) or <b>N</b> (not valid) to indicate whether or not the specified pay transaction code and the prefix or suffix code are valid for other agencies' T&A reporting.
<b>GS15-Step10-Flag</b>	<i>Required, alpha, 1 position</i> Type <b>V</b> (valid) or <b>N</b> (not valid) to indicate whether or not the specified pay transaction code and the prefix or suffix code are valid for a GS-15, Step 10 employee or above.
<b>Interm-Flag</b>	<i>Required, alpha, 1 position</i> Type <b>V</b> (valid) or <b>N</b> (not valid) to indicate whether or not the specified pay transaction code and the prefix or suffix code are valid for an intermittent employee.
<b>Wage-Plan-Flag</b>	<i>Required, alpha, 1 position</i> Type <b>V</b> (valid) or <b>N</b> (not valid) to indicate whether or not the specified pay transaction code and the prefix or suffix code are valid for the Federal Wage System pay plan.

---

## Requesting A Report For Table 032

The Table 032 reports screen (**Figure 3:24**) allows users to generate ad hoc reports.

```

TM032R0                TABLE MANAGEMENT REPORTS TABLE 032                xx/xx/xx
                        TRANSACTION CODES

ENTER DATA FOR REPORT REQUESTED:

FROM   * TRAN-CODE:           * TRAN-SUFF:
TO     * TRAN-CODE:           * TRAN-SUFF:

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT           PF1=MAIN           PF2=032 DOCM           PF4=032 INQY           PF6=REFRESH
                        ENTER=PROCESS
  
```

**Figure 3:24. Table 032, Transaction Codes reports screen**

At the Table 032 reports screen (**Figure 3:24**), complete the From and To fields as follows:

<b>From/To</b>	∇						
<b>Tran-Code</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the specified transaction code to be used for processing certain types of pay and/or printing descriptions on the earnings and leave statement. For a list of transaction codes, see Transaction Codes, Appendix A of the Time and Attendance Instructions, Title I, Chapter 7, Section 1.</p>						
<b>Tran-Suff</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the prefix or suffix code that is used in conjunction with the specified pay transaction code for recording time on the T&amp;A and printing a description on the earnings and leave statement. For a list of prefix and suffix codes, see Transaction Codes, Appendix A of the Time and Attendance Instructions, Title I, Chapter 7, Section 1.</p>						
<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i></p> <p>Type <b>X</b> next to the applicable option as described below.</p> <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;"><b>Print Active</b></td> <td>Used to retrieve only active records within a table.</td> </tr> <tr> <td><b>Print History</b></td> <td>Used to retrieve only history records within a table.</td> </tr> <tr> <td><b>Print All</b></td> <td>Used to retrieve all active, deleted, and history records within a table.</td> </tr> </table>	<b>Print Active</b>	Used to retrieve only active records within a table.	<b>Print History</b>	Used to retrieve only history records within a table.	<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Active</b>	Used to retrieve only active records within a table.						
<b>Print History</b>	Used to retrieve only history records within a table.						
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.						

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 033, Wage Board Pay Converters

Wage Grade Pay Converter is Table 033 on the Table Management System menu. This table contains occupational special pay area codes used to compute special pay rates for Federal Wage System (FWS) employees.

**NOTE:** Agencies can query Table 033 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 033

The Table 033 update screen (**Figure 3:25**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM033U0                TABLE MANAGEMENT UPDATE TABLE 033          xx/xx/xx
                        WAGE BOARD PAY CONVERTERS                    PAGE: 000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE          USER-ID:
                                                    DATE-CHANGED:

*DUTY-STATION-STATE-CODE:                *DUTY-STATION-CNTY-CODE:
*DUTY-STATION-CITY-CODE:                 *OCCUPATIONAL-SERIES-CODE
EG-EFF-DATE: MM DD YY                    LAST-EFF-DATE: MM DD YY

      OCC-SPECIAL-PAY-AREA:
      OCC-SPECIAL-PAY-AREA-NAME:

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT   PF1=MAIN   PF2=033 DOCM   PF3=033 RPTS   PF4=033 INQ
F5=HELP      PF6=REFRESH                                ENTER=PROCESS
```

**Figure 3:25. Table 033, Wage Grade Pay Converters update screen**

Agencies requiring an update to Table 033 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

**NOTE:** All occupational special pay area codes for FWS areas **must** be established in Table 031 and Table 033 before the pay rates can be established in Table 029.

At the Table 033 update screen (**Figure 3:25**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Duty-Station-State-Code</b>	<i>Required, numeric, 2 positions</i> Type the duty station state code for the FWS area.
<b>Duty-Station-Cnty-Code</b>	<i>Required, numeric, 3 positions</i> Type the duty station county code for the FWS area. <b>NOTE:</b> If the Duty-Station-County-Code is located outside one of the 50 states, type <b>000</b> .
<b>Agency</b>	<i>Required, alspnumeric, 2 positions</i> . Type the agency code.
<b>Occupational-Series-Code</b>	<i>Required, numeric, 3 positions</i> Type the code that identifies the exact occupational group to which the employee's position is classified.
<b>Duty-Station-City-Code</b>	<i>Required, numeric, 4 positions</i> Type the duty station city code for the FWS area. <b>NOTE:</b> If the Duty-Station-City-Code is not limited to a specific city, type <b>0000</b> .
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Occ-Special-Pay-Area</b>	<i>Optional, numeric, 4 positions</i> Type the OPM-assigned code that identifies the special pay area.
<b>Occ-Special-Pay-Area-Name</b>	<i>Required, alphanumeric, 40 positions max.</i> Type the name for the occupational special pay area.

---

## Requesting A Report For Table 033

The Table 033 reports screen (**Figure 3:26**) allows users to generate ad hoc reports.

```

TM033R0                TABLE MANAGEMENT REPORTS TABLE 033                xx/xx/xx
                        WAGE BOARD PAY CONVERTERS

ENTER DATA FOR REPORT REQUESTED:

FROM  *DUTY-STATION-STATE-CODE:                *DUTY-STATION-CNTY-CODE:
      *DUTY-STATION-CITY-CODE:
      *OCCUPATIONAL-SERIES-CODE:

TO    *DUTY-STATION-STATE-CODE:                *DUTY-STATION-CNTY-CODE:
      *DUTY-STATION-CITY-CODE:                *AGENCY:
      *OCCUPATIONAL-SERIES-CODE:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING? N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN      PF2=033 DOCM  PF4=033 INQ  PF6=REFRESH
                        ENTER=PROCESS
  
```

**Figure 3:26. Table 033, Wage Grade Pay Converters reports screen**

At the Table 033 reports screen (**Figure 3:26**), complete the From and To fields as follows:

**From/To**                    ▾

**Agency**                    *Required, alphanumeric, 2 positions*  
                                  . Type the agency code.

**Duty-Station-  
State-Code**                    *Required, numeric, 2 positions*  
                                  Type the duty station state code for the FWS area.

**Duty-Station-  
Cnty-Code**                    *Required, numeric, 3 positions*  
                                  Type the duty station county code for the FWS area.

**NOTE:** If the Duty-Station-County-Code is located outside one of the 50 states, type **000**.

**Duty-Station-  
City-Code**                    *Required, numeric, 4 positions*  
                                  Type the duty station city code for the FWS area.

**NOTE:** If the Duty-Station-City-Code is not limited to a specific city, type **0000**.

**Occupational-  
Series-Code**                    *Required, numeric, 3 positions*  
                                  Type the code that identifies the exact occupational group to which the employee's position is classified.

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

**Print Active**

Used to retrieve only active records within a table.

**Print History**

Used to retrieve only history records within a table.

**Print All**

Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 034, TIME Edit Error Messages And Codes

TIME Edit Error Messages And Codes is Table 034 on the Table Management System menu. This table contains the error codes and descriptions for Time and Attendance Report (T&A) edits used in the Time and Attendance Validation System (TIME).

**NOTE:** Agencies can query Table 034 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 034

The Table 034 update screen (**Figure 3:27**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM034U0                TABLE MANAGEMENT UPDATE TABLE 034                xx/xx/xx
                        TIME EDIT ERROR MESSAGES AND CODES                PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*ERROR-MESSAGE-NO:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

      ERROR-MESSAGE-DESC:
      FORCE-ACCEPT-MSG-CODE:

                                     ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=034 DOCM  PF3=034 RPTS  PF4=034 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
```

**Figure 3:27. Table 034, TIME Edit Error Messages And Codes update screen**

Agencies requiring an update to Table 034 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.



At the Table 034 update screen (**Figure 3:27**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Error-Message-No</b>	<i>Required, numeric, 3 positions</i> Type the code that identifies the error message description to be printed on the TIME error suspense report.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.  <b>NOTE:</b> Changes to the <b>Beg-Eff-Date</b> field will create a history record automatically. All other changes will result in a correction to the record.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Error-Message-Desc</b>	<i>Required, alphanumeric, 50 positions max.</i> Type the alpha description for the error message code.
<b>Force-Accept-Msg-Code</b>	<i>Required, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the T&A can be released for processing with the error condition.

---

## Requesting A Report For Table 034

The Table 034 reports screen (**Figure 3:28**) allows users to generate ad hoc reports.

```

TM034R0                                TABLE MANAGEMENT REPORTS TABLE 034                xx/xx/xx
                                         TIME EDIT ERROR MESSAGES AND CODES

ENTER DATA FOR REPORT REQUESTED:

FROM   * ERROR-MESSAGE-NO:
TO     * ERROR-MESSAGE-NO:

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                                     ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT           PF1=MAIN       PF2=034 DOCM       PF4=034 INQY       PF6=REFRESH
                                     ENTER=PROCESS
  
```

**Figure 3:28. Table 034, TIME Edit Error Messages And Codes reports screen**

At the Table 034 reports screen (**Figure 3:28**), complete the From and To fields as follows:

<b>From/To</b>	∇						
<b>Error-Message- No</b>	<p><i>Required, numeric, 3 positions</i></p> <p>Type the code that identifies the error message description to be printed on the TIME error suspense report.</p>						
<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i></p> <p>Type <b>X</b> next to the applicable option as described below.</p> <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;"><b>Print Active</b></td> <td>Used to retrieve only active records within a table.</td> </tr> <tr> <td><b>Print History</b></td> <td>Used to retrieve only history records within a table.</td> </tr> <tr> <td><b>Print All</b></td> <td>Used to retrieve all active, deleted, and history records within a table.</td> </tr> </table>	<b>Print Active</b>	Used to retrieve only active records within a table.	<b>Print History</b>	Used to retrieve only history records within a table.	<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Active</b>	Used to retrieve only active records within a table.						
<b>Print History</b>	Used to retrieve only history records within a table.						
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.						
<b>View Report Before Printing</b>	<p><i>Optional default, alpha, 1 position</i></p> <p><b>N</b> (no) is system generated. Type <b>Y</b> (yes) over <b>N</b> if you want to view the report before printing.</p>						
<b>Routing Information: Name</b>	<p><i>Required, alphanumeric, 20 positions max.</i></p> <p>Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).</p>						

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 035, TIME T&A Field Coordinates

TIME T&A Field Coordinates is Table 035 on the Table Management System menu. This table contains the field coordinates used in the Time and Attendance Validation System (TIME) for processing and/or correcting T&A's.

**NOTE:** Agencies can query Table 035 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 035

The Table 035 update screen (**Figure 3:29**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM035U0                TABLE MANAGEMENT UPDATE TABLE 035                xx/xx/xx
                        TIME T & A FIELD COORDINATES                PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                           DATE-CHANGED:

  *DOCUMENT-TYPE:                *TIME-TA-FIELD-COORDINATE:
BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY

  TA-ELEMENT-NAME:
  ELEMENT-LENGTH:

                                           ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=035 DOCM  PF3=035 RPTS  PF4=035 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
```

**Figure 3:29. Table 035, TIME T&A Field Coordinates update screen**

Agencies requiring an update to Table 035 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 035 update screen (**Figure 3:29**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Document-Type</b>	<i>Required, numeric, 3 positions</i> Type the code that identifies the type of document being processed. Valid values are <b>000</b> , <b>316</b> , <b>319</b> , <b>320</b> , and <b>321</b> .
<b>TIME-TA-Field-Coordinate</b>	<i>Required, numeric, 4 positions</i> Type the field location of the element on the T&A.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Ef-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>TA-Element-Name</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the full name of the field element on the T&A.
<b>Element-Length</b>	<i>Required, numeric, 1 position</i> Type the number of positions for the field.

---

## Requesting A Report For Table 035

The Table 035 reports screen (**Figure 3:30**) allows users to generate ad hoc reports.

```

TM035R0                TABLE MANAGEMENT REPORTS TABLE 035                xx/xx/xx
                        TIME T & A FIELD COORDINATES

ENTER DATA FOR REPORT REQUESTED:

FROM   * DOCUMENT-TYPE:                * TIME-TA-FIELD-COORDINATE:
TO     * DOCUMENT-TYPE:                * TIME-TA-FIELD-COORDINATE:

SELECT TYPE OF REPORT:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT            PF1=MAIN          PF2=035 DOCM          PF4=035 INQY          PF6=REFRESH
                                ENTER=PROCESS
  
```

**Figure 3:30. Table 035, TIME T&A Field Coordinates reports screen**

At the Table 035 reports screen (**Figure 3:30**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>Document-Type</b>	<p><i>Required, numeric, 3 positions</i></p> <p>Type the code that identifies the type of document being processed. Valid values are <b>000, 316, 319, 320, and 321</b>.</p>
<b>TIME-TA-Field-Coordinate</b>	<p><i>Required, numeric, 4 positions</i></p> <p>Type the field location of the element on the T&amp;A.</p>
<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i></p> <p>Type <b>X</b> next to the applicable option as described below.</p> <p><b>Print Active</b>      Used to retrieve only active records within a table.</p> <p><b>Print History</b>    Used to retrieve only history records within a table.</p> <p><b>Print All</b>        Used to retrieve all active, deleted, and history records within a table.</p>
<b>View Report Before Printing</b>	<p><i>Optional default, alpha, 1 position</i></p> <p><b>N</b> (no) is system generated. Type <b>Y</b> (yes) over <b>N</b> if you want to view the report before printing.</p>
<b>Routing Information: Name</b>	<p><i>Required, alphanumeric, 20 positions max.</i></p> <p>Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).</p>

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 036, School Identification

School Identification is Table 036 on the Table Management System menu. This table contains school names (colleges and universities) and states in school code order.

**NOTE:** Agencies can query Table 036 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 036

The Table 036 update screen (**Figure 3:31**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM036U0                TABLE MANAGEMENT UPDATE TABLE 036                xx/xx/xx
                        SCHOOL IDENTIFICATION                               PAGE:000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*SCHOOL-CODE:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

      SCHOOL-NAME:

      SCHOOL-STATE-COUNTRY:

                                     ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN   PF2=036 DOCM  PF3=036 RPTS  PF4=036 INQY
PF5=HELP    PF6=REFRESH                                ENTER=PROCESS
```

**Figure 3:31. Table 036, School Identification update screen**

Agencies requiring an update to Table 036 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.



At the Table 036 update screen (**Figure 3:31**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>School Code</b>	<i>Required, alphanumeric, 5 positions</i> Type the state or country code in the first 2-positions and the school number that identifies the school in the last 3-positions.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>School-Name</b>	<i>Required, alphanumeric, 32 positions max.</i> Type the name of the school that is identified by the school code.
<b>School-State-Country</b>	<i>Required, numeric, 2 positions</i> Type state or country code where the school is located.

---

## Requesting A Report For Table 036

The Table 036 reports screen (**Figure 3:32**) allows users to generate request ad hoc reports.

```
TM036R0                TABLE MANAGEMENT REPORTS TABLE 036                xx/xx/xx
                        SCHOOL IDENTIFICATION

ENTER DATA FOR REPORT REQUESTED:

FROM  *SCHOOL-CODE:
TO    *SCHOOL-CODE:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN    PF2=036  DOCM  PF4=036  INQ   PF6=REFRESH
                        ENTER=PROCESS
```

**Figure 3:32. Table 036, School Identification reports screen**

At the Table 036 reports screen (**Figure 3:32**), complete the From and To fields as follows:

---

<b>From/To</b>	∇						
<b>School Code</b>	<i>Required, alphanumeric, 5 positions</i> Type the state or country code in the first 2-positions and the school number that identifies the school in the last 3-positions.						
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.  <table><tr><td><b>Print Active</b></td><td>Used to retrieve only active records within a table.</td></tr><tr><td><b>Print History</b></td><td>Used to retrieve only history records within a table.</td></tr><tr><td><b>Print All</b></td><td>Used to retrieve all active, deleted, and history records within a table.</td></tr></table>	<b>Print Active</b>	Used to retrieve only active records within a table.	<b>Print History</b>	Used to retrieve only history records within a table.	<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Active</b>	Used to retrieve only active records within a table.						
<b>Print History</b>	Used to retrieve only history records within a table.						
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.						
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.						
<b>Routing Information: Name</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).						
<b>Remote ID</b>	<i>Required, alphanumeric, 16 positions max.</i> Type the number of the printer designated to print the table.						

---

---

---

## Table 037, Disbursing Office Name And Address

Disbursing Office Name And Address is Table 037 on the Table Management System menu. This table contains the names and addresses of the disbursing offices authorized to issue payroll checks and savings bonds.

**NOTE:** Agencies can query Table 037 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 037

The Table 037 update screen (**Figure 3:33**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM037U0                TABLE MANAGEMENT UPDATE TABLE 037                xx/xx/xx
                        DISBURSING OFFICE NAME AND ADDRESS                PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*CHECK-MAIL-DISBURSING-OFFICE-CD:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

NAME-ADDRESS 1:
NAME-ADDRESS 2:
NAME-ADDRESS 3:
NAME-ADDRESS 4:
NAME-ADDRESS 5:
NAME-ADDRESS 6:
NAME-ADDRESS 7:
PHONE-NUMBER:

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=037 DOCM  PF3=037 RPTS  PF4=037 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
```

**Figure 3:33. Table 037, Disbursing Office Name And Address update screen**

Agencies requiring an update to Table 037 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 037 update screen (**Figure 3:33**), complete the fields as follows:

---

<b>Key Fields</b>	∇										
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.										
<b>Check-Mail-Disbursing Office-Cd</b>	<i>Required, numeric, 1 position</i> Type the number that identifies the disbursing office authorized to issue payroll checks and savings bonds. Valid values are:  <table><tr><td><b>2</b></td><td>Chicago</td></tr><tr><td><b>3</b></td><td>Kansas City</td></tr><tr><td><b>4</b></td><td>Washington, DC</td></tr><tr><td><b>5</b></td><td>San Francisco</td></tr><tr><td><b>6</b></td><td>Philadelphia</td></tr></table>	<b>2</b>	Chicago	<b>3</b>	Kansas City	<b>4</b>	Washington, DC	<b>5</b>	San Francisco	<b>6</b>	Philadelphia
<b>2</b>	Chicago										
<b>3</b>	Kansas City										
<b>4</b>	Washington, DC										
<b>5</b>	San Francisco										
<b>6</b>	Philadelphia										
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.										
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .										
<b>Name-Address 1</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the first line of the mailing address for the disbursing office.										
<b>Name-Address 2</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the second line of the mailing address for the disbursing office.										
<b>Name-Address 3</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the third line of the mailing address for the disbursing office.										
<b>Name-Address 4</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the fourth line of the mailing address for the disbursing office.										
<b>Name-Address 5</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the fifth line of the mailing address for the disbursing office.										
<b>Name-Address 6</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the sixth line of the mailing address for the disbursing office.										
<b>Name-Address 7</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the seventh line of the mailing address for the disbursing office.										
<b>Phone Number</b>	<i>Optional, numeric, 10 positions max.</i> Type the telephone number beginning with the area code or FTS access code.										

---

## Requesting A Report For Table 037

The Table 037 reports screen (**Figure 3:34**) allows users to generate ad hoc reports.

```

TM037R0                TABLE MANAGEMENT REPORTS TABLE 037                xx/xx/xx
                        DISBURSING OFFICE NAME AND ADDRESS

ENTER DATA FOR REPORT REQUESTED:

FROM    * CHECK-MAIL-DISBURSING-OFFICE-CD:
TO      * CHECK-MAIL-DISBURSING-OFFICE-CD:

SELECT TYPE OF REPORT:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=037 DOCM      PF4=037 INQY      PF6=REFRESH
                  ENTER=PROCESS
    
```

**Figure 3:34. Table 037, Disbursing Office Name And Address reports screen**

At the Table 037 reports screen (**Figure 3:34**), complete the From and To fields as follows:

<b>From/To</b>	∇						
<b>Check-Mail-Disbursing Office-Cd</b>	<p><i>Required, numeric, 1 position</i></p> <p>Type the number that identifies the disbursing office authorized to issue payroll checks and savings bonds. Valid values are:</p>						
<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i></p> <p>Type <b>X</b> next to the applicable option as described below.</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 20px;"><b>Print Active</b></td> <td>Used to retrieve only active records within a table.</td> </tr> <tr> <td style="padding-left: 20px;"><b>Print History</b></td> <td>Used to retrieve only history records within a table.</td> </tr> <tr> <td style="padding-left: 20px;"><b>Print All</b></td> <td>Used to retrieve all active, deleted, and history records within a table.</td> </tr> </table>	<b>Print Active</b>	Used to retrieve only active records within a table.	<b>Print History</b>	Used to retrieve only history records within a table.	<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Active</b>	Used to retrieve only active records within a table.						
<b>Print History</b>	Used to retrieve only history records within a table.						
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.						
<b>View Report Before Printing</b>	<p><i>Optional default, alpha, 1 position</i></p> <p>N (no) is system generated. Type <b>Y</b> (yes) over N if you want to view the report before printing.</p>						

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 038, Document 30 Update Restrict

Document 30 Update Restrict is Table 038 on the Table Management System menu. This table contains the data elements that can be updated through the Master File Change Document.

**NOTE:** Agencies can query Table 038 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 038

The Table 038 update screen (**Figure 3:35**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM038U0                TABLE MANAGEMENT UPDATE TABLE 038                xx/xx/xx
                        DOCUMENT 30 UPDATE RESTRICT                        PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*FIELD-NUMBER:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

ELEMENT-CODE:
LENGTH-OF-ELEMENT:
ELEMENT-NATURE:
ELEMENT-NAME:

ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT   PF1=MAIN   PF2=038 DOCM   PF3=038 RPTS   PF4=038 INQY
PF5=HELP     PF6=REFRESH                ENTER=PROCESS
```

**Figure 3:35. Table 038, Document 30 Update Restrict update screen**

Agencies requiring an update to Table 038 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 038 update screen (**Figure 3:35**), complete the fields as follows:

---

<b>Key Fields</b>	∇						
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.						
<b>Field-Number</b>	<i>Required, numeric, 6 positions</i> Type the field number for the data element.						
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.						
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .						
<b>Element-Code</b>	<i>Required, numeric, 3 positions</i> Type the code assigned to the data element.						
<b>Length-of-Element</b>	<i>Required, numeric, 3 positions</i> Type the length (number of positions for the data element value) of the data element.						
<b>Element-Nature</b>	<i>Required, alpha, 1 position</i> Type the code that identifies the characteristics of the data element. Valid values are:  <table><tr><td><b>A</b></td><td>alpha</td></tr><tr><td><b>N</b></td><td>numeric</td></tr><tr><td><b>X</b></td><td>alphanumeric</td></tr></table>	<b>A</b>	alpha	<b>N</b>	numeric	<b>X</b>	alphanumeric
<b>A</b>	alpha						
<b>N</b>	numeric						
<b>X</b>	alphanumeric						
<b>Element-Name</b>	<i>Optional, alphanumeric, 30 positions max.</i> Type the alpha description of the data element.						

---



## Requesting A Report For Table 038

The Table 038 reports screen (**Figure 3:36**) allows users to generate ad hoc reports.

```

TM038R0                TABLE MANAGEMENT REPORTS TABLE 038                xx/xx/xx
                        DOCUMENT 30 UPDATE RESTRICT

ENTER DATA FOR REPORT REQUESTED:

FROM    * FIELD-NUMBER:
TO      * FIELD-NUMBER:

SELECT TYPE OF REPORT:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

CLEAR=EXIT          ENTER DATA AND PRESS "ENTER" TO PROCESS
                    PF1=MAIN          PF2=038 DOCM          PF4=038 INQY          PF6=REFRESH
                    ENTER=PROCESS
    
```

**Figure 3:36. Table 038, Document 30 Update Restrict reports screen**

At the Table 038 reports screen (**Figure 3:36**), complete the From and To fields as follows:

---

<b>From/To</b>	∇						
<b>Field-Number</b>	<p><i>Required, numeric, 6 positions</i> Type the field number for the data element.</p>						
<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"><b>Print Active</b></td> <td style="vertical-align: top;">Used to retrieve only active records within a table.</td> </tr> <tr> <td style="vertical-align: top;"><b>Print History</b></td> <td style="vertical-align: top;">Used to retrieve only history records within a table.</td> </tr> <tr> <td style="vertical-align: top;"><b>Print All</b></td> <td style="vertical-align: top;">Used to retrieve all active, deleted, and history records within a table.</td> </tr> </table>	<b>Print Active</b>	Used to retrieve only active records within a table.	<b>Print History</b>	Used to retrieve only history records within a table.	<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Active</b>	Used to retrieve only active records within a table.						
<b>Print History</b>	Used to retrieve only history records within a table.						
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.						
<b>View Report Before Printing</b>	<p><i>Optional default, alpha, 1 position</i> N (no) is system generated. Type <b>Y</b> (yes) over N if you want to view the report before printing.</p>						
<b>Routing Information: Name</b>	<p><i>Required, alphanumeric, 20 positions max.</i> Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).</p>						

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## Table 039, FEHB Action

FEHB Action is Table 039 on the Table Management System menu. This table contains health benefit actions and gives the type of deduction (none, prorated, or full) and the type of action (add, loss, or correction) for Federal employee health benefits.

**NOTE:** (1) Agencies can query Table 039 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only. (2) No key data is required to access Table 039 data. To display the record, at the Table 039 inquiry screen, press **[Enter]**. The record is displayed with the message *Successful Inquiry*.

### Updating Table 039

The Table 039 update screen (**Figure 3:37**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM039U0                TABLE MANAGEMENT UPDATE TABLE 039                xx/xx/xx
                        FEHB ACTION                                         PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

FEHB-ACT-SET = ACTION-CODE(3) TYPE-DEDUCTION(1) TYPE-ACTION(1)

01-05    000          000          000          000          000
06-10    000          000          000          000          000
11-15    000          000          000          000          000
16-20    000          000          000          000          000
21-25    000          000          000          000          000

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN   PF2=039 DOCM  PF3=039 RPTS  PF4=039 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
  
```

**Figure 3:37. Table 039, FEHB Action update screen**

**NOTE:** The add function can only be used when an FEHB Action Set needs to be added to Table 039.

At the Table 039 update screen (**Figure 3:37**), complete the fields as follows:

#### Key Fields



#### Action

*Required, alpha, 1 position*

Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

**Beg-Eff-Date** *Required, numeric, 6 positions*  
Type the effective date for the record in MM DD YY order.

**Last-Eff-Date** *Required, numeric, 6 positions*  
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

**Action Code** *Required, numeric, 3 positions*  
Type the code that indicates the type of FEHB change being accomplished during the pay period. Valid values are:

- 001** name change
- 002** FEHB master update - agency & employing office
- 003** social security number deletion
- 004** social security number substitution
- 010** add - new coverage - from SF-2809
- 011** add - change in carrier
- 020** add - change in option - from SF-2809
- 030** add - transfer in - from SF-2809
- 040** add - reinstatement - return from military furlough
- 041** add - change in option - no SF-2809
- 042** add - change in carrier - no SF-2809
- 043** add - gain in coverage - no SF-2809
- 044** add - reinstatement - from SF-2809
- 045** add - reinstatement
- 050** loss - cancellation - from SF-2809
- 060** loss - change in option - from SF-2809
- 070** loss - separated
- 071** loss - R.I.F. furlough
- 072** loss - retired - FEHB terminated
- 073** loss - death - FEHB terminated
- 074** loss - changed to position ineligible
- 075** loss - 365 days LWOP
- 076** loss - termination
- 080** loss - change in carrier - from SF-2809
- 090** loss - transfer out of Agriculture
- 091** transfer FEHB to OPM
- 092** loss - death - transfer FEHB to OPM
- 093** transfer FEHB to OWCP
- 100** EEO military furlough

**Type-Deduction** *Required, numeric, 1 position*  
Type the code that indicates whether the health benefits deduction should be a full or prorated amount or no deduction at all. Valid values are:

- 1** none
- 2** prorate
- 3** full

**Type-Action***Required, numeric, 1 position*

Type the code that indicates whether the health benefits activity is an addition or loss in coverage or a correction to the health benefit date. Valid values are:

- |          |            |
|----------|------------|
| <b>1</b> | add        |
| <b>2</b> | loss       |
| <b>3</b> | correction |

## Requesting A Report For Table 039

The Table 039 reports screen (**Figure 3:38**) allows users to generate ad hoc reports.

```

TM039R0                TABLE MANAGEMENT REPORTS TABLE 039                xx/xx/xx
                        FEHB ACTION

NO DATA REQUIRED TO RETRIEVE REPORT.
ENTER "X" TO SELECT TYPE OF REPORT:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT          PF1=MAIN          PF2=039 DOCM          PF4=039 INQY          PF6=REFRESH
                        ENTER=PROCESS

```

**Figure 3:38. Table 039, FEHB Action reports screen**

At the Table 039 reports screen (**Figure 3:38**), complete the fields as follows:

**Select Type of Report***Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

- |                      |   |
|----------------------|---|
| <b>Print Active</b>  | Used to retrieve only active records within a table.                      |
| <b>Print History</b> | Used to retrieve only history records within a table.                     |
| <b>Print All</b>     | Used to retrieve all active, deleted, and history records within a table. |

**View Report Before Printing***Optional default, alpha, 1 position*

**N** (no) is system generated. Type **Y** (yes) over **N** if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## Table 040, FEGLI Age Bracket

FEGLI Age Bracket is Table 040 on the Table Management System menu. This table contains data on Federal Employee Government Life Insurance (FEGLI) age brackets and amounts to be deducted from an employee's pay for selected options.

**NOTE:** (1) Agencies can query Table 040 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only. (2) No key data is required to access Table 040 data. To display the record, at the Table 040 inquiry screen, press **[Enter]**. The record is displayed with the message *Successful Inquiry*.

### Updating Table 040

The Table 040 update screen (**Figure 3:39**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM040U0                TABLE MANAGEMENT UPDATE TABLE 040                xx/xx/xx
                        FEGLI AGE BRACKET                                PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

FEGLI OPTIONAL AGE BRACKET OCCURS 8 TIMES
AGE-BRACKET      OPTIONAL      ADDITIONAL      FAMILY
  CODES          EMP-CODES      OPTIONAL      OPTIONAL
                (99.99)        (99.99)        (99.99)
  0              0000           0000           0000
  0              0000           0000           0000
  0              0000           0000           0000
  0              0000           0000           0000
  0              0000           0000           0000
  0              0000           0000           0000
  0              0000           0000           0000
  0              0000           0000           0000
  0              0000           0000           0000

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=040 DOCM  PF3=040 RPTS  PF4=040 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
  
```

**Figure 3:39. Table 040, FEGLI Age Bracket update screen**

**NOTE:** The add option can only be used when an age bracket code needs to be added to Table 040.

At the Table 040 update screen (**Figure 3:39**), complete the fields as follows:

#### Key Fields

▽

#### Action

*Required, alpha, 1 position*

Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.																
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .																
<b>Age-Bracket-Codes</b>	<i>Required, numeric, 1 position</i> Type the code that indicates the age bracket for FEGLI. Valid values are: <table> <tr> <td><b>0</b></td> <td>not applicable</td> </tr> <tr> <td><b>1</b></td> <td>under 35</td> </tr> <tr> <td><b>2</b></td> <td>35-39</td> </tr> <tr> <td><b>3</b></td> <td>40-44</td> </tr> <tr> <td><b>4</b></td> <td>45-49</td> </tr> <tr> <td><b>5</b></td> <td>50-54</td> </tr> <tr> <td><b>6</b></td> <td>55-59</td> </tr> <tr> <td><b>7</b></td> <td>60 and over</td> </tr> </table>	<b>0</b>	not applicable	<b>1</b>	under 35	<b>2</b>	35-39	<b>3</b>	40-44	<b>4</b>	45-49	<b>5</b>	50-54	<b>6</b>	55-59	<b>7</b>	60 and over
<b>0</b>	not applicable																
<b>1</b>	under 35																
<b>2</b>	35-39																
<b>3</b>	40-44																
<b>4</b>	45-49																
<b>5</b>	50-54																
<b>6</b>	55-59																
<b>7</b>	60 and over																
<b>Optional-Emp-Codes</b>	<i>Required, numeric, 4 positions</i> Type the amount to be deducted each pay period for optional FEGLI coverage in dollars and cents. Do not enter a decimal.																
<b>Additional-Optional</b>	<i>Optional, numeric, 4 positions</i> Type the amount to be deducted each pay period for the additional optional FEGLI coverage in dollars and cents. Do not enter a decimal.																
<b>Family-Optional</b>	<i>Optional, numeric, 4 positions</i> Type the amount to be deducted each pay period for the family optional FEGLI coverage in dollars and cents. Do not enter a decimal.																

---



## Requesting A Report For Table 040

The Table 040 reports screen (**Figure 3:40**) allows users to generate ad hoc reports.

---

```
TM040R0                TABLE MANAGEMENT REPORTS TABLE 040                xx/xx/xx
                        FEGLI AGE BRACKET

NO DATA REQUIRED TO RETRIEVE REPORT.
ENTER "X" TO SELECT TYPE OF REPORT:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL
```

---

**Figure 3:40. Table 040, FEGLI Age Bracket reports screen**

At the Table 040 reports screen (**Figure 3:40**), complete the fields as follows:

---

### Select Type of Report

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

- |                      |  |
|----------------------|--|
| <b>Print Active</b>  | Used to retrieve only active records within a table.   |
| <b>Print History</b> | Used to retrieve only history records within a table.  |
| <b>Print All</b>     | Used to retrieve all active, deleted, and history active, deleted, and history records within a table. |

### View Report Before Printing

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

### Routing Information: Name

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

### Remote ID

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## PART 4.

---

# TABLES 041–060 FIELD INSTRUCTIONS

This part is divided into the following sections:

[Table 041, Forest Service Meal Class](#)

[Table 042, Earnings Statement Indicators](#)

[Table 043, Award Type Code](#)

[Table 044, Non-Paid Codes And Descriptions](#)

[Table 045, Performance Evaluation Anniversary Date](#)

[Table 046, APO/FPO ZIP Code Locations](#)

[Table 047, PINE Edit Error Messages And Codes](#)

[Table 048, PINE Documents Element Names](#)

[Table 049, NFC ALLTAX Conversion](#)

[Table 050, Standby/AUO Percentages](#)

[Table 051, Document Type Descriptions](#)

[Table 052, Remarks Code And Descriptions](#)

[Table 053, Nature Of Action Alpha Descriptions](#)

[Table 054, EEO Numerical Objectives](#)

[Table 055, Minimum And Maximum Salaries](#)

[Table 056, Manual Transaction Codes](#)

[Table 057, UCFE Quarters/Pay Period](#)

[Table 058, Wage Area](#)

[Table 059, UCFE Pay Period](#)

[Table 060, GOP Billing Address Codes](#)

## Table 041, Forest Service Meal Class

Forest Service Meal Class is Table 041 on the Table Management System menu. This table contains the meal classes and rate amounts used by Forest Service.

**NOTE:** Agencies can query Table 041 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 041

The Table 041 update screen (**Figure 4:1**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM041U0                TABLE MANAGEMENT UPDATE TABLE 041                xx/xx/xx
                        FOREST SERVICE MEAL CLASS                          PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*TABLE-CONSTANT:

  BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY
  CLASS DED          CLASS DED          CLASS DED          CLASS DED
  0000 (99.99)      0000 (99.99)      0000 (99.99)      0000 (99.99)
  0000 (99.99)      0000 (99.99)      0000 (99.99)      0000 (99.99)
  0000 (99.99)      0000 (99.99)      0000 (99.99)      0000 (99.99)
  0000 (99.99)      0000 (99.99)      0000 (99.99)      0000 (99.99)
  0000 (99.99)      0000 (99.99)      0000 (99.99)      0000 (99.99)
  0000 (99.99)      0000 (99.99)      0000 (99.99)      0000 (99.99)
  0000 (99.99)      0000 (99.99)      0000 (99.99)      0000 (99.99)
  0000 (99.99)      0000 (99.99)      0000 (99.99)      0000 (99.99)
  0000 (99.99)      0000 (99.99)      0000 (99.99)      0000 (99.99)
  0000 (99.99)      0000 (99.99)      0000 (99.99)      0000 (99.99)
  0000 (99.99)      0000 (99.99)      0000 (99.99)      0000 (99.99)

                                ENTER DATA AND PRESS ENTER TO PROCESS
  CLEAR=EXIT  PF1=MAIN  PF2=041 DOCM  PF3=041 RPTS  PF4=041 INQY
  PF5=HELP    PF6=REFRESH  ENTER=PROCESS
  
```

**Figure 4:1. Table 041, Forest Service Meal Class update screen**

Agencies requiring an update to Table 041 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 041 update screen (**Figure 4:1**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Table-Constant</b>	<i>Required, numeric, 1 position</i> Type <b>A</b> (first page). Type <b>B</b> (second page). Type <b>C</b> (third page).
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Class</b>	<i>Required, numeric, 2 positions</i> Type the code that indicates the type of meal furnished the employee. Each page holds a maximum of 41 codes.
<b>Ded</b>	<i>Required, numeric, 4 positions</i> Type the cost for the type of meal furnished the employee in dollars and cents. Do not enter a decimal. Each page holds a maximum of 41 dollar amounts.

---

## Requesting A Report For Table 041

The Table 041 reports screen (**Figure 4:2**) allows users to generate ad hoc reports.

```

TM041R0                TABLE MANAGEMENT REPORTS TABLE 041                xx/xx/xx
                        FOREST SERVICE MEAL CLASS

ENTER DATA FOR REPORT REQUESTED:

  FROM  *TABLE-CONSTANT:
  TO    *TABLE-CONSTANT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING? N      (DEFAULT IS N)

ROUTING INFORMATION: NAME                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT   PF1=MAIN   PF2=041 DOCM   PF4=041 INQY   PF6=REFRESH
                        ENTER=PROCESS
  
```

**Figure 4:2. Table 041, Forest Service Meal Class reports screen**

At the Table 041 reports screen (**Figure 4:2**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>Table-Constant</b>	<i>Required, numeric, 1 position</i> Type <b>A</b> (first page). Type <b>B</b> (second page). Type <b>C</b> (third page).
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.  <b>Print Active</b> Used to retrieve only active records within a table. <b>Print History</b> Used to retrieve only history records within a table. <b>Print All</b> Used to retrieve all active, deleted, and history records within a table.
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.
<b>Routing Information: Name</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).
<b>Remote ID</b>	<i>Required, alphanumeric, 16 positions max.</i> Type the number of the printer designated to print the table.

---

## Table 042, Earnings Statement Indicators

Earnings Statement Indicators is Table 042 on the Table Management System menu. This table identifies the pay period in which there is a change in the rates for social security (OASDI), medicare (HIT), Federal Employees Group Life Insurance (FEGLI), Federal Employees Health Benefits (FEHB), and Federal, state, city, and county taxes.

**NOTE:** Agencies can query Table 042 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 042

The Table 042 update screen (**Figure 4:3**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM042U0                TABLE MANAGEMENT UPDATE TABLE 042                xx/xx/xx
                        EARNINGS STATEMENT INDICATORS                    PAGE: 000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
*PAY-PERIOD-NUMBER:                                     DATE-CHANGED:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

OASDI/HIT-RATE-CHG-IND:                FEHB-RATE-CHG-IND:
FEGLI-RATE-CHG-IND:                    FED-TAX-FORMULA-CHANGES:
OPT-FEGLI-RATE-CHG-IND:
STATE-CODE(2) CITY-CODE(4) COUNTY-CODE(3) OCCURS 26 TIMES
01-04
05-08
09-12
13-16
17-20
21-24
25-26

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=042 DOCM    PF3=042 RPTS    PF4=042 INQY
PF5=HELP      PF6=REFRESH    ENTER=PROCESS
    
```

**Figure 4:3. Table 042, Earnings Statement Indicators update screen**

At the Table 042 update screen (**Figure 4:3**), complete the fields as follows:

Key Fields	▽
<b>Action</b>	<p><i>Required, alpha, 1 position</i></p> <p>Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>
<b>Pay-Period-Number</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the pay period in which the rate change occurs. Valid values are <b>01</b> through <b>27</b>.</p>

<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>OASDI/HIT-Rate-Chg-Ind</b>	<i>Required, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the social security (OASDI) and/or medicare (HIT) rate have changed for the pay period.
<b>FEHB-Rate-Chg-Ind</b>	<i>Required, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the FEHB rate has changed for the pay period.
<b>FEGLI-Rate-Chg-Ind</b>	<i>Required, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the FEGLI rate has changed for the pay period.
<b>Fed-Tax-Formula-Changes</b>	<i>Required, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the Federal tax formula has changed for the pay period.
<b>Opt-FEGL-Rate-Chg-Ind</b>	<i>Required, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the optional FEGLI rate has changed for the pay period.
<b>State-Code</b>	<i>Required, numeric, 2 positions</i> Type the state code. A maximum of 26 codes may be entered. <b>NOTE:</b> When the state tax formula changes, the city and county codes will equal zeros.
<b>City-Code</b>	<i>Required, numeric, 4 positions</i> Type the city code. A maximum of 26 codes may be entered. <b>NOTE:</b> When the city tax formula is changed, the county code will equal zeros.
<b>County-Code</b>	<i>Required, numeric, 3 positions</i> Type the county code. A maximum of 26 codes may be entered. <b>NOTE: (1)</b> When the county tax formula is changed, the city code will equal zeros. <b>(2)</b> State, city, and county codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

---

## Requesting A Report For Table 042

The Table 042 reports screen (**Figure 4:4**) allows users to generate ad hoc reports.

```
TM042R0                TABLE MANAGEMENT REPORTS TABLE 042          xx/xx/xx
                        EARNINGS STATEMENT INDICATORS

ENTER DATA FOR REPORT REQUESTED:

FROM  *PAY-PERIOD-NUMBER:

TO    *PAY-PERIOD-NUMBER:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING? N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

CLEAR=EXIT  PF1=MAIN  ENTER DATA AND PRESS "ENTER" TO PROCESS
                PF2=042 DOCM  PF4=042 INQY  PF6=REFRESH
                ENTER=PROCESS
```

**Figure 4:4. Table 042, Earnings Statement Indicators reports screen**

At the Table 042 reports screen (**Figure 4:4**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>Pay-Period-Number</b>	<i>Required, numeric, 2 positions</i> Type the pay period. Valid values are <b>01</b> through <b>27</b> .
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.  <b>Print Active</b> Used to retrieve only active records within a table. <b>Print History</b> Used to retrieve only history records within a table. <b>Print All</b> Used to retrieve all active, deleted, and history records within a table.
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.
<b>Routing Information: Name</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).



**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 043, Award Type Code

Award Type Code is Table 043 on the Table Management System menu. This table contains the award codes used for processing incentive awards.

**NOTE:** Agencies can query Table 043 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 043

The Table 043 update screen (**Figure 4:5**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM043U0                TABLE MANAGEMENT UPDATE TABLE 043                xx/xx/xx
                        AWARD TYPE CODE                                PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*AWARD-CODE:          *DEPT-CODE:          *AGENCY/BUREAU:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

AWARD-ALPHA:

DEPARTMENT:

                                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=043 DOCM  PF3=043 RPTS  PF4=043 INQY
PF5=HELP    PF6=REFRESH                                ENTER=PROCESS
```

**Figure 4:5. Table 043, Award Type Code update screen**

Agencies requiring an update to Table 043 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 043 update screen (**Figure 4:5**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Award-Code</b>	<i>Required, alphanumeric, 4 positions</i> Type <b>C</b> (cash) or <b>H</b> (honorary) followed by the 3-digit number that identifies the type of award.
<b>Dept-Code</b>	<i>Required, alpha, 2 positions</i> Type the department code established by OPM.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Award-Alpha</b>	<i>Required, alphanumeric, 75 positions max.</i> Type the alpha description for the award code.
<b>Department</b>	<i>No entry</i> This field is system generated.

---

## Requesting A Report For Table 043

The Table 043 reports screen (**Figure 4:6**) allows users to generate ad hoc reports.

```

TM043R0                TABLE MANAGEMENT REPORTS TABLE 043                xx/xx/xx
                        AWARD TYPE CODE

ENTER DATA FOR REPORT REQUESTED:

FROM  *AWARD-CODE:      *DEPT-CODE:      *AGENCY/BUREAU:
TO    *AWARD-CODE:      *DEPT-CODE:      *AGENCY/BUREAU:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

CLEAR=EXIT  PF1=MAIN  ENTER DATA AND PRESS "ENTER" TO PROCESS
                PF2=043 DOCM  PF4=043 INQY  PF6=REFRESH
                ENTER=PROCESS
    
```

**Figure 4:6. Table 043, Award Type Code reports screen**

At the Table 043 reports screen (**Figure 4:6**), complete the From and To fields as follows:

<b>From/To</b>	▽
<b>Award-Code</b>	<p><i>Required, alphanumeric, 4 positions</i>                      Type <b>C</b> (cash) or <b>H</b> (honorary) followed by the 3-digit number that identifies the type of award.</p>
<b>Dept-Code</b>	<p><i>Required, alpha, 2 positions</i>                      Type the department code established by OPM.</p>
<b>Agency/Bureau</b>	<p><i>Required, alphanumeric, 2 positions</i>                      Type the agency or bureau code.</p>
<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i>                      Type <b>X</b> next to the applicable option as described below.</p> <p><b>Print Active</b>      Used to retrieve only active records within a table.  <b>Print History</b>      Used to retrieve only history records within a table.  <b>Print All</b>            Used to retrieve all active, deleted, and history records within a table.</p>
<b>View Report Before Printing</b>	<p><i>Optional default, alpha, 1 position</i>                      N (no) is system generated. Type <b>Y</b> (yes) over N if you want to view the report before printing.</p>

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 044, Non-Paid Codes And Descriptions

Non-Paid Codes And Descriptions is Table 044 on the Table Management System menu. This table contains the codes and descriptions of why employees were not paid in the Payroll/Personnel System.

**NOTE:** Agencies can query Table 044 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 044

The Table 044 update screen (**Figure 4:7**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM044U0                TABLE MANAGEMENT UPDATE TABLE 044                xx/xx/xx
                        NON-PAID CODES AND DESCRIPTIONS                PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*REASON-CODE:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

REASON-ALPHA:

                                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=044 DOCM  PF3=044 RPTS  PF4=044 INQY
PF5=HELP    PF6=REFRESH  ENTER=PROCESS
```

**Figure 4:7. Table 044, Non-Paid Codes And Descriptions update screen**

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Reason-Code</b>	<i>Required, numeric, 2 positions</i> Type the code that identifies the reason for nonpayment.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.

**Last-Eff-Date**      *Required, numeric, 6 positions*  
 Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

**Reason-Alpha**      *Required, alphanumeric, 50 positions max.*  
 Type the reason for non-payment.

## Requesting A Report For Table 044

The Table 044 reports screen (**Figure 4:8**) allows users to generate ad hoc reports.

```

TM044R0                TABLE MANAGEMENT REPORTS TABLE 044                xx/xx/xx
                        NON-PAID CODES AND DESCRIPTIONS

ENTER DATA FOR REPORT REQUESTED:

FROM  *REASON-CODE:
TO    *REASON-CODE:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

CLEAR=EXIT  PF1=MAIN  ENTER DATA AND PRESS "ENTER" TO PROCESS
                PF2=044 DOCM  PF4=044 INQY  PF6=REFRESH
                ENTER=PROCESS
  
```

**Figure 4:8. Table 044, Non-Paid Codes And Descriptions reports screen**

At the Table 044 reports screen (**Figure 4:8**), complete the From and To fields as follows:

**From/To**      ▽

**Reason-Code**      *Required, numeric, 2 positions*  
 Type the code that identifies the reason for nonpayment.

**Select Type of Report**      *Required, alphanumeric, 1 position*  
 Type **X** next to the applicable option as described below.

**Print Active**      Used to retrieve only active records within a table.

**Print History**      Used to retrieve only history records within a table.

**Print All**      Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**      *Optional default, alpha, 1 position*  
*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---



---

---

## Table 045, Performance Evaluation Anniversary Date

Performance Evaluation Anniversary Date is Table 045 on the Table Management System menu. This table contains anniversary dates used for issuing Form AD-435, Performance Appraisal, and updating the database with the applicable issue dates.

**NOTE:** Agencies can query Table 045 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 045

The Table 045 update screen (**Figure 4:9**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM045U0                TABLE MANAGEMENT UPDATE TABLE 045                xx/xx/xx
                        PERFORMANCE EVALUATION ANNIVERSARY DATE            PAGE:000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*AGENCY/BUREAU:                *ORG-LEV2:
*ORG-LEV3:                      *LOCATION-CODE:

BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY

DATE-PER-EVAL-ANNIV-MO:
DATE-PER-EVAL-ANNIV-DA:

DEPT-CODE:          DEPARTMENT:

                                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=045 DOCM  PF3=045 RPTS  PF4=045 INQY
PF5=HELP    PF6=REFRESH                                ENTER=PROCESS
```

**Figure 4:9. Table 045, Performance Evaluation Anniversary Date update screen**

Agencies requiring an update to Table 045 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 045 update screen (**Figure 4:9**), complete the fields as follows:

Key Fields	∇				
<b>Action</b>	<p><i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>				
<b>Agency/Bureau</b>	<p><i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.</p>				
<b>Org-Lev2</b>	<p><i>Required, alphanumeric, 2 positions</i> Type the second level of the organizational structure code.</p>				
<b>Org-Lev3</b>	<p><i>Required, alphanumeric, 2 positions</i> Type the third level of the organizational structure code.</p>				
<b>Location-Code</b>	<p><i>Required, numeric, 1 position</i> Type the code that identifies the type of employees. Valid values are:</p> <table border="0"> <tr> <td><b>0</b></td> <td>Non-Merit Pay (GS)</td> </tr> <tr> <td><b>4</b></td> <td>Merit Pay (GM, GH, VH)</td> </tr> </table>	<b>0</b>	Non-Merit Pay (GS)	<b>4</b>	Merit Pay (GM, GH, VH)
<b>0</b>	Non-Merit Pay (GS)				
<b>4</b>	Merit Pay (GM, GH, VH)				
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.</p>				
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>				
<b>Date-Per-Eval-Anniv-Mo</b>	<p><i>Required, numeric, 2 positions</i> Type the month the Form AD-435 is to be generated.</p> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>♦ To generate the Form AD-435 eight pay periods before the anniversary date, type <b>88</b>.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>♦ To generate the Form AD-435 five pay periods before the anniversary date, type <b>99</b>.</li> </ul>				
<b>Date-Per-Eval-Anniv-Da</b>	<p><i>Required, numeric, 2 positions</i> Type the date the Form AD-435 is to be generated.</p> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>♦ To generate the Form AD-435, 8 pay periods before the anniversary date, type <b>88</b>.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>♦ To generate the Form AD-435, 5 pay periods before the anniversary date, type <b>99</b>.</li> </ul>				
<b>Dept-Code</b>	<p><i>No entry</i> This field is system generated based upon the entry in the Agency/Bureau field.</p>				

**Department**      *No entry*  
This field is system generated.

---

## Requesting A Report For Table 045

The Table 045 reports screen (**Figure 4:10**) allows users to generate ad hoc reports.

```
TM045R0                TABLE MANAGEMENT REPORTS TABLE 045                xx/xx/xx
                        PERFORMANCE EVALUATION ANNIVERSARY DATE

ENTER DATA FOR REPORT REQUESTED:

FROM  *AGENCY/BUREAU:   *ORG-LEV2:   *ORG-LEV3   *LOCATION-CODE:
TO    *AGENCY/BUREAU:   *ORG-LEV2:   *ORG-LEV3   *LOCATION-CODE:

                        PRINT ACTIVE
                        PRINT HISTORY
                        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=045 DOCM  PF4=045 INQY  PF6=REFRESH
                        ENTER=PROCESS
```

**Figure 4:10. Table 045, Performance Evaluation Anniversary Date reports screen**

At the Table 045 reports screen (**Figure 4:10**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Org-Lev2</b>	<i>Required, alphanumeric, 2 positions</i> Type the second level of the organizational structure code.
<b>Org-Lev3</b>	<i>Required, alphanumeric, 2 positions</i> Type the third level of the organizational structure code.
<b>Location-Code</b>	<i>Required, numeric, 1 position</i> Type the code that identifies the type of employees. Valid values are:  <b>0</b> Non-Merit Pay (GS) <b>4</b> Merit Pay (GM, GH, VH)
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.

**Print Active** Used to retrieve only active records within a table.  
**Print History** Used to retrieve only history records within a table.  
**Print All** Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 046, APO/FPO ZIP Code Locations

APO/FPO ZIP Code Locations is Table 046 on the Table Management System menu. This table contains the cities and location names for the American Post Office (APO) and Foreign Post Office (FPO) ZIP Codes.

**NOTE:** Agencies can query Table 046 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 046

The Table 046 update screen (**Figure 4:11**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM046U0                TABLE MANAGEMENT UPDATE TABLE 046                xx/xx/xx
                        APO/FPO ZIP CODE LOCATIONS                        PAGE: 00001

*ACTION:   (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE        USER-ID:
*ZIP-CODE:                                     DATE-CHANGED:

BEG-EFF-DATE: MM DD YY                        LAST-EFF-DATE: MM DD YY

      TYPE-ZIP:
      CITY:
LOCATION-NAME:
      BLOCKED-ZIP:

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=046 DOCM  PF3=046 RPTS  PF4=046 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
```

**Figure 4:11. Table 046, APO/FPO ZIP Code Locations update screen**

Agencies requiring an update to Table 046 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 046 update screen (**Figure 4:11**), complete the fields as follows:

---

<b>Key Fields</b>	▽						
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.						
<b>ZIP-Code</b>	<i>Required, numeric, 5 positions</i> Type the 5-digit ZIP Code.						
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.						
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .						
<b>Type-ZIP</b>	<i>Required, alpha, 3 positions</i> Type the code that identifies the area being serviced. Valid values are <b>APO</b> (American Post Office) or <b>FPO</b> (Foreign Post Office).						
<b>City</b>	<i>Required, alpha, 2 positions</i> Type the applicable city code. Valid values are:  <table><tr><td><b>AA</b></td><td>America</td></tr><tr><td><b>AE</b></td><td>Europe</td></tr><tr><td><b>AP</b></td><td>Pacific</td></tr></table>	<b>AA</b>	America	<b>AE</b>	Europe	<b>AP</b>	Pacific
<b>AA</b>	America						
<b>AE</b>	Europe						
<b>AP</b>	Pacific						
<b>Location-Name</b>	<i>Required, alphanumeric, 50 positions max.</i> Type the name of the APO or FPO ZIP Code location.						
<b>Blocked-ZIP</b>	<i>Optional, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether the ZIP Code is blocked (off-limits).						

---

## Requesting A Report For Table 046

The Table 046 reports screen (**Figure 4:12**) allows users to generate ad hoc reports.

```

TM046R0                TABLE MANAGEMENT REPORTS TABLE 046                xx/xx/xx
                        APO/FPO ZIP CODE LOCATIONS

ENTER DATA FOR REPORT REQUESTED:

FROM  *ZIP-CODE:

TO    *ZIP-CODE:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

CLEAR=EXIT  PF1=MAIN  ENTER DATA AND PRESS "ENTER" TO PROCESS
                PF2=046 DOCM  PF4=046 INQY  PF6=REFRESH
                ENTER=PROCESS
    
```

**Figure 4:12. Table 046, APO/FPO ZIP Code Locations reports screen**

At the Table 046 reports screen (**Figure 4:12**), complete the From and To fields as follows:

---

<b>From/To</b>	∇						
<b>ZIP-Code</b>	<i>Required, numeric, 5 positions</i> Type the 5-digit ZIP Code.						
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.						
	<table border="0"> <tr> <td style="padding-right: 20px;"><b>Print Active</b></td> <td>Used to retrieve only active records within a table.</td> </tr> <tr> <td><b>Print History</b></td> <td>Used to retrieve only history records within a table.</td> </tr> <tr> <td><b>Print All</b></td> <td>Used to retrieve all active, deleted, and history records within a table.</td> </tr> </table>	<b>Print Active</b>	Used to retrieve only active records within a table.	<b>Print History</b>	Used to retrieve only history records within a table.	<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Active</b>	Used to retrieve only active records within a table.						
<b>Print History</b>	Used to retrieve only history records within a table.						
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.						
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> N (no) is system generated. Type <b>Y</b> (yes) over N if you want to view the report before printing.						
<b>Routing Information: Name</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).						
<b>Remote ID</b>	<i>Required, alphanumeric, 16 positions max.</i> Type the number of the printer designated to print the table.						

---

## Table 047, PINE Edit Error Messages And Codes

PINE Edit Error Messages And Codes is Table 047 on the Table Management System menu. This table contains the alpha descriptions for the Personnel Edit Subsystem (PINE) edit messages contained in Addendum 1 to the Suspense Inquiry and Correction System (SINQ).

**NOTE:** Agencies can query Table 047 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 047

The Table 047 update screen (**Figure 4:13**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM047U0                TABLE MANAGEMENT UPDATE TABLE 047                xx/xx/xx
                        PINE EDIT ERROR MESSAGES AND CODES                PAGE:

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
*DOCUMENT-TYPE:          *ERROR-MESSAGE-NO:              DATE-CHANGED:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

ERROR-MESSAGE-DESCRIPTION:

ELEMENT CODES: THESE FIELDS PRESENT ONLY FOR DOCUMENTS 060, 065, 110

    000      000      000      000      000
    000      000      000      000      000

TYPE-OF-ERROR-CODE-ACC: 0                TYPE-OF-ERROR-CODE-CHG: 0
                        DOC-RECORD-NO: 0000                NUMBER-OF-ELEMENTS: 00

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=047 DOCM  PF3=047 RPTS  PF4=047 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
  
```

**Figure 4:13. Table 047, PINE Edit Error Messages and Codes update screen**

Agencies requiring an update to Table 047 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.



At the Table 047 update screen (**Figure 4:13**), complete the fields as follows:

<b>Key Fields</b>	∇						
<b>Action</b>	<p><i>Required, alpha, 1 position</i>            Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>						
<b>Document-Type</b>	<p><i>Required, numeric, 3 positions</i>            Type the code that indicates the type of document being processed.  <b>NOTE:</b> For document types, see Document Type Table, Appendix A of the Suspense Inquiry And Correction System (SINQ) procedure, Title I, Chapter 10, Section 1.</p>						
<b>Error-Message-No</b>	<p><i>Required, numeric, 3 positions</i>            Type the code that identifies the error message description to be printed on the error suspense report.</p>						
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the effective date for the record in MM DD YY order.</p>						
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>						
<b>Error-Message Description</b>	<p><i>Required, alphanumeric, 50 positions max.</i>            Type the alpha description for the error message.</p>						
<b>Element-Codes</b>	<p><i>Optional, numeric, 3 positions</i>            Type the code used in the personnel edit process that identifies the data element on the action. A maximum of 10 codes may be entered.</p>						
<b>Type-Of-Error-Code-Acc</b>	<p><i>Optional, numeric, 1 position</i>            Type the code that identifies the type of error on an accession action. Valid values are:</p> <table border="0"> <tr> <td><b>0</b></td> <td>Fatal</td> </tr> <tr> <td><b>1</b></td> <td>Non Fatal</td> </tr> <tr> <td><b>2</b></td> <td>Provisional, Fatal</td> </tr> </table>	<b>0</b>	Fatal	<b>1</b>	Non Fatal	<b>2</b>	Provisional, Fatal
<b>0</b>	Fatal						
<b>1</b>	Non Fatal						
<b>2</b>	Provisional, Fatal						
<b>Type-Of-Error-Code-Chg</b>	<p><i>Optional, numeric, 1 position</i>            Type the code that identifies the type of error on a change document. Valid values are:</p> <table border="0"> <tr> <td><b>0</b></td> <td>Fatal</td> </tr> <tr> <td><b>1</b></td> <td>Non Fatal</td> </tr> <tr> <td><b>2</b></td> <td>Provisional, Fatal</td> </tr> </table>	<b>0</b>	Fatal	<b>1</b>	Non Fatal	<b>2</b>	Provisional, Fatal
<b>0</b>	Fatal						
<b>1</b>	Non Fatal						
<b>2</b>	Provisional, Fatal						
<b>Doc-Record-No</b>	<p><i>Required, numeric, 4 positions</i>            Type the code that identifies the record number applicable to the edit error message on the document.</p>						

**Number-Of-Elements**

*Required, numeric, 2 positions*

Type the number of data elements applicable to the edit error message.

## Requesting A Report For Table 047

The Table 047 reports screen (**Figure 4:14**) allows users to generate ad hoc reports.

```
TM047R0                TABLE MANAGEMENT REPORTS TABLE 047          xx/xx/xx
                        PINE EDIT ERROR MESSAGES AND CODES

ENTER DATA FOR REPORT REQUESTED:

FROM  *DOCUMENT-CODE:   *ERROR-MESSAGE-NO: 000
TO    *DOCUMENT-CODE:   *ERROR-MESSAGE-NO:

                        PRINT ACTIVE
                        PRINT HISTORY
                        PRINT ALL

VIEW REPORT BEFORE PRINTING? N   (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=047 DOCM  PF4=047 INQY  PF6=REFRESH
                        ENTER=PROCESS
```

**Figure 4:14. Table 047, PINE Edit Error Messages and Codes reports screen**

At the Table 047 reports screen (**Figure 4:14**), complete the From and To fields as follows:

**From/To**

∇

**Document-Code**

*Required, numeric, 3 positions*

Type the code that indicates the type of document being processed.

**NOTE:** For document types, see Document Type Table, Appendix A of the Suspense Inquiry And Correction System (SINQ) procedure, Title I, Chapter 10, Section 1.

**Error-Message-No**

*Required, numeric, 3 positions*

Type the code that identifies the error message description to be printed on the error suspense report.

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

**Print Active**

Used to retrieve only active records within a table.

**Print History**

Used to retrieve only history records within a table.

**Print All**

Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 048, PINE Documents Element Names

PINE Documents Element Names is Table 048 on the Table Management System menu. This table contains the alpha descriptions for the document element(s) used in the edit process for the Personnel Edit Subsystem (PINE).

**NOTE:** Agencies can query Table 048 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 048

The Table 048 update screen (**Figure 4:15**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM048U0                TABLE MANAGEMENT UPDATE TABLE 048                xx/xx/xx
                        PINE DOCUMENTS ELEMENT NAMES                        PAGE:000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*DOCUMENT-TYPE:                *ELEMENT-CODE:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

DOCUMENT-ELEMENT-NAME:

                                     ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=048 DOCM  PF3=048 RPTS  PF4=048 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
```

**Figure 4:15. Table 048, PINE Documents Element Names update screen**

Agencies requiring an update to Table 048 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 048 update screen (**Figure 4:15**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<p><i>Required, alpha, 1 position</i>            Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>
<b>Document-Type</b>	<p><i>Required, numeric, 3 positions</i>            Type the code that indicates the type of document being processed.</p> <p><b>NOTE:</b> For the applicable document type, see Personnel Edit (PINE) Listing, Addendum 1 of the SINQ Procedure, Title I, Chapter 10, Section 1.</p>
<b>Element-Code</b>	<p><i>Required, numeric, 3 positions</i>            Type the code used in the edit process that identifies the data element on the document.</p>
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the effective date for the record in MM DD YY order.</p>
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>
<b>Document-Element-Name</b>	<p><i>Required, alphanumeric, 30 positions max.</i>            Type the description for the applicable data element.</p>

---

## Requesting A Report For Table 048

The Table 048 reports screen (**Figure 4:16**) allows users to generate ad hoc reports.

```

TM048R0                TABLE MANAGEMENT REPORTS TABLE 048                xx/xx/xx
                        PINE DOCUMENTS ELEMENT NAMES

ENTER DATA FOR REPORT REQUESTED:

FROM  *DOCUMENT-TYPE:    *ELEMENT-CODE:
TO    *DOCUMENT-TYPE:    *ELEMENT-CODE:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN    PF2=048 DOCM    PF4=048 INQY    PF6=REFRESH
                                ENTER=PROCESS
  
```

**Figure 4:16. Table 048, PINE Documents Element Names reports screen**

At the Table 048 reports screen (**Figure 4:16**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>Document-Type</b>	<i>Required, numeric, 3 positions</i> Type the code that indicates the type of document being processed.  <b>NOTE:</b> For the applicable document type, see Personnel Edit (PINE) Listing, Addendum 1 of the SINQ Procedure, Title I, Chapter 10, Section 1.
<b>Element-Code</b>	<i>Required, numeric, 3 positions</i> Type the code used in the edit process that identifies the data element on the document.
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.  <b>Print Active</b> Used to retrieve only active records within a table. <b>Print History</b> Used to retrieve only history records within a table. <b>Print All</b> Used to retrieve all active, deleted, and history records within a table.
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.
<b>Routing Information: Name</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).
<b>Remote ID</b>	<i>Required, alphanumeric, 16 positions max.</i> Type the number of the printer designated to print the table.

---

---

---

## Table 049, NFC ALLTAX Conversion

NFC ALLTAX Conversion is Table 049 on the Table Management System menu. This table contains taxing authorities' identifications (GSA location codes - state, state and city, or state and county, and the applicable ALLTAX code). It converts taxing authority identification codes (GSA location codes) to the applicable ALLTAX code.

ALLTAX calculates taxes on the federal, state, city, and county levels. The code identifies the specific tax computation routine. No code is needed for federal tax computation.

**NOTE:** Agencies can query Table 049 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 049

The Table 049 update screen (**Figure 4:17**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM049U0                TABLE MANAGEMENT UPDATE TABLE 049                xx/xx/xx
                        NFC ALLTAX CONVERSION                            PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE        USER-ID:
                                                    DATE-CHANGED:
*CLIENT-CODE:
BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY
TYPE-TAX      :
ALLTAX-CODE:

ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT   PF1=MAIN   PF2=049 DOCM   PF3=049 RPTS   PF4=049 INQY
PF5=HELP     PF6=REFRESH ENTER=PROCESS
```

**Figure 4:17. Table 049, NFC ALLTAX Conversion update screen**

Agencies requiring an update to Table 049 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 049 update screen (**Figure 4:17**), complete the fields as follows:

---

<b>Key Fields</b>	∇								
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.								
<b>Client-Code</b>	<i>Required, numeric, 7 positions</i> Type the client code. The client code is composed of a resident/non-resident indicator and a GSA location code.								
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.								
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .								
<b>Type-Tax</b>	<i>Required, numeric, 1 position</i> Type the code that indicates the source of the taxing authority. Valid values are:  <table><tr><td><b>Blank</b></td><td>Federal</td></tr><tr><td><b>1</b></td><td>state</td></tr><tr><td><b>2</b></td><td>city</td></tr><tr><td><b>3</b></td><td>county</td></tr></table>	<b>Blank</b>	Federal	<b>1</b>	state	<b>2</b>	city	<b>3</b>	county
<b>Blank</b>	Federal								
<b>1</b>	state								
<b>2</b>	city								
<b>3</b>	county								
<b>ALLTAX-Code</b>	<i>Required, numeric, 3 positions</i> Type the ALLTAX code.								

---



## Requesting A Report For Table 049

The Table 049 reports screen (**Figure 4:18**) allows users to generate ad hoc reports.

```

TM049R0                TABLE MANAGEMENT REPORTS TABLE 049                xx/xx/xx
                        NFC ALLTAX CONVERSION

ENTER DATA FOR REPORT REQUESTED:

FROM      * CLIENT-CODE:
TO        * CLIENT-CODE:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

CLEAR=EXIT          ENTER DATA AND PRESS "ENTER" TO PROCESS
PF1=MAIN            PF2=049 DOCM          PF4=049 INQY          PF6=REFRESH
ENTER=PROCESS
  
```

**Figure 4:18. Table 049, NFC ALLTAX Conversion reports screen**

At the Table 049 reports screen (**Figure 4:18**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>Client-Code</b>	<p><i>Required, numeric, 7 positions</i></p> <p>Type the client code. The client code is composed of a resident/non-resident indicator and a GSA location code.</p>
<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i></p> <p>Type <b>X</b> next to the applicable option as described below.</p> <p><b>Print Active</b>      Used to retrieve only active records within a table.</p> <p><b>Print History</b>      Used to retrieve only history records within a table.</p> <p><b>Print All</b>            Used to retrieve all active, deleted, and history records within a table.</p>
<b>View Report Before Printing</b>	<p><i>Optional default, alpha, 1 position</i></p> <p>N (no) is system generated. Type <b>Y</b> (yes) over N if you want to view the report before printing.</p>
<b>Routing Information: Name</b>	<p><i>Required, alphanumeric, 20 positions max.</i></p> <p>Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).</p>

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 050, Standby/AUO Percentages

Standby/AUO Percentages is Table 050 on the Table Management System menu. This table contains the percentages used for entries in the Standby/AUO percent element on the Time and Attendance Report (T&A).

**NOTE:** (1) Agencies can query Table 050 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only. (2) No key data is required to access Table 050 data. When the Table 050 inquiry screen is selected from the TMGT menu, the record is displayed with the message *Successful Inquiry*.

### Updating Table 050

The Table 050 update screen (**Figure 4:19**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM050U0                TABLE MANAGEMENT UPDATE TABLE 050          xx/xx/xx
                        STANDBY/AUO PERCENTAGES                     PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

TA-STANDBY/AUO:

01-05
06-10
11-15
16-20

                                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=050 DOCM  PF3=050 RPTS  PF4=050 INQY
PF5=HELP    PF6=REFRESH                                ENTER=PROCESS
```

**Figure 4:19. Table 050, Standby/AUO Percentage update screen**

At the Table 050 update screen (**Figure 4:19**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.

**Last-Eff-Date** *Required, numeric, 6 positions*  
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

**TA-Standby/AUO** *Required, numeric, 6 positions*  
Type the applicable standby and/or AUO percentage codes.

**NOTE:** When entering a standby percentage in this field, the first position must be blank. A maximum of 20 codes may be entered.

---

## Requesting A Report For Table 050

The Table 050 reports screen (**Figure 4:20**) allows users to generate request ad hoc reports.

```
TM050R0                TABLE MANAGEMENT REPORTS TABLE 050          xx/xx/xx
                        STANDBY/AUO PERCENTAGES

NO DATA REQUIRED TO RETRIEVE REPORT.
ENTER "X" TO SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=050 DOCM  PF4=050 INQY  PF6=REFRESH
                        ENTER=PROCESS
```

**Figure 4:20. Table 050, Standby/AUO Percentages reports screen**

At the Table 050 reports screen (**Figure 4:20**), complete the fields as follows:

---

**Select Type of Report** *Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

**Print Active**      Used to retrieve only active records within a table.  
**Print History**    Used to retrieve only history records within a table.  
**Print All**        Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing** *Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 051, Document Type Descriptions

Document Type Descriptions is Table 051 on the Table Management System menu. This table contains a description of each form or document type used by the Payroll/Personnel System.

**NOTE:** Agencies can query Table 051 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 051

The Table 051 update screen (**Figure 4:21**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM051U0                TABLE MANAGEMENT UPDATE TABLE 051                xx/xx/xx
                        DOCUMENT TYPE DESCRIPTIONS                        PAGE:

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*DOCUMENT-TYPE:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

DOCUMENT-DESCRIPTION:
DOCUMENT-SEQUENCE-NO:
DOCUMENT-SOURCE:

                                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT   PF1=MAIN   PF2=051 DOCM   PF3=051 RPTS   PF4=051 INQY
PF5=HELP                    PF6=REFRESH                    ENTER=PROCESS
```

**Figure 4:21. Table 051, Document Type Descriptions update screen**

Agencies requiring an update to Table 051 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 051 update screen (**Figure 4:21**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Document-Type</b>	<i>Required, numeric, 3 positions</i> Type the code that indicates the type of document being processed. <b>NOTE:</b> For document types, see Document Type Table, Appendix A of the Suspense Inquiry And Correction System (SINQ) procedure, Title I, Chapter 10, Section 1.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Document-Description</b>	<i>Required, alphanumeric, 15 positions max.</i> Type the form or name used to identify the document type.
<b>Document-Sequence-No</b>	<i>Required, numeric, 2 positions</i> Type the sequence number applicable to the document.
<b>Document-Source</b>	<i>Required, alphanumeric, 4 positions</i> Type the acronym for the Payroll/Personnel System that initially processed the document (e.g., <b>PINE</b> ).

---

## Requesting A Report For Table 051

The Table 051 reports screen (**Figure 4:22**) allows users to generate ad hoc reports.

```

TM051R0                TABLE MANAGEMENT REPORTS TABLE 051          xx/xx/xx
                        DOCUMENT TYPE DESCRIPTIONS

ENTER DATA FOR REPORT REQUESTED:

FROM  *DOCUMENT-TYPE:

TO    *DOCUMENT-TYPE:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING? N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=051 DOCM  PF4=051 INQY  PF6=REFRESH
                        ENTER=PROCESS
  
```

**Figure 4:22. Table 051, Document Type Descriptions reports screen**

At the Table 051 reports screen (**Figure 4:22**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>Document-Type</b>	<p><i>Required, numeric, 3 positions</i></p> <p>Type the code that indicates the type of document being processed.</p> <p><b>NOTE:</b> For document types, see Document Type Table, Appendix A of the Suspense Inquiry And Correction System (SINQ) procedure, Title I, Chapter 10, Section 1.</p>
<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i></p> <p>Type <b>X</b> next to the applicable option as described below.</p> <p><b>Print Active</b>      Used to retrieve only active records within a table.</p> <p><b>Print History</b>      Used to retrieve only history records within a table.</p> <p><b>Print All</b>            Used to retrieve all active, deleted, and history records within a table.</p>
<b>View Report Before Printing</b>	<p><i>Optional default, alpha, 1 position</i></p> <p><i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.</p>
<b>Routing Information: Name</b>	<p><i>Required, alphanumeric, 20 positions max.</i></p> <p>Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).</p>



**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 052, Remarks Code And Descriptions

Remarks Code And Descriptions is Table 052 on the Table Management System menu. This table contains a remarks code and alpha description used for processing personnel actions (SF-50B).

**NOTE:** Agencies can query Table 052 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 052

The Table 052 update screen (**Figure 4:23**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM052U0	TABLE MANAGEMENT UPDATE TABLE 052	xx/xx/xx
	REMARKS CODE AND DESCRIPTIONS	PAGE: 000001
*ACTION:	(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID: DATE-CHANGED:
*REMARK-CODE:		*REMARK-PAGES:
BEG-EFF-DATE: MM DD YY		LAST-EFF-DATE: MM DD YY
ADD-DATA-IND :		
REMARKS-ALPHA :		
REMARKS-CONTINUED:		
ENTER DATA AND PRESS ENTER TO PROCESS		
CLEAR=EXIT	PF1=MAIN	PF2=052 DOCM
PF5=HELP	PF6=REFRESH	PF3=052 RPTS
		PF4=052 INQY
		ENTER=PROCESS

**Figure 4:23. Table 052, Remarks code And Descriptions update screen**

Agencies requiring an update to Table 052 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 052 update screen (**Figure 4:23**), complete the fields as follows:

---

<b>Key Fields</b>	∇										
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.										
<b>Remark-Code</b>	<i>Required, alphanumeric, 3 positions</i> Type the remarks code assigned to the remarks description.										
<b>Remark-Pages</b>	<i>Required, numeric, 1 position</i> Type the number of pages needed for the description of the remarks code. Valid values are:  <table><tr><td><b>0</b></td><td>1 page</td></tr><tr><td><b>1</b></td><td>2 pages</td></tr><tr><td><b>2</b></td><td>3 pages</td></tr><tr><td><b>3</b></td><td>4 pages</td></tr></table>	<b>0</b>	1 page	<b>1</b>	2 pages	<b>2</b>	3 pages	<b>3</b>	4 pages		
<b>0</b>	1 page										
<b>1</b>	2 pages										
<b>2</b>	3 pages										
<b>3</b>	4 pages										
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.  <b>NOTE:</b> Caution should be taken when modifying the Beg-Eff-Date. Changes to this field will create a history record automatically. All other changes will result in a correction to the record.										
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .  <b>NOTE:</b> If the Last-Eff-Date is modified to a prior date, it cannot be used for an action effective after that date. However, it can be used for any action that is effective prior to the last effective date. The record is not identified as deleted in TMGT.										
<b>Add-Data-Ind</b>	<i>Required, numeric, 1 position</i> Type the code that indicates whether additional information is available and where it resides (source). Valid values are:  <table><tr><td><b>0</b></td><td>no additional data</td></tr><tr><td><b>1</b></td><td>additional data from program</td></tr><tr><td><b>2</b></td><td>additional data from the Payroll/Personnel System</td></tr><tr><td><b>3</b></td><td>additional data from program and the Payroll/Personnel System</td></tr><tr><td><b>9</b></td><td>not printed at all</td></tr></table>	<b>0</b>	no additional data	<b>1</b>	additional data from program	<b>2</b>	additional data from the Payroll/Personnel System	<b>3</b>	additional data from program and the Payroll/Personnel System	<b>9</b>	not printed at all
<b>0</b>	no additional data										
<b>1</b>	additional data from program										
<b>2</b>	additional data from the Payroll/Personnel System										
<b>3</b>	additional data from program and the Payroll/Personnel System										
<b>9</b>	not printed at all										
<b>Remarks-Alpha</b>	<i>Required, alphanumeric, 225 positions max.</i> Type the description for the remarks code entered above. A maximum of 3 lines may be entered.										

**Remarks-Continued**

*Required, numeric, 1 position*

Type the code that indicates whether additional information is needed. Valid values are:

- 0**            only one page
- 1**            more than one page

---

## Requesting A Report For Table 052

The Table 052 reports screen (**Figure 4:24**) allows users to generate ad hoc reports.

```
TM052R0                TABLE MANAGEMENT REPORTS TABLE 052                xx/xx/xx
                        REMARKS CODE AND DESCRIPTIONS

ENTER DATA FOR REPORT REQUESTED:

FROM   * REMARK-CODE:          * REMARK-PAGES:
TO     * REMARK-CODE:          * REMARK-PAGES:

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT          PF1=MAIN          PF2=052 DOCM          PF4=052 INQY          PF6=REFRESH
                        ENTER=PROCESS
```

**Figure 4:24. Table 052, Remarks Code And Descriptions reports screen**

At the Table 052 reports screen (**Figure 4:24**), complete the From and To fields as follows:

---

**From/To**

∇

**Remark-Code**

*Required, alphanumeric, 3 positions*

Type the remarks code assigned to the remarks description.

**Remark-Pages**

*Required, numeric, 1 position*

Type the number of pages needed for the description of the remarks code. Valid values are:

- 0**            1 page
- 1**            2 pages
- 2**            3 pages
- 3**            4 pages

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

- |                      |   |
|----------------------|---|
| <b>Print Active</b>  | Used to retrieve only active records within a table.                      |
| <b>Print History</b> | Used to retrieve only history records within a table.                     |
| <b>Print All</b>     | Used to retrieve all active, deleted, and history records within a table. |

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 053, Nature Of Action Alpha Descriptions

Nature Of Action Alpha Descriptions is Table 053 on the Table Management System menu. This table contains the alpha descriptions and authorities for 5-digit nature of action codes (NOAC). The alpha description is the literal for the 5-digit nature of action code. The authority code is a law, executive order, rule, regulation or other basis that authorizes the appointing officer to effect a personnel action on an employee.

**NOTE:** Agencies can query Table 053 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 053

The Table 053 update screen (**Figure 4:25**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM053U0                TABLE MANAGEMENT UPDATE TABLE 053                xx/xx/xx
                        NATURE OF ACTION ALPHA DESCRIPTIONS                PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*NAT-ACT-1ST-5-POS:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

NAT-ACT-1ST-3-POS      :
NATURE-ACTION-ALPHA   :
OPM-AUTH-CODE          :
OPM-OTHER-LEGAL-AUTH  :
OPM-AUTH-2ND-CODE     :
OPM-OTHER-LEGAL-AUTH-2ND:
SPLIT-TA-REQ-IND      :
AGENCY-AUTHORITY-IND  :
NUM-AUTHORITY          :

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=053 DOCM  PF3=053 RPTS  PF4=053 INQY
PF5=HELP    PF6=REFRESH                                ENTER=PROCESS
```

**Figure 4:25. Table 053, Nature Of Action Alpha Descriptions update screen**

Agencies requiring an update to Table 053 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 053 update screen (**Figure 4:25**), complete the fields as follows:

Key Fields	∇
<b>Action</b>	<p><i>Required, alpha, 1 position</i>            Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>
<b>Nat-Act-1st-5-Pos</b>	<p><i>Required, alphanumeric, 5 positions</i>            Type the 5-digit nature of action code (NOAC).</p>
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the effective date for the record in MM DD YY order.</p>
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>
<b>Nat-Act-1st-3-Pos</b>	<p><i>Required, numeric, 3 positions</i>            Type the 3-digit NOAC that corresponds with the 5-digit NOAC.</p>
<b>Nature-Action-Alpha</b>	<p><i>Required, alphanumeric, 35 positions max.</i>            Type the description for the NOAC.</p>
<b>OPM-Auth-Code</b>	<p><i>Required, alphanumeric, 3 positions</i>            Type the first legal authority code.</p>
<b>OPM-Other-Legal-Auth</b>	<p><i>Optional, alphanumeric, 20 positions max.</i>            Type the description as it relates to the first OPM authority code.</p>
<b>OPM-Auth-2nd-Code</b>	<p><i>Optional, alphanumeric, 3 positions</i>            If the NOAC has two legal authorities, type the second legal authority code.</p>
<b>OPM-Other-Legal-Auth-2nd</b>	<p><i>Optional, alphanumeric, 20 positions max.</i>            Type the description as it relates to the second OPM authority code.</p>
<b>Split-TA-Req-Ind</b>	<p><i>Required, alpha, 1 position</i>            Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the Time and Attendance Report (T&amp;A) needs to be split for the NOAC.</p>
<b>Agency-Authority-Ind</b>	<p><i>Required, alpha, 1 position</i>            Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the authority is agency cited (e.g. F.S. 1990).</p>
<b>Num-Authority</b>	<p><i>Required, numeric, 1 position</i>            Type the number of authorities for the NOAC. Valid values are:</p> <ul style="list-style-type: none"> <li><b>0</b> No authority is required; nothing will be generated or cited.</li> <li><b>1</b> One OPM or agency/bureau authority; it may be cited or generated.</li> </ul>

- 2 Two OPM or agency/bureau authorities
- 3 One OPM authority and one agency/bureau authority; one is cited and the other is generated. The agency-cited authority prints on the SF-50 as the first authority.
- 4 One OPM authority and one agency/bureau authority. The agency-cited authority prints on the SF-50 as the first authority.

## Requesting A Report For Table 053

The Table 053 reports screen (**Figure 4:26**) allows users to generate ad hoc reports.

```

TM053R0                TABLE MANAGEMENT REPORTS TABLE 053                xx/xx/xx
                        NATURE OF ACTION ALPHA DESCRIPTIONS

ENTER DATA FOR REPORT REQUESTED:

FROM      * NAT-ACT-1ST-5-POS:
TO        * NAT-ACT-1ST-5-POS:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=053 DOCM      PF4=053 INQY      PF6=REFRESH
                        ENTER=PROCESS
  
```

**Figure 4:26. Table 053, Nature Of Action Alpha Descriptions reports screen**

At the Table 053 reports screen (**Figure 4:26**), complete the From and To fields as follows:

**From/To** ▾

**Nat-Act-1st-5-Pos**

*Required, alphanumeric, 5 positions*

Type the 5-digit nature of action code (NOAC).

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

**Print Active**

Used to retrieve only active records within a table.

**Print History**

Used to retrieve only history records within a table.

**Print All**

Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.



**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 054, EEO Numerical Objectives

EEO Numerical Objectives is Table 054 on the Table Management System menu. This table contains the EEO objectives of ethnic groups by fiscal year, department, agency/bureau, pay plan, occupational series, and grade.

**NOTE:** Agencies can query Table 050 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 054

The Table 054 update screen (**Figure 4:27**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM054U0                TABLE MANAGEMENT UPDATE TABLE 054                xx/xx/xx
                        EEO NUMERICAL OBJECTIVES                        PAGE:

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
                                           DATE-CHANGED:

*FISCAL-YEAR:      *AGENCY/BUREAU:
*PAY-PLAN:         *SERIES:                             *GRADE:
BEG-EFF-DATE: MM DD YY      LAST-EFF-DATE: MM DD YY

      WHITE-FEMALE:                WHITE-MALE:
      BLACK-FEMALE:                BLACK-MALE:
      HISPANIC-FEMALE:            HISPANIC-MALE:
      ASIAN-FEMALE:               ASIAN-MALE:
      NAT-AMERICAN-FEMALE:        NAT-AMERICAN-MALE:

      DEPARTMENT:

                                           ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=054 DOCM  PF3=054 RPTS  PF4=054 INQY
PF5=HELP    PF6=REFRESH  ENTER=PROCESS
```

**Figure 4:27. Table 054, EEO Numerical Objectives update screen**

Agencies requiring an update to Table 054 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 054 update screen (**Figure 4:27**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Fiscal-Year</b>	<i>Required, numeric, 2 positions</i> Type the last two digits of the fiscal year.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Pay-Plan</b>	<i>Required, alpha, 2 positions</i> Type the pay plan.
<b>Series</b>	<i>Required, numeric, 4 positions</i> Type the occupational series code.
<b>Grade</b>	<i>Required, numeric, 2 positions</i> Type the grade for the occupational group.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>White-Female</b>	<i>Optional, numeric, 4 positions</i> Type the objective goal for white females, if applicable.
<b>White-Male</b>	<i>Optional, numeric, 4 positions</i> Type the objective goal for white males, if applicable.
<b>Black-Female</b>	<i>Optional, numeric, 4 positions</i> Type the objective goals for black females, if applicable.
<b>Black-Male</b>	<i>Optional, numeric, 4 positions</i> Type the objective goal for black males, if applicable.
<b>Hispanic-Female</b>	<i>Optional, numeric, 4 positions</i> Type the objective goal for Hispanic females, if applicable.
<b>Hispanic-Male</b>	<i>Optional, numeric, 4 positions</i> Type the objective goal for Hispanic males, if applicable.
<b>Asian-Female</b>	<i>Optional, numeric, 4 positions</i> Type the objective goal for Asian females, if applicable.
<b>Asian-Male</b>	<i>Optional, numeric, 4 positions</i> Type the objective goal for Asian males, if applicable.
<b>Nat-American-Female</b>	<i>Optional, numeric, 4 positions</i> Type the objective goal for Native American females, if applicable.

**Nat-American-Male**

*Optional, numeric, 4 positions*

Type the objective goal for Native American males, if applicable.

**Department**

*No entry*

This field is system generated.

---

## Requesting A Report For Table 054

The Table 054 reports screen (**Figure 4:28**) allows users to generate ad hoc reports.

```
TM054R0                TABLE MANAGEMENT REPORTS TABLE 054                PAGE:
                        EEO NUMERICAL OBJECTIVES
ENTER DATA FOR REPORT REQUESTED:
FR *FISCAL-YR          *AGENCY/BUREAU          *PAY-PLAN      *SERIES        *GRADE
TO *FISCAL-YR          *AGENCY/BUREAU          *PAY-PLAN      *SERIES        *GRADE

                        PRINT ACTIVE
                        PRINT HISTORY
                        PRINT ALL

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)
ROUTING INFORMATION: NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=054 DOCM  PF4=054 INQY  PF6=REFRESH
                        ENTER=PROCESS
```

**Figure 4:28. Table 054, EEO Numerical Objectives reports screen**

At the Table 054 reports screen (**Figure 4:28**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>Fiscal-Year</b>	<i>Required, numeric, 2 positions</i> Type the last 2 digits of the fiscal year.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Pay-Plan</b>	<i>Required, alpha, 2 positions</i> Type the pay plan.
<b>Series</b>	<i>Required, numeric, 4 positions</i> Type the occupational series code.
<b>Grade</b>	<i>Required, numeric, 2 positions</i> Type the grade for the occupational group.

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

- |                      |   |
|----------------------|---|
| <b>Print Active</b>  | Used to retrieve only active records within a table.                      |
| <b>Print History</b> | Used to retrieve only history records within a table.                     |
| <b>Print All</b>     | Used to retrieve all active, deleted, and history records within a table. |

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## Table 055, Minimum And Maximum Salaries

Minimum And Maximum Salaries is Table 055 on the Table Management System menu. This table contains various minimum and maximum salary rates for validation.

**NOTE:** Agencies can query Table 055 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

**NOTE:** (1) No key data is required to access Table 055 data. To display the record, at the Table 055 inquiry screen, press **[Enter]**. The record is displayed with the message *Successful Inquiry*. (2) The data maintained in Table 055 is contained on two screens. To display screen 2, press **[PF10]**. To return to screen 1, press **[PF10]** again.

### Updating Table 055

The Table 055 update screen (**Figure 4:29**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM055U0          TABLE MANAGEMENT UPDATE TABLE 055          09/29/06
                  MINIMUM AND MAXIMUM SALARIES                PAGE:000001

*ACTION: _ (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:
BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY

    MAX-ANNUAL-PAY: 00000000          FEGLI-MAX-COVER: 000
    FEGLI-MIN-COVER: 00              FMHA-CNTY-COMIT-SAL: 00000000
    FMHA-TRAV-ALLOW-1ST: 0000        FMHA-TRAV-ALLOW-2ND: 0000
    FMHA-TRAV-ALLOW-3RD: 0000        OLD-AMER-SAL-HI: 00000000
    OLD-AMER-SAL-LO: 00000000        ASCS-ST-COMIT-1ST: 00000000
    ASCS-ST-COMIT-2ND: 00000000      ASCS-ST-COMIT-3RD: 00000000
    SAL-RANGE-PA-HI: 00000000        SAL-RANGE-PA-LO: 00000000
    SAL-RANGE-PH-HI: 00000000        SAL-RANGE-PH-LO: 00000000
    SAL-RANGE-PD-HI: 00000000        SAL-RANGE-PD-LO: 00000000
    YCC-ENROLLEE-MIN: 00000000       YCC-ENROLLEE-MAX: 00000000
    SSNO-SECRETARY: 000000000        TRUST-SAL-MAX: 00000000
    MERIT-13-MAX: 00000000           ASST-TRUST-SAL-MAX: 00000000
    MERIT-14-MAX: 00000000           MERIT-15-MAX: 00000000

                                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=055 DOCM  PF3=055 RPTS  PF4=055 INQY
PF5=HELP    PF6=REFRESH  PF10=SCREEN 2  PF12=PAGE    ENTER=PROCESS
  
```

**Figure 4:29. Table 055, Minimum And Maximum Salaries update screen 1**

```

TM055U1          TABLE MANAGEMENT UPDATE TABLE 055          09/29/06
                  MINIMUM AND MAXIMUM SALARIES                PAGE:000002

*ACTION: _ (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:
BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY

USA-MAX-ADJ-SAL   : 00000000      HORSE-ALLOW      : 00000000
PROF-LIAB-INS-MAX : 00000000      PARK-FRINGE-MAX  : 00000000
TRANSIT-BIWKLY-MAX : 00000000     PARK-FRINGE-MIN  : 00000000
PARK-BIWKLY-MAX   : 00000000     FDIC-MAX-SALARY  : 00000000
DOC576-MAX-SAL    : 00000000     FDIC-SPECIAL-MAX-SAL : 00000000
CATCH-UP YEAR     : 0000          CATCH-UP CONTRIBUTION : 00000
PP-RE-RP-MAX-SAL  : 00000000     CFYC-MAX-SALARY  : 00000000
OCC-MAX-SALARY    : 00000000     DNS-MAX-SALARY   : 00000000

                               ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=055 DOCM  PF3=055 RPTS  PF4=055 INQY
PF5=HELP    PF6=REFRESH PF10=SCREEN 1 PF12=PAGE  ENTER=PROCESS

```

**Figure 4:30. Table 055, Minimum And Maximum Salaries update screen 2**

Agencies requiring an update to Table 055 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 055 update screen (**Figure 4:29**) and (**Figure 4:30**), complete the fields as follows:

Key Fields	▽
<b>Action</b>	Required, alpha, 1 position Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Beg-Eff-Date</b>	Required, numeric, 6 positions Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	Required, numeric, 6 positions Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .

**Max-Annual-Pay** *Required, numeric, 8 positions max.*  
Type the maximum annual salary amount allowed by law in dollars and cents. Do not enter a decimal.

**FEGLI-Max-Cover** *Required, numeric, 3 positions*  
Type the maximum amount of life insurance coverage in thousands of dollars (e.g., for \$100,000, type **100**).

**NOTE:** If this field is changed, the corresponding field in Table 30 must also be updated.

**FEGLI-Min-Cover** *Required, numeric, 2 positions*  
Type the minimum amount of life insurance coverage in thousands of dollars (e.g., for \$10,000, type **10**).

**NOTE:** If this field is changed, the corresponding field in Table 30 must also be updated.

**FmHA-Cnty-Comit-Sal** *Required, numeric, 8 positions*  
Type the salary of the county committee person in dollars and cents. Do not enter a decimal.

**FmHA-Trav-Allow-1st** *Required, numeric, 4 positions*  
Type the code for the first rate of the daily travel allowance to which an FmHA county committee person is entitled. Valid values are:

<b>0600</b>	\$6.00
<b>0900</b>	\$9.00
<b>1200</b>	\$12.00

**FmHA-Trav-Allow-2nd** *Required, numeric, 4 positions*  
Type the code for the second rate of the daily travel allowance to which an FmHA county committee person is entitled. Valid values are:

<b>0600</b>	\$6.00
<b>0900</b>	\$9.00
<b>1200</b>	\$12.00

**FmHA-Trav-Allow-3rd** *Required, numeric, 4 positions*  
Type the code for the third rate of the daily travel allowance to which an FmHA county committee person is entitled. Valid values are:

<b>0600</b>	\$6.00
<b>0900</b>	\$9.00
<b>1200</b>	\$12.00

**Old-Amer-Sal-Hi** *Required, numeric, 8 positions*  
Type the maximum salary amount set by public law for the Senior Citizen Salary Employment Program in dollars and cents. Do not enter a decimal.



<b>Old-Amer-Sal-Lo</b>	<i>Required, numeric, 7 positions</i> Type the minimum salary amount set by public law for the Senior Citizen Salary Employment Program in dollars and cents. Do not enter a decimal.
<b>ASCS-St-Comit-1st</b>	<i>Required, numeric, 7 positions</i> Type the maximum hourly rate set by public law for a Grade 13 ASCS committee chairperson in dollars and cents. Do not enter a decimal.
<b>ASCS-St-Comit-2nd</b>	<i>Required, numeric, 7 positions</i> Type the maximum hourly rate set by public law for a Grade 14 ASCS committee chairperson in dollars and cents. Do not enter a decimal.
<b>ASCS-St-Comit-3rd</b>	<i>Required, numeric, 7 positions</i> Type the maximum hourly rate set by public law for a Grade 15 ASCS committee chairperson in dollars and cents. Do not enter a decimal.
<b>Sal-Range-PA-Hi</b>	<i>Required, numeric, 8 positions</i> Type the maximum annual salary set by public law in dollars and cents. Do not enter a decimal.
<b>Sal-Range-PA-Lo</b>	<i>Required, numeric, 7 positions</i> Type the minimum annual salary set by public law in dollars and cents. Do not enter a decimal.
<b>Sal-Range-PH-Hi</b>	<i>Required, numeric, 7 positions</i> Type the maximum per hour rate set by public law in dollars and cents. Do not enter a decimal.
<b>Sal-Range-PH-Lo</b>	<i>Required, numeric, 7 positions</i> Type the minimum per hour rate set by public law in dollars and cents. Do not enter a decimal.
<b>Sal-Range-PD-Hi</b>	<i>Required, numeric, 7 positions</i> Type the maximum per day rate set by public law in dollars and cents. Do not enter a decimal.
<b>Sal-Range-PD-Lo</b>	<i>Required, numeric, 7 positions</i> Type the minimum per day rate set by public law in dollars and cents. Do not enter a decimal.
<b>YCC-Enrollee-Min</b>	<i>Required, numeric, 7 positions</i> Type the minimum salary amount set by public law for the Youth Conservation Corporation Program in dollars and cents. Do not enter a decimal.
<b>YCC-Enrollee-Max</b>	<i>Required, numeric, 7 positions</i> Type the maximum salary set by public law for the Youth Conservation Corporation Program in dollars and cents. Do not enter a decimal.
<b>Trust-Sal-Max</b>	<i>Required, numeric, 8 positions</i> Type the maximum salary set by public law for a trust employee in dollars and cents. Do not enter a decimal.

<b>Merit-13-Max</b>	<i>Required, numeric, 8 positions</i> Type the maximum salary set by public law for a Merit Pay, Grade 13 employee in dollars and cents. Do not enter a decimal.
<b>Asst-Trust-Sal-Max</b>	<i>Required, numeric, 8 positions</i> Type the maximum salary set by public law for an assistant trust employee in dollars and cents. Do not enter a decimal.
<b>Merit-14-Max</b>	<i>Required, numeric, 8 positions</i> Type the maximum salary set by public law for a Merit Pay, Grade 14 employee in dollars and cents. Do not enter a decimal.
<b>Merit-15-Max</b>	<i>Required, numeric, 8 positions</i> Type the maximum salary set by public law for a Merit Pay, Grade 15 employee in dollars and cents. Do not enter a decimal.  To continue updating Table 055, Minimum And Maximum Salaries, Press <b>[PF10]</b> . Page 000002 is displayed ( <b>Figure NO TAG</b> ).  Complete the fields as follows:
<b>USA-Max-Adj-Sal</b>	<i>Required, numeric, 8 positions max.</i> Type the maximum adjusted U.S. Attorney salary allowed by law in dollars and cents. Do not enter a decimal.
<b>Horse-Allow</b>	<i>Required, numeric, 7 positions max.</i> Type the annual horse allowance rate in dollars and cents. Do not enter a decimal.
<b>Prof-Liab-Ins-Max</b>	<i>Required, numeric, 7 positions max.</i> Type the maximum professional liability insurance amount in dollars and cents. Do not enter a decimal.
<b>Park-Fringe-Max</b>	<i>Required, numeric, 7 positions max.</i> Type the maximum parking fringe subsidy amount in dollars and cents. Do not enter a decimal.
<b>Park-Fringe-Min</b>	<i>Required, numeric, 7 positions max.</i> Type the minimum parking fringe subsidy amount in dollars and cents. Do not enter a decimal.
<b>Transit-Biwkly-Max</b>	<i>Required, numeric, 7 positions max.</i> Type the maximum transit benefit biweekly amount in dollars and cents. Do not enter a decimal.
<b>Park-Biwkly-Max</b>	<i>Required, numeric, 7 positions max.</i> Type the maximum parking benefit biweekly amount in dollars and cents. Do not enter a decimal.
<b>FDIC-Max-Sal</b>	<i>Required, numeric, 7 positions max.</i> Type the maximum adjusted FDIC Executive employees salary allowed by law in dollars only. Do not enter cents.
<b>DOC576-Max-Sal</b>	<i>Required, numeric, 8 positions max.</i> Type the maximum adjusted salary in dollars and cents. Do not enter a decimal.

- Catch-Up-Year** *Optional, numeric, 4 positions max.*  
Type the applicable tax year of the non-Federal 401K Federal TSP employee catch-up contribution (e.g., 2003).
- Catch-Up Contribution** *Optional, numeric, 5 positions max.*  
Type the amount of the allowable catch-up contribution for the corresponding tax year. **Note:** Whole dollar amounts only.
- PP-RE-RP-Max-Sal** *Optional, numeric, 8 positions max.*  
Type the maximum salary amount in dollars and cents for the IRS Senior Federal Service positions. Do not enter a decimal.
- CFTC-Max-Salary** *Optional, numeric, 8 positions max.*  
Type the maximum salary amount in dollars and cents. Do not enter a decimal.
- DN5-Max-Salary** *Optional, numeric, 8 positions max.*  
Type the maximum salary amount in dollars and cents . Do not enter a decimal.
- OCC-Max-Salary** *Optional, numeric, 8 positions max.*  
Type the maximum salary amount in dollars and cents . Do not enter a decimal.

## Requesting A Report For Table 055

The Table 055 reports screen (**Figure 4:31**) allows users to generate ad hoc reports.

```

TM055R0                                TABLE MANAGEMENT REPORTS TABLE 055                xx/xx/xx
                                         MINIMUM AND MAXIMUM SALARIES

NO DATA REQUIRED TO RETRIEVE REPORT.
ENTER "X" TO SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                                         ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=055 DOCM  PF4=055 INQY  PF6=REFRESH
                                         ENTER=PROCESS

```

**Figure 4:31. Table 055, Minimum And Maximum Salaries reports screen**

At the Table 055 reports screen (**Figure 4:31**), complete the fields as follows:

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

**Print Active** Used to retrieve only active records within a table.  
**Print History** Used to retrieve only history records within a table.  
**Print All** Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 056, Manual Transaction Codes

Manual Transaction Codes is Table 056 on the Table Management System menu. This table contains the descriptions for transaction codes used to manually process documents and identifies whether the transaction codes are subject to Federal, Social Security (OASDI), and/or Medicare (HIT) taxes.

**NOTE:** Agencies can query Table 056 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 056

The Table 056 update screen (**Figure 4:32**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM056U0	TABLE MANAGEMENT UPDATE TABLE 056	xx/xx/xx
	MANUAL TRANSACTION CODES	PAGE:
*ACTION:	(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID:
*TRAN-CODE:	*TRAN-SUFF:	DATE-CHANGED:
BEG-EFF-DATE: MM DD YY	LAST-EFF-DATE: MM DD YY	
	TRAN-ALPHA:	
	OASDI-TAX-IND:	
	HIT-TAX-IND:	
	GROSS-UPDATE-IND:	
	ENTER DATA AND PRESS ENTER TO PROCESS	
CLEAR=EXIT	PF1=MAIN	PF2=056 DOCM PF3=056 RPTS PF4=056 INQY
PF5=HELP	PF6=REFRESH	ENTER=PROCESS

**Figure 4:32. Table 056, Manual Transaction Codes update screen**

Agencies requiring an update to Table 056 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 056 update screen (**Figure 4:32**), complete the fields as follows:

---

<b>Key Fields</b>	∇						
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.						
<b>Tran-Code</b>	<i>Required, numeric, 2 positions</i> Type the transaction code that identifies the applicable work performed.						
<b>Tran-Suff</b>	<i>Required, numeric, 2 positions</i> Type the code used with the specific pay transaction code to further identify the applicable work performed. This code is also used to print earnings and leave statement descriptions.						
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.						
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .						
<b>Tran-Alpha</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the description for the transaction code and suffix.						
<b>OASDI-Tax-Ind</b>	<i>Required, alpha, 2 positions</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the amount paid for the transaction code and suffix is subject to and limited to the amount of Social Security (OASDI) wages.						
<b>HIT-Tax-Ind</b>	<i>Required, alpha, 2 positions</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the amount paid for the transaction code and suffix is subject to and limited to the amount of Medicare (HIT) wages.						
<b>Gross-Update-Ind</b>	<i>Required, numeric, 1 position</i> Type the code that indicates how the amount paid for the transaction code and suffix affects gross wages. Valid values are:  <table><tr><td><b>1</b></td><td>add to gross wages</td></tr><tr><td><b>2</b></td><td>do not add to gross wages</td></tr><tr><td><b>3</b></td><td>subtract from gross wages</td></tr></table>	<b>1</b>	add to gross wages	<b>2</b>	do not add to gross wages	<b>3</b>	subtract from gross wages
<b>1</b>	add to gross wages						
<b>2</b>	do not add to gross wages						
<b>3</b>	subtract from gross wages						

---

## Requesting A Report For Table 056

The Table 056 reports screen (**Figure 4:33**) allows users to generate ad hoc reports.

```

TM056R0                TABLE MANAGEMENT REPORTS TABLE 056                xx/xx/xx
                        MANUAL TRANSACTION CODES                            PAGE:

ENTER DATA FOR REPORT REQUESTED:

FROM      *TRAN-CODE:                *TRAN-SUFF:
TO        *TRAN-CODE:                *TRAN-SUFF:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN    PF2=056 DOCM    PF4=056 INQY    PF6=REFRESH
                ENTER=PROCESS
    
```

**Figure 4:33. Table 056, Manual Transaction Codes reports screen**

At the Table 056 reports screen (**Figure 4:33**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>Tran-Code</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the transaction code that identifies the applicable work performed.</p>
<b>Tran-Suff</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the code used with the specific pay transaction code to further identify the applicable work performed. This code is also used to print earnings and leave statement descriptions.</p>
<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i></p> <p>Type <b>X</b> next to the applicable option as described below.</p> <p><b>Print Active</b>      Used to retrieve only active records within a table.</p> <p><b>Print History</b>      Used to retrieve only history records within a table.</p> <p><b>Print All</b>      Used to retrieve all active, deleted, and history records within a table.</p>
<b>View Report Before Printing</b>	<p><i>Optional default, alpha, 1 position</i></p> <p>N (no) is system generated. Type <b>Y</b> (yes) over N if you want to view the report before printing.</p>
<b>Routing Information: Name</b>	<p><i>Required, alphanumeric, 20 positions max.</i></p> <p>Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).</p>

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---



## Table 057, UCFE Quarters/Pay Period

UCFE Quarters/Pay Period is Table 057 on the Table Management System menu. This table establishes the quarter parameters for the Unemployment Compensation Federal Employee (UCFE) subsystem from the seven prior quarters to the current quarter.

**NOTE:** Agencies can query Table 057 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 057

The Table 057 update screen (**Figure 4:34**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

      TM057U0                TABLE MANAGEMENT UPDATE TABLE 057                xx/xx/xx
                                UCFE QUARTERS/PAY PERIOD                        PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*UCFE-QTR-YEAR:      *UCFE-QTR-NUMBER:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

UCFE-QTR-BEGIN-PP-NUMBER:
UCFE-QTR-BEGIN-PP-DATE:
UCFE-QTR-END-PP-NUMBER:
UCFE-QTR-END-PP-DATE:
UCFE-QTR-PROC-FLAG:

                                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=057 DOCM  PF3=057 RPTS  PF4=057 INQY
PF5=HELP    PF6=REFRESH                                ENTER=PROCESS
  
```

**Figure 4:34. Table 057, UCFE Quarters/Pay Period update screen**

At the Table 057 update screen (**Figure 4:34**), complete the fields as follows:

Key Fields	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>UCFE-Qtr-Year</b>	<i>Required, numeric, 2 positions</i> Type the last two digits of the year for the quarter to be used for processing UCFE data.

<b>UCFE-Qtr-Number</b>	<i>Required, numeric, 1 position</i> Type the code that indicates the last quarter worked for processing UCFE data. Use the actual pay day of the pay period to determine the appropriate entry for all quarters and dates. Valid values are:  <table> <tr> <td><b>1</b></td> <td>first quarter</td> </tr> <tr> <td><b>2</b></td> <td>second quarter</td> </tr> <tr> <td><b>3</b></td> <td>third quarter</td> </tr> <tr> <td><b>4</b></td> <td>fourth quarter</td> </tr> </table>	<b>1</b>	first quarter	<b>2</b>	second quarter	<b>3</b>	third quarter	<b>4</b>	fourth quarter
<b>1</b>	first quarter								
<b>2</b>	second quarter								
<b>3</b>	third quarter								
<b>4</b>	fourth quarter								
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.								
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .								
<b>UCFE-Qtr-Begin-PP-Number</b>	<i>Required, numeric, 2 positions</i> Type the pay period in which the quarter began. Valid values are <b>01</b> through <b>27</b> .								
<b>UCFE-Qtr-Begin-PP-Date</b>	<i>Required, numeric, 6 positions</i> Type the first day of the beginning pay period for the quarter in MM DD YY order.								
<b>UCFE-Qtr-End-PP-Number</b>	<i>Required, numeric, 2 positions</i> Type the pay period number in which the quarter ended. Valid values are <b>01</b> through <b>27</b> .								
<b>UCFE-Qtr-End-PP-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day of the ending pay period for the quarter in MM DD YY order.								
<b>UCFE-Qtr-Proc-Flag</b>	<i>Required, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to determine the processing status of each UCFE quarter.								

---

## Requesting A Report For Table 057

The Table 057 reports screen (**Figure 4:35**) allows users to generate ad hoc reports.

```

TM057R0                TABLE MANAGEMENT REPORTS TABLE 057                xx/xx/xx
                        UCFE QUARTERS/PAY PERIOD

ENTER DATA FOR REPORT REQUESTED:

FROM      * UCFE-QTR-YEAR:                * UCFE-QTR-NUMBER:
TO        * UCFE-QTR-YEAR:                * UCFE-QTR-NUMBER:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

CLEAR=EXIT          ENTER DATA AND PRESS "ENTER" TO PROCESS
PF1=MAIN            PF2=057 DOCM          PF4=057 INQY          PF6=REFRESH
ENTER=PROCESS
    
```

**Figure 4:35. Table 057, UCFE Quarters/Pay Period reports screen**

At the Table 057 reports screen (**Figure 4:35**), complete the From and To fields as follows:

<b>From/To</b>	▽								
<b>UCFE-Qtr-Year</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the last 2 digits of the year for the quarter to be used for processing UCFE data.</p>								
<b>UCFE-Qtr-Number</b>	<p><i>Required, numeric, 1 position</i></p> <p>Type the code that indicates the last quarter worked for processing UCFE data. Use the actual pay day of the pay period to determine the appropriate entry for all quarters and dates. Valid values are:</p> <table border="0" style="margin-left: 20px;"> <tr><td><b>1</b></td><td>first quarter</td></tr> <tr><td><b>2</b></td><td>second quarter</td></tr> <tr><td><b>3</b></td><td>third quarter</td></tr> <tr><td><b>4</b></td><td>fourth quarter</td></tr> </table>	<b>1</b>	first quarter	<b>2</b>	second quarter	<b>3</b>	third quarter	<b>4</b>	fourth quarter
<b>1</b>	first quarter								
<b>2</b>	second quarter								
<b>3</b>	third quarter								
<b>4</b>	fourth quarter								
<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i></p> <p>Type <b>X</b> next to the applicable option as described below.</p> <table border="0" style="margin-left: 20px;"> <tr><td><b>Print Active</b></td><td>Used to retrieve only active records within a table.</td></tr> <tr><td><b>Print History</b></td><td>Used to retrieve only history records within a table.</td></tr> <tr><td><b>Print All</b></td><td>Used to retrieve all active, deleted, and history records within a table.</td></tr> </table>	<b>Print Active</b>	Used to retrieve only active records within a table.	<b>Print History</b>	Used to retrieve only history records within a table.	<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.		
<b>Print Active</b>	Used to retrieve only active records within a table.								
<b>Print History</b>	Used to retrieve only history records within a table.								
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.								

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 058, Wage Area

Wage Area is Table 058 on the Table Management System menu. This table contains the wage area codes with their production schedules in selected pay areas used for current month processing of population reports on wage grade employees.

**NOTE:** Agencies can query Table 058 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 058

The Table 058 update screen (**Figure 4:36**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM058U0                TABLE MANAGEMENT UPDATE TABLE 058                xx/xx/xx
                        WAGE AREA                                         PAGE

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*WAGE-AREA-CODE:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

MONTH-REPORT-PREPARED:
YEAR-REPORT-PREPARED:
FISCAL-MONTH-OF-SURVEY:
FISCAL-YEAR-OF-SURVEY:

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=058 DOCM  PF3=058 RPTS  PF4=058 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
```

**Figure 4:36. Table 058, Wage Area update screen**

Agencies requiring an update to Table 058 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 058 update screen (**Figure 4:36**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Wage-Area-Code</b>	<i>Required, alphanumeric, 4 positions</i> Type the code that identifies the applicable wage area.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Month-Report-Prepared</b>	<i>Required, numeric, 2 positions</i> Type the month in which the wage area report is prepared. Valid values are <b>01</b> through <b>12</b> .
<b>Year-Report-Prepared</b>	<i>Required, numeric, 4 positions</i> Type the year in YYYY order for which the wage area report is prepared.
<b>Fiscal-Month-Of-Survey</b>	<i>Required, numeric, 2 positions</i> Type the month within the fiscal year in which the wage area report is prepared. Valid values are <b>01</b> through <b>12</b> .
<b>Fiscal-Year-Of-Survey</b>	<i>Required, numeric, 4 positions</i> Type the fiscal year in YYYY for which the wage area report is prepared.

---

## Requesting A Report For Table 058

The Table 058 reports screen (**Figure 4:37**) allows users to generate ad hoc reports.

```
TM058R0                TABLE MANAGEMENT REPORTS TABLE 058                xx/xx/xx
                        WAGE AREA                                           PAGE:

ENTER DATA FOR REPORT REQUESTED:

FROM  *WAGE-AREA-CODE:

TO    *WAGE-AREA-CODE:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:NAME                                REMOTE ID

CLEAR=EXIT          ENTER DATA AND PRESS "ENTER" TO PROCESS
                    PF1=MAIN      PF2=058 DOCM      PF4=058 INQY      PF6=REFRESH
                    ENTER=PROCESS
```

**Figure 4:37. Table 058, Wage Area reports screen**

At the Table 058 reports screen (**Figure 4:37**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>Wage-Area-Code</b>	<i>Required, alphanumeric, 4 positions</i> Type the code that identifies the applicable wage area.
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
	<b>Print Active</b> Used to retrieve only active records within a table.
	<b>Print History</b> Used to retrieve only history records within a table.
	<b>Print All</b> Used to retrieve all active, deleted, and history records within a table.
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.
<b>Routing Information: Name</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).
<b>Remote ID</b>	<i>Required, alphanumeric, 16 positions max.</i> Type the number of the printer designated to print the table.

---

## Table 059, UCFE Pay Period

UCFE Pay Period is Table 059 on the Table Management System menu. This table contains the pay period parameters for the Unemployment Compensation Federal Employee (UCFE) subsystem for all pay periods relative to the corresponding UCFE quarters.

**NOTE:** Agencies can query Table 059 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 059

The Table 059 update screen (**Figure 4:38**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM059U0                TABLE MANAGEMENT UPDATE TABLE 059                xx/xx/xx
                        UCFE PAY PERIOD                                PAGE: 000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
*DATE-PROC-PP-BEGINS-YR:      *PAY-PERIOD-NUMBER:      DATE-CHANGED:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

UCFE-QTR-YEAR:
UCFE-QTR-NUMBER:
UCFE-QTR-BEGIN-PP-NUMBER:
UCFE-QTR-BEGIN-PP-DATE:
UCFE-QTR-END-PP-NUMBER:
UCFE-QTR-END-PP-DATE:
UCFE-QTR-PROC-FLAG:

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=059 DOCM  PF3=059 RPTS  PF4=059 INQY
PF5=HELP    PF6=REFRESH  ENTER=PROCESS
  
```

**Figure 4:38. Table 059, UCFE Pay Period update screen**

At the Table 059 update screen (**Figure 4:38**), complete the fields as follows:

Key Fields	▽
<b>Action</b>	<p><i>Required, alpha, 1 position</i></p> <p>Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>
<b>Date-Proc-PP-Begins-Yr</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the last 2 digits of the year in which the processing pay period begins. Must be greater than 82.</p>
<b>Pay-Period-Number</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the pay period number for the quarter. Valid values are <b>01</b> through <b>27</b>.</p>



<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.								
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .								
<b>UCFE-Qtr-Year</b>	<i>Required, numeric, 2 positions</i> Type the last two positions of the year to be used for processing UCFE records.								
<b>UCFE-Qtr-Number</b>	<i>Required, numeric, 1 position</i> Type the code that indicates the last quarter worked for processing UCFE records. Use the actual pay day of the pay period to determine the appropriate entry for all quarters and dates. Valid values are:  <table> <tr> <td><b>1</b></td> <td>first quarter</td> </tr> <tr> <td><b>2</b></td> <td>second quarter</td> </tr> <tr> <td><b>3</b></td> <td>third quarter</td> </tr> <tr> <td><b>4</b></td> <td>fourth quarter</td> </tr> </table>	<b>1</b>	first quarter	<b>2</b>	second quarter	<b>3</b>	third quarter	<b>4</b>	fourth quarter
<b>1</b>	first quarter								
<b>2</b>	second quarter								
<b>3</b>	third quarter								
<b>4</b>	fourth quarter								
<b>UCFE-Qtr-Begin-PP-Number</b>	<i>Required, numeric, 2 positions</i> Type the pay period in which the quarter began. Valid values are <b>01</b> through <b>27</b> .								
<b>UCFE-Qtr-Begin-PP-Date</b>	<i>Required, numeric, 6 positions</i> Type the first day of the beginning pay period for the quarter in MM DD YY order.								
<b>UCFE-Qtr-End-PP-Number</b>	<i>Required, numeric, 2 positions</i> Type the pay period number in which the quarter ended. Valid values are <b>01</b> through <b>27</b> .								
<b>UCFE-Qtr-End-PP-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day of the ending pay period for the quarter in MM DD YY order. Must be valid on Table 28.								
<b>UCFE-Qtr-Proc-Flag</b>	<i>Required, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to determine the processing status of each UCFE quarter.								

---

## Requesting A Report For Table 059

The Table 059 reports screen (**Figure 4:39**) allows users to generate ad hoc reports.

```

TM059R0                TABLE MANAGEMENT REPORTS TABLE 059                xx/xx/xx
                        UCFE PAY PERIOD

ENTER DATA FOR REPORT REQUESTED:

FROM  * DATE-PROC-PP-BEGINS-YR:      * PAY-PERIOD-NUMBER:
TO    * DATE-PROC-PP-BEGINS-YR:      * PAY-PERIOD-NUMBER:

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

CLEAR=EXIT          ENTER DATA AND PRESS "ENTER" TO PROCESS
                    PF1=MAIN          PF2=059 DOCM          PF4=059 INQY          PF6=REFRESH
                    ENTER=PROCESS
  
```

**Figure 4:39. Table 059, UCFE Pay Period reports screen**

At the Table 059 reports screen (**Figure 4:39**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>Date-Proc-PP-Begins-Yr</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the last 2 digits of the year in which the processing pay period begins.</p>
<b>Pay-Period-Number</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the pay period number for the quarter. Valid values are <b>01</b> through <b>27</b>.</p>
<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i></p> <p>Type <b>X</b> next to the applicable option as described below.</p> <p><b>Print Active</b>      Used to retrieve only active records within a table.</p> <p><b>Print History</b>      Used to retrieve only history records within a table.</p> <p><b>Print All</b>            Used to retrieve all active, deleted, and history records within a table.</p>
<b>View Report Before Printing</b>	<p><i>Optional default, alpha, 1 position</i></p> <p><i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.</p>
<b>Routing Information: Name</b>	<p><i>Required, alphanumeric, 20 positions max.</i></p> <p>Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).</p>

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 060, GPO Billing Address Codes

GPO Billing Address Codes is Table 060 on the Table Management System menu. This table contains Government Printing Office (GPO) Billing Address Codes (BAC) and locations used to process billing for printed materials (e.g., stationery, posters, insignias on pencils, etc.).

**NOTE:** Agencies can query Table 060 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 060

The Table 060 update screen (**Figure 4:40**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM060U0          TABLE MANAGEMENT UPDATE TABLE 060          xx/xx/xx
                  GPO BILLING ADDRESS CODES                   PAGE:000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
*BILL-ADDR-CODE:          *AGENCY/BUREAU:          *ACCOUNTING-STATION:
DATE-CHANGED:

BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY

NAME-ADDRESS 1:
NAME-ADDRESS 2:
NAME-ADDRESS 3:
NAME-ADDRESS 4:
NAME-ADDRESS 5:
CITY:          STATE:          ZIP CODE:
GPO-DEFAULT-ACCTNG:
CONTACT-NAME:
PHONE-NUMBER:
DEPT-CODE:          DEPARTMENT:

ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=060 DOCM      PF3=060 RPTS      PF4=060 INQY
PF5=HELP          PF6=REFRESH          ENTER=PROCESS
```

**Figure 4:40. Table 060, GPO Billing Address Codes update screen**

Agencies requiring an update to Table 060 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 060 update screen (**Figure 4:40**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Bill-Addr-Code</b>	<i>Required, alphanumeric, 6 positions</i> Type the applicable billing address code (BAC) assigned by GPO.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Accounting-Station</b>	<i>Required, numeric, 4 positions</i> Type the accounting station code.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Name-Address 1:</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the first line of the BAC's mailing address.
<b>Name-Address 2:</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the second line of the BAC's mailing address.
<b>Name-Address 3:</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the third line of the BAC's mailing address.
<b>Name-Address 4:</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the fourth line of the BAC's mailing address.
<b>Name-Address 5:</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the fifth line of the BAC's mailing address.
<b>City</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the city name.
<b>State</b>	<i>Required, alpha, 2 positions</i> Type the state abbreviation.
<b>ZIP Code</b>	<i>Required, numeric, 9 positions max.</i> Type the 5-digit ZIP Code and the optional ZIP+4 Code.
<b>GPO-Default-Acctng</b>	<i>Optional, alphanumeric, 32 positions max.</i> Type the accounting code to which GPO invoices will be charged when no accounting is available on the bill or order form.
<b>Contact-Name</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the name of the person to be contacted for billing information.

<b>Phone Number</b>	<i>Optional, numeric, 10 positions max.</i> Type the contact's telephone number beginning with the area code or FTS access code.
<b>Dept-Code</b>	<i>No entry</i> This field is system generated based on the entry in the Agency/Bureau field.
<b>Department</b>	<i>No entry</i> This field is system generated based on the entry in the Dept-Code field.

## Requesting A Report For Table 060

The Table 060 reports screen (**Figure 4:41**) allows users to generate ad hoc reports.

```

TM060R0                TABLE MANAGEMENT REPORTS TABLE 060                xx/xx/xx
                        GPO BILLING ADDRESS CODES                          PAGE:000001

ENTER DATA FOR REPORT REQUESTED:

FROM  *BILL-ADDR-CODE:          *AGENCY/BUREAU:          *ACCOUNTING-STATION:
TO    *BILL-ADDR-CODE:          *AGENCY/BUREAU:          *ACCOUNTING-STATION:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID:

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=060  DOCM  PF4=60  INQ  PF6=REFRESH
                        ENTER=PROCESS

```

**Figure 4:41. Table 060, GPO Billing Address Codes reports screen**

At the Table 060 reports screen (**Figure 4:41**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>Bill-Addr-Code</b>	<i>Required, alphanumeric, 6 positions</i> Type the applicable billing address code (BAC) assigned by GPO.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Accounting-Station</b>	<i>Required, numeric, 4 positions</i> Type the accounting station code.
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.

**Print Active**      Used to retrieve only active records within a table.  
**Print History**    Used to retrieve only history records within a table.  
**Print All**        Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## PART 5.

---

# TABLES 061–080 FIELD INSTRUCTIONS

This part is divided into the following sections:

[Table 061, Nature Of Action Conversion](#)

[Table 062, 3 Digit Nature Of Action](#)

[Table 063, Department/Agency/Bureau Contact](#)

[Table 064, Subobject Class Conversion](#)

[Table 065, Default Appropriation Conversion](#)

[Table 066, Non-Deduction Reason Codes And Descriptions](#)

[Table 067, Tax Entities Report Frequencies](#)

[Table 068, NFC Pay Period Cutoff For Tax Reports](#)

[Table 069, Forest Service Fiscal Year Alpha Code](#)

[Table 070, Forest Service Meal Rate](#)

[Table 071, State Employment Addresses](#)

[Table 072, Remote Processing](#)

[Table 073, Pennsylvania Local Services Tax](#)

[Table 074, Official Position Title](#)

[Table 075, Office Title Prefix & Suffix](#)

[Table 076, Working Position Title](#)

[Table 077, Other Pay](#)

[Table 078, PACS Processing Control](#)

[Table 079, PMRS Funding Unit Code](#)

[Table 080, PACS Payee Address](#)



## Table 061, Nature Of Action Conversion

Nature Of Action Conversion is Table 061 on the Table Management System menu. This table contains the nature of action conversion table for alpha descriptions, first authority and second authority codes. The description is represented by the 3-digit nature of action code (NOAC). The authority code is a law, executive order, rule, regulation or other basis that authorizes the appointing officer to effect a personnel action on an employee. Additional key codes are used to distinguish between multiple rules containing the same nature of action and authority code combination for a specific agency or bureau.

**NOTE:** Agencies can query Table 061 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 061

The Table 061 update screen (**Figure 5:1**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM061U0                TABLE MANAGEMENT UPDATE TABLE 061                xx/xx/xx
                        NATURE OF ACTION CONVERSION                        PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE  USER-ID:
                                                    DATE-CHANGED:

*NAT-ACT-1ST-3-POS:      :
*OPM-AUTHORITY-1ST      :
*OPM-AUTHORITY-2ND      :
*ADDITIONAL-KEY         :

BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY

NATURE-ACTION-ALPHA      :
OPM-OTHER-LEGAL-AUTH    :
OPM-OTHER-LEGAL-AUTH2   :
NAT-ACT-1ST-5-POS       :
AGENCY-AUTHORITY-IND    :
NUM-AUTHORITY           :

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=061 DOCM  PF3=061 RPTS  PF4=061 INQY
PF5=HELP    PF6=REFRESH  ENTER=PROCESS
    
```

**Figure 5:1. Table 061, Nature Of Action Conversion update screen**

Agencies requiring an update to Table 061 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 061 update screen (**Figure 5:1**), complete the fields as follows:

---

<b>Key Fields</b>	▽
<b>Action</b>	<p><i>Required, alpha, 1 position</i>            Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>
<b>Nat-Act-1st-3-Pos</b>	<p><i>Required, numeric, 3 positions</i>            Type the 3-digit nature of action code (NOAC).</p>
<b>OPM-Authority-1st</b>	<p><i>Optional, alphanumeric, 3 positions</i>            If the OPM-Other-Legal-Auth Code is present, type the first legal authority code.</p>
<b>OPM-Authority-2nd</b>	<p><i>Optional, alphanumeric, 3 positions</i>            If the OPM-Other-Legal-Auth Code is present, type the second legal authority code.</p>
<b>Additional-Key</b>	<p><i>Optional, alphanumeric, 17 positions max.</i>            If the NOAC listed above is only to be used by a specific agency or bureau, type the unique information for the agency or bureau.</p>
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the effective date for the record in MM DD YY order.</p> <p><b>NOTE:</b> Changes to the <b>Beg-Eff-Date</b> field will create a history record automatically. All other changes will result in a correction to the record.</p>
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p> <p><b>NOTE:</b> If the <b>Last-Eff-Date</b> is modified to a prior date, it cannot be used for an action effective <b>after</b> that date. However, it can be used for any action that is effective prior to the last effective date. The record is <b>not</b> identified as deleted in TMGT.</p>
<b>Nature-Action-Alpha</b>	<p><i>Required, alphanumeric, 35 positions max.</i>            Type the description for the NOAC.</p>
<b>OPM-Other-Legal-Auth</b>	<p><i>Optional, alphanumeric, 20 positions max.</i>            If the OPM-Authority-1st-Code is present, type the description as it relates to the first OPM authority code.</p>
<b>OPM-Other-Legal-Auth2</b>	<p><i>Optional, alphanumeric, 20 positions max.</i>            If the OPM-Authority-2nd Code is present, type the description as it relates to the second OPM authority code.</p>

**NAT-Act-1st-5-Pos**

*Required, numeric, 5 positions*

Type the 5-digit NOAC that corresponds with the 3-digit NOAC.

**Agency-Authority-Ind**

*Required, alpha, 1 position*

Type **Y** (yes) or **N** (no) to indicate whether or not the authority is agency cited (Ex: F.S. 1980).

**Num-Authority**

*Required, numeric, 1 position*

Type the number of authorities to be listed. Valid values are:

- 0** No authority is required; nothing will be generated or cited.
- 1** One OPM or agency/bureau authority; it may be cited or generated.
- 2** Two OPM or agency/bureau authorities; either both are cited or both are generated.
- 3** One OPM authority and one agency/bureau authority one is cited and the other is generated. The generated authority prints on the SF-50 as the first authority.
- 4** One OPM authority and one agency/bureau authority. The agency cited authority prints on the SF-50 as the first authority.

---

## Requesting A Report For Table 061

The Table 061 reports screen (**Figure 5:2**) allows users to generate ad hoc reports.

```
TM061R0                TABLE MANAGEMENT REPORTS TABLE 061                xx/xx/xx
                        NATURE OF ACTION CONVERSION

ENTER DATA FOR REPORT REQUESTED:

FROM  * NAT-ACT-1ST-3-POS:          * OPM-AUTHORITY-1ST:
      * OPM-AUTHORITY-2ND:          * ADDITIONAL-KEY   :

TO    * NAT-ACT-1ST-3-POS:          * OPM-AUTHORITY-1ST:
      * OPM-AUTHORITY-2ND:          * ADDITIONAL-KEY   :

SELECT TYPE OF REPORT:
PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT            PF1=MAIN          PF2=061 DOCM          PF4=061 INQY          PF6=REFRESH
                        ENTER=PROCESS
```

**Figure 5:2. Table 061, Nature Of Action Conversion reports screen**

At the Table 061 reports screen (**Figure 5:2**), complete the From and To fields as follows:

---

**From/To**

∇

**Nat-Act-1st-3-Pos**

*Required, numeric, 3 positions*

Type the 3-digit nature of action code (NOAC).

<b>OPM-Authority-1 st</b>	<i>Optional, alphanumeric, 3 positions</i> If the OPM-Other-Legal-Auth Code is present, type the first legal authority code.						
<b>OPM-Authority-2nd</b>	<i>Optional, alphanumeric, 3 positions</i> If the OPM-Other-Legal-Auth Code is present, type the second legal authority code.						
<b>Additional-Key</b>	<i>Optional, alphanumeric, 17 positions max.</i> If the NOAC listed above is only to be used by a specific agency or bureau, type the unique information for the agency or bureau.  Complete the remaining fields as follows:						
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.  <table> <tr> <td><b>Print Active</b></td> <td>Used to retrieve only active records within a table.</td> </tr> <tr> <td><b>Print History</b></td> <td>Used to retrieve only history records within a table.</td> </tr> <tr> <td><b>Print All</b></td> <td>Used to retrieve all active, deleted, and history records within a table.</td> </tr> </table>	<b>Print Active</b>	Used to retrieve only active records within a table.	<b>Print History</b>	Used to retrieve only history records within a table.	<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Active</b>	Used to retrieve only active records within a table.						
<b>Print History</b>	Used to retrieve only history records within a table.						
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.						
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.						
<b>Routing Information: Name</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).						
<b>Remote ID</b>	<i>Required, alphanumeric, 16 positions max.</i> Type the number of the printer designated to print the table.						

---

---

---

## Table 062, 3 Digit Nature Of Action

3 Digit Nature Of Action is Table 062 on the Table Management System Menu. Table 062 contains 3-digit nature of action codes (NOAC) and descriptions used to denote the specific personnel action for creating or changing a personnel record.

**NOTE:** Agencies can query Table 062 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 062

The Table 062 update screen (**Figure 5:3**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM062U0                TABLE MANAGEMENT UPDATE TABLE 062                xx/xx/xx
                        3 DIGIT NATURE OF ACTION                            PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*NAT-ACT-1ST-3-POS:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

NATURE-ACTION-ALPHA:

SF-50B-IND      :
```

ENTER DATA AND PRESS ENTER TO PROCESS

```
CLEAR=EXIT      PF1=MAIN      PF2=062 DOCM      PF3=062 RPTS      PF4=062 INQY
PF5=HELP                PF6=REFRESH                ENTER=PROCESS
```

**Figure 5:3. Table 062, 3 Digit Nature of Action update screen**

Agencies requiring an update to Table 062 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 062 update screen (**Figure 5:3**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Nat-Act-1st-3-Pos</b>	<i>Required, numeric, 3 positions</i> Type the 3-digit NOAC.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order. <b>NOTE:</b> Changes to the <b>Beg-Eff-Date</b> field will create a history record automatically. All other changes will result in a correction to the record.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> . <b>NOTE:</b> If the <b>Last-Eff-Date</b> is modified to a prior date, it cannot be used for an action effective <b>after</b> that date. However, it can be used for any action that is effective prior to the last effective date. The record is <b>not</b> identified as deleted in TMGT.
<b>Nature-Action-Alpha</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the alpha description for the applicable nature of action code.
<b>SF-50B-Ind</b>	<i>Required, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the NOAC will produce an output Form SF-50-B.

---

## Requesting A Report For Table 062

The Table 062 reports screen (**Figure 5:4**) allows users to generate ad hoc reports.

```

TM062R0                TABLE MANAGEMENT REPORTS TABLE 062                xx/xxxx
                        3 DIGIT NATURE OF ACTION

ENTER DATA FOR REPORT REQUESTED:

FROM      * NAT-ACT-1ST-3-POS:
TO        * NAT-ACT-1ST-3-POS:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=062 DOCM      PF4=062 INQY      PF6=REFRESH
                        ENTER=PROCESS
  
```

**Figure 5:4. Table 062, 3 Digit Nature Of Action reports screen**

At the Table 062 reports screen (**Figure 5:4**), complete the From and To fields as follows:

---

<b>From/To</b>	∇						
<b>Nat-Act-1st-3-Pos</b>	<p><i>Required, numeric, 3 positions</i> Type the 3-digit NOAC.</p> <p>Complete the remaining fields as follows:</p>						
<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.</p> <table border="0"> <tr> <td style="padding-right: 20px;"><b>Print Active</b></td> <td>Used to retrieve only active records within a table.</td> </tr> <tr> <td><b>Print History</b></td> <td>Used to retrieve only history records within a table.</td> </tr> <tr> <td><b>Print All</b></td> <td>Used to retrieve all active, deleted, and history records within a table.</td> </tr> </table>	<b>Print Active</b>	Used to retrieve only active records within a table.	<b>Print History</b>	Used to retrieve only history records within a table.	<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Active</b>	Used to retrieve only active records within a table.						
<b>Print History</b>	Used to retrieve only history records within a table.						
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.						
<b>View Report Before Printing</b>	<p><i>Optional default, alpha, 1 position</i> N (no) is system generated. Type <b>Y</b> (yes) over N if you want to view the report before printing.</p>						
<b>Routing Information: Name</b>	<p><i>Required, alphanumeric, 20 positions max.</i> Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).</p>						

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---



---

---

## Table 063, Department/Agency/Bureau Contact

Department/Agency/Bureau Contact is Table 063 on the Table Management System menu. This table contains the names of Agency personnel who contact NFC about payroll/personnel adjustments and/or related matters. For example, individuals who are authorized to submit Form AD-343, Payroll Action Request; Form AD-354, Request for Information; and any other written documentation used to process a recertification, a quick service request, limited payability, or actions involving special personnel.

NFC's Payroll/Personnel Operations Section is responsible for processing adjustments received at NFC. The names of Agency personnel signing any written documentation must be contained in Table 063. Documents without authorized signatures will be returned to the submitting Agency. Individuals placing telephone inquiries must also be contained in Table 063. If the individual making the inquiry is not contained in Table 063, no information will be released.

Note: Personnel office address and telephone data is stored in **Table 001, Personnel Office Identifier Name and Address**. Any Table 063 documents returned to the Agency are sent to the POI (personnel office identifier) address in Table 001. Therefore, Table 001 should be reviewed periodically to verify correct address and phone number information.

Note: Agencies can query and update Table 063 data, view documentation data, and generate reports.

### Updating Table 063

The Table 063, Department/Agency/Bureau Contact, update screen (**Figure 5:5**) allows authorized users to add, modify, delete, or reactivate a record.

```
TM063U0                TABLE MANAGEMENT UPDATE TABLE 063                XX/XX/XX
                        DEPARTMENT/AGENCY/BUREAU CONTACT                PAGE: 000001

*ACTION:   (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE  USER-ID:
*DEPT-CODE: *AGENCY/BUREAU: *POI: *CONTACT-TYPE:  DATE-CHANGED:
BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY
CONTACT-NAMES:

DEPARTMENT:

ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=063 DOCM  PF3=063 RPTS  PF4=063 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
```

**Figure 5:5. Table 063, Department/Agency/Bureau Contact Update Screen**

Agencies having update authority should enter the Department/Agency/Bureau Contact information in TMGT following the procedures below.

Agencies desiring update authority to Table 063 may contact their Agency's NFC security officer.

Note: Any request submitted to the NFC.TMGT@nfc.usda.gov email box to update the TMGT Table 063 will be returned to the Agency.

At the Table 063 update screen (**Figure 5:5**), complete the fields as follows:

---

<b>Key Fields</b>	▽
<b>Action</b>	<i>Required, alpha, 1 position</i> <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Dept-Code</b>	<i>Required, alpha, 2 positions</i> Department code.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Agency or Bureau code.
<b>POI</b>	<i>Required, numeric, 4 positions</i> Personnel office identifier code (POI).

Note: The following criteria applies to the POI field when the contact type individual has global access authority for the Agency or POI:

<b>POI Global Access Authority</b>	If the individual(s) identified in the Contact Names field has global access authority to query and/or submit the payroll/personnel payment and document data for all employees within a <b>specific POI</b> , type the <b>appropriate POI</b> .
<b>Agency Global Access Authority</b>	If the individual(s) identified in the Contact Names field has global access authority to query and/or submit the payroll/personnel payment and document data for all employees within the <b>Agency</b> , type <b>0000</b> .

Note: Agencies have the capability to add additional pages to enter numerous authorized contact entries by keying in a page number after the contact type number. For example, to add an additional page to the Contact Type 03, add the number one behind the number three. This sequence of numbers, 031, will provide Agencies with an additional page to enter contact names.

**Contact-Type**

*Required, numeric, 2 positions*

Type the code that indicates the type of contact. Valid values are:

- 01 EmpowHR Inquiry Contacts by Department, Agency, and Personnel Officer Identifier (POI)**  
Individuals who are authorized to contact the National Finance Center (NFC) Contact Center for *EmpowHR* issues on behalf of employees. Authorized contacts are specified at the POI level. If the Department elects to provide contacts across a Department/Agency or Bureau, fill in "0000" for the POI.
- 02 Recertification**  
Individuals of an Agency who authorize NFC personnel to process recertified payments.
- 03 Table Management Updates**  
Individuals authorized by the Agency to update TMGT tables.
- 04 webTA Inquiry Contacts by Department, Agency, and POI**  
Individuals who are authorized to contact the NFC Contact Center for webTA issues on behalf of employees. Authorized contacts are specified at the POI level. If the Department elects to provide contacts across a Department/Agency or Bureau, fill in "0000" for the POI.
- 06 Payroll/Personnel Inquiry Contacts by Department/Agency**  
Individuals who are authorized to contact NFC for Payroll/Personnel System issues on behalf of employees within the associated Department/Agency (Bureau).
- 07 Manual Payments**  
Individuals who are authorized to contact NFC regarding manual pay transactions and who are also designated approval to sign Block 19, Approval, Authorized Official's Signature and Title, on the Form AD-343, Payroll Action Request. Authorized contacts are specified at the POI level. If the Department elects to provide contacts across a Department/Agency or Bureau, fill in "0000" for the POI.
- 08 Federal Employees Health Benefits (FEHB), Centralized Enrollment Clearinghouse System (CLER) Inquiry Contacts by POI**  
Payroll office representatives who are designated as reconciliation contacts for a particular payroll office number in CLER.
- 09 CLER Inquiry Contacts by Department/Agency**  
Program coordinators at the Office of Personnel Management who have global authorization for all payroll office data in CLER.
- 10 The Direct Premium Remittance System (DPRS) Inquiry Contacts by POI**  
No restrictions.
- 11 Payroll/Personnel Inquiry Contacts by Department, Agency, and POI**  
Individuals who are authorized to contact the NFC Contact Center for Payroll/Personnel System issues on behalf of employees. Authorized contacts are specified at the POI level.
- 12 Administrative Billings and Collections System (ABCO) Hold for two Pay Periods Contacts by POI**  
Individuals within a Department/Agency (Bureau) who are authorized to contact the ABCO inquiry or email address and submit requests to suspend the collection of a debt for two pay periods on behalf of employees within the associated POI. This will result in the debt being placed on hold (HO) status.

- 13 ABCO Hold for two-plus Pay Periods Contacts by POI**  
Individuals who within a Department/Agency (Bureau) are authorized to contact the ABCO inquiry or email address and submit requests to suspend the collection of a debt for two additional pay periods on behalf of employees within the associated POI. This will result in the debt being placed on hold (HO) status.
- 14 ABCO Waivers Applied for/Hearings Contacts by POI**  
Individuals of an Agency who within a Department/Agency (Bureau) are authorized to contact the ABCO inquiry or email address and submit requests to suspend the collection of a debt for five pay periods on behalf of employees within the associated POI because (1) a waiver has been applied for or (2) a hearing has been requested by the debtor. This will result in the debt being placed on a waiver applied for (WA) status or debt being placed on a hearing (HR) status.
- 15 ABCO Waivers Approved Contacts by POI**  
Individuals of an Agency who within a Department/Agency (Bureau) are authorized to contact the ABCO inquiry or email address and submit an approved waiver on a debt on behalf of employees within the associated POI. This will result in the debt being placed on a waiver processed (WP) status and waived.
- 16 ABCO FEHB Cancellations Contacts by POI**  
Individuals of an Agency who within a Department/Agency (Bureau) are authorized to contact the ABCO inquiry or email address and submit requests to cancel a FEHB debt on behalf of employees within the associated POI. This will result in the debt being placed on a (CA) status and cancelled.
- 17 ABCO Adjustment Processing Section (ADJP) Cancellations Contacts by POI**  
Individuals of an Agency who within a Department/Agency (Bureau) are authorized to contact the ABCO inquiry or email address and submit requests to cancel an ADJP debt on behalf of employees within the associated POI. This will result in the debt being placed on a (CA) status and cancelled.
- 18 ABCO Financial Hardships Contacts by POI**  
Individuals of an Agency who within a Department/Agency (Bureau) are authorized to contact the ABCO inquiry or email address and submit requests that authorized a financial hardship debt on behalf of employees within the associated POI.
- 19 ABCO Inquiry for Form NFC-1100D, Notice of Intent to Offset Salary, Bills by POI**  
Individuals of an Agency who within a Department/Agency (Bureau) are authorized to contact the ABCO inquiry or email address and submit requests regarding a salary overpayment bill on behalf of employees within the associated POI.
- 20 ABCO Inquiry for Form NFC-937, Notice of Intent to Recover Past Due Health Benefits From Salary, Bills by POI**  
Individuals of an Agency who within a Department/Agency (Bureau) are authorized to contact the ABCO inquiry or email address and submit requests regarding a FEHB bill on behalf of employees within the associated POI.
- 21 ABCO Inquiry for Form NFC-631, Bill for Collection, Bills by POI**  
Individuals of an Agency who within a Department/Agency (Bureau) are authorized to contact the ABCO inquiry or email address and submit requests regarding a bill on behalf of separated employees within the associated POI.
- 22 ABCO Global Inquiry Contacts by Department/Agency**  
Individuals of an Agency who within a Department/Agency (Bureau) are authorized to modify any of the other ABCO Contact Types.
- 23 Claims FEHB Debt Contacts**  
Individuals of an Agency who within a Department/Agency (Bureau) are authorized to contact the Claims inquiry or email address and submit requests regarding a FEHB bill on behalf of employees within the associated POI.

**24 Claims All Debts Other Than FEHB Contacts**

Individuals of an Agency who within a Department/Agency (Bureau) are authorized to contact the Claims inquiry or email address and submit requests regarding a salary overpayment bill on behalf of employees within the associated POI.

**25 Claims Hold Contacts**

Individuals within a Department/Agency (Bureau) who are authorized to contact the Claims inquiry or email address and submit requests to suspend the collection of a debt on behalf of employees within the associated POI. This will result in the debt being placed on hold (HO) status.

**26 Claims Cancellations Contacts**

Individuals of an Agency who within a Department/Agency (Bureau) are authorized to contact the Claims inquiry or email address and submit a request to cancel a debt on behalf of employees within the associated POI. This will result in the debt being placed on a (CA) status and cancelled.

**27 Claims Waivers Contacts**

Individuals of an Agency who within a Department/Agency (Bureau) are authorized to contact the Claims inquiry or email address and submit a waiver applied for or an approved waiver on a debt on behalf of employees within the associated POI. This will result in the debt being placed on a (WA) status for a waiver applied for or (WP) status for an approved waiver.

**28 Claims Write-Offs**

Individuals of an Agency who within a Department/Agency (Bureau) are authorized to contact the Claims inquiry or email address and submit a request to write off a debt on behalf of employees within the associated POI. This will result in the debt being written off (WO) and charged to the Agency, placed on a (WO) status, and the balance adjusted to zero.

**29 Claims Financial Hardships**

Individuals of an Agency who within a Department/Agency (Bureau) are authorized to contact the Claims inquiry or email address and submit requests that authorize a financial hardship on a debt on behalf of employees within the associated POI.

**30 Claims Global Inquiry Contacts by Department/Agency**

Individuals of an Agency who within a Department/Agency (Bureau) are authorized to modify any of the other Claims Contact Types.

**Beg-Eff-Date** *Required, numeric, 6 positions*  
Effective date for the record in MM DD YY order.

**Last-Eff-Date** *Required, numeric, 6 positions*  
Last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

**Contact-Names** *Required, alphanumeric, 300 positions max.*  
First and last name of the Department and/or Agency/Bureau contacts.

**Department** *No entry*  
System-generated field based upon the entry in the Dept-Code field.

## Requesting A Report For Table 063

The Table 063, Department/Agency/Bureau Contact reports screen (**Figure 5:6**) allows users to generate ad hoc reports.

```

TM063R0                TABLE MANAGEMENT REPORTS TABLE 063                xx/xx/xx
                        DEPARTMENT/AGENCY/BUREAU CONTACT

ENTER DATA FOR REPORT REQUESTED:

FROM  DEPT-CODE:        AGENCY/BUREAU:        POI:        *CONTACT-TYPE:
TO    DEPT-CODE:        AGENCY/BUREAU:        POI:        *CONTACT-TYPE:

SELECT TYPE OF REPORT:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N    (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

CLEAR=EXIT            ENTER DATA AND PRESS "ENTER" TO PROCESS
PF1=MAIN              PF2=063 DOCM                    PF4=063 INQY        PF6=REFRESH
                        ENTER=PROCESS
  
```

**Figure 5:6. Table 063, Department/Agency/Bureau Contact Reports Screen**

At the Table 063 reports screen (**Figure 5:6**), complete the From/To fields as follows:

From/To	▽
<b>Dept-Code</b>	<i>Required, alpha, 2 positions</i> Department code.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Agency or Bureau code.
<b>POI</b>	<i>Required, numeric, 4 positions</i> Personnel office identifier code (POI).
<b>Contact-Type</b>	<i>Required, numeric, 2 positions</i> Code that indicates the type of contact.

Complete the remaining fields as follows:

<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

System-generated *N* (no). Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Number of the printer designated to print the table.

---

---

---

## Table 064, Subobject Class Conversion

Subobject Class Conversion is Table 064 on the Table Management System menu. This table converts transaction codes used on T&A's to subobject class codes for reporting purposes.

**NOTE:** Agencies can query Table 064 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 064

The Table 064 update screen (**Figure 5:7**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM064U0                TABLE MANAGEMENT UPDATE TABLE 064                xx/xx/xx
                        SUBOBJECT CLASS CONVERSION                        PAGE:000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

      *TRANS-CODE:                *TRANS-SUFFIX:                *SPEC-EMP-CODE:
*TYPE-EMPLOYMENT:                *TYPE-APPT-CODE:                *LOCATION-CODE:
*PAY-PLAN-CODE:                *TYPE-CASH-AWARD:                *TRAVEL-ALLOW-CLASS:
*AGENCY/BUREAU:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

SUBOBJECT-CLASS:

DEPARTMENT:

                                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=064 DOCM  PF3=064 RPTS  PF4=064 INQY
PF5=HELP                    PF6=REFRESH                    ENTER=PROCESS
```

**Figure 5:7. Table 064, Subobject Class Conversion update screen**

Agencies requiring an update to Table 064 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.



At the Table 064 update screen (**Figure 5:7**), complete the fields as follows:

<b>Key Fields</b>	∇
<b>Action</b>	<p><i>Required, alpha, 1 position</i>            Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>
<b>Trans-Code</b>	<p><i>Required, numeric, 2 positions</i>            Type the transaction code that identifies the applicable work performed. See <b>Table 032</b> for alpha descriptions.</p>
<b>Trans-Suffix</b>	<p><i>Required, numeric, 2 positions</i>            Type the code that is used in conjunction with the applicable transaction code for processing certain types of pay and/or printing descriptions on the earnings and leave statement.</p>
<b>Spec-Emp-Code</b>	<p><i>Required, numeric, 2 positions</i>            Type the code that identifies the special occupational group to which the employee's position has been classified. Valid values are <b>00, 02, 07, 09, 25, 28, 54, 89</b>. See <b>Table 025, Block 75</b>, for alpha descriptions.</p>
<b>Type-Employment</b>	<p><i>Required, numeric, 1 position</i>            Type the code that identifies the type of employment to which the employee has been classified. Valid values are 0 through 5. See <b>Table 025, Block 20</b>, for alpha descriptions.</p>
<b>Type-Appt-Code</b>	<p><i>Required, numeric, 2 positions</i>            Type the appointment code to which the employee's position has been classified. Valid values are <b>00, 03, 04, 06, 07, 08, 09</b>. See <b>Table 025, Block 75</b>, for alpha descriptions.</p>
<b>Location-Code</b>	<p><i>Required, numeric, 1 position</i>            Type the code that indicates the location of the employee's duty station. Valid values are:</p> <ul style="list-style-type: none"> <li><b>0</b> non foreign service</li> <li><b>2</b> territory</li> <li><b>3</b> foreign service</li> <li><b>4</b> Washington, D.C., metropolitan area for Agency 91 only</li> <li><b>5</b> outside Washington, D.C., metropolitan area</li> </ul>
<b>Pay-Plan-Code</b>	<p><i>Required, numeric, 1 position</i>            Type the code that identifies the pay plan to which the employee's position has been classified. Valid values are:</p> <ul style="list-style-type: none"> <li><b>0</b> all others</li> <li><b>1</b> YV, Wage Grade</li> <li><b>2</b> FE, FP, FL</li> <li><b>3</b> ED, EF, EH</li> </ul>

**Type-Cash-Award**

*Required, numeric, 1 position*

Type the code that identifies the type of award received. Valid values are:

- 0** none
- 1** all others
- 2** performance award
- 3** separation incentive

**Travel-Allow-Class**

*Required, numeric, 1 position*

Type the code that identifies the class of the travel allowance. Valid values are:

- 0** no class
- 1** first class
- 2** second class
- 3** third class

**Agency/Bureau**

*Required, alphanumeric, 2 positions*

Type the agency or bureau code.

**Beg-Eff-Date**

*Required, numeric, 6 positions*

Type the effective date for the record in MM DD YY order.

**Last-Eff-Date**

*Required, numeric, 6 positions*

Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

**Subobject-Class**

*Required, alphanumeric, 4 positions*

Type the code that identifies the subobject class related to the pay transaction code.

**Department**

*No entry*

This field is system generated based upon the entry in the Agency/Bureau field.

---

## Requesting A Report For Table 064

The Table 064 reports screen (**Figure 5:8**) allows users to generate ad hoc reports.

```

TM064R0                TABLE MANAGEMENT REPORTS TABLE 064                xx/xx/xx
                        SUBOBJECT CLASS CONVERSION

ENTER DATA FOR REPORT REQUESTED:

FROM      *TRANS-CODE:          *TRANS-SUFFIX:          *SPEC-EMP-CODE:
          *TYPE-EMPLOYMENT:      *TYPE-APPT-CODE:        *LOCATION-CODE:
          *PAY-PLAN-CODE:        *TYPE-CASH-AWARD:      *TRAVEL-ALLOW-CLASS:
          *AGENCY/BUREAU:

TO        *TRANS-CODE:          *TRANS-SUFFIX:          *SPEC-EMP-CODE:
          *TYPE-EMPLOYMENT:      *TYPE-APPT-CODE: 0      *LOCATION-CODE:
          *PAY-PLAN-CODE:        *TYPE-CASH-AWARD: 0      *TRAVEL-ALLOW-CLASS:
          *AGENCY/BUREAU:

          PRINT ACTIVE
          PRINT HISTORY
          PRINT ALL
VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)
ROUTING INFORMATION: NAME                                REMOTE ID

          ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=064 DOCM      PF4=064 INQY      PF6=REFRESH
                  ENTER=PROCESS
    
```

**Figure 5:8. Table 064, Subobject Class Conversion reports screen**

At the Table 064 reports screen (**Figure 5:8**), complete the From and To fields as follows:

From/To	▽
<b>Trans-Code</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the transaction code that identifies the applicable work performed. See <b>Table 032</b> for alpha descriptions.</p>
<b>Trans-Suffix</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the code that is used in conjunction with the applicable transaction code for processing certain types of pay and/or printing descriptions on the earnings and leave statement.</p>
<b>Spec-Emp-Code</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the code that identifies the special occupational group to which the employee's position has been classified. Valid values are <b>00, 02, 07, 09, 25, 28, 54, 89</b>. See <b>Table 025, Block 75</b>, for alpha descriptions.</p>
<b>Type-Employment</b>	<p><i>Required, numeric, 1 position</i></p> <p>Type the code that identifies the type of employment to which the employee has been classified. Valid values are 0 through 5. See <b>Table 025, Block 20</b>, for alpha descriptions.</p>
<b>Type-Appnt-Code</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the appointment code to which the employee's position has been classified. Valid values are <b>00, 03, 04, 06, 07, 08, 09</b>. See <b>Table 025, Block 75</b>, for alpha descriptions.</p>

**Location-Code** *Required, numeric, 1 position*  
Type the code that indicates the location of the employee's duty station. Valid values are:

- 0** non foreign service
- 2** territory
- 3** foreign service
- 4** Washington, D.C., metropolitan area for Agency 91 only
- 5** outside Washington, D.C., metropolitan area

**Pay-Plan-Code** *Required, numeric, 1 position*  
Type the code that identifies the pay plan to which the employee's position has been classified. Valid values are:

- 0** all others
- 1** YV, Wage Grade
- 2** FE, FP, FL
- 3** ED, EF, EH

**Type-Cash-Award** *Required, numeric, 1 position*  
Type the code that identifies the type of award received. Valid values are:

- 0** none
- 1** all others
- 2** performance award
- 3** separation incentive

**Travel-Allow-Class** *Required, numeric, 1 position*  
Type the code that identifies the class of the travel allowance. Valid values are:

- 0** no class
- 1** first class
- 2** second class
- 3** third class

**Agency/Bureau** *Required, alphanumeric, 2 positions*  
Type the agency or bureau code.

Complete the remaining fields as follows:

**Select Type of Report** *Required, alphanumeric, 1 position*  
Type **X** next to the applicable option as described below.

- Print Active** Used to retrieve only active records within a table.
- Print History** Used to retrieve only history records within a table.
- Print All** Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 065, Default Appropriation Conversion

Default Appropriation Conversion is Table 065 on the Table Management System menu. This table contains the valid default payroll appropriation codes and accounting stations for agency and/or bureau use.

**NOTE:** Agencies can query Table 065 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 065

The Table 065 update screen (**Figure 5:9**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM065U0                TABLE MANAGEMENT UPDATE TABLE 065          xx/xx/xx
                        DEFAULT APPROPRIATION CONVERSION            PAGE: 00001

*ACTION:   (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE   USER-ID:
                                                    DATE-CHANGED:

      *AGENCY/BUREAU:                *ACCOUNTING STATION:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

PAYROLL-DEFAULT-APPN:
FEHB-DEFAULT-ACCTNG:
EXPLODED ACCTNG-CODE:
DEFAULT ACCTNG-STATION:

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT   PF1=MAIN   PF2=065 DOCM   PF3=065 RPTS   PF4=065 INQY
PF5=HELP     PF6=REFRESH   ENTER=PROCESS
```

**Figure 5:9. Table 065, Default Appropriation conversion update screen**

Agencies requiring an update to Table 065 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 065 update screen (**Figure 5:9**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Accounting Station</b>	<i>Required, alphanumeric, 4 positions</i> Type the accounting station code.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Payroll-Default-Appn</b>	<i>Required, alphanumeric, 3 positions</i> Type the payroll default appropriation code for the agency or bureau.
<b>FEHB-Default-Acctng</b>	<i>Required, alphanumeric, 32 positions max.</i> Type applicable FEHB default accounting code for the agency or bureau.

---

## Requesting A Report For Table 065

The Table 065 reports screen (**Figure 5:10**) allows users to generate ad hoc reports.

```

TM065R0                TABLE MANAGEMENT REPORTS TABLE 065                xx/xx/xx
                        DEFAULT APPROPRIATION CONVERSION                PAGE:

ENTER DATA FOR REPORT REQUESTED:

FROM  *AGENCY/BUREAU:                *ACCOUNTING STATION:

TO    *AGENCY/BUREAU:

                                PRINT ACTIVE
                                PRINT HISTORY
                                PRINT ALL

VIEW REPORT BEFORE PRINTING?  N    (DEFAULT IS N)

ROUTING INFORMATION:  NAME                REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
                                CLEAR=EXIT  PF1=MAIN  PF2=065  DOCM  PF4=065  INQY  PF6=REFRESH
                                ENTER=PROCESS
  
```

**Figure 5:10. Table 065, Default Appropriation Conversion reports table**

At the Table 065 reports screen (**Figure 5:10**), complete the From and To fields as follows:

---

**From/To**                    ▾

**Agency/Bureau**    *Required, alphanumeric, 2 positions*  
Type the agency or bureau code.

Complete the remaining fields as follows:

**Select Type of Report**                    *Required, alphanumeric, 1 position*  
Type **X** next to the applicable option as described below.

**Print Active**                    Used to retrieve only active records within a table.  
**Print History**                    Used to retrieve only history records within a table.  
**Print All**                        Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**                    *Optional default, alpha, 1 position*  
N (no) is system generated. Type **Y** (yes) over N if you want to view the report before printing.

**Routing Information: Name**                    *Required, alphanumeric, 20 positions max.*  
Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).



**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 066, Non-Deduction Reason Codes And Descriptions

Non-Deduction Reason Codes And Descriptions is Table 066 on the Table Management System menu. This table contains the reason codes and the status of authorization codes that identify why employee deductions were not processed.

**NOTE:** Agencies can query Table 066 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 066

The Table 066 update screen (**Figure 5:11**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM066U0                TABLE MANAGEMENT UPDATE TABLE 066                xx/xx/xx
                        NON-DEDUCTION REASON CODES AND DESCRIPTIONS        PAGE:

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

      *NON-DEDUCTION-CODE:      *STATUS-OF-AUTH-CODE:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

NON-DEDUCTION-REASON-DESC:

ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=066 DOCM  PF3=066 RPTS  PF4=066 INQY
PF5=HELP    PF6=REFRESH  ENTER=PROCESS
```

**Figure 5:11. Table 066, Non-Deduction Reason Codes And Descriptions update screen**

Agencies requiring an update to Table 066 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 066 update screen (**Figure 5:11**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Non-Deduction-Code</b>	<i>Required, numeric, 2 positions</i> Type the code that identifies why an employee's deduction was not processed.
<b>Status-Of-Auth-Code</b>	<i>Required, numeric, 2 positions</i> Type the status of authorization code.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Non-Deduction-Reason-Desc</b>	<i>Required, alphanumeric, 23 positions max.</i> Type the description for the reason code that identifies why an employee's deduction was not processed.

---

## Requesting A Report For Table 066

The Table 066 reports screen (**Figure 5:12**) allows users to generate ad hoc reports.

```
TM066R0                TABLE MANAGEMENT REPORTS TABLE 066                xx/xx/xx
                        NON-DEDUCTION REASON CODES AND DESCRIPTIONS        PAGE

ENTER DATA FOR REPORT REQUESTED:

FROM  *NON-DEDUCTION-CODE:          *STATUS-OF-AUTH-CODE:
TO    *NON-DEDUCTION-CODE:          *STATUS-OF-AUTH-CODE:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=066 DOCM  PF4=066 INQY  PF6=REFRESH
                        ENTER=PROCESS
```

**Figure 5:12. Table 066, Non-Deduction Reason Codes And Descriptions reports screen**

At the Table 066 reports screen (**Figure 5:12**), complete the From and To fields as follows:

---

**From/To**                    ▾

**Non-Deduction-Code**

*Required, numeric, 2 positions*

Type the code that identifies why an employee's deduction was not processed.

**Status-Of-Auth-Code**

*Required, numeric, 2 positions*

Type the status of authorization code.

Complete the remaining fields as follows:

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

**Print Active**

Used to retrieve only active records within a table.

**Print History**

Used to retrieve only history records within a table.

**Print All**

Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 067, Tax Entities Report Frequencies

Tax Entities Report Frequencies is Table 067 on the Table Management System menu. This table contains the frequencies of when specific tax reports are required for production. Reports may be produced semi-monthly, monthly, quarterly, and/or annually.

**NOTE:** Agencies can query Table 067 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 067

The Table 067 update screen (**Figure 5:13**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM067U0	TABLE MANAGEMENT UPDATE TABLE 067	xx/xx/xx
	TAX ENTITIES REPORT FREQUENCIES	PAGE:000001
*ACTION:	(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID:
		DATE-CHANGED:
*TAXING-ENTITY:		
BEG-EFF-DATE:	MM DD YY	LAST-EFF-DATE: MM DD YY
SEMI-MO-FREQ:		
MO-FREQ:		
QTR-FREQ:		
ANN-FREQ:		
	ENTER DATA AND PRESS ENTER TO PROCESS	
CLEAR=EXIT	PF1=MAIN	PF2=067 DOCM PF3=067 RPTS PF4=067 INQY
PF5=HELP	PF6=REFRESH	ENTER=PROCESS

**Figure 5:13. Table 067, Tax Entities Report Frequencies update screen**

Agencies requiring an update to Table 067 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 067 update screen (**Figure 5:13**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Taxing-Entity</b>	<i>Required, alphanumeric, 6 positions max.</i> Type the code that identifies the statute or authorization for an employee deduction. <ul style="list-style-type: none"><li>• If state tax entered, positions 1-2 must equal state tax code. Positions 3-6 must equal zeros.</li><li>• If city tax entered, positions 1-2 must equal state tax code. Positions 3-6 must equal city tax code.</li><li>• If county tax entered, positions 1-2 must equal state tax code. Positions 3-5 must equal county tax code. Position 6 must be left blank.</li></ul>
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Semi-Mo-Freq</b>	<i>Required, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the report is to be produced semi-monthly, as applicable.
<b>Mo-Freq</b>	<i>Required, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the report is to be produced monthly, as applicable.
<b>Qtr-Freq</b>	<i>Required, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the report is to be produced quarterly, as applicable.
<b>Ann-Freq</b>	<i>Required, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the report is to be produced annually, as applicable.

---

## Requesting A Report For Table 067

The Table 067 reports screen (**Figure 5:14**) allows users to generate ad hoc reports.

```

TM067R0                                TABLE MANAGEMENT REPORTS TABLE 067                xx/xx/xx
                                         TAX ENTITIES REPORT FREQUENCIES                PAGE:

ENTER DATA FOR REPORT REQUESTED:

FROM  *TAXING-ENTITY:
TO    *TAXING-ENTITY:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

      ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=067  DOCM  PF4=067  INQY  PF6=REFRESH
              ENTER=PROCESS
  
```

**Figure 5:14. Table 067, Tax Entities Report Frequencies reports screen**

At the Table 067 reports screen (**Figure 5:14**), complete the From and To fields as follows:

### From/To

∇

#### Taxing-Entity

*Required, alphanumeric, 6 positions max.*

Type the code that identifies the statute or authorization for an employee deduction.

- ♦ If state tax entered, positions 1-2 must equal state tax code. Positions 3-6 must equal zeros.
- ♦ If city tax entered, positions 1-2 must equal state tax code. Positions 3-6 must equal city tax code.
- ♦ If county tax entered, positions 1-2 must equal state tax code. Positions 3-5 must equal county tax code. Position 6 must be left blank.

Complete the remaining fields as follows:

#### Select Type of Report

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

- |                      |   |
|----------------------|---|
| <b>Print Active</b>  | Used to retrieve only active records within a table.                      |
| <b>Print History</b> | Used to retrieve only history records within a table.                     |
| <b>Print All</b>     | Used to retrieve all active, deleted, and history records within a table. |

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---



---

---

## Table 068, NFC Pay Period Cutoff For Tax Reports

NFC Pay Period Cutoff For Tax Reports is Table 068 on the Table Management System menu. This table contains data for processing various tax filing reports.

**NOTE:** Agencies can query Table 068 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 068

The Table 068 update screen (**Figure 5:15**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM068U0                TABLE MANAGEMENT UPDATE TABLE 068                xx/xx/xx
                        NFC PAY PERIOD CUTOFF FOR TAX REPORTS                PAGE: 000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
                                           DATE-CHANGED:
*CALENDAR-YEAR:      *PAY-PERIOD-NUMBER:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

SEMI-MO-REPORT-DATE:
SEMI-MO-PP:
MONTHLY-REPORT-DATE:
MONTHLY-PP:
QUARTERLY-REPT-DATE:
QUARTERLY-PP:
ANNUAL-REPORT-DATE:
ANNUAL-PP:

PRIOR-FY-DATE:
CURR-FY-DATE:

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=068 DOCM  PF3=068 RPTS  PF4=068 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
```

**Figure 5:15. Table 068, NFC Pay Period Cutoff For Tax Reports update screen**

At the Table 068 update screen (**Figure 5:15**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Calendar-Year</b>	<i>Required, numeric, 2 positions</i> Type the last two positions of the calendar year in which the pay period occurs.
<b>Pay-Period-Number</b>	<i>Required, numeric, 2 positions</i> Type the pay period number. Valid values are <b>01</b> through <b>27</b> .

<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Semi-Mo-Report-Date</b>	<i>Required, numeric, 6 positions</i> Type the reporting date of the semi-monthly report in MM DD YY order.
<b>Semi-Mo-PP</b>	<i>Optional, numeric, 2 positions</i> Type the pay period of the cutoff for the semi-monthly taxing report. A maximum of three codes may be entered. Valid values are blank and <b>01</b> through <b>27</b> .
<b>Monthly-Report-Date</b>	<i>Required, numeric, 6 positions</i> Type the date of the monthly report in MM DD YY order.
<b>Monthly-PP</b>	<i>Optional, numeric, 2 positions</i> Type the pay period of the cutoff for the monthly taxing report. A maximum of four codes may be entered. Valid values are blank and <b>01</b> through <b>27</b> .
<b>Quarterly-Rept-Date</b>	<i>Required, numeric, 6 positions</i> Type the date of the quarterly report in MM DD YY order.
<b>Quarterly-PP</b>	<i>Optional, numeric, 2 positions</i> Type the pay period of the cutoff for the quarterly tax report. A maximum of nine codes may be entered. Valid values are blank and <b>01</b> through <b>27</b> .
<b>Annual-Report-Date</b>	<i>Required, numeric, 6 positions</i> Type the cutoff date of the annual report in MM DD YY order.
<b>Annual-PP</b>	<i>Optional, numeric, 2 positions</i> Type the pay period of the cutoff for the annual tax report. A maximum of twenty-eight codes may be entered. Valid values are blank and <b>01</b> through <b>27</b> .
<b>Prior-FY-Date</b>	<i>Required, numeric, 6 positions</i> Type the prior fiscal year date in MM DD YY order.
<b>Curr-FY-Date</b>	<i>Required, numeric, 6 positions</i> Type the current fiscal year date in MM DD YY order.

---

## Requesting A Report For Table 068

The Table 068 reports screen (**Figure 5:16**) allows users to generate ad hoc reports.

```
TM068R0                TABLE MANAGEMENT REPORTS TABLE 068                xx/xx/xx
                        NFC PAY PERIOD CUTOFF FOR TAX REPORTS

ENTER DATA FOR REPORT REQUESTED:

FROM  * CALENDAR-YEAR:                * PAY-PERIOD-NUMBER:
TO    * CALENDAR-YEAR:                * PAY-PERIOD-NUMBER:

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT                PF1=MAIN                PF2=068 DOCM                PF4=068 INQY                PF6=REFRESH
                        ENTER=PROCESS
```

**Figure 5:16. Table 068, NFC Pay Period Cutoff For Tax Reports reports screen**

At the Table 068 reports screen (**Figure 5:16**), complete the From and To fields as follows:

**Calendar-Year** *Required, numeric, 2 positions*  
Type the last two positions of the calendar year in which the pay period occurs.

**Pay-Period-Number** *Required, numeric, 2 positions*  
Type the pay period number. Valid values are **01** through **27**.

Complete the remaining fields as follows:

**Select Type of Report** *Required, alphanumeric, 1 position*  
Type **X** next to the applicable option as described below.

<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing** *Optional default, alpha, 1 position*  
*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name** *Required, alphanumeric, 20 positions max.*  
Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 069, Forest Service Fiscal Year Alpha Code

Forest Service Fiscal Year Alpha Code is Table 069 on the Table Management System menu. This table contains the alpha codes for numeric fiscal year codes.

**NOTE:** Agencies can query Table 069 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 069

The Table 069 update screen (**Figure 5:17**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM069U0                TABLE MANAGEMENT UPDATE TABLE 069          xx/xx/xx
                        FOREST SERVICE FISCAL YEAR ALPHA CODE        PAGE:

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*FY-CODE:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

FY-ALPHA-CODE:

                                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=069 DOCM  PF3=069 RPTS  PF4=069 INQY
PF5=HELP    PF6=REFRESH                                ENTER-PROCESS
```

**Figure 5:17. Table 069, Forest Service Fiscal Year Alpha Code update screen**

Agencies requiring an update to Table 069 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** This table must be updated before the beginning of each new fiscal year. The old fiscal year is the only code that is changed.

At the Table 069 update screen (**Figure 5:17**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>FY-Code</b>	<i>Required, numeric, 1 position</i> Type the last digit of the applicable fiscal year. Valid values are <b>0</b> through <b>9</b> .
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>FY-Alpha-Code</b>	<i>Required, alpha, 1 position</i> Type the alpha code defined to the applicable fiscal year.

---

## Requesting A Report For Table 069

The Table 069 reports screen (**Figure 5:18**) allows users to generate ad hoc reports.

```
TM069R0                TABLE MANAGEMENT REPORTS TABLE 069                xx/xx/xx
                        FOREST SERVICE FISCAL YEAR ALPHA CODE                PAGE:

ENTER DATA FOR REPORT REQUESTED:

FROM  *FY-CODE:

TO    *FY-CODE:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=069  DOCM  PF4=069  INQY  PF6=REFRESH
                        ENTER=PROCESS
```

**Figure 5:18. Table 069, Forest Service Fiscal Year Alpha Code reports screen**

At the Table 069 reports screen (**Figure 5:18**), complete the From and To fields as follows:

---

**From/To**

∇

**FY-Code**

*Required, numeric, 1 position*

Type the last digit of the applicable fiscal year. Valid values are **0** through **9**.

Complete the remaining fields as follows:

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

**Print Active**

Used to retrieve only active records within a table.

**Print History**

Used to retrieve only history records within a table.

**Print All**

Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 070, Forest Service Meal Rate

Forest Service Meal Rate is Table 070 on the Table Management System menu. This table contains the meal rates for specific meal classes.

**NOTE:** Agencies can query Table 070 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 070

The Table 070 update screen (**Figure 5:19**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM070U0                TABLE MANAGEMENT UPDATE TABLE 070                xx/xx/xx
                        FOREST SERVICE MEAL RATE                            PAGE:

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*FS-REGION:                *FS-UNIT:                *MEAL-CLASS:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

MEAL-RATE: 0000  (99.99)

                                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=070 DOCM  PF3=070 RPTS  PF4=070 INQY
PF5=HELP                    PF6=REFRESH                    ENTER=PROCESS
```

**Figure 5:19. Table 070, Forest Service Meal Rate update screen**

Agencies requiring an update to Table 070 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.



At the Table 070 update screen (**Figure 5:19**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>FS-Region</b>	<i>Required, numeric, 2 positions</i> Type the region code to which the meal class and meal rate applies.
<b>FS-Unit</b>	<i>Required, alphanumeric, 2 positions</i> Type the unit within the region to which the meal class and meal rate applies.
<b>Meal-Class</b>	<i>Required, numeric, 2 positions</i> Type the code that indicates the type of meal furnished the employee.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Meal-Rate</b>	<i>Required, numeric, 4 positions</i> Type the cost for the type of meal furnished the employee in dollars and cents. Do not enter a decimal.

---

## Requesting A Report For Table 070

The Table 070 reports screen (**Figure 5:20**) allows users to generate ad hoc reports.

```

TM070R0                TABLE MANAGEMENT REPORTS TABLE 070                xx/xx/xx
                        FOREST SERVICE MEAL RATE                            PAGE:

ENTER DATA FOR REPORT REQUESTED:

FROM  *FS-REGION:      *FS-UNIT:      *MEAL-CLASS:
TO    *FS-REGION:      *FS-UNIT:      *MEAL-CLASS:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

CLEAR=EXIT          PF1=MAIN      ENTER DATA AND PRESS "ENTER" TO PROCESS
                        PF2=070 DOCM      PF4=070 INQY      PF6=REFRESH
                        ENTER=PROCESS
    
```

**Figure 5:20. Table 070, Forest Service Meal Rate reports screen**

At the Table 070 reports screen (**Figure 5:20**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>FS-Region</b>	<i>Required, numeric, 2 positions</i> Type the region code to which the meal class and meal rate applies.
<b>FS-Unit</b>	<i>Required, alphanumeric, 2 positions</i> Type the unit within the region to which the meal class and meal rate applies.
<b>Meal-Class</b>	<i>Required, numeric, 2 positions</i> Type the code that indicates the type of meal furnished the employee.

Complete the remaining fields as follows:

<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 071, State Employment Addresses

State Employment Addresses is Table 071 on the Table Management System menu. This table contains the names and addresses of state employment offices.

**NOTE:** Agencies can query Table 071 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 071

The Table 071 update screen (**Figure 5:21**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM071U0                TABLE MANAGEMENT UPDATE TABLE 071          xx/xx/xx
                        STATE EMPLOYMENT ADDRESSES                    PAGE:

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
*STATE-COUNTRY-CODE:                                DATE-CHANGED:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

NAME-ADDRESS 1:
NAME-ADDRESS 2:
      CITY:
      STATE:
      ZIP-CODE:

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT   PF1=MAIN   PF2=071 DOCM   PF3=071 RPTS   PF4=071 INQY
PF5=HELP     PF6=REFRESH                ENTER=PROCESS
```

**Figure 5:21. Table 071, State Employment Addresses update screen**

Agencies requiring an update to Table 071 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 071 update screen (**Figure 5:21**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>State-Country-Code</b>	<i>Required, alphanumeric, 2 positions</i> Type the state or country code.  <b>NOTE:</b> State and country codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Name-Address 1</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the first line of the mailing address for the state employment office.
<b>Name-Address 2</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the second line of the mailing address for the state employment office.
<b>City</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the city name.
<b>State</b>	<i>Required, alphanumeric, 2 positions</i> Type the state or country abbreviation.
<b>ZIP-Code</b>	<i>Required, numeric, 9 positions max.</i> Type the 5-digit ZIP Code and the optional ZIP+4 Code.

---

## Requesting A Report For Table 071

The Table 071 reports screen (**Figure 5:22**) allows users to generate ad hoc reports.

```

TM071R0                TABLE MANAGEMENT REPORTS TABLE 071                xx/xx/xx
                        STATE EMPLOYMENT ADDRESSES                          PAGE:

ENTER DATA FOR REPORT REQUESTED:

FROM   *STATE-COUNTRY-CODE:

TO     *STATE-COUNTRY-CODE:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING? N      (DEFAULT IS N)

ROUTING INFORMATION: NAME                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=072 DOCM  PF4=072 INQ  PF6=REFRESH
                        ENTER=PROCESS
    
```

**Figure 5:22. Table 071, State Employment Addresses reports screen**

At the Table 071 reports screen (**Figure 5:22**), complete the From and To fields as follows:

**From/To**            ▾

**State-Country-  
Code**

*Required, alphanumeric, 2 positions*  
Type the state or country code.

**NOTE:** State and country codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Complete the remaining fields as follows:

**Select Type of  
Report**

*Required, alphanumeric, 1 position*  
Type **X** next to the applicable option as described below.

**Print Active**        Used to retrieve only active records within a table.  
**Print History**      Used to retrieve only history records within a table.  
**Print All**            Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*  
*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 072, Remote Processing

Remote Processing is Table 072 on the Table Management System menu. This table contains data which indicates whether the department and Agency/bureau designated the Remote Forms Queuing System (RFQS) to be used to print certain forms and tickler reports, or if NFC will print and mail them. It also contains the name and title of the approving official to be printed on the Standard Form (SF)-50-B, Notification of Personnel Action, and the SF-1150, Record of Leave Data. RFQS provides users with the ability to control the printing of forms and tickler reports at their sites.

**NOTE:** Agencies can query Table 072 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 072

The Table 072 update screen (**Figure 5:23**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM072U0                TABLE MANAGEMENT UPDATE TABLE 072                xx/xx/xx
                        REMOTE PROCESSING                                PAGE:

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
*DEPT-CODE:   *AGENCY/BUREAU:                          *POI:          DATE-CHANGED:
BEG-EFF-DATE: MM DD YY                                LAST-EFF-DATE: MM DD YY

      SF-50-PP-PASS-IND:
      RFQS-REPORT-WANTED-IND:
      RFQS-FORM-WANTED-IND:
      SF-1150-FORM-WANTED-IND:
      APPROVING-OFFICIAL:
      APPROVING-OFFICIAL-TITLE:
      CONTACT-PERSON:
      PHONE-NUMBER:
      DEPARTMENT:

                        ENTER DATA AND PRESS ENTER TO PROCESS
      CLEAR=EXIT      PF1=MAIN      PF2=072 DOCM      PF3=072 RPTS      PF4=072 INQY
      PF5=HELP        PF6=REFRESH                                ENTER=PROCESS
```

**Figure 5:23. Table 072, Remote Processing update screen**

Agencies requiring an update to Table 072 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.



At the Table 072 update screen (**Figure 5:23**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Dept-Code</b>	<i>Required, alpha, 2 positions</i> Type the department code established by OPM.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>POI</b>	<i>Required, numeric, 4 positions</i> Type the personnel office identifier code.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>SF-50-PP-Pass-Ind</b>	<i>Required, alpha, 1 position</i> Type the code that indicates whether or not SF-50-B's will be printed through RFQS. Valid values are:  <b>N</b> (no) do not print SF-50-B's through RFQS (NFC will print and mail) <b>S</b> to print SF-50-B's after the second SF-50-B pass
<b>RFQS-Report-Wanted-Ind</b>	<i>Required, alpha, 1 position</i> Type <b>Y</b> (yes) to print reports available through RFQS or <b>N</b> (no) to have NFC print and mail the reports to the agency/bureau.
<b>RFQS-Form-Wanted-Ind</b>	<i>Required, alphanumeric, 1 position</i> Type <b>Y</b> (yes) to print forms through RFQS or <b>N</b> (no) to have NFC print and mail the forms to the agency/bureau.
<b>SF-1150-Form-Wanted-Ind</b>	<i>Required, alpha, 1 position</i> Type <b>Y</b> (yes) to print SF-1150 forms through RFQS or <b>N</b> (no) to have NFC print and mail the SF-1150's to the agency/bureau.
<b>Approving-Official</b>	<i>Required, alphanumeric, 36 positions max.</i> Type name of the approving official to be printed on SF-50-B's and SF-1150's generated through RFQS.
<b>Approving-Official-Title</b>	<i>Required, alpha, 36 positions max.</i> Type the title of the approving official to be printed on SF-50-B's and SF-1150's generated through RFQS.

<b>Contact Person</b>	<i>Required, alphanumeric, 35 positions</i> Type the name of the personnel office contact.
<b>Phone-Number</b>	<i>Optional, numeric, 10 positions</i> Type the telephone number of the personnel office contact, beginning with the area code.
<b>Department</b>	<i>Alpha, 40 positions max.</i> This field is system generated from the Dept-Code field.

## Requesting A Report For Table 072

The Table 072 reports screen (**Figure 5:24**) allows users to generate ad hoc reports.

```

TM072R0                TABLE MANAGEMENT REPORTS TABLE 072                xx/xx/xx
                        REMOTE PROCESSING                                PAGE:

ENTER DATA FOR REPORT REQUESTED:

FROM  *DEPT-CODE:      *AGENCY/BUREAU:      *POI:
TO    *DEPT-CODE:      *AGENCY/BUREAU:      *POI:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT          PF1=MAIN  PF2=072 DOCM  PF4=072 INQ  PF6=REFRESH
                        ENTER=PROCESS

```

**Figure 5:24. Table 072, Remote Processing reports screen**

At the Table 072 reports screen (**Figure 5:24**), complete the From and To fields as follows:

<b>From/To</b>	▽
<b>Dept-Code</b>	<i>Required, alpha, 2 positions</i> Type the department code established by OPM.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>POI</b>	<i>Required, numeric, 4 positions</i> Type the personnel office identifier code.

Complete the remaining fields as follows:

<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
------------------------------	--

**Print Active**      Used to retrieve only active records within a table.  
**Print History**     Used to retrieve only history records within a table.  
**Print All**         Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## Table 073, Pennsylvania Local Services Tax

Table 073 contains the amount of taxes to be deducted and the pay period in which it is to occur by duty station state and city codes.

**NOTE:** Agencies can query Table 073 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 073

The Table 073 update screen (**Figure 5:25**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM073U0	TABLE MANAGEMENT UPDATE TABLE 073 PENNSYLVANIA LOCAL SERVICES TAX	XX/XX/XX PAGE: 000001
*ACTION:	(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID: DATE-CHANGED:
*DUTY-STATION-STATE-CODE:		*DUTY-STATION-CITY-CODE:
BEG-EFF-DATE: MM DD YY	LAST-EFF-DATE: MM DD YY	
REC-ACCT-TYPE-CODE:	REC-ACCT-AMT-PER-PP:	(9999.99)
REC-ACCOUNT-NUMBER:	PAY-PERIOD-NUMBER:	
FORM-ACCOUNT-NUMBER:		
FORM-CITY-NAME:		
FORM-ADDRESS-OFFICE:		
FORM-ADDRESS-OFFICE-ADDR:		
CITY:	STATE:	ZIP CODE: 00000 0000
ENTER DATA AND PRESS ENTER TO PROCESS		
CLEAR=EXIT	PF1=MAIN	PF2=073 DOCM
F5=HELP	PF6=REFRESH	PF3=073 RPTS
		PF4=073 INQ
		ENTER=PROCESS

**Figure 5:25. Table 073, Pennsylvania Local Services Tax update screen**

Agencies requiring an update to Table 073 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, e-mail address, phone number and the pre-filled screen print attachment.

At the Table 073 update screen (**Figure 5:25**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Duty-Station-State-Code</b>	<i>Required, numeric, 2 positions</i> Type the duty station state code.
<b>Duty-Station-City-Code</b>	<i>Required, numeric, 4 positions</i> Type the duty station city code.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Rec-Acct-Type-Code</b>	<i>Required, numeric, 2 positions</i> Type <b>32</b> .
<b>Rec-Acct-Amt-Per-PP</b>	<i>Required, numeric, 6 positions</i> Type the amount to be deducted for the specified pay period in dollars and cents. Do not enter a decimal.
<b>Rec-Account-Number</b>	<i>Required, numeric, 9 positions max.</i> Type the account number that identifies the receipt account.
<b>Pay-Period-Number</b>	<i>Required, numeric, 2 positions</i> Type the pay period number in which taxes are to be deducted. Valid values are <b>01</b> through <b>27</b> .
<b>Form-Account-Number</b>	<i>Required, numeric, 9 positions max.</i> Type the account number that identifies the receipt account.
<b>Form-City-Name</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the city name.
<b>Form-Address-Office</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the office name.
<b>Form-Address-Office-Addr</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the mailing address.
<b>City</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the city name.

**State** *Required, alphanumeric, 2 positions*  
Type the state or country abbreviation.

**ZIP-Code** *Required, numeric, 9 positions max.*  
Type the 5-digit ZIP Code and the optional ZIP+4 Code.

## Requesting A Report For Table 073

The Table 073 reports screen (**Figure 5:26**) allows users to generate ad hoc reports.

```

TM073R0          TABLE MANAGEMENT REPORTS TABLE 073          XX/XX/XX
                  PENNSYLVANIA LOCAL SERVICES TAX

ENTER DATA FOR REPORT REQUESTED:

FROM  *DUTY-STATION-STATE-CODE:
      *DUTY-STATION-CITY-CODE:

TO    *DUTY-STATION-STATE-CODE:
      *DUTY-STATION-CITY-CODE:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION:  NAME                      REMOTE ID

                  ENTER DATA AND PRESS "ENTER" TO PROCESS
                  CLEAR=EXIT  PF1=MAIN    PF2=073 DOCM  PF4=073 INQ  PF6=REFRESH
                  ENTER=PROCESS
  
```

**Figure 5:26. Table 073, Pennsylvania Local Services Tax reports screen**

At the Table 073 reports screen (**Figure 5:26**), complete the From and To fields as follows:

**From/To**                    ▾

**Duty-Station-  
State-Code**                    *Required, numeric, 2 positions*  
Type the duty station state code.

**Duty-Station-  
City-Code**                    *Required, numeric, 4 positions*  
Type the duty station city code.

Complete the remaining fields as follows:

**Select Type of  
Report**                    *Required, alphanumeric, 1 position*  
Type **X** next to the applicable option as described below.

**Print Active**      Used to retrieve only active records within a table.  
**Print History**    Used to retrieve only history records within a table.  
**Print All**        Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 074, Official Position Title

Official Position Title is Table 074 on the Table Management System menu. This table contains the names of positions defined by occupational series codes and official title codes, used for processing personnel actions.

**NOTE:** Agencies can query Table 074 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 074

The Table 074 update screen (**Figure 5:27**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM074U0                TABLE MANAGEMENT UPDATE TABLE 074          xx/xx/xx
                        OFFICIAL POSITION TITLE                        PAGE: 000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE          USER-ID:
                                                    DATE-CHANGED:

*OCC-SERIES-CODE:                *OFFICIAL-TITLE-CODE:

BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY

        POSITION-OFFICIAL-TITLE:

ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=074 DOCM  PF3=074 RPTS  PF4=074 INQ
F5=HELP     PF6=REFRESH                ENTER=PROCESS
```

**Figure 5:27. Table 074, Official Position Title update screen**

Agencies requiring an update to Table 074 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.



At the Table 074 update screen (**Figure 5:27**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Occ-Series-Code</b>	<i>Required, numeric, 4 positions</i> Type the code that identifies the occupational group to which the position is classified.
<b>Official-Title-Code</b>	<i>Required, numeric, 4 positions</i> Type the code that identifies the title for the position in the specific occupational series.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Position-Official-Title</b>	<i>Required, alphanumeric, 38 positions max.</i> Type the official or classification title of the position in the specific occupational series.

---

## Requesting A Report For Table 074

The Table 074 reports screen (**Figure 5:28**) allows users to generate ad hoc reports.

```

TM074R0                TABLE MANAGEMENT REPORTS TABLE 074                xx/xx/xx
                        OFFICIAL POSITION TITLE

ENTER DATA FOR REPORT REQUESTED:

FROM  *OCC-SERIES-CODE:                *OFFICIAL-TITLE-CODE:
TO    *OCC-SERIES-CODE:                *OFFICIAL-TITLE-CODE:

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:  NAME                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT            PF1=MAIN            PF2=074 DOCM            PF4=074 INQY            PF6=REFRESH
                        ENTER=PROCESS
  
```

**Figure 5:28. Table 074, Official Position Title reports screen**

At the Table 074 reports screen (**Figure 5:28**), complete the From and To fields as follows:

**From/To**                    ▽

**Occ-Series-Code**

*Required, numeric, 4 positions*

Type the code that identifies the occupational group to which the position is classified.

**Official-Title-Code**

*Required, numeric, 4 positions*

Type the code that identifies the title for the position in the specific occupational series.

Complete the remaining fields as follows:

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

- Print Active**            Used to retrieve only active records within a table.
- Print History**        Used to retrieve only history records within a table.
- Print All**             Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 075, Official Title Prefix And Suffix

Official Title Prefix And Suffix is Table 075 on the Table Management System menu. This table contains the official position title prefix or suffix codes and their abbreviations.

**NOTE:** Agencies can query Table 075 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 075

The Table 075 update screen (**Figure 5:29**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM075U0	TABLE MANAGEMENT UPDATE TABLE 075 OFFICIAL TITLE PREFIX AND SUFFIX	xx/xx/xx PAGE: 000001
*ACTION:	(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID: DATE-CHANGED:
*TITLE-PREFIX-SUFFIX-CODE:	*TITLE-PREFIX-SUFFIX-IND:	
BEG-EFF-DATE: MM DD YY	LAST-EFF-DATE: MM DD YY	
TITLE-PREFIX-SUFFIX-ABBR:		
ENTER DATA AND PRESS ENTER TO PROCESS		
CLEAR=EXIT	PF1=MAIN	PF2=075 DOCM
F5=HELP	PF6=REFRESH	PF3=075 RPTS
		PF4=075 INQ
		ENTER=PROCESS

**Figure 5:29. Table 075, Official Title Prefix And Suffix update screen**

Agencies requiring an update to Table 075 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 075 update screen (**Figure 5:29**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Title-Prefix-Suffix-Code</b>	<i>Required, alpha, 1 position</i> Type the code that indicates the prefix or suffix for the official position title.
<b>Title-Prefix-Suffix-Ind</b>	<i>Required, alpha, 1 position</i> Type <b>P</b> (prefix) or <b>S</b> (suffix) to indicate the applicable code for the official position title.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>
<b>Title-Prefix-Suffix-Abbr</b>	<i>Required, alpha, 6 positions max.</i> Type the prefix or suffix abbreviation for the official position title.

---

## Requesting A Report For Table 075

The Table 075 reports screen (**Figure 5:30**) allows users to generate ad hoc reports.

```
TM075R0                TABLE MANAGEMENT REPORTS TABLE 075                xx/xx/xx
                        OFFICIAL TITLE PREFIX AND SUFFIX

ENTER DATA FOR REPORT REQUESTED:

FROM  *TITLE-PREFIX-SUFFIX-CODE:      *TITLE-PREFIX-SUFFIX-IND:
TO    *TITLE-PREFIX-SUFFIX-CODE:      *TITLE-PREFIX-SUFFIX-IND:

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT          PF1=MAIN          PF2=075 DOCM          PF4=075 INQY          PF6=REFRESH
                        ENTER=PROCESS
```

**Figure 5:30. Table 075, Official Title Prefix And Suffix reports screen**

At the Table 075 reports screen (**Figure 5:30**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>Title-Prefix-Suffix-Code</b>	<i>Required, alpha, 1 position</i> Type the code that indicates the prefix or suffix for the official position title.
<b>Title-Prefix-Suffix-Ind</b>	<i>Required, alpha, 1 position</i> Type <b>P</b> (prefix) or <b>S</b> (suffix) to indicate the applicable code for the official position title.
Complete the remaining fields as follows:	
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.  <b>Print Active</b> Used to retrieve only active records within a table. <b>Print History</b> Used to retrieve only history records within a table. <b>Print All</b> Used to retrieve all active, deleted, and history records within a table.
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.
<b>Routing Information: Name</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).
<b>Remote ID</b>	<i>Required, alphanumeric, 16 positions max.</i> Type the number of the printer designated to print the table.

---

---

---

## Table 076, Working Position Title

Working Position Title is Table 076 on the Table Management System menu. This table contains the working position title codes and their descriptions.

**NOTE:** Agencies can query Table 076 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 076

The Table 076 update screen (**Figure 5:31**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM076U0                TABLE MANAGEMENT UPDATE TABLE 076                xx/xx/xx
                        WORKING POSITION TITLE                                PAGE: 000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE        USER-ID:
*WORKING-TITLE-CODE:                                     DATE-CHANGED:

BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY
      POSITION-WORKING-TITLE:

ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT   PF1=MAIN   PF2=076 DOCM   PF3=076 RPTS   PF4=076 INQ
F5=HELP      PF6=REFRESH
```

**Figure 5:31. Table 076, Working Position Title update screen**

Agencies requiring an update to Table 076 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 076 update screen (**Figure 5:31**), complete the fields as follows:

---

<b>Key Fields</b>	▽
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Working-Title-Code</b>	<i>Required, numeric, 4 positions</i> Type the code that defines the administrative or organizational title of the position.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Position-Working-Title</b>	<i>Required, alphanumeric, 38 positions max.</i> Type the name for the working title code.

---

## Requesting A Report For Table 076

The Table 076 reports screen (**Figure 5:32**) allows users to generate ad hoc reports.

```
TM076R0                TABLE MANAGEMENT REPORTS TABLE 076                xx/xx/xx
                        WORKING POSITION TITLE

ENTER DATA FOR REPORT REQUESTED:
FROM   *WORKING-TITLE-CODE:
TO     *WORKING-TITLE-CODE:

SELECT TYPE OF REPORT:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT           PF1=MAIN           PF2=076 DOCM           PF4=076 INQY           PF6=REFRESH
                        ENTER=PROCESS
```

**Figure 5:32. Table 076, Working Position Title reports screen**



At the Table 076 reports screen (**Figure 5:32**), complete the From and To fields as follows:

---

**From/To**                    ▾

**Working-Title-Code**                    *Required, numeric, 4 positions*  
Type the code that defines the administrative or organizational title of the position.

Complete the remaining fields as follows:

**Select Type of Report**                    *Required, alphanumeric, 1 position*  
Type **X** next to the applicable option as described below.

**Print Active**                    Used to retrieve only active records within a table.  
**Print History**                    Used to retrieve only history records within a table.  
**Print All**                    Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**                    *Optional default, alpha, 1 position*  
*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**                    *Required, alphanumeric, 20 positions max.*  
Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**                    *Required, alphanumeric, 16 positions max.*  
Type the number of the printer designated to print the table.

---

---

---

## Table 077, Other Pay

Other Pay is Table 077 on the Table Management System menu. This table contains pay rates applicable to employees who are exposed to hazardous working conditions or physical hardships (i.e., tank cleaning, scuba diving, penalty, etc.), which were not taken into consideration in the job-grading process. The rates are used to process time and attendance reports (T&A's).

**NOTE:** Agencies can query Table 077 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 077

The Table 077 update screen (**Figure 5:33**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM077U0                TABLE MANAGEMENT UPDATE TABLE 077                xx/xx/xx
                        OTHER PAY                                           PAGE:000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
*PAY-TRANSACTION-SUFFIX:          *AREA-CD:            DATE-CHANGED:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE:  MM DD YY

                TYPE-OF-PAY:
                PAY-FACTOR:          (9.99)
                PENALTY-CLASS:
                OTHER-PAY-RATE:      (99.99)
                PENALTY-CLASS-B:
                OTHER-PAY-RATE-B:    (99.99)
                PENALTY-CLASS-C:
                OTHER-PAY-RATE-C:    (99.99)

                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT   PF1=MAIN   PF2=077 DOCM   PF3=077 RPTS   PF4=077 INQY
PF5=HELP     PF6=REFRESH                ENTER=PROCESS
```

**Figure 5:33. Table 077, Other Pay update screen**

Agencies requiring an update to Table 077 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Other Pay update screen (**Figure 5:33**), complete the fields as follows:

<b>Key Fields</b>	∇								
<b>Action</b>	<p><i>Required, alpha, 1 position</i>            Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>								
<b>Pay-Transaction-Suffix</b>	<p><i>Required, numeric, 1 position</i>            Type the code used with the pay transaction code used on T&amp;A's and for printing earning statement descriptions.</p>								
<b>Area Code</b>	<p><i>Optional, alphanumeric, 2 position</i>            Type the two position area code.</p> <table border="0" style="margin-left: 20px;"> <tr> <td><b>99</b></td> <td>RUS</td> </tr> <tr> <td><b>SD</b></td> <td>San Diego</td> </tr> <tr> <td><b>SE</b></td> <td>Seattle</td> </tr> <tr> <td><b>WH</b></td> <td>Boston</td> </tr> </table>	<b>99</b>	RUS	<b>SD</b>	San Diego	<b>SE</b>	Seattle	<b>WH</b>	Boston
<b>99</b>	RUS								
<b>SD</b>	San Diego								
<b>SE</b>	Seattle								
<b>WH</b>	Boston								
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the effective date for the record in MM DD YY order.</p>								
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>								
<b>Type-Of-Pay</b>	<p><i>Required, numeric, 1 position</i>            Type <b>0</b> (fixed) or <b>1</b> (penalty) to indicate the type of rate used with the specific pay transaction for processing the employee's pay.</p> <p><b>NOTE:</b> Classes of positions are determined by the penalty rate stated in the wage marine salary table. Any wage marine whose penalty rate is not equal to the rates in the table is eligible for this type of other pay.</p> <p>Valid values are:</p> <table border="0" style="margin-left: 20px;"> <tr> <td><b>A</b></td> <td>4.16</td> </tr> <tr> <td><b>B</b></td> <td>5.36</td> </tr> <tr> <td><b>C</b></td> <td>5.49</td> </tr> </table>	<b>A</b>	4.16	<b>B</b>	5.36	<b>C</b>	5.49		
<b>A</b>	4.16								
<b>B</b>	5.36								
<b>C</b>	5.49								
<b>Pay-Factor</b>	<p><i>Optional, numeric, 3 positions</i>            Type <b>100</b> (fixed rate or penalty rate) or <b>150</b> (1 1/2 penalty rate) to indicate the pay factor used with the specific pay transaction for processing the employee's pay.</p>								
<b>Penalty-Class</b>	<p><i>Optional, alpha, 1 position</i>            Type the code that indicates the type of penalty rate used for processing the employee's pay. Valid values are:</p>								

**space** not applicable  
**A** differentiates between classes of positions

**Other-Pay-Rate**

*Optional, numeric, 4 positions*

Type the amount in dollars and cents applicable to the transaction suffix where a fixed rate is in effect, or the specified rate for a class position equals A.

- If the penalty rate is applicable, type zeros.
- If the pay transaction suffix equals 0, type the penalty rate applicable to Class Position A (**\$4 . 16**).

**Penalty-Class-B**

*Optional, numeric, 1 position*

Type the code that indicates the type of penalty rate used for processing employee's pay. Valid values are:

**space** not applicable  
**B** differentiates between classes of positions

**Other-Pay-Rate-B**

*Optional, numeric, 4 positions*

Type the amount applicable to the transaction suffix where a fixed rate is in effect, or a specified rate for class position equals B.

- If the penalty rate is applicable, type zeros.
- If the pay transaction suffix equals 0, type the penalty rate applicable to Class Position B (**\$5 . 36**).

**Penalty-Class-C**

*Optional, numeric, 1 position*

Type the code that indicates the type of penalty rate used for processing pay for a wage marine. Valid values are:

**space** not applicable  
**C** differentiates between classes of positions

**Other-Pay-Rate-C**

*Optional, numeric, 4 positions*

Type the amount in dollars and cents applicable to the pay transaction suffix where a fixed rate is in effect, or a specified rate for class position equals C.

- If the penalty rate is applicable, type zeros.
- If the pay transaction suffix equals 0, type the penalty rate applicable to Class Position C (**\$5 . 49**).

## Requesting A Report For Table 077

The Table 077 reports screen (**Figure 5:34**) allows users to generate ad hoc reports.

```

TM077R0                TABLE MANAGEMENT REPORTS TABLE 077                xx/xx/xx
                        OTHER PAY

ENTER DATA FOR REPORT REQUESTED:

FROM   *PAY-TRANSACTION-SUFFIX:   *AREA-CD:
TO     *PAY-TRANSACTION-SUFFIX:   *AREA-CD:

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

CLEAR=EXIT                ENTER DATA AND PRESS "ENTER" TO PROCESS
PF1=MAIN                  PF2=077 DOCM                      PF4=077 INQY          PF6=REFRESH
ENTER=PROCESS
  
```

**Figure 5:34. Table 077, Other Pay reports screen**

At the Table 077 reports screen (**Figure 5:34**), complete the From and To fields as follows:

---

<b>From/To</b>	▽								
<b>Pay-Transaction-Suffix</b>	<p><i>Required, numeric, 1 position</i>            Type the code used with the pay transaction code used on T&amp;A's and for printing earning statement descriptions.</p>								
<b>Area Code</b>	<p><i>Optional, alphanumeric, 2 position</i>            Type the area code.</p> <table border="0"> <tr> <td><b>99</b></td> <td>RUS</td> </tr> <tr> <td><b>SD</b></td> <td>San Diego</td> </tr> <tr> <td><b>SE</b></td> <td>Seattle</td> </tr> <tr> <td><b>WH</b></td> <td>Boston</td> </tr> </table>	<b>99</b>	RUS	<b>SD</b>	San Diego	<b>SE</b>	Seattle	<b>WH</b>	Boston
<b>99</b>	RUS								
<b>SD</b>	San Diego								
<b>SE</b>	Seattle								
<b>WH</b>	Boston								

Complete the remaining fields as follows:

<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i>            Type <b>X</b> next to the applicable option as described below.</p> <table border="0"> <tr> <td><b>Print Active</b></td> <td>Used to retrieve only active records within a table.</td> </tr> <tr> <td><b>Print History</b></td> <td>Used to retrieve only history records within a table.</td> </tr> <tr> <td><b>Print All</b></td> <td>Used to retrieve all active, deleted, and history records within a table.</td> </tr> </table>	<b>Print Active</b>	Used to retrieve only active records within a table.	<b>Print History</b>	Used to retrieve only history records within a table.	<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Active</b>	Used to retrieve only active records within a table.						
<b>Print History</b>	Used to retrieve only history records within a table.						
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.						

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## Table 078, PACS Processing Control

PACS Processing Control is Table 078 on the Table Management System menu. This Table contains payroll processing controls by schedule numbers and parm and paid schedule dates used for liability and liquidation of disbursing data, SF-2812, 501 deposits, foreign service, payroll estimates, leave liability and forced released accounting.

**NOTE: (1)** Agencies can query Table 078 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only. **(2)** No key data is required to access Table 078 data. To display the record, at the Table 078 inquiry screen, press **[Enter]**. The record is displayed with the message *Successful Inquiry*.

### Updating Table 078

The Table 078 update screen (**Figure 5:35**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM078U0                TABLE MANAGEMENT UPDATE TABLE 078                xx/xx/xx
                        PACS PROCESSING CONTROL                            PAGE: 00001

ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:
BEG-EFF-DATE: MM DD YY      LAST-EFF-DATE: MM DD YY

SCHEDULE-NUMBER-LAST-PD:      PAYROLL-EST-PARM-DATE (NFCP4491):
PACS0000-CUTOFF-SCHEDULE:      PAYROLL-EST-PP-1:
PACS0000-PARM-DATE (NFCP4400):  PAYROLL-EST-PP-2:
PACS0000-PAID-DATE (NFCP4400):  PAYROLL-EST-WCF-PERCENT:
PACSDISB-PARM-DATE (NFCP4405):  PAYROLL-EST-APP-FUND-PER:
PACSDISB-PAID-DATE (NFCP4405):  PAYROLL-EST-SCS-PERCENT:
PACS2812-PARM-DATE (NFCP4410):  PAYROLL-EST-SCS-FLAG:
PACS2812-PAID-DATE (NFCP4410):  PAYROLL-EST-PP1-FR-SCH-NO:
LV-LIABILITY-PARM-DATE:        PAYROLL-EST-PP1-TO-SCH-NO:
PACS-FORCE-REL-PARM-DATE (NFCP4435):  PAYROLL-EST-PP2-FR-SCH-NO:
PACS-FORCE-REL-PAY-PERIOD:      PAYROLL-EST-PP2-TO-SCH-NO:
SCHEDULE-NO-06:                PAYROLL-EST-AG-SEL:
SCHEDULE-NO-07:                PAYROLL-EST-DR-CR-CODE:      PAYROLL-EST-FISCAL-YEAR:

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=078 DOCM      PF3=078 RPTS      PF4=078 INQ
PF5=HELP        PF6=REFRESH
    
```

**Figure 5:35. Table 078, PACS Processing Control update screen**

At the Table 078 update screen (**Figure 5:35**), complete the fields as follows:

Key Fields	∇
<b>Action</b>	Required, alpha, 1 position Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Beg-Eff-Date</b>	Required, numeric, 6 positions Type the effective date for the record in MM DD YY order.

<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i></p> <p>Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>
<b>Schedule-Number-Last- PD</b>	<p><i>Required, alphanumeric, 6 positions</i></p> <p>Type the schedule number for the pay period that is currently being processed. Position 1 equals the fiscal year; positions 2 and 3 equal the computer payroll number; positions 4 and 5 equal the pay period number; and position 6 equals the schedule number.</p>
<b>Payroll-Est-Parm-Date (NFPC4491)</b>	<p><i>Required, numeric, 5 positions</i></p> <p>Type the date used by the NFPC4491 Payroll Estimate Module in the Financial Foundation Information System (FFIS) in YYDDD order.</p>
<b>PACS0000-Cutoff-Schedule</b>	<p><i>Required, alpha, 1 position</i></p> <p>Type the code that indicates if an obligation, accrual, and disbursement fall within the same month. Valid values are:</p> <p><b>Space</b>      not applicable</p> <p><b>M</b>            obligation, accrual and disbursement in the same month</p> <p><b>P</b>            obligation and accrual in one month and disbursement in the next</p>
<b>Payroll-Est-PP-1</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the prior pay period number from which data will be selected for the pay period to be estimated. Valid values are 01-27.</p>
<b>PACS0000-Parm-Date (NFPC4400)</b>	<p><i>Required, numeric, 5 positions</i></p> <p>Type the date used by the NFPC4400 Payroll Module in the FFIS in YYDDD order.</p>
<b>Payroll-Est-PP-2</b>	<p><i>Optional, numeric, 2 positions</i></p> <p>Type the pay period number for which the estimate is being made. Valid values are 01-27.</p>
<b>PACS0000-Paid-Date (NFPC4400)</b>	<p><i>Required, numeric, 5 positions</i></p> <p>Type the date used by the NFPC4400 Payroll Module in the FFIS in YYDDD order.</p>
<b>Payroll-Est-WCF-Percent</b>	<p><i>Required, numeric, 3 positions</i></p> <p>Type the percentage of actual working days to be estimated through the remainder of the month. Valid values are <b>010</b> through <b>300</b>.</p>
<b>PACSDISB-Parm-Date (NFPC4405)</b>	<p><i>Required, numeric, 5 positions</i></p> <p>Type the date used by the NFPC4405 Payroll Module in the FFIS in YYDDD order.</p>



<b>Payroll-Est-App-Fund-Per</b>	<i>Required, numeric, 3 positions</i> Type the percentage of week days to be estimated through the remainder of the month. Valid values are <b>000</b> through <b>300</b> .
<b>PACSDISB-Paid-Date (NFCP4405)</b>	<i>Required, numeric, 6 positions</i> Type the date used by the NFCP4405 PACS Disbursing Module in the FFIS in MMDDYY order.
<b>Payroll-Est-SCS-Percent</b>	<i>Required, numeric, 3 positions</i> Type the percentage of week days to be estimated through the month for Natural Resources Conservation Service (NRCS). Valid values are <b>000</b> through <b>300</b> .
<b>PACS2812-Parm-Date (NFCP44100)</b>	<i>Required, numeric, 5 positions</i> Type the date used by the PACS SF2812 Payroll Module in the FFIS in YYDDD order.
<b>Payroll-Est-SCS-Flag</b>	<i>Required, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not payroll estimates are needed for the NRCS.
<b>PACS2812-Paid-Date (NFCP4410)</b>	<i>Required, numeric, 5 positions</i> Type the date used by the PACS SF2812 Payroll Module in the FFIS in YYDDD order.
<b>Payroll-Est-PP1-Fr-Sch-No</b>	<i>Required, numeric, 2 positions</i> Type the selecting pay period from the schedule number for the first pay period selected for payroll estimate 01 through 10.
<b>Lv-Liability-Parm-Date</b>	<i>Required, numeric, 5 positions</i> Type the date used by the leave liability module in the FFIS in YYDDD order.
<b>Payroll-Est-PP1-To-Sch-No</b>	<i>Required, numeric, 2 positions</i> Type the selecting pay period to the schedule number for the first pay period selected for payroll estimate 01 through 10.
<b>PACS-Force-Rel-Parm-Date (NFCP4435)</b>	<i>Required, numeric, 5 positions</i> Type the date used by the NFCP4435 Forced Release Accounting Module in the FFIS in YYDDD order.
<b>Payroll-Est-PP2-Fr-Sch-No</b>	<i>Optional, numeric, 2 positions</i> Type the selecting pay period from the schedule number for the second pay period selected for payroll estimate 01 through 10.

**PACS-Force-Rel-Pay-Period**

*Required, numeric, 2 positions*

Type the number of the pay period that is currently being processed. Valid values are **01** through **27**.

**Payroll-Est-PP2-To-Sch-No**

*Optional, numeric, 2 positions*

Type the selecting pay period to the schedule number for the second pay period selected for payroll estimate 01 through 10.

**Schedule-No-06**

*Required, alphanumeric, 6 positions*

Type the sixth schedule number.

**Payroll-Est-Ag-Sel**

*Optional, numeric, 1 position*

Type the code that indicates the agency to be selected for the payroll estimate. Valid values are:

- |          |                             |
|----------|-----------------------------|
| <b>1</b> | Agency 11                   |
| <b>2</b> | Agency 07                   |
| <b>3</b> | Agency 36                   |
| <b>4</b> | Agency 37                   |
| <b>5</b> | all                         |
| <b>6</b> | Agencies 02, 07, 36, and 37 |
| <b>7</b> | Agency 02                   |

**NOTE:** If Code 1 is entered, the Payroll-Est-Dr-Cr-Code field must equal **CR**.

**Schedule-No-07**

*Required, alphanumeric, 6 positions*

Type the seventh schedule number.

**Payroll-Est-Dr-Cr-Code**

*Required, alpha, 2 positions*

Type **CR** (for Forest Service only) or **DR** (for all other agencies) to indicate the selection criteria.

**NOTE:** If **CR** is entered, the Payroll-Est-Ag-Sel field must equal **1**.

**Payroll-Est-Fiscal-Year**

*Required, numeric, 1 position*

Type the last digit of the appropriate fiscal year. Valid values are **0** through **9**.

## Requesting A Report For Table 078

The Table 078 reports screen (**Figure 5:36**) allows users to retrieve payroll/personnel data elements for processing personnel actions and to request ad hoc reports.

```
TM078R0                TABLE MANAGEMENT REPORTS TABLE 078                xx/xx/xx
                        PACS PROCESSING CONTROL

NO DATA REQUIRED TO RETRIEVE REPORT:
ENTER "X" TO SELECT TYPE OF REPORT:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT          PF1=MAIN          PF2=078 DOCM          PF4=078 INQY          PF6=REFRESH
                        ENTER=PROCESS
```

**Figure 5:36. Table 078, PACS Processing Control reports screen**

At the Table 078 reports screen (**Figure 5:36**), complete the fields as follows:

---

### Select Type of Report

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

- |                      |   |
|----------------------|---|
| <b>Print Active</b>  | Used to retrieve only active records within a table.                      |
| <b>Print History</b> | Used to retrieve only history records within a table.                     |
| <b>Print All</b>     | Used to retrieve all active, deleted, and history records within a table. |

### View Report Before Printing

*Optional default, alpha, 1 position*

**N** (no) is system generated. Type **Y** (yes) over **N** if you want to view the report before printing.

### Routing Information: Name

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

### Remote ID

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 079, PMRS Funding Unit Code

PMRS (Performance Meet Review System) Funding Unit Code is Table 079 on the Table Management System menu. This table contains agency codes, funding unit codes and the fiscal year from which monies are disbursed for performance awards.

**NOTE:** Agencies can query Table 079 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 079

The Table 079 update screen (**Figure 5:37**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM079U0                TABLE MANAGEMENT UPDATE TABLE 079                xx/xx/xx
                        PMRS FUNDING UNIT CODE                            PAGE:000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*AGENCY/BUREAU:                *FUNDING-UNIT-NUMBER:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

FUNDING-FISCAL-YEAR:

DEPT-CODE:                DEPARTMENT:

                                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=079 DOCM  PF3=079 RPTS  PF4=079 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
```

**Figure 5:37. Table 079, PMRS Funding Unit Code update screen**

Agencies requiring an update to Table 079 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 079 update screen (**Figure 5:37**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Funding-Unit-Number</b>	<i>Required, alphanumeric, 4 positions</i> Type the funding unit number. Positions 1 and 2 equal the agency or bureau code. Positions 3 and 4 must not equal zeros.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Funding-Fiscal-Year</b>	<i>Required, numeric, 1 position</i> Type the last digit of the fiscal year in which merit pay will be funded. Valid values are <b>0</b> through <b>9</b> .
<b>Dept-Code</b>	<i>No entry</i> This field is system generated based on the entry in the Agency/Bureau field.
<b>Department</b>	<i>No entry</i> This field is system generated based on the entry in the Dept-Code field.

---

## Requesting A Report For Table 079

The Table 079 reports screen (**Figure 5:38**) allows users to generate ad hoc reports.

```

TM079R0                TABLE MANAGEMENT REPORTS TABLE 079                xx/xx/xx
                        PMRS FUNDING UNIT CODE

ENTER DATA FOR REPORT REQUESTED:

FROM          *AGENCY/BUREAU:          *FUNDING-UNIT-NUMBER:
TO            *AGENCY/BUREAU:          *FUNDING-UNIT-NUMBER:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

CLEAR=EXIT          ENTER DATA AND PRESS "ENTER" TO PROCESS
PF1=MAIN            PF2=079 DOCM          PF4=079 INQY          PF6=REFRESH
ENTER=PROCESS
    
```

**Figure 5:38. Table 079, PMRS Funding Unit Code reports screen**

At the Table 079 reports screen (**Figure 5:38**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Funding-Unit-Number</b>	<i>Required, alphanumeric, 4 positions</i> Type the funding unit number. Positions 1 and 2 equal the agency or bureau code. Positions 3 and 4 must not equal zeros.

Complete the remaining fields as follows:

<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 080, PACS Payee Address

PACS (Payroll Accounting Control System) Payee Address is Table 080 on the Table Management System menu. This table contains the names and addresses of payees for disbursement of monies for non-Federal retirement, health benefits, life insurance, and thrift saving accounts.

**NOTE:** Agencies can query Table 080 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 080

The Table 080 update screen (**Figure 5:39**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM080U0                TABLE MANAGEMENT UPDATE TABLE 080                10/18/99
                        PACS PAYEE ADDRESS                                PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
* PLAN-CODE:          * BENEFIT-TYPE: 2                    DATE-CHANGED:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

PAYEE-NAME-NON-FED:
NAME-ADDRESS 1:
NAME-ADDRESS 2:
NAME-ADDRESS 3:
CITY:
STATE:          ZIP-CODE:
AGENCY/BUREAU:
REASON:
EFT-INDICATOR:          TYPE-ACCOUNT:
ACCOUNT-NO:            ROUTING-NUMBER:
TAXPAYER-ID-NO:

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=080 DOCM  PF3=080 RPTS  PF4=080 INQY
PF5=HELP    PF6=REFRESH  ENTER=PROCESS
```

**Figure 5:39. Table 080, PACS Payee Address update screen**

Agencies requiring an update to Table 080 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.



At the Table 080 update screen (**Figure 5:39**), complete the fields as follows:

---

<b>Key Field</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Plan-Code</b>	<i>Required, alphanumeric, 2 positions</i> Type the code that identifies the carrier of the applicable benefit.
<b>Benefit-Type</b>	<i>No entry</i> This field is system generated. This code identifies the benefit type for non-Government-wide employees.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Payee-Name-Non-Fed</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the payee's name.
<b>Name-Address 1</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the first line of the mailing address for the payee.
<b>Name-Address 2</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the second line of the mailing address for the payee.
<b>Name-Address 3</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the third line of the mailing address for the payee.
<b>City</b>	<i>Required, alphanumeric, 21 positions max.</i> Type the city name.
<b>State</b>	<i>Required, alpha, 2 positions</i> Type the state abbreviation.
<b>ZIP Code</b>	<i>Required, numeric, 9 positions max.</i> Type the 5-digit ZIP Code and the optional ZIP+4 Code.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Reason</b>	<i>Required, alphanumeric, 42 positions max.</i> Type the reason for processing the check.
<b>EFT-Indicator</b>	<i>Conditional, alphanumeric, 1 position</i> If the monies are to be submitted electronically to a financial institution, type <b>1</b> . Otherwise, leave blank. If <b>1</b> is entered, you must complete the Type-Account, Account-No, and Routing-Number fields.

<b>Type-Account</b>	Conditional, alphanumeric, 1 position If <b>1</b> was entered in the EFT-Indicator field, type in <b>C</b> (checking) or <b>S</b> (savings) to indicate the type of account.
<b>Account-No.</b>	Conditional, alphanumeric, 17 positions max. If <b>1</b> was entered in the EFT-Indicator field, type the account number the monies are to be deposited into exactly as shown. Include all spaces and dashes.
<b>Routing-Number</b>	Conditional, alphanumeric, 9 positions max. If <b>1</b> was entered in the EFT-Indicator field, type the routing number of the financial institution to which funds are electronically transferred.
<b>Taxpayer-ID-No</b>	Optional, alphanumeric, 11 positions max. Type the applicable TIN.  <b>NOTE:</b> This is the EIN assigned to a business by the Internal Revenue Service (IRS).

## Requesting A Report For Table 080

The Table 080 reports screen (**Figure 5:40**) allows users to generate ad hoc reports.

```

TM080R0                TABLE MANAGEMENT REPORTS TABLE 080                xx/xx/xx
                        PACS PAYEE ADDRESS

ENTER DATA FOR REPORT REQUESTED:

FROM      * PLAN-CODE:      * BENEFIT-TYPE: 2
TO        * PLAN-CODE:      * BENEFIT-TYPE: 2

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=080 DOCM      PF4=080 INQY      PF6=REFRESH
                        ENTER=PROCESS

```

**Figure 5:40. Table 080, PACS Payee Address reports screen**

At the Table 080 reports screen (**Figure 5:40**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>Plan-Code</b>	Required, alphanumeric, 2 positions Type the code that identifies the carrier of the applicable benefit.
<b>Benefit-Type</b>	No entry This field is system generated. This code identifies the benefit type for non-Government-wide employees.

Complete the remaining fields as follows:

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

- Print Active**      Used to retrieve only active records within a table.
- Print History**    Used to retrieve only history records within a table.
- Print All**         Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## PART 6.

---

# TABLES 081–100 FIELD INSTRUCTIONS

This part is divided into the following sections:

[Table 081, Life Insurance Description](#)

[Table 082, Life Insurance Rates](#)

[Table 083, Retirement Description](#)

[Table 084, Salary Differential](#)

[Table 085, Non-Federal Health Benefit Rates](#)

[Table 086, Payroll/Personnel Document Report \(For NFC Use Only\)](#)

[Table 087, Travel Per Diem Rates](#)

[Table 088, Travel Commuted Rates](#)

[Table 089, Originating Office](#)

[Table 090, Agency/Bureau Bargain Unit](#)

[Table 091, OPM NOA Legal Authorities](#)

**Table 092, (Reserved)**

[Table 093, Foreign Travel Per Diem Rates](#)

[Table 094, Interest Rates And Effective Pay Periods](#)

[Table 095, Foreign Country Sort Code And Currency](#)

[Table 096, Department Building Codes](#)

[Table 097, Travel System Regions](#)

[Table 098, Salary Ranges](#)

[Table 099, BEP Acting Pay](#)

[Table 100, PACT Data Element Description](#)

## Table 081, Life Insurance Description

Life Insurance Description is Table 081 on the Table Management System menu. This table contains the descriptions and specifics for each type of life insurance coverage.

**NOTE:** Agencies can query Table 081 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 081

The Table 081 update screen (**Figure 6:1**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM081U0	TABLE MANAGEMENT UPDATE TABLE 081			xx/xx/xx	
	LIFE INSURANCE DESCRIPTION			PAGE: 000001	
*ACTION:	(A)DD	(M)ODIFY	(D)ELETE	(R)EACTIVATE	USER-ID:
* LI-PLAN-CODE:		* LI-COVERAGE-CODE:			DATE-CHANGED:
BEG-EFF-DATE:	MM DD YY	LAST-EFF-DATE:	MM DD YY		
LI-BASIC-RATE-DETERMINANT:		LI-BENEFIT-TYPE:		BASIC-COVERAGE:	
BASIC-COST-OPTION:					
		(1)	(2)	(3)	
BASIC-LIMIT-TYPE:				N/A	
BASIC-LIMIT:				N/A	
BASIC-COMPUTATION (9.999):	0000		0000	0000	
BASIC-INCREMENT:					
BASIC-ROUND:					
BASIC-MIN-COVERAGE:					
BASIC-MAX-COVERAGE:					
OPTION-1:	AGE:	TYPE:	FACTOR:		
OPTION-2:	AGE:	TYPE:	FACTOR:		
OPTION-3:	AGE:	TYPE:	FACTOR:		
ENTER DATA AND PRESS ENTER TO PROCESS					
CLEAR=EXIT	PF1=MAIN	PF2=081 DOCM	PF3=081 RPTS	PF4=081 INQY	ENTER=PROCESS
PF5=HELP		PF6=REFRESH			

**Figure 6:1. Table 081, Life Insurance Description update screen**

**NOTE:** Changes made to Table 081 should also be made to Table 082 and Table 30.

Agencies requiring an update to Table 081 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 081 update screen (**Figure 6:1**), complete the fields as follows:

<b>Key Fields</b>	∇								
<b>Action</b>	<p><i>Required, alpha, 1 position</i>            Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>								
<b>Action</b>	<p><i>Required, alpha, 1 position</i>            Type <b>A</b>.</p>								
<b>LI-Plan-Code</b>	<p><i>Required, alphanumeric, 2 positions</i>            Type the code that identifies the life insurance carrier.</p>								
<b>LI-Coverage-Code</b>	<p><i>Optional, alphanumeric, 2 positions</i>            Type the code that indicates the employee's coverage, including any combination of options selected.</p>								
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the effective date for the record in MM DD YY order.</p>								
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>								
<b>LI-Basic-Rate-Determinant</b>	<p><i>Required, numeric, 1 position</i>            Type the code that indicates whether the basic life insurance coverage rate depends on the employee's age and/or coverage code. Valid values are:</p> <table border="0"> <tr> <td><b>0</b></td> <td>not applicable</td> </tr> <tr> <td><b>1</b></td> <td>age bracket</td> </tr> <tr> <td><b>2</b></td> <td>coverage code</td> </tr> <tr> <td><b>3</b></td> <td>age bracket and coverage code</td> </tr> </table>	<b>0</b>	not applicable	<b>1</b>	age bracket	<b>2</b>	coverage code	<b>3</b>	age bracket and coverage code
<b>0</b>	not applicable								
<b>1</b>	age bracket								
<b>2</b>	coverage code								
<b>3</b>	age bracket and coverage code								
<b>LI-Benefit-Type</b>	<p><i>Required, numeric, 1 position</i>            Type code that identifies the life insurance benefit type as Government-wide or non-Government-wide. Valid values are:</p> <table border="0"> <tr> <td><b>1</b></td> <td>Government-wide</td> </tr> <tr> <td><b>2</b></td> <td>non-Government-wide</td> </tr> </table>	<b>1</b>	Government-wide	<b>2</b>	non-Government-wide				
<b>1</b>	Government-wide								
<b>2</b>	non-Government-wide								
<b>Basic-Coverage</b>	<p><i>Required, numeric, 1 position</i>            Type the code that indicates whether the coverage cost for the life insurance program can be computed or must be entered. Valid values are:</p> <table border="0"> <tr> <td><b>0</b></td> <td>not applicable</td> </tr> <tr> <td><b>1</b></td> <td>compute</td> </tr> <tr> <td><b>2</b></td> <td>must be entered</td> </tr> </table>	<b>0</b>	not applicable	<b>1</b>	compute	<b>2</b>	must be entered		
<b>0</b>	not applicable								
<b>1</b>	compute								
<b>2</b>	must be entered								
<b>Basic-Cost-Option</b>	<p><i>Required, numeric, 1 position</i>            Type the code that indicates whether the basic unit cost for the life insurance depends on an alternative. Valid values are:</p>								

<b>0</b>	not applicable
<b>1</b>	cost based on FEGLI enrollment
<b>2</b>	cost based on other consideration

**Basic-Limit-Type-1/through-3**

*Required, numeric, 1 position*

Type the code that indicates whether the basic life insurance limitations are based on the employee's age or pay plan. Valid values are:

<b>0</b>	not applicable
<b>1</b>	age
<b>2</b>	pay plan

**NOTE:** Option 3 is not applicable for this field.

**Basic-Limit1/through-3**

*Conditional, alphanumeric, 2 positions*

If the Basic-Limit-Type equals 0, leave this field blank.

If the Basic-Limit-Type equals 1 or 2, type the age or pay plan as appropriate.

**NOTE:** Option 3 is not applicable for this field.

**Basic-Computation1/through-3**

*Required, numeric, 4 positions*

0000 is system generated. Type the applicable code over 0000 to identify the factor to be used in computing the basic life insurance amount. Valid values are:

<b>1000</b>	same as annual salary
<b>1500</b>	1 1/2 times annual salary
<b>2000</b>	2 times annual salary

**Basic-Increment1/through-3**

*Optional, numeric, 2 positions*

Type the amount of basic life insurance coverage to be increased in thousands of dollars (e.g., for \$10,000, type **10**).

**Basic-Round1/through-3**

*Required, alpha, 1 position*

Type **Y** (yes) or **N** (no) to indicate whether or not the amount of basic life insurance coverage should be increased to the next \$1,000 of coverage.

**Basic-Min-Coverage1/through-3**

*Optional, numeric, 2 positions*

Type the minimum amount of coverage in thousands of dollars (e.g., for \$10,000, type **10**).

**Basic-Max-Coverage1/through-3**

*Optional, numeric, 4 positions*

Type the maximum amount of coverage in thousands of dollars (e.g., for \$132,000, type **132**).

**Option-1/  
through-3**

*Required, alpha, 1 position*

Type **Y** (yes) or **N** (no) to indicate whether or not an option is available for a particular plan.

**Option-1/  
through-3/Age**

*Required, alpha, 1 position*

Type **Y** (yes) or **N** (no) to indicate whether or not the cost of the option is based on the employee's age.

**NOTE:** If Option-1-3 equals **N** (no), this field must equal **N** (no).

**Option-1/  
through-3/Type**

*Conditional, numeric, 1 position*

If Option-1-3 equals **N** (no), this field must be blank. Otherwise, type the code that indicates how the amount of life insurance coverage is to be computed for the options available. Valid values are:

- |          |                                 |
|----------|---------------------------------|
| <b>1</b> | coverage amount                 |
| <b>2</b> | percent of basic life insurance |
| <b>3</b> | times base salary               |
| <b>4</b> | sub-option, flat-rate           |

**Option-1/  
through-3/ Factor**

*Required, numeric, 4 positions*

If Option 1-3 equals **N** (no), this field must equal **0000**. Otherwise, type the code that indicates how the amount of life insurance coverage is to be computed for the options available:

- ♦ If the coverage is stated in thousands of dollars, then the element should reflect the amount selected in thousands of dollars (e.g., **1000**).
  - ♦ If the coverage is a percent of the employee's basic coverage, then the element should reflect the percent in one whole number and three decimal places. Do not enter a decimal.
  - ♦ If the coverage is in multiples of the employee's base contract salary, then the element should reflect the number of multiples with leading zeros (e.g., 3 times base contract salary = **0003**).
  - ♦ If the coverage is a fixed amount, then the element should reflect zeros.
-



## Requesting A Report For Table 081

The Table 081 reports screen (**Figure 6:2**) allows users to generate ad hoc reports.

```

TM081R0                TABLE MANAGEMENT REPORTS TABLE 081                xx/xx/xx
                        LIFE INSURANCE DESCRIPTION

ENTER DATA FOR REPORT REQUESTED:

FROM      * LI-PLAN-CODE:      * LI-COVERAGE-CODE:
TO        * LI-PLAN-CODE:      * LI-COVERAGE-CODE:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

CLEAR=EXIT          ENTER DATA AND PRESS "ENTER" TO PROCESS
PF1=MAIN            PF2=081 DOCM          PF4=081 INQY          PF6=REFRESH
ENTER=PROCESS
    
```

**Figure 6:2. Table 081, Life Insurance Description reports screen**

At the Table 081 reports screen (**Figure 6:2**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>LI-Plan-Code</b>	<i>Required, alphanumeric, 2 positions</i> Type the code that identifies the life insurance carrier.
<b>LI-Coverage-Code</b>	<i>Optional, alphanumeric, 2 positions</i> Type the code that indicates the employee's coverage, including any combination of options selected.

Complete the remaining fields as follows:

<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## Table 082, Life Insurance Rates

Life Insurance Rates is Table 082 on the Table Management System menu. This table contains data that identifies the cost of various type of life insurance coverage.

**NOTE:** Agencies can query Table 082 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 082

The Table 082 update screen (**Figure 6:3**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM082U0                TABLE MANAGEMENT UPDATE TABLE 082                xx/xx/xx
                        LIFE INSURANCE RATES                                PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                        DATE-CHANGED:
* LI-PLAN-CODE:      * LI-AGE-BRACKET-CODE:      * LI-COVERAGE-CODE:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

      BASIC-UNIT-COST (99.9999): 000000                BASIC-COST-FACTOR:
BASIC-CONTRIBUTION (99.9999): 000000                BASIC-UNIT-COST-ALT (99.9999): 000000
BASIC-CONTRIB-ALT (99.9999): 000000                BASIC-CONTRIB-TYPE: 0
      BASIC-CONTRIB-ROUND: 0                        BASIC-AUO-ENVIRON:
      BASIC-CONTRIBUTION-FLAG:

              COST  UNIT-COST-1  UNIT-COST-2  UNIT-COST-3  UNIT-COST-4
              TYPE  FACTOR  (999.999)  (999.999)  (999.999)  (999.999)
OPTION-1:    0      00      000000      000000      000000      000000
OPTION-2:    0      00      000000      000000      000000      000000
OPTION-3:    0      00      000000      000000      000000      000000

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=082 DOCM  PF3=082 RPTS  PF4=082 INQY
PF5=HELP    PF6=REFRESH  ENTER=PROCESS
    
```

**Figure 6:3. Table 082, Life Insurance Rates update screen**

**NOTE:** Changes made to Table 082 should also be made to Table 081.

Agencies requiring an update to Table 082 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 082 update screen (**Figure 6:3**), complete the fields as follows:

<b>Key Fields</b>	∇																
<b>Action</b>	<p><i>Required, alpha, 1 position</i>            Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>																
<b>LI-Plan-Code</b>	<p><i>Required, alphanumeric, 2 positions</i>            Type the code that identifies the life insurance carrier.</p>																
<b>LI-Age-Bracket-Code</b>	<p><i>Required, numeric, 1 position</i>            Type the code that indicates the life insurance age bracket. Valid values are:</p> <table border="0"> <tr> <td><b>0</b></td> <td>not applicable</td> </tr> <tr> <td><b>1</b></td> <td>under 35</td> </tr> <tr> <td><b>2</b></td> <td>35-39</td> </tr> <tr> <td><b>3</b></td> <td>40-44</td> </tr> <tr> <td><b>4</b></td> <td>45-49</td> </tr> <tr> <td><b>5</b></td> <td>50-54</td> </tr> <tr> <td><b>6</b></td> <td>55-59</td> </tr> <tr> <td><b>7</b></td> <td>60 &amp; over</td> </tr> </table>	<b>0</b>	not applicable	<b>1</b>	under 35	<b>2</b>	35-39	<b>3</b>	40-44	<b>4</b>	45-49	<b>5</b>	50-54	<b>6</b>	55-59	<b>7</b>	60 & over
<b>0</b>	not applicable																
<b>1</b>	under 35																
<b>2</b>	35-39																
<b>3</b>	40-44																
<b>4</b>	45-49																
<b>5</b>	50-54																
<b>6</b>	55-59																
<b>7</b>	60 & over																
<b>LI-Coverage-Code</b>	<p><i>Required, alphanumeric, 2 positions</i>            Type the code that identifies the life insurance coverage, including any combination of options.</p>																
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the effective date for the record in MM DD YY order.</p>																
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>																
<b>Basic-Unit-Cost</b>	<p><i>Optional, numeric, 6 positions</i>            Type the cost per unit of basic life insurance coverage (e.g., if the cost per unit of basic life insurance coverage is \$0.155, type <b>001550</b>).</p>																
<b>Basic-Cost-Factor</b>	<p><i>Optional, numeric, 2 positions</i>            Type the number of units of life insurance coverage included in the unit cost.   <b>NOTE:</b> If the cost is a flat rate, then the element should equal zeros. Otherwise, it should equal the number of \$1,000 units of coverage included in the unit cost (e.g., \$1,000 = <b>01</b>; \$10,000 = <b>10</b>; \$25,000 = <b>25</b>).</p>																
<b>Basic-Contribution</b>	<p><i>Optional, numeric, 6 positions</i>            Depending on the Basic-Contrib-Type, type the agency's share of the cost of basic life insurance.</p> <ul style="list-style-type: none"> <li>◆ If the coverage is a percent of the employee's basic coverage, then the element should reflect the percent in one whole number and three decimal places. Do not enter a decimal.</li> </ul>																

- If the coverage is in multiples of the employee's base contract salary, then the element should reflect the number of multiples with leading zeros (e.g., 3 times base contract salary = **0003**).
- If the coverage is a fixed amount, then the element should reflect zeros.

**Basic-Unit-Cost-Alt**

*Optional, numeric, 6 positions*

Type the alternate basic unit cost for life insurance.

**Basic-Contrib-Alt**

*Optional, numeric, 6 positions*

Depending on the Basic-Contrib-Type, type the agency's share of the cost of basic life insurance.

- If the coverage is a percent of the employee's basic coverage, then the element should reflect the percent in one whole number and three decimal places. Do not enter a decimal.
- If the coverage is in multiples of the employee's base contract salary, then the element should reflect the number of multiples with leading zeros (e.g., 3 times base contract salary = **0003**).
- If the coverage is a fixed amount, then the element should reflect zeros.

**Basic-Contrib-Type**

*Required, numeric, 1 position*

Type the code that identifies the characteristics of the Basic-Contribution and Basic-Contribution-Alt fields. Valid values are:

- |          |   |
|----------|---|
| <b>0</b> | not applicable  |
| <b>1</b> | percentage of deduction                               |
| <b>2</b> | rate per unit of coverage                             |
| <b>3</b> | fixed rate  |
| <b>4</b> | percentage of basic-unit-cost plus basic-contribution |

**Basic-Contrib-Round**

*Required, numeric, 1 position*

Type the code that identifies how the agency's contribution is calculated. Valid values are:

- |          |  |
|----------|--|
| <b>1</b> | always round   |
| <b>2</b> | round based on last digit of social security number<br>(if the last digit of social security number is from 0 - 4, do not round; if the last digit of the social security number is from 5 - 9, round to nearest cent) |
| <b>3</b> | next higher cent   |
| <b>4</b> | next lower cent  |

**Basic-AUO-Environ**

*Required, alpha, 1 position*

Type the **Y** (yes) or **N** (no) to indicate whether or not the basic coverage amount includes an AUO or environmental differential amount.

**Basic-  
Contribution-  
Flag**

*Required, numeric, 1 position*

Type the code that indicates how the basic contribution amount is to be computed. Valid values are:

- 0** compute contribution only if employee is paid and has deduction
- 1** compute contribution if employee is enrolled
- 2** compute contribution if employee is paid

**Option-1/  
through-3/Type**

*Optional, numeric, 1 position*

Type the code that indicates how the amount of life insurance is computed for the specified option(s). Valid values are:

- 1** coverage amount
- 2** percent of basic life insurance
- 3** times base salary
- 4** sub-option, flat-rate

**Option-1  
through-3  
Cost-Factor**

*Optional, numeric, 2 positions*

Type the code that identifies the number of units of life insurance coverage included in the unit cost.

**NOTE:** If the cost is a flat rate, then the element should equal zeros. Otherwise, it should equal the number of \$1,000 units of coverage included in the unit cost (e.g., \$1,000 = **01**, \$10,000 = **10**; \$25,000 = **25**).

**Option-1  
through-3  
Unit-Cost-1  
through-4**

*Optional, alphanumeric, 6 positions*

Type the unit cost for the amount of life insurance covered by the applicable option in dollars and cents. Do not enter a decimal.

## Requesting A Report For Table 082

The Table 082 reports screen (**Figure 6:4**) allows users to generate ad hoc reports.

```

TM082R0                TABLE MANAGEMENT REPORTS TABLE 082                xx/xx/xx
                        LIFE INSURANCE RATES

ENTER DATA FOR REPORT REQUESTED:

FROM  * LI-PLAN-CODE:    *LI-AGE-BRACKET-CODE:    *LI-COVERAGE-CODE:
TO    * LI-PLAN-CODE:    *LI-AGE-BRACKET-CODE:    *LI-COVERAGE-CODE:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

CLEAR=EXIT          ENTER DATA AND PRESS "ENTER" TO PROCESS
                    PF1=MAIN          PF2=082 DOCM          PF4=082 INQY          PF6=REFRESH
                    ENTER=PROCESS
    
```

**Figure 6:4. Table 082, Life Insurance Rates reports screen**

At the Table 082 reports screen (**Figure 6:4**), complete the From and To fields as follows:

<b>From/To</b>	∇																
<b>LI-Plan-Code</b>	<p><i>Required, alphanumeric, 2 positions</i> Type the code that identifies the life insurance carrier.</p>																
<b>LI-Age-Bracket-Code</b>	<p><i>Required, numeric, 1 position</i> Type the code that indicates the life insurance age bracket. Valid values are:</p> <table border="0"> <tr><td><b>0</b></td><td>not applicable</td></tr> <tr><td><b>1</b></td><td>under 35</td></tr> <tr><td><b>2</b></td><td>35-39</td></tr> <tr><td><b>3</b></td><td>40-44</td></tr> <tr><td><b>4</b></td><td>45-49</td></tr> <tr><td><b>5</b></td><td>50-54</td></tr> <tr><td><b>6</b></td><td>55-59</td></tr> <tr><td><b>7</b></td><td>60 &amp; over</td></tr> </table>	<b>0</b>	not applicable	<b>1</b>	under 35	<b>2</b>	35-39	<b>3</b>	40-44	<b>4</b>	45-49	<b>5</b>	50-54	<b>6</b>	55-59	<b>7</b>	60 & over
<b>0</b>	not applicable																
<b>1</b>	under 35																
<b>2</b>	35-39																
<b>3</b>	40-44																
<b>4</b>	45-49																
<b>5</b>	50-54																
<b>6</b>	55-59																
<b>7</b>	60 & over																
<b>LI-Coverage-Code</b>	<p><i>Required, alphanumeric, 2 positions</i> Type the code that identifies the life insurance coverage, including any combination of options.</p>																

Complete the remaining fields as follows:

<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.</p>
------------------------------	--

**Print Active** Used to retrieve only active records within a table.  
**Print History** Used to retrieve only history records within a table.  
**Print All** Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---



## Table 083, Retirement Description

Retirement Description is Table 083 on the Table Management System menu. This table contains the descriptions and specifics for various types of retirement coverages.

**NOTE:** Agencies can query Table 083 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 083

The Table 083 update screen (**Figure 6:5**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM083U0                TABLE MANAGEMENT UPDATE TABLE 083                xx/xx/xx
                        RETIREMENT DESCRIPTION                            PAGE: 000001

*ACTION:   (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE        USER-ID:
                        DATE-CHANGED:

* RT-PLAN-CODE:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

      RT-BENEFIT-TYPE:                RT-DEDUCTION-OASDI-LIMIT:
      RT-DEDUCTION-TYPE:                RT-DEDUCTION-AFTER-OASDI (999.9999):
RT-DEDUCTION-RATE (.9999):                RT-DEDUCTION-TAX-DEFERRED:
      CONTRIB      CONTRIB      CONTRIB  CONTRIB  CONTRIB  CONTRIB
      RATE        TYPE        LIMIT  LIMIT-TYPE  FACTOR  SCALE  MAXIMUM
      (99999.99999)      (99999.99999)      (9.999)      (99999.99999)
STEP-0:                N/A                N/A
STEP-1:                N/A                N/A
STEP-2:                N/A                N/A
STEP-3:                N/A                N/A
      FIDUCIARY-ROUND:                FIDUCIARY-RATE:                (9.99999)

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=024 DOCM  PF3=024 RPTS  PF4=024 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
  
```

**Figure 6:5. Table 083, Retirement Description update screen**

Agencies requiring an update to Table 083 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 083 update screen (**Figure 6:5**), complete the fields as follows:

<b>Key Fields</b>	∇										
<b>Action</b>	<p><i>Required, alpha, 1 position</i>            Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>										
<b>Rt-Plan-Code</b>	<p><i>Conditional, alphanumeric, 2 positions</i>            If the Rt-Benefit-Type equals <b>1</b>, leave blank. If the Rt-Benefit-Type equals <b>2</b>, type the code that identifies the carrier for the retirement coverage.</p> <p><b>NOTE:</b> Refer to Title I, Payroll/Personnel Manual, Chapter 4, Personnel Action Processing System (PACT) procedure, or Chapter 23, Entry, Processing, Inquiry Correction System (EPIC) procedure for additional data on retirement plan codes.</p>										
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the effective date for the record in MM DD YY order.</p>										
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>										
<b>Rt-Benefit-Type</b>	<p><i>Required, numeric, 1 position</i>            Type the code that identifies the retirement plan as government-wide or non-government-wide. Valid values are:</p> <table border="0"> <tr> <td><b>1</b></td> <td>Government-wide</td> </tr> <tr> <td><b>2</b></td> <td>non-Government-wide</td> </tr> </table>	<b>1</b>	Government-wide	<b>2</b>	non-Government-wide						
<b>1</b>	Government-wide										
<b>2</b>	non-Government-wide										
<b>Rt-Deduction-OASDI-Limit</b>	<p><i>Required, alpha, 1 position</i>            Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the amount deducted is limited to the amount of social security (OASDI) wages.</p>										
<b>Rt-Deduction-Type</b>	<p><i>Optional, numeric, 1 position</i>            Type the code that indicates how the retirement deduction type is computed. Valid values are:</p> <table border="0"> <tr> <td><b>0</b></td> <td>not applicable</td> </tr> <tr> <td><b>1</b></td> <td>percentage of base pay</td> </tr> <tr> <td><b>2</b></td> <td>percent of gross pay</td> </tr> <tr> <td><b>3</b></td> <td>fixed rate</td> </tr> <tr> <td><b>4</b></td> <td>tells PINE/PEPL rate must be entered</td> </tr> </table>	<b>0</b>	not applicable	<b>1</b>	percentage of base pay	<b>2</b>	percent of gross pay	<b>3</b>	fixed rate	<b>4</b>	tells PINE/PEPL rate must be entered
<b>0</b>	not applicable										
<b>1</b>	percentage of base pay										
<b>2</b>	percent of gross pay										
<b>3</b>	fixed rate										
<b>4</b>	tells PINE/PEPL rate must be entered										
<b>Rt-Deduction-After OASD-</b>	<p><i>Optional, numeric, 7 positions max.</i>            Type the percentage in whole numbers and four decimal places or the amount in dollars and cents to be deducted once the social security (OASDI) limit is reached. Do not enter a decimal.</p> <p><b>NOTE:</b> Zeros indicate use deductions after the social security (OASDI) limit has been reached.</p>										

**Rt-Deduction-Rate**

*Optional, numeric, 4 positions*

Type the percentage to be deducted from the employee's pay in whole numbers and two decimal places. Do not enter a decimal.

**Rt-Deduction-Tax-Deferred**

*Required, alpha, 1 position*

Type **Y** (yes), **N** (no), or **O** (optional) to indicate if the amount deducted is limited to tax deferred.

**Step-1 through-3 Contrib-Rate**

*Optional, numeric, 7 positions max.*

Type the maximum agency contribution payable toward retirement in whole numbers and five decimal places. Do not enter a decimal.

**Step-0 through-3 Contrib Type**

*Required, numeric, 1 position*

Type the code that indicates how the agency's retirement is computed. Valid values are:

- 0 no contribution
- 1 percentage of deduction
- 2 percent of base pay - limited to employee
- 3 percent of base pay - not limited to employee
- 4 percent of gross pay - limited to employee
- 5 percent of gross pay - not limited to employee
- 6 fixed amount limited to deduction
- 7 fixed amount unlimited

**Step-1 through-3 Contrib-Limit**

*Optional, numeric, 10 positions max.*

Type the maximum agency percentage in whole numbers and five decimal places or the flat rate contribution in dollars and cents. Do not enter a decimal.

**Step-0 through-3 Contrib-Limit-Type**

*Required, numeric, 1 position*

Type the code that indicates how the contribution limit type is computed. Valid values are:

- 0 not applicable
- 1 based on percentage
- 2 based on YTD earnings
- 3 based on biweekly earned
- 4 fixed amount based - YTD deduction
- 5 fixed amount based - biweekly deduction

**Step-0 through 3 Contrib-Factor**

*Optional, numeric, 4 positions*

Type the maximum retirement percentage payable.

**NOTE:** The amount computed is based on contributions in whole numbers and three decimal places. Do not enter a decimal.

**Step-0-Contrib-Scale**

*Optional, numeric, 1 position*

Type the code that indicates how the retirement is computed. Valid values are:

- 1 SINE step
- 2 graduated

**Step-Contrib-Maximum**

*Optional, numeric, 10 positions max.*

Type the maximum agency percentage in whole numbers and five decimal places or the flat rate contribution in dollars and cents. Do not enter a decimal.

**Fiduciary-Round**

*Required, numeric, 1 position*

Type the code that indicates whether a method of rounding is imposed to develop the agency's contribution. Valid values are:

- 0 not applicable
- 1 always round
- 2 round based on last digit of social security number  
(if the last digit of social security number is from 0 - 4, do not round; if the last digit of social security number is from 5 - 9, round to nearest cent)
- 3 next higher cent
- 4 next lower cent

**Fiduciary-Rate**

*Optional, numeric, 6 positions*

Type the code that indicates the percentage rate of the contributions in whole numbers and five decimal places. Do not enter a decimal.

---

## Requesting A Report For Table 083

The Table 083 reports screen (**Figure 6:6**) allows users to generate ad hoc reports.

```

TM083R0                TABLE MANAGEMENT REPORTS TABLE 083                xx/xx/xx
                        RETIREMENT DESCRIPTION

ENTER DATA FOR REPORT REQUESTED:

FROM      * RT-PLAN-CODE:

TO        * RT-PLAN-CODE:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

CLEAR=EXIT          ENTER DATA AND PRESS "ENTER" TO PROCESS
                    PF1=MAIN          PF2=083 DOCM          PF4=083 INQY          PF6=REFRESH
                    ENTER=PROCESS
    
```

**Figure 6:6. Table 083, Retirement Description reports screen**

At the Table 083 reports screen (**Figure 6:6**), complete the From and To fields as follows:

**From/To**            ▾

**Rt-Plan-Code**

*Conditional, alphanumeric, 2 positions*

If the Rt-Benefit-Type equals **1**, leave blank. If the Rt-Benefit-Type equals **2**, type the code that identifies the carrier for the retirement coverage.

**NOTE:** Refer to Title I, Payroll/Personnel Manual, Chapter 4, Personnel Action Processing System (PACT) procedure, or Chapter 23, Entry, Processing, Inquiry Correction System (EPIC) procedure for additional data on retirement plan codes.

Complete the remaining fields as follows:

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

- Print Active**            Used to retrieve only active records within a table.
- Print History**        Used to retrieve only history records within a table.
- Print All**             Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**

*Optional default, alpha, 1 position*

**N** (no) is system generated. Type **Y** (yes) over **N** if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 084, Salary Differential

Salary Differential is Table 084 on the Table Management System menu. This table contains salary differential rates by state, city and county for Agencies 25, Farm Credit Administration (FCA), 68, Federal Deposit Insurance Corporation, (FDIC), AJ, Office of the Comptroller of the Currency (OCC), and FK, Farm Credit System Insurance Corporation (FCSIC), when applicable.

**NOTE:** Agencies can query Table 084 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 084

The Table 084 update screen (**Figure 6:7**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM084U0                TABLE MANAGEMENT UPDATE TABLE 084                xx/xx/xx
                        SALARY DIFFERENTIAL                               PAGE:000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE        USER-ID:
                                                DATE-CHANGED:

*AGENCY/BUREAU:                *STATE-COUNTRY-CODE:        *CITY-CODE:
*COUNTY-CODE:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

DIFFERENTIAL-RATE:                (.9999)
REDUCED DIFFERENTIAL:                (.9999)

DEPT-CODE:                DEPARTMENT:

                                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=084 DOCM    PF3=084 RPTS    PF4=084 INQY
PF5=HELP      PF6=REFRESH                                ENTER=PROCESS
```

**Figure 6:7. Table 084, Salary Differential update screen**

Agencies requiring an update to Table 084 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 084 update screen (**Figure 6:7**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<p><i>Required, alpha, 1 position</i>            Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>
<b>Agency/Bureau</b>	<p><i>Required, alphanumeric, 2 positions</i>            Type the agency or bureau code.</p>
<b>State-Country-Code</b>	<p><i>Required, alphanumeric, 2 positions</i>            Type the state or country code.</p>
<b>City-Code</b>	<p><i>Required, numeric, 4 positions</i>            Type the city code.</p>
<b>County-Code</b>	<p><i>Required, numeric, 3 positions</i>            Type the county code.</p> <p><b>NOTE:</b> State, country, city, and county codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.</p>
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the effective date for the record in MM DD YY order.</p>
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>
<b>Differential-Rate</b>	<p><i>Optional, numeric, 4 positions</i>            Type the rate for the salary differential. Do not enter a decimal.</p>
<b>Reduced-Differential</b>	<p><i>Optional, numeric, 4 positions</i>            Type the salary rate to be reduced. This field is valid for Agencies 25, Farm Credit Administration (FCA); 68, Federal Deposit Insurance Corporation, (FDIC); AJ, Office of the Comptroller of the Currency (OCC); and FK, Farm Credit System Insurance Corporation (FCSIC) only.</p>
<b>Dept-Code</b>	<p><i>No entry</i>            This field is system generated based on the entry in the Agency/Bureau field.</p>
<b>Department</b>	<p><i>No entry</i>            This field is system generated based on the entry in the Dept-Code field.</p>

---



## Requesting A Report For Table 084

The Table 084 reports screen (**Figure 6:8**) allows users to generate ad hoc reports.

```

TM084R0                TABLE MANAGEMENT REPORTS TABLE 084                xx/xx/xx
                        SALARY DIFFERENTIAL

ENTER DATA FOR REPORT REQUESTED:

FROM *AG/BUR          *STATE-COUNTRY-CODE:      *CITY-CODE:          *COUNTY-CODE:
TO   *AG/BUR          *STATE-COUNTRY-CODE:      *CITY-CODE:          *COUNTY-CODE:

      SELECT TYPE OF REPORT:

          PRINT ACTIVE
          PRINT HISTORY
          PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT                    PF1=MAIN          PF2=084 DOCM      PF4=084 INQY      PF6=REFRESH
                                ENTER=PROCESS
  
```

**Figure 6:8. Table 084, Salary Differential reports screen**

At the Table 084 reports screen (**Figure 6:8**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>State-Country-Code</b>	<i>Required, alphanumeric, 2 positions</i> Type the state or country code.
<b>City-Code</b>	<i>Required, numeric, 4 positions</i> Type the city code.
<b>County-Code</b>	<i>Required, numeric, 3 positions</i> Type the county code.

**NOTE:** State, country, city and county codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Complete the remaining fields as follows:

<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 085, Non-Federal Health Benefit Rates

Non-Federal Health Benefit Rates is Table 085 on the Table Management System menu. This table contains the year, semi-annually employee deduction and agency contribution rates, biweekly deductions and agency rates, non-Federal health benefit carriers, option codes and rates.

**NOTE:** Agencies can query Table 085 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 085

The Table 085 update screen (**Figure 6:9**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM085U0                TABLE MANAGEMENT UPDATE TABLE 085                XX/XX/XX
                        NON-FEDERAL HEALTH BENEFIT RATES                PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                           DATE-CHANGED:

*HB-PLAN-CODE:      *HB-OPTION-CODE:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

                CURRENT-YR:
EMPLOYEE-DEDUCTION-AMT: 00000  (999.99)
EMPLOYER-CONTRIBUTION-AMT: 00000  (999.99)
BIWEEKLY-DEDUCTION: 00000  (999.99)
BIWEEKLY-CONTRIBUTION: 00000  (999.99)
MIN-FLEXIBLE-SPENDING-ACCOUNT: 000000  (9999.99)
MAX-FLEXIBLE-SPENDING-ACCOUNT: 000000  (9999.99)
                PLAN-TYPE:

                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=085 DOCM      PF3=085 RPTS      PF4=085 INQY
PF5=HELP        PF6=REFRESH      ENTER=PROCESS
```

**Figure 6:9. Table 085, Non-Federal Health Benefit Rates update screen**

Agencies requiring an update to Table 085 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 085 update screen (**Figure 6:9**), complete the fields as follows:

∇

<b>HB-Plan-Code</b>	<i>Required, alphanumeric, 2 positions</i> Type the health benefit plan code.								
<b>HB-Option-Code</b>	<i>Required, numeric, 1 position</i> Type the code that identifies the option of the health insurance plan. Valid values are:  <table><tr><td><b>1</b></td><td>single high</td></tr><tr><td><b>2</b></td><td>family high</td></tr><tr><td><b>4</b></td><td>single low</td></tr><tr><td><b>5</b></td><td>family low</td></tr></table>	<b>1</b>	single high	<b>2</b>	family high	<b>4</b>	single low	<b>5</b>	family low
<b>1</b>	single high								
<b>2</b>	family high								
<b>4</b>	single low								
<b>5</b>	family low								
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.								
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Key in the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .								
<b>Current-Yr</b>	<i>Required, numeric, 2 positions</i> Type the last 2 digits of the current year.								
<b>Employee-Deduction-Amt</b>	<i>Required, numeric, 5 positions</i> Type the amount of the employee's deduction for the non-Federal health benefit plan in dollars and cents. Do not enter a decimal.								
<b>Employer-Contribution-Amt</b>	<i>Required, numeric, 5 positions</i> Type the amount of the agency's or bureau's contribution for the non-Federal health benefit plan in dollars and cents. Do not enter a decimal.								
<b>Biweekly-Deduction</b>	<i>Optional, numeric, 5 positions</i> Type the amount of the employee's deduction for the non-Federal health benefit plan in dollars and cents. Do not enter a decimal.								
<b>Biweekly-Contribution</b>	<i>Optional, numeric, 5 positions</i> Type the amount of the agency's or bureau's contribution for the non-Federal health benefit plan in dollars and cents. Do not enter a decimal.								
<b>Min-Flexible-Spending-Account</b>	<i>Conditional, numeric, 6 positions max.</i> If the deduction is for Plan Type F (Flex Fund), type the minimum deduction amount for the non-Federal health benefit plan in dollars and cents. Do not enter a decimal.								

**Max-Flexible-Spending-Account**

*Conditional, numeric, 6 positions max.*

If the deduction is for Plan Type F (Flex Fund), type the maximum deduction amount for the non-Federal health benefit plan in dollars and cents. Do not enter a decimal.

**Plan-Type**

*Required, alpha, 1 position*

Type **H** (Health Benefit) or **F** (Flex Fund) to indicate the plan type.

## Requesting A Report For Table 085

The Table 085 reports screen (**Figure 6:10**) allows users to generate ad hoc reports.

```
TM085R0                TABLE MANAGEMENT REPORTS TABLE 085                xx/xx/xx
                        NON-FEDERAL HEALTH BENEFIT RATES                PAGE:

ENTER DATA FOR REPORT REQUESTED:

FROM  *HB-PLAN-CODE:                *HB-OPTION-CODE:
TO    *HB-PLAN-CODE:                *HB-OPTION-CODE:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING? N      (DEFAULT IS N)

ROUTING INFORMATION: NAME                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=085 DOCM  PF4=085 INQY  PF6=REFRESH
                        ENTER=PROCESS
```

**Figure 6:10. Table 085, Non-Federal Health Benefits Rates reports screen**

At the Table 085 reports screen (**Figure 6:10**), complete the From and to fields as follows:

**From/To**

∇

**HB-Plan-Code**

*Required, alphanumeric, 2 positions*

Type the health benefit plan code.

**HB-Option-Code**

*Required, numeric, 1 position*

Type the code that identifies the option of the health insurance plan. Valid values are:

Complete the remaining fields as follows:

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

- Print Active**      Used to retrieve only active records within a table.
- Print History**    Used to retrieve only history records within a table.
- Print All**         Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## Table 086, Payroll/Personnel Document Report (For NFC Use Only)

Payroll/Personnel Document Report (For NFC Use Only) is Table 086 on the Table Management System menu. This table is used to request certain and front-end systems interface reports and/or error suspense reports electronically for Agency/Bureau submitting offices (personnel office identifier, POI) and is for NFC use only.

Table 086 alerts CULPRPT to execute the reports after every PINE pass is processed and provides NFC personnel with control in obtaining recurring automatic generation and remote printing of Table 086 reports in lieu of generating the reports through CULPRPT.

**NOTE:** Agencies can query Table 086 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 086

The Table 086 update screen (**Figure 6:11**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM086U0                TABLE MANAGEMENT UPDATE TABLE 086                xx/xx/xx
                        PAYROLL/PERSONNEL DOCUMENT REPORT                PAGE: 000001
                        (FOR NFC USE ONLY)

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
                        DATE-CHANGED:
*AGENCY/BUREAU:  *PERSONNEL OFFICE IDENTIFIER:        *SEQUENCE NO:
BEG-EFF-DATE: MM DD YY      LAST-EFF-DATE: MM DD YY
  DEPT-CODE:                DEPARTMENT:
  SERV AGY/BUR:            CV-NUMBER:      OUTPUT CLASS: A  NO. COPIES: 1
ROUTING INFORMATION:      REMOTE-ID:
ENTER REPORT-IND:  Y=YES  N=NO  P=PAY PERIOD
PACT/PRES REPORTS:
E0001 DOCS BY SSN                U0004 ERROR COUNTS BY DOC(AGCY-POI)
E0002 DOCS BY FORM NO.          U0005 ERROR COUNTS BY DOC(DEPT-AGCY)
E0003 DOCS BY STATUS CODE      U0006 PERSONNEL ERROR MSGS(USER-ID)
E0004 DOCS BY EFFECTIVE PP     U6701 SINQ 67 PERSONNEL ERROR MSGS
E0005 DOCS BY USER-ID         U6702 SINQ 67 DOCS IN SUSPENSE(TOTAL)
U0001 PERSONNEL ERROR MESSAGES U6703 SINQ 67 DOCS PROCESSED(CURR PP)
U0002 DOCUMENTS IN SUSPENSE(TOTAL) U6704 SINQ 67 ERR DOC COUNT(AGCY-POI)
U0003 ALL DOCS PROCESSED(CURR PP) U6705 SINQ 67 ERR DOC COUNT(DEPT-AGCY)
                                U6706 SINQ 67 PERSNL ERR MSGS(USER-ID)

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=086 DOCM  PF3=086 RPTS  PF4=086 INQY
PF5=HELP    PF6=REFRESH  ENTER=PROCESS
  
```

**Figure 6:11. Table 086, Payroll/Personnel Document Report (For NFC Use Only) update screen**

At the Table 086 update screen (**Figure 6:11**), complete the fields as follows:

<b>Key Fields</b>	∇
<b>Action</b>	Required, alpha, 1 position Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.

<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.						
<b>Personnel Office Identifier</b>	<i>Required, numeric, 4 positions</i> Type the POI code.						
<b>Sequence No</b>	<i>Required, numeric, 2 positions</i> Type the sequence number used in conjunction with the agency and POI to identify the locations for delivering the output of generated reports.						
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.						
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .						
<b>Dept-Code</b>	<i>No entry</i> This field is system generated based on the entry in the Agency/Bureau field.						
<b>Department</b>	<i>No entry</i> This field is system generated based on the entry in the Dept-Code field.						
<b>Serv Agy/Bur</b>	<i>No entry</i> This field is system generated.						
<b>CV-Number</b>	<i>Required, numeric 2 positions</i> Type the central version database number where the data pertaining to the agency is located.						
<b>Output Class</b>	<i>Optional default, alphanumeric, 1 position</i> The value <b>A</b> is system generated. Type the appropriate output class. This is the message class to be included in the job control language (JCL). Valid values are:  <table border="0" style="margin-left: 20px;"> <tr> <td><b>A</b></td> <td>send the report directly to the printer</td> </tr> <tr> <td><b>X</b></td> <td>view the report</td> </tr> <tr> <td><b>O</b></td> <td>send the report directly to the user</td> </tr> </table>	<b>A</b>	send the report directly to the printer	<b>X</b>	view the report	<b>O</b>	send the report directly to the user
<b>A</b>	send the report directly to the printer						
<b>X</b>	view the report						
<b>O</b>	send the report directly to the user						
<b>No. of Copies</b>	<i>Optional default, numeric, 1 position</i> The value <b>1</b> is system generated. Type the desired number of copies. Valid values are <b>1-9</b> .						
<b>Routing Information</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the name or location which designates where the report is to be delivered.						
<b>Remote-ID</b>	<i>Required, alphanumeric, 16 positions max.</i> Type the number of the printer designated to print the report.						
<b>Enter Report-Ind: Y=Yes N=No P=Pay Period</b>	<i>Required, alpha, 1 position</i> Type the appropriate code next to each report to indicate the frequency with which the report should be generated. Valid values are:						



**Y** generate nightly  
**N** do not generate  
**P** generate at the end of the pay period only

**NOTE: (1)** A maximum of four reports may be requested; however, only two can be produced on a daily basis. **(2)** A maximum of five error suspense reports may be requested; however, Report U0003 and U6703 can only be produced on a pay period basis. Reports U0001 and U0006 cannot be produced at the same time; neither can reports U6701 and U6706 be produced at the same time. **(3)** Users may at any time request a change to the reports generation schedule. For example, change a report from being generated at the end of the pay period to being generated nightly.

## Requesting A Report For Table 086

The Table 086 reports screen (**Figure 6:12**) allows users to generate ad hoc reports.

```

TM086R0                TABLE MANAGEMENT REPORTS TABLE 086                xx/xx/xx
                        PAYROLL/PERSONNEL DOCUMENT REPORT
                        (FOR NFC USE ONLY)
ENTER DATA FOR REPORT REQUESTED:
FROM *AGENCY/BUREAU:   *PERSONNEL OFFICE IDENTIFIER:   *SEQUENCE NO:
TO   *AGENCY/BUREAU:   *PERSONNEL OFFICE IDENTIFIER:   *SEQUENCE NO:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT        PF1=MAIN        PF2=086 DOCM        PF4=086 INQY        PF6=REFRESH
ENTER=PROCESS
  
```

**Figure 6:12. Table 086, Payroll/Personnel Document Report (For NFC Use Only) reports screen**

At the Table 086 reports screen (**Figure 6:12**), complete the From and To fields as follows:

**From/To**                    ▾

**Agency/Bureau**        *Required, alphanumeric, 2 positions*  
 Type the agency or bureau code.

**Personnel Office Identifier**    *Required, numeric, 4 positions*  
 Type the personnel office identifier code.

Complete the remaining fields as follows:

- Sequence No** *Required, numeric, 2 positions*  
Type the sequence number used in conjunction with the agency and POI to identify the locations for delivering the output of generated reports.
- Select Type of Report** *Required, alphanumeric, 1 position*  
Type **X** next to the applicable option as described below.
- Print Active** Used to retrieve only active records within a table.  
**Print History** Used to retrieve only history records within a table.  
**Print All** Used to retrieve all active, deleted, and history records within a table.
- View Report Before Printing** *Optional default, alpha, 1 position*  
*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.
- Routing Information: Name** *Required, alphanumeric, 20 positions max.*  
Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).
- Remote ID** *Required, alphanumeric, 16 positions max.*  
Type the number of the printer designated to print the table.
-

## Table 087, Travel Per Diem Rates

Travel Per Diem Rates is Table 087 on the Table Management System menu. This table contains per diem rates by city and state used to verify lodging, meals, and incidental expense (M&IE) allowances charged for travel.

**NOTE:** Agencies can query Table 087 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 087

The Table 087 update screen (**Figure 6:13**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM087U0          TABLE MANAGEMENT UPDATE TABLE 087          09/29/06
                  TRAVEL PER DIEM RATES                      PAGE:000001

*ACTION: _ (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
*STATE-ABBRV:          *AGENCY-CODE:                DATE-CHANGED:
*BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY

PER DIEM      DATE-FROM DATE-THRU   LODGING  +   M&IE   =   COMPUTED
 RATES        (MMDD)   (MMDD)     (99999.99) (99999.99) =   DAILY RATE

 1 >>      0000      0000      0000000  +  0000000  =  0000000
 2 >>      0000      0000      0000000  +  0000000  =  0000000
 3 >>      0000      0000      0000000  +  0000000  =  0000000
 4 >>      0000      0000      0000000  +  0000000  =  0000000
 5 >>      0000      0000      0000000  +  0000000  =  0000000
 6 >>      0000      0000      0000000  +  0000000  =  0000000
 7 >>      0000      0000      0000000  +  0000000  =  0000000
 8 >>      0000      0000      0000000  +  0000000  =  0000000

                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=087 DOCM  PF3=087 RPTS  PF4=087 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
    
```

**Figure 6:13. Table 087, Travel Per Diem Rates update screen**

At the Table 087 update screen (**Figure 6:13**), complete the fields as follows:

Key Fields	∇
<b>Action</b>	Required, alpha, 1 position Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>City</b>	Required, alphanumeric, 20 positions max. Type the city name.

<b>State-Abbrv</b>	<i>Required, alpha, 2 positions</i> Type the state abbreviation.
<b>Agency-Code</b>	<i>Conditional, alphanumeric, 2 positions</i> If applicable to the Federal Housing Finance Board, type <b>FB</b> . Otherwise, leave blank.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Date-From 1-8</b>	<i>Optional, numeric, 4 positions</i> Type the beginning month and day in MMDD order for which the expense rates apply.
<b>Date-Thru 1-8</b>	<i>Conditional, numeric, 4 positions</i> If the Lodging, M&IE, and Daily-Rate fields were entered, type the ending month and day in MMDD order for which the rates apply.
<b>Lodging-Expenses 1-8</b>	<i>Required, numeric, 7 positions max.</i> Type the amount allowed per day for lodging while in travel status in dollars and cents. Lodging expense date may be entered a maximum of eight times. Do not enter a decimal.
<b>M&amp;IE-Expenses 1-8</b>	<i>Required, numeric, 7 positions max.</i> Type the amount allowed per day for meals and incidental expenses (M&IE) while in travel status in dollars and cents. M&IE expenses may be entered a maximum of eight times. Do not enter a decimal.
<b>Computed Daily-Rate 1-8</b>	<i>Required, numeric, 7 positions max.</i> Type the total daily rate amount allowed for per diem in dollars and cents. This field must equal the sum of the Lodging and M&IE fields. Daily rate expense may be entered a maximum of eight times. Do not enter a decimal.

---

## Requesting A Report For Table 087

The Table 087 reports screen (**Figure 6:14**) allows users to generate ad hoc reports.

```

TM087R0                TABLE MANAGEMENT REPORTS TABLE 087                xx/xx/xx
                        TRAVEL PER DIEM RATES

ENTER DATA FOR REPORT REQUESTED:

FROM  *CITY:                *STATE-ABBRV:    *AGENCY-CODE:
TO    *CITY:                *STATE-ABBRV:    *AGENCY-CODE:

SELECT TYPE OF REPORT:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT          PF1=MAIN          PF2=087 DOCM          PF4=087 INQY          PF6=REFRESH
                                ENTER=PROCESS
    
```

**Figure 6:14. Table 087, Travel Per Diem Rates reports screen**

At the Table 087 reports screen (**Figure 6:14**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>City</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the city name.
<b>State-Abbrv</b>	<i>Required, alpha, 2 positions</i> Type the state abbreviation.
<b>Agency-Code</b>	<i>Conditional, alphanumeric, 2 positions</i> If applicable to the Federal Housing Finance Board, type <b>FB</b> . Otherwise, leave blank.

Complete the remaining fields as follows:

<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## Table 088, Travel Commuted Rates

Travel Commuted Rates is Table 088 on the Table Management System menu. This table contains commuted rates used to verify commuted weight and/or rate charges claimed on relocation travel vouchers.

**NOTE:** Agencies can query Table 088 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 088

The Table 088 update screen (**Figure 6:15**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM088U0                TABLE MANAGEMENT UPDATE TABLE 088                xx/xx/xx
                        TRAVEL COMMUTED RATES                            PAGE:000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*COMMUTED-RATE-TABLE:                *MILEAGE-TOTAL-MILES:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

                RATE                BREAKPOINT
                (9999.99)

POUNDAGE-CATEGORY-1: 000000                00000
POUNDAGE-CATEGORY-2: 000000                00000
POUNDAGE-CATEGORY-3: 000000                00000
POUNDAGE-CATEGORY-4: 000000                00000
POUNDAGE-CATEGORY-5: 000000                00000
POUNDAGE-CATEGORY-6: 000000                00000

                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=088 DOCM  PF3=088 RPTS  PF4=088 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
    
```

**Figure 6:15. Table 088, Travel Commuted Rates update screen**

At the Table 088 update screen (**Figure 6:15**), complete the fields as follows:

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Commuted-Rate-Table</b>	<i>Required, numeric, 2 positions</i> Type the table number from which the commuted rates are selected. Commuted rates include the cost of line haul transportation packing, crating, unpacking, and drayage incidental to transportation.

**Mileage-Total-Miles**

*Required, numeric, 4 positions max.*

Type total number of miles driven in a privately owned vehicle to move household goods.

- If the Commuted-Rate-Table field equals **01 – 05**, then the Mileage-Total-Miles must equal 15 through 800.
- If the Commuted-Rate-Table field equals **01**, then the Mileage-Total-Miles can equal 825 through 3800.

**Beg-Eff-Date**

*Required, numeric, 6 positions*

Type the effective date for the record in MM DD YY order.

**Last-Eff-Date**

*Required, numeric, 6 positions*

Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

**Rate Poundage-Category-1 through 6:**

*Required, numeric, 6 positions*

Type rate applicable to the poundage (weight) category group number on the commuted rate table in dollars and cents. Do not enter a decimal.

**Breakpoint Poundage-Category-1 through 6:**

*Required, numeric, 5 positions*

Type weight (poundage) category to be used for moving expenses.

## Requesting A Report For Table 088

The Table 088 reports screen (**Figure 6:16**) allows users to generate ad hoc reports.

```

TM088R0                TABLE MANAGEMENT REPORTS TABLE 088                xx/xx/xx
                        TRAVEL COMMUTED RATES

ENTER DATA FOR REPORT REQUESTED:
FROM:  *COMMUTED-RATE-TABLE:                *MILEAGE-TOTAL-MILES:
TO:    *COMMUTED-RATE-TABLE:                *MILEAGE-TOTAL-MILES:

SELECT TYPE OF REPORT:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N    (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT            PF1=MAIN            PF2=088 DOCM            PF4=088 INQY            PF6=REFRESH
                                ENTER=PROCESS

```

**Figure 6:16. Table 088, Travel Commuted Rates reports screen**



At the Table 088 reports screen (**Figure 6:16**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>Commuted-Rate-Table</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the table number from which the commuted rates are selected. Commuted rates include the cost of line haul transportation packing, crating, unpacking, and drayage incidental to transportation.</p>
<b>Mileage-Total-Miles</b>	<p><i>Required, numeric, 4 positions max.</i></p> <p>Type total number of miles driven in a privately owned vehicle to move household goods.</p> <ul style="list-style-type: none"><li>♦ If the Commuted-Rate-Table field equals <b>01 - 05</b>, then the Mileage-Total-Miles must equal 15 through 800.</li><li>♦ If the Commuted-Rate-Table field equals <b>01</b>, then the Mileage-Total-Miles can equal 825 through 3800.</li></ul>

Complete the remaining fields as follows:

<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i></p> <p>Type <b>X</b> next to the applicable option as described below.</p> <table><tr><td><b>Print Active</b></td><td>Used to retrieve only active records within a table.</td></tr><tr><td><b>Print History</b></td><td>Used to retrieve only history records within a table.</td></tr><tr><td><b>Print All</b></td><td>Used to retrieve all active, deleted, and history records within a table.</td></tr></table>	<b>Print Active</b>	Used to retrieve only active records within a table.	<b>Print History</b>	Used to retrieve only history records within a table.	<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Active</b>	Used to retrieve only active records within a table.						
<b>Print History</b>	Used to retrieve only history records within a table.						
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.						
<b>View Report Before Printing</b>	<p><i>Optional default, alpha, 1 position</i></p> <p><i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.</p>						
<b>Routing Information: Name</b>	<p><i>Required, alphanumeric, 20 positions max.</i></p> <p>Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).</p>						
<b>Remote ID</b>	<p><i>Required, alphanumeric, 16 positions max.</i></p> <p>Type the number of the printer designated to print the table.</p>						

---

---

---

## Table 089, Originating Office

Originating Office is Table 089 on the Table Management System menu. This table contains the names and addresses of the agency/bureau office locations submitting travel and miscellaneous payment transactions to NFC for processing. The table is used for mailing travel reports and by agencies using PC-MISC to enter their own originating office numbers (OON) for System Code 68, Miscellaneous Payments.

**NOTE:** Agencies can query and update Table 089 data, view documentation data, generate reports, and produce mailing labels.

### Updating Table 089

The Table 089 update screen (**Figure 6:17**) allows authorized users to add, modify, delete, or reactivate a record.

```
TM089U0                TABLE MANAGEMENT UPDATE TABLE 089                xx/xx/xx
                        ORIGINATING OFFICE                                PAGE:000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:
*SYSTEM-CODE :
*DEPT-CODE:   *AGENCY CODE:      *SERV AGY/AGY SPECIFIED CODE:
*NFC-ASSIGNED/AGY SPECIFIED NO:

BEG-EFF-DATE: MM DD YY      LAST-EFF-DATE: MM DD YY

ACCOUNTING-STATION:
NAME-ADDRESS-1:
NAME-ADDRESS-2:
CITY:
PHONE-NUMBER:
CERT-OFF-PHONE-NUMBER:
DEPARTMENT:

STATE:      ZIP-CODE:
TRVL-INDICATOR:

ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=089 DOCM  PF3=089 RPTS  PF4=089 INQY
PF5=HELP    PF6=REFRESH  ENTER=PROCESS
```

**Figure 6:17. Table 089, Originating Office update screen**

Agencies having update authority should enter Originating Office information in TMGT following the procedures below.

Agencies desiring update authority to Table 089, PC-MISC System (for updating miscellaneous payments data (System Code 68)) may contact their agency's NFC security officer.

For agencies not having update authority for updating travel data (System Code 61) should email the TMGT update request to the NFC using the following email address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre-filled [Form AD-956, Request for Originating Office Number Action](#) (**Exhibit 1**) to the email.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each email request includes the following: your Department/Agency name, your name, email address , phone number and the pre-filled [Form AD-956, Request for Originating Office Number Action](#).

At the Table 089 update screen (**Figure 6:17**), complete the fields as follows:

---

<b>Key Fields</b>	∇				
<b>Action</b>	<p><i>Required, alpha, 1 position</i>            Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>				
<b>System-Code</b>	<p><i>Required, numeric, 2 positions</i>            Type the code that indicates the system used by the originating office to process the documents.</p> <p>Valid values are:</p> <table border="0"> <tr> <td><b>61</b></td> <td>Travel System (TRVL)</td> </tr> <tr> <td><b>68</b></td> <td>Miscellaneous Payment System (MISC)</td> </tr> </table>	<b>61</b>	Travel System (TRVL)	<b>68</b>	Miscellaneous Payment System (MISC)
<b>61</b>	Travel System (TRVL)				
<b>68</b>	Miscellaneous Payment System (MISC)				
<b>Dept-Code</b>	<p><i>Required, alpha, 2 positions</i>            Type the department code established by OPM.</p>				
<b>Agency Code</b>	<p><i>Required, alphanumeric, 2 positions</i>            Type the agency or bureau code.</p>				
<b>Serv Agy/Agy Specified Code</b>	<p><i>Required, alphanumeric, 2 positions</i>            Type the servicing agency/bureau or agency-specified code.</p>				
<b>NFC-Assigned/ Agy Specified No</b>	<p><i>Optional, numeric, 4 positions</i>            If applicable, type the control number assigned by the originating office of the travel transactions or the miscellaneous payment transactions transmitted to NFC for processing.</p> <p><b>NOTE:</b> This field is system generated for Agency 36, Grain Inspection, Packers and Stockyards Administration (GIPSA).</p>				
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the effective date for the record in MM DD YY order.</p>				
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>				
<b>Accounting-Station</b>	<p><i>Optional, numeric, 4 positions</i>            Type the code that identifies the accounting office to which the employee's salary and related expenses are to be reported for the maintenance of accounting and budgetary records and reports.</p>				

<b>Name-Address-1</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the first line of the mailing address for the originating office				
<b>Name-Address-2</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the second line of the mailing address for the originating office.				
<b>City</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the city name.				
<b>State</b>	<i>Required, alpha, 2 positions</i> Type the state abbreviation.				
<b>ZIP-Code</b>	<i>Optional, numeric, 9 positions max.</i> Type the 5-digit ZIP Code and the optional ZIP+4 Code.  <b>NOTE:</b> If a foreign country code is entered in the State field, this field must be blank.				
<b>Phone-Number</b>	<i>Optional, numeric, 10 positions max.</i> Type the telephone number beginning with the area code or FTS Access Code.				
<b>TRVL-Indicator</b>	<i>Required, alpha, 1 position</i> Type the code that indicates whether the originating office is using the TRAV or TRVL module for processing travel advances and travel vouchers. Valid values are:  <table> <tr> <td><b>T</b></td> <td>(TRAV) – automated, on-line</td> </tr> <tr> <td><b>V</b></td> <td>(TRVL) – manual</td> </tr> </table>	<b>T</b>	(TRAV) – automated, on-line	<b>V</b>	(TRVL) – manual
<b>T</b>	(TRAV) – automated, on-line				
<b>V</b>	(TRVL) – manual				
<b>Cert-Off-Phone-Number</b>	<i>Optional, numeric, 10 positions max.</i> Type the telephone number of the certifying officer beginning with the area code or FTS Access Code.				
<b>Department</b>	<i>No entry</i> This field is system generated based on the entry in the Dept-Code field.				

---

## Requesting A Report For Table 089

The Table 089 reports screen (**Figure 6:18**) allows users to generate ad hoc reports and to produce mailing labels.

```

TM089R0                TABLE MANAGEMENT REPORTS TABLE 089                xx/xx/xx
                        ORIGINATING OFFICE

ENTER DATA FOR REPORT REQUESTED:

FROM *SYSTEM-CODE :      *DEPT-CODE   :      *SERV AGY/BUR:
   *AGENCY/BUREAU:      *NFC-ASSIGN-NO *TRVL-INDICATOR:
TO  *SYSTEM-CODE :      *DEPT-CODE   :      *SERV AGY/BUR:
   *AGENCY/BUREAU:      *NFC-ASSIGN-NO *TRVL-INDICATOR:

SELECT TYPE OF REPORT:
   PRINT ACTIVE
   PRINT HISTORY
   PRINT ALL
   PRINT LABELS      # OF SETS

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT          PF1=MAIN          PF2=089 DOCM          PF4=089 INQY          PF6=REFRESH
                        ENTER=PROCESS
  
```

**Figure 6:18. Table 089, Originating Office reports screen**

At the Table 089 reports screen (**Figure 6:18**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>System-Code</b>	<p><i>Required, numeric, 2 positions</i></p> <p>Type the code that indicates the system used by the originating office to process the documents.</p> <p>Valid values are:</p> <p><b>61</b>            Travel System (TRVL)</p> <p><b>68</b>            Miscellaneous Payment System (MISC)</p>
<b>Dept-Code</b>	<p><i>Required, alpha, 2 positions</i></p> <p>Type the department code established by OPM.</p>
<b>Serv Agy/Bur</b>	<p><i>Required, alphanumeric, 2 positions</i></p> <p>Type the servicing agency/bureau or agency-specified code.</p>
<b>Agency/Bureau</b>	<p><i>Required, alphanumeric, 2 positions</i></p> <p>Type the agency or bureau code.</p>
<b>NFC-Assign-No</b>	<p><i>Optional, numeric, 4 positions</i></p> <p>If applicable, type the control number assigned by the originating office of the travel transactions or the miscellaneous payment transactions transmitted to NFC for processing.</p>

**TRVL-Indicator** *Optional, alpha, 1 position*  
Type the code that indicates whether the originating office is using the TRAV or TRVL module for processing travel advances and travel vouchers. Valid values are:

**T** (TRAV) – automated, on-line  
**V** (TRVL) – manual

Complete the remaining fields as follows:

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Label/# of Sets</b>	Used to print labels for active records only. If labels are to be printed, type the number of sets desired in the # of Sets field.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 090, Agency/Bureau Bargain Unit

Agency/Bureau Bargain Unit is Table 090 on the Table Management System menu. This table contains bargaining unit status codes for agencies, bureaus and departments used in the evaluation process for Office of Labor Management Relations (OLMR) programs.

**NOTE:** Agencies can query Table 090 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 090

The Table 090 update screen (**Figure 6:19**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM090U0                TABLE MANAGEMENT UPDATE TABLE 090                xx/xx/xx
                        AGENCY/BUREAU BARGAIN UNIT                        PAGE:000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

                *DEPT-CODE:
                *AGENCY/BUREAU:
*BARGAIN-UNIT-STATUS-CODE:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

                DEPARTMENT:

                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=090 DOCM  PF3=090 RPTS  PF4=090 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
```

**Figure 6:19. Table 090, Agency/Bureau Bargain Unit update screen**

Agencies requiring an update to Table 090 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 090 update screen (**Figure 6:19**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Dept-Code</b>	<i>Required, alpha, 2 positions</i> Type the department code established by OPM.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Bargain-Unit-Status-Code</b>	<i>Required, numeric, 4 positions</i> Type the code that indicates whether an agency or bureau is eligible for coverage by a bargaining unit, and if covered, the specific bargaining unit. Valid values are the last four digits of the OLMR number represented by a bargaining unit, <b>7777</b> (eligible but not in a bargaining unit), and <b>8888</b> (ineligible for inclusion in a bargaining unit).
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Department</b>	<i>No entry</i> This field is system generated based upon the entry in the Dept-Code field.

---



## Requesting A Report For Table 090

The Table 090 reports screen (**Figure 6:20**) allows users to generate ad hoc reports.

```

TM090R0                TABLE MANAGEMENT REPORTS TABLE 090                xx/xx/xx
                        AGENCY/BUREAU BARGAIN UNIT

ENTER DATA FOR REPORT REQUESTED:

FROM *DEPT-CODE:      *AGENCY/BUREAU:      *BARGAIN-UNIT-STATUS-CODE:
TO   *DEPT-CODE:      *AGENCY/BUREAU:      *BARGAIN-UNIT-STATUS-CODE:

      SELECT TYPE OF REPORT:

          PRINT ACTIVE
          PRINT HISTORY
          PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT             PF1=MAIN             PF2=090 DOCM             PF4=090 INQY             PF6=REFRESH
                                ENTER=PROCESS
  
```

**Figure 6:20. Table 090, Agency/Bureau Bargain Unit reports screen**

At the Table 090 reports screen (**Figure 6:20**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>Dept-Code</b>	<i>Optional, alphanumeric, 2 positions</i> Type the department code assigned by OPM.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Bargain-Unit-Status-Code</b>	<i>Required, numeric, 4 positions</i> Type the code that indicates whether an agency or bureau is eligible for coverage by a bargaining unit, and if covered, the specific bargaining unit. Valid values are the last four digits of the OLMR number represented by a bargaining unit, <b>7777</b> (eligible but not in a bargaining unit), and <b>8888</b> (ineligible for inclusion in a bargaining unit).

Complete the remaining fields as follows:

<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 091, OPM NOA Legal Authorities

OPM NOA Legal Authorities is Table 091 on the Table Management System menu. This table contains nature of action legal authorities used for processing personnel actions.

**NOTE:** Agencies can query Table 091 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 091

The Table 091 update screen (**Figure 6:21**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM091U0                TABLE MANAGEMENT UPDATE TABLE 091                xx/xx/xx
                        OPM NOA LEGAL AUTHORITIES                        PAGE: 000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
*OPM-NOA-LEGAL-AUTHORITIES:                          DATE-CHANGED:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

OPM-OTHER-LEGAL-AUTH:

      AUTH-ACTION-CODE:

      POSITION-STATUS-CSC:

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=091 DOCM  PF3=091 RPTS  PF4=091 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
```

**Figure 6:21. Table 091, OPM NOA Legal Authorities update screen**

Agencies requiring an update to Table 091 data must submit an e-mail to NFC using the following e-mail address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, e-mail address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 091 update screen (**Figure 6:21**), complete the fields as follows:

---

<b>Key Fields</b>	∇				
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.				
<b>OPM-NOA- Legal- Authorities</b>	<i>Required, alphanumeric, 3 positions</i> Type the legal authority code.				
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for record in MM DD YY order. <b>NOTE:</b> Changes to the <b>Beg-Eff-Date</b> field will create a history record automatically. All other changes will result in a correction to the record.				
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> . <b>NOTE:</b> If the <b>Last-Eff-Date</b> is modified to a prior date, it cannot be used for an action effective <b>after</b> that date. However, it can be used for any action that is effective prior to the last effective date. The record is <b>not</b> identified as deleted in TMGT.				
<b>OPM-Other- Legal-Auth</b>	<i>Optional, alphanumeric, 20 positions max.</i> Type the description that justifies the legal authority.				
<b>Auth-Action- Code</b>	<i>Optional, alpha, 1 position</i> If the authority is a current appointing authority, type <b>A</b> ; if not, leave blank.				
<b>Position-Status- CSC</b>	<i>Optional, numeric, 1 position</i> Type the position status code. Valid values are:  <table><tr><td><b>1</b></td><td>competitive service</td></tr><tr><td><b>2</b></td><td>excepted appointment</td></tr></table>	<b>1</b>	competitive service	<b>2</b>	excepted appointment
<b>1</b>	competitive service				
<b>2</b>	excepted appointment				

---

## Requesting A Report For Table 091

The Table 091 reports screen (**Figure 6:22**) allows users to generate ad hoc reports.

```

TM091R0                TABLE MANAGEMENT REPORTS TABLE 091                xx/xx/xx
                        OPM NOA LEGAL AUTHORITIES

ENTER DATA FOR REPORT REQUESTED:

FROM      * OPM-NOA-LEGAL-AUTHORITIES:
TO        * OPM-NOA-LEGAL-AUTHORITIES:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=091 DOCM      PF4=091 INQY      PF6=REFRESH
                        ENTER=PROCESS
  
```

**Figure 6:22. Table 091, OPM NOA Legal Authorities reports screen**

At the Table 091 reports screen (**Figure 6:22**), complete the From and To fields as follows:

---

**From/To**                    ∇

**OPM-NOA-  
Legal-  
Authorities**                *Required, alphanumeric, 3 positions*  
Type the legal authority code.

Complete the remaining fields as follows:

**Select Type of Report**                *Required, alphanumeric, 1 position*  
Type **X** next to the applicable option as described below.

**Print Active**                Used to retrieve only active records within a table.  
**Print History**                Used to retrieve only history records within a table.  
**Print All**                    Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**        *Optional default, alpha, 1 position*  
N (no) is system generated. Type **Y** (yes) over N if you want to view the report before printing.

**Routing Information: Name**                *Required, alphanumeric, 20 positions max.*  
Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## Table 093, Foreign Travel Per Diem Rates

Foreign Travel Per Diem Rates is Table 093 on the Table Management System menu. This table contains the foreign per diem rates used to verify lodging, meals and incidental expenses (M&IE) allowances charged for travel in foreign locations.

**NOTE:** Agencies can query Table 093 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 093

The Table 093 update screen (**Figure 6:23**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM093U0                TABLE MANAGEMENT UPDATE TABLE 093                xx/xx/xx
                        FOREIGN TRAVEL PER DIEM RATES                    PAGE:000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
*COUNTY-CODE:      *CITY-CODE:      DATE-CHANGED:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

STATE-COUNTRY-CODE:
      CITY:
MAX-PER-DIEM-RATE:                    (99999.99)
SEASONAL-DATE-FROM:
SEASONAL-DATE-THRU:
      SEASONAL-RATE:                    (99999.99)
      MISMATCH:
MAX-LODGING-AMOUNT:                    (99999.99)
      M&IE-RATE:                        (99999.99)
      SEASONAL-LODGING:                  (99999.99)
      SEASONAL-M&IE-RATE:                (99999.99)

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=093 DOCM  PF3=093 RPTS  PF4=093 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
  
```

**Figure 6:23. Table 093, Foreign Travel Per Diem Rates update screen**

At the Table 093 update screen (**Figure 6:23**), complete the fields as follows:

Key Fields	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Country-Code</b>	<i>Required, numeric, 3 positions</i> Type the foreign country code used for authorized travel.
<b>City-Code</b>	<i>Required, numeric, 4 positions</i> Type the foreign city code used for authorized travel.

**NOTE:** Country and city codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.

<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>State-Country-Code</b>	<i>Required, alphanumeric, 2 positions</i> Type the state or country code used for authorized travel.  <b>NOTE:</b> State and country codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.
<b>City</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the name of the foreign city used for authorized travel.
<b>Max-Per-Diem-Rate</b>	<i>Required, numeric, 7 positions max.</i> Type the maximum foreign per diem rate allowed in dollars and cents. Do not enter a decimal. This field must equal the sum of the Max-Lodging-Amount and M&IE-Rate fields.
<b>Seasonal-Date-From</b>	<i>Optional, numeric, 4 positions</i> Type the beginning date for which the seasonal lodging rate applies in MM DD order.
<b>Seasonal-Date-Thru</b>	<i>Optional, numeric, 4 positions</i> Type the ending date for which the seasonal lodging rate applies in MM DD order.
<b>Seasonal-Rate</b>	<i>Optional, numeric, 7 positions max.</i> Type the total amount allowed for seasonal lodging in dollars and cents. Do not enter a decimal. This field must equal the sum of the Seasonal-Lodging and Seasonal-M&IE-Rate fields.
<b>Mismatch</b>	<i>No entry</i> This field is system generated if the city code is invalid.
<b>Max-Lodging-Amount</b>	<i>Required, numeric, 7 positions max.</i> Type the maximum amount allowed for lodging expenses in dollars and cents. Do not enter a decimal.
<b>M&amp;IE-Rate</b>	<i>Optional, numeric, 7 positions max.</i> Type the maximum amount allowed for meals and incidental expenses (M&IE) in dollars and cents. Do not enter a decimal.
<b>Seasonal-Lodging</b>	<i>Optional, numeric, 7 positions max.</i> Type the maximum amount allowed for seasonal lodging in dollars and cents. Do not enter a decimal.



**Seasonal-M&IE- Rate**

*Optional, numeric, 7 positions max.*

Type the maximum amount allowed for seasonal M&IE in dollars and cents. Do not enter a decimal.

## Requesting A Report For Table 093

The Table 093 reports screen (**Figure 6:24**) allows users to generate ad hoc reports.

```

TM093R0                TABLE MANAGEMENT REPORTS TABLE 093                xx/xx/xx
                        FOREIGN TRAVEL PER DIEM RATES

ENTER DATA FOR REPORT REQUESTED:

FROM:   *COUNTRY-CODE:                *CITY-CODE:
TO:     *COUNTRY-CODE:                *CITY-CODE:

SELECT TYPE OF REPORT:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT            PF1=MAIN          PF2=093 DOCM          PF4=093 INQY          PF6=REFRESH
                                ENTER=PROCESS

```

**Figure 6:24. Table 093, Foreign Travel Per Diem Rates reports screen**

At the Table 093 reports screen (**Figure 6:24**), complete the From and To fields as follows:

**From/To**            ▾

**Country-Code**    *Required, numeric, 3 positions*  
Type the foreign country code used for authorized travel.

**City-Code**        *Required, numeric, 4 positions*  
Type the foreign city code used for authorized travel.

**NOTE:** Country and city codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Complete the remaining fields as follows:

**Select Type of Report**    *Required, alphanumeric, 1 position*  
Type **X** next to the applicable option as described below.

- Print Active**        Used to retrieve only active records within a table.
- Print History**      Used to retrieve only history records within a table.
- Print All**            Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.*

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room **2**).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 094, Interest Rates And Effective Pay Periods

Interest Rates And Effective Pay Periods is Table 094 on the Table Management System menu. This table contains interest rates and corresponding effective periods for the rates to be applied to an over-payment (indebtedness) or under-payment (back pay).

**NOTE:** Agencies can query Table 094 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 094

The Table 094 update screen (**Figure 6:25**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM094U0                TABLE MANAGEMENT UPDATE TABLE 094                xx/xx/xx
                        INTEREST RATES AND EFFECTIVE PAY PERIODS          PAGE:000001

*ACTION:   (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE   USER-ID:
                                                DATE-CHANGED:

*BEG-EFF-DATE:                *LAST-EFF-DATE:

BEG-EFF-DATE: MM DD YY        LAST-EFF-DATE: MM DD YY

      INTEREST-RATE:          (99.999)
BEG-PAY-PERIOD:
END-PAY-PERIOD:

                                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT   PF1=MAIN   PF2=094 DOCM   PF3=094 RPTS   PF4=094 INQY
PF5=HELP     PF6=REFRESH                ENTER=PROCESS
```

**Figure 6:25. Table 094, Interest Rates And Effective Pay Periods update screen**

At the Table 094 update screen (**Figure 6:25**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the beginning date for which the interest rate applies in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the ending date for which the interest rate applies in MM DD YY order.

---

<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the beginning effective date for the action in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the ending effective date for the action in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Interest-Rate</b>	<i>Optional, numeric, 5 positions max.</i> Type the interest rate as regulated by the Internal Revenue Service (IRS). Do not enter a decimal.
<b>Beg-Pay-Period</b>	<i>Required, numeric, 2 positions</i> Type the beginning pay period for which the rate applies. Valid values are <b>01</b> through <b>27</b> .
<b>End-Pay-Period</b>	<i>Required, numeric, 2 positions</i> Type the ending pay period for which the rate applies. Valid values are <b>01</b> through <b>27</b> .

---

## Requesting A Report For Table 094

The Table 094 reports screen (**Figure 6:26**) allows users to generate ad hoc reports.

```

TM094R0                TABLE MANAGEMENT REPORTS TABLE 094                xx/xx/xx
                        INTEREST RATES AND EFFECTIVE PAY PERIOD

ENTER DATA FOR REPORT REQUESTED:

FROM :    *BEG-EFF-DATE:                *LAST-EFF-DATE:
TO:       *BEG-EFF-DATE:                *LAST-EFF-DATE:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=094 DOCM    PF4=094 INQY    PF6=REFRESH
ENTER=PROCESS
    
```

**Figure 6:26. Table 094, Interest Rates And Effective Pay Period reports screen**

At the Table 094 reports screen (**Figure 6:26**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the beginning date for which the interest rate applies in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the ending date for which the interest rate applies in MM DD YY order.

Complete the remaining fields as follows:

<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
	<b>Print Active</b> Used to retrieve only active records within a table.
	<b>Print History</b> Used to retrieve only history records within a table.
	<b>Print All</b> Used to retrieve all active, deleted, and history records within a table.
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> N (no) is system generated. Type <b>Y</b> (yes) over N if you want to view the report before printing.
<b>Routing Information: Name</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 095, Foreign Country Sort Code And Currency

Foreign Country Sort Code And Currency is Table 095 on the Table Management System menu. This table contains foreign country sort codes, its country names, whether the country's currency is restricted, and if the country's currency at the Department of the Treasury is considered in excess.

**NOTE:** Agencies can query Table 095 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 095

The Table 095 update screen (**Figure 6:27**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM095U0                TABLE MANAGEMENT UPDATE TABLE 095          xx/xx/xx
                        FOREIGN COUNTRY SORT CODE AND CURRENCY      PAGE:000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*FOREIGN-CNTRY-SORT-CODE:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

                COUNTRY-NAME:
RESTRICTED-CURRENCY:
                EXCESS-CURRENCY:
                STATE-COUNTRY-CODE:

                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=095 DOCM    PF3=095 RPTS    PF4=095 INQY
PF5=HELP      PF6=REFRESH    ENTER=PROCESS
```

**Figure 6:27. Table 095, Foreign Country Sort Code And Currency update screen**

Agencies requiring an update to Table 095 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 095 update screen (**Figure 6:27**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Foreign-Cntry-Sort-Code</b>	<i>Required, numeric, 3 positions</i> Type the sort code that identifies the foreign country.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Country-Name</b>	<i>Required, alphanumeric, 30 positions max.</i> Type the name of the foreign country.
<b>Restricted-Currency</b>	<i>Required, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the currency for the specified country is restricted.
<b>Excess-Currency</b>	<i>Required, alpha, 1 position</i> Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not there is excessive currency available for the specified country.
<b>State-Country-Code</b>	<i>Required, numeric, 2 positions</i> Type the state or country code. This field may be entered a maximum of 10 times.  <b>NOTE:</b> State and country codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.

---



## Requesting A Report For Table 095

The Table 095 reports screen (**Figure 6:28**) allows users generate ad hoc reports.

```

TM095R0                TABLE MANAGEMENT REPORTS TABLE 095                xx/xx/xx
                        FOREIGN COUNTRY SORT CODE AND CURRENCY

ENTER DATA FOR REPORT REQUESTED:

FROM:      *FOREIGN-CNTRY-CODE:
TO:        *FOREIGN-CNTRY-CODE:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=095 DOCM      PF4=095 INQY      PF6=REFRESH
                        ENTER=PROCESS
    
```

**Figure 6:28. Table 095, Foreign Country Sort Code And Currency reports screen**

At the Table 095 reports screen (**Figure 6:28**), complete the From and To fields as follows:

**From/To**                    ∇

**Foreign-Cntry-Code**

*Required, numeric, 3 positions*

Type the code that identifies the foreign country.

Complete the remaining fields as follows:

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

- Print Active**            Used to retrieve only active records within a table.
- Print History**        Used to retrieve only history records within a table.
- Print All**              Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 096, Department Building Codes

Department Building Codes is Table 096 on the Table Management System menu. This table contains ID, abbreviation, name and address of government buildings.

**NOTE:** Agencies can query Table 050 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 096

The Table 096 update screen (**Figure 6:29**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM096U0                TABLE MANAGEMENT UPDATE TABLE 096                xx/xx/xx
                        DEPARTMENT BUILDING CODES                        PAGE:

*ACTION:   (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE  USER-ID:
*BLDG-ID:                                     DATE-CHANGED:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

BUILDING-ABBR:
BUILDING-NAME:
NAME-ADDRESS 1:
NAME-ADDRESS 2:
CITY:                                STATE:
ZIP CODE:
DATE-OBSOLETE:
2ND/3RD-LEV:
DEPT-CODE:

ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=096 DOCM  PF3=096 RPTS  PF4=096 INQY
PF5=HELP    PF6=REFRESH  ENTER=PROCESS
```

**Figure 6:29. Table 096, Department Building Codes update screen**

Agencies requiring an update to Table 096 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 096 update screen (**Figure 6:29**), complete the fields as follows:

---

<b>Key Field</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Bldg-ID</b>	<i>Required, alphanumeric, 6 positions</i> Type the identification number for the building.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Building-Abbr</b>	<i>Optional, alphanumeric, 4 positions</i> Type the abbreviated name of the building.
<b>Building-Name</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the full name of the building.
<b>Name-Address 1</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the first line of the mailing address for the building.
<b>Name-Address 2</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the second line of the mailing address for the building.
<b>City</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the name of the city where the building is located.
<b>State</b>	<i>Required, alpha, 2 positions</i> Type the state abbreviation where the building is located.
<b>ZIP Code</b>	<i>Required, numeric, 9 positions max.</i> Type the 5-digit ZIP Code and the optional ZIP+4 Code used to identify the location of the building.
<b>Date-Obsolete</b>	<i>Optional, numeric, 6 positions</i> Type the applicable date the building becomes obsolete in MM DD YY order.
<b>2nd/3rd Lev</b>	<i>Optional, alphanumeric, 4 positions</i> Type the second and/or third level organizational structure code for the applicable building.
<b>Dept-Code</b>	<i>Required, alpha, 2 positions</i> Type the department code established by OPM.

---

## Requesting A Report For Table 096

The Table 096 reports screen(**Figure 6:30**) allows users to retrieve payroll/personnel data elements for processing personnel actions and to request ad hoc reports.

```

TM096R0                TABLE MANAGEMENT REPORTS TABLE 096                xx/xx/xx
                        DEPARTMENT BUILDING CODES                        PAGE:

ENTER DATA FOR REPORT REQUESTED:

FROM          *BLDG-ID:

TO            *BLDG-ID:

              PRINT ACTIVE
              PRINT HISTORY
              PRINT ALL

VIEW REPORT BEFORE PRINTING? N      (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

              ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT   PF1=MAIN   PF2=096 DOCM   PF4=096 INQY   PF6=REFRESH
              ENTER=PROCESS
    
```

**Figure 6:30. Table 096, Department Building Codes reports screen**

At the Table 096 reports screen(**Figure 6:30**), complete the From and To fields as follows:

**From/To**

∇

**Bldg-ID**

*Required, alphanumeric, 6 positions*

Type the identification number for the building.

Complete the remaining fields as follows:

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

**Print Active**

Used to retrieve only active records within a table.

**Print History**

Used to retrieve only history records within a table.

**Print All**

Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 097, Travel System Regions

Travel System Regions is Table 097 on the Table Management System menu. This table contains state and foreign country locations within each travel region by agency and/or bureau.

**NOTE:** Agencies can query Table 097 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 097

The Table 097 update screen (**Figure 6:31**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM097U0	TABLE MANAGEMENT UPDATE TABLE 097	xx/xx/xx
	TRAVEL SYSTEM REGIONS	PAGE:000001
*ACTION:	(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID:
		DATE-CHANGED:
*AGENCY/BUREAU:	*STATE-COUNTRY-CODE:	*REGION-CODE:
BEG-EFF-DATE: MM DD YY	LAST-EFF-DATE: MM DD YY	
REGION-NAME:		
DEPT-CODE:	DEPARTMENT:	
ENTER DATA AND PRESS ENTER TO PROCESS		
CLEAR=EXIT	PF1=MAIN	PF2=097 DOCM
PF5=HELP	PF6=REFRESH	PF3=097 RPTS PF4=097 INQY
		ENTER=PROCESS

**Figure 6:31. Table 097, Travel System Regions update screen**

Agencies requiring an update to Table 097 data must submit an e-mail to NFC using the following e-mail address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, e-mail address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 097 update screen (**Figure 6:31**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>State-Country-Code</b>	<i>Required, numeric, 2 positions</i> Type the state or country code.  <b>NOTE:</b> State and country codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.
<b>Region-Code</b>	<i>Required, numeric, 3 positions</i> Type the code that identifies the travel region.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Region-Name</b>	<i>Required, alphanumeric, 32 positions max.</i> Type the name of the travel region.
<b>Dept-Code</b>	<i>No entry</i> This field is system generated based upon the entry in the Agency/Bureau field.
<b>Department</b>	<i>No entry</i> This field is system generated based upon the entry in the Dept-Code field.

---



## Requesting A Report For Table 097

The Table 097 reports screen (**Figure 6:32**) allows users to retrieve payroll/personnel data elements for processing personnel actions and to request ad hoc reports.

```

TM097R0                TABLE MANAGEMENT REPORTS TABLE 097                xx/xx/xx
                        TRAVEL SYSTEM REGIONS

ENTER DATA FOR REPORT REQUESTED:

FROM: *AGENCY/BUREAU:      *STATE-COUNTRY-CODE:      *REGION:
TO:   *AGENCY/BUREAU:      *STATE-COUNTRY-CODE:      *REGION:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=097 DOCM      PF4=097 INQY      PF6=REFRESH
ENTER=PROCESS
    
```

**Figure 6:32. Table 097, Travel System Regions reports screen**

At the Table 097 reports screen (**Figure 6:32**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>Agency/Bureau</b>	<p><i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.</p>
<b>State-Country-Code</b>	<p><i>Required, numeric, 2 positions</i> Type the state or country code.</p> <p><b>NOTE:</b> State and country codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.</p>
<b>Region</b>	<p><i>Required, numeric, 3 positions</i> Type the code that identifies the travel region.</p>

Complete the remaining fields as follows:

<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.</p>
<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## Table 098, Salary Ranges

Salary Ranges is Table 098 on the Table Management System menu. This table contains maximum and minimum annual and/or hourly salary ranges for each pay plan, grade, and step. It is used to verify salary rates.

**NOTE:** Agencies can query Table 098 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 098

The Table 098 update screen (**Figure 6:33**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM098U0                TABLE MANAGEMENT UPDATE TABLE 098                xx/xx/xx
                        SALARY RANGES                                     PAGE: 000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE        USER-ID:
*OPM-PAY-TABLE-NUMBER:          *PAY-PLAN:          *GRADE:        DATE-CHANGED:
BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY

                SALARY RANGES ANNUAL AND HOURLY RATE BY RANGES/STEPS
STEP  ANNUAL  HRLY  STEP  ANNUAL  HRLY  STEP  ANNUAL  HRLY  STEP  ANNUAL  HRLY
-----
01                02                03                04
05                06                07                08
09                10
-----
                HIGH RANGES -----
01                02                03                04
05                06                07                08
09                10

                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=098 DOCM      PF3=098 RPTS      PF4=098 INQ
PF5=HELP        PF6=REFRESH
    
```

**Figure 6:33. Table 098, Salary Ranges update screen**

Agencies requiring an update to Table 098 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 098 update screen (**Figure 6:33**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>OPM-Pay-Table-Number</b>	<i>Required, numeric, 4 positions</i> Type the occupational special pay area code that identifies the geographic area.
<b>Pay-Plan</b>	<i>Required, alpha, 2 positions</i> Type the OPM pay plan applicable to the pay table rate. For the applicable plan code, see <b>Table 025</b> .
<b>Grade</b>	<i>Required, numeric, 2 positions</i> Type the grade applicable to the pay table rate.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Salary Ranges Annual and Hourly Rate By Ranges/Steps</b>	Low range and high range fields may be entered for each step 1-10.
<b>Annual</b>	<i>Optional, numeric, 8 positions max.</i> Type the low and high range annual salary amount equivalent to the grade and step in dollars and cents. Do not enter a decimal.
	<b>OR</b>
<b>Hrly</b>	<i>Optional, numeric, 4 positions max.</i> Type the low and high range hourly salary amount equivalent to the grade and step in dollars and cents. Do not enter a decimal.

---

## Requesting A Report For Table 098

The Table 098 reports screen (**Figure 6:34**) allows users to generate ad hoc reports.

```

TM098R0                TABLE MANAGEMENT REPORTS TABLE 098                xx/xx/xx
                        SALARY RANGES

ENTER DATA FOR REPORT REQUESTED:

FROM: *OPM-PAY-TABLE-NUMBER:          *PAY-PLAN:          *GRADE:
TO:   *OPM-PAY-TABLE-NUMBER:          *PAY-PLAN:          *GRADE:

      SELECT TYPE OF REPORT:

          PRINT ACTIVE
          PRINT HISTORY
          PRINT ALL

VIEW REPORT BEFORE PRINTING?  N    (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
H  CLEAR=EXIT          PF1=MAIN          PF2=098 DOCM          PF4=098 INQY          PF6=REFRES
                                ENTER=PROCESS
  
```

**Figure 6:34. Table 098, Salary Ranges reports screen**

At the Table 098 reports screen (**Figure 6:34**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>OPM-Pay-Table-Number</b>	<i>Required, numeric, 4 positions</i> Type the occupational special pay area code that identifies the geographic area.
<b>Pay-Plan</b>	<i>Required, alpha, 2 positions</i> Type the OPM pay plan applicable to the pay table rate. For the applicable plan code, see <b>Table 025</b> .
<b>Grade</b>	<i>Required, numeric, 2 positions</i> Type the grade applicable to the pay table rate.

Complete the remaining fields as follows:

<b>Dept Code</b>	<i>Optional, alphanumeric, 2 positions</i> Type the department code assigned by OPM.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>Personnel Office Identifier</b>	<i>Required, numeric, 4 positions</i> Type the personnel office identifier (POI) code.
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.

**Print Active** Used to retrieve only active records within a table.  
**Print History** Used to retrieve only history records within a table.  
**Print All** Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 099, BEP Acting Pay

BEP Acting Pay is Table 099 on the Table Management System menu. This table contains data on the Bureau of Engraving and Printing employees who are eligible to receive supervisory acting pay.

**NOTE:** Agencies can query Table 099 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 099

The Table 099 update screen (**Figure 6:35**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM099U0                TABLE MANAGEMENT UPDATE TABLE 099                xx/xx/xx
                        BEP ACTING PAY                                     PAGE: 000001

*ACTION:   (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE  USER-ID:
                                                DATE-CHANGED:

*SSNO:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

NAME-EMPLOYEE-LAST:
NAME-EMPLOYEE-FIRST:
NAME-EMPLOYEE-MI:
OCC-SPEC-PAY-AREA:
PAY-PLAN:
GRADE:
STEP:
HOURLY-RATE:

                                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=099 DOCM  PF3=099 RPTS  PF4=099 INQY
PF5=HELP    PF6=REFRESH                                ENTER=PROCESS
```

**Figure 6:35. Table 099, BEP Acting Pay update screen**

Agencies requiring an update to Table 099 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 099 update screen (**Figure 6:35**), complete the fields as follows:

---

<b>Key Field</b>	▽
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>SSNO</b>	<i>Required, numeric, 9 positions</i> Type the employee's social security number.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Name- Employee-Last</b>	<i>No entry</i> This field is system generated from the Employee Name database.
<b>Name- Employee-First</b>	<i>No entry</i> This field is system generated from the Employee Name database.
<b>Name- Employee-Mi</b>	<i>No entry</i> This field is system generated from the Employee Name database.
<b>Occ-Spec- Pay-Area</b>	<i>Required, numeric, 4 positions</i> Type the special pay area code (occupational series code) or wage board area code of the supervisor for whom the employee is acting.
<b>Pay-Plan</b>	<i>Required, alphanumeric, 2 positions</i> Type the pay plan of the supervisor for whom the employee is acting.
<b>Grade</b>	<i>Required, numeric, 2 positions</i> Type the grade of the supervisor for whom the employee is acting.
<b>Step</b>	<i>Required, numeric, 2 positions</i> Type the step of the supervisor for whom the employee is acting.
<b>Hourly-Rate</b>	<i>No entry</i> This field is system generated and only appears on the inquiry screen. This field displays the hourly rate of the supervisor for whom the employee is acting for.

---



## Requesting A Report For Table 099

The Table 099 reports screen (**Figure 6:36**) allows users to generate ad hoc reports.

```

TM099R0                TABLE MANAGEMENT REPORTS TABLE 099                xx/xx/xx
                        BEP ACTING PAY                                     PAGE:

ENTER DATA FOR REPORT REQUESTED:

FROM  SSNO:

TO    SSNO:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING? N      (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=099 DOCM  PF4=099 INQY  PF6 = REFRESH
                ENTER=PROCESS
    
```

**Figure 6:36. Table 099, BEP Acting Pay reports screen**

At the Table 099 reports screen (**Figure 6:36**), complete the From and To fields as follows:

---

**From/To**                    ▾

**SSNO**                      *Required, numeric, 9 positions*  
Type the employee's social security number.

Complete the remaining fields as follows:

**Select Type of Report**                    *Required, alphanumeric, 1 position*  
Type **X** next to the applicable option as described below.

<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**                    *Optional default, alpha, 1 position*  
*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**                    *Required, alphanumeric, 20 positions max.*  
Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 100, PACT Data Element Description

PACT Data Element Description is Table 100 on the Table Management System menu. This table contains the alphabetic descriptions, attributes, and lengths for the data elements used in the Payroll/Personnel System. The data is downloaded by front-end system interface users to establish their front-end systems.

**NOTE:** Agencies can query Table 100 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 100

The Table 100 update screen (**Figure 6:37**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM100U0                TABLE MANAGEMENT UPDATE TABLE 100        XX/XX/XX
                        PACT DATA ELEMENT DESCRIPTION              PAGE: 000001

*ACTION:      (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
*ELEMENT-NUMBER (BLOCK NUMBER):  000                      DATE-CHANGED:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

LONG-NAME  :

SHORT-NAME:
ATTRIBUTE  :
LENGTH    :
DECIMAL    :  0

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=100 DOCM  PF3=100 RPTS  PF4=100 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
```

**Figure 6:37. Table 100, PACT Data Element Description update screen**

Agencies requiring an update to Table 100 data must submit an e-mail to NFC using the following e-mail address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 100 update screen (**Figure 6:37**), complete the fields as follows:

---

<b>Key Fields</b>	▽
<b>Action</b>	<p><i>Required, alpha, 1 position</i>  Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>
<b>Element- Number (Block Number)</b>	<p><i>Required, numeric, 3 positions</i>  Type the applicable block number. Valid values are <b>001</b> through <b>150</b>.</p>
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>  Type the effective date for the record in MM DD YY order.</p>
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>  Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>
<b>Long-Name</b>	<p><i>Required, alphanumeric, 80 positions max.</i>  Type the long name used for the PACT data element.</p>
<b>Short-Name</b>	<p><i>Required, alphanumeric, 40 positions max.</i>  Type the short name used for the PACT data element.</p>
<b>Attribute</b>	<p><i>Required, alpha, 1 position</i>  Type the code to indicate whether the data element is alpha or numeric. Valid values are <b>A</b> (alphanumeric) or <b>N</b> (numeric).</p>
<b>Length</b>	<p><i>Required, numeric, 3 positions max.</i>  Type the length of the data element</p>
<b>Decimal</b>	<p><i>Optional default, numeric, 1 position</i>  0 is system generated. If applicable, type the code that identifies the number of characters which follow the decimal in a data element. Valid values are <b>0</b> through <b>9</b>.</p>

---

## Requesting A Report For Table 100

The Table 100 reports screen (**Figure 6:38**) allows users to generate ad hoc reports.

```

TM100R0                TABLE MANAGEMENT REPORTS TABLE 100                xx/xx/xx
                        PACT DATA ELEMENT DESCRIPTION

ENTER DATA FOR REPORT REQUESTED:

FROM  *ELEMENT-NUMBER: 000

TO    *ELEMENT-NUMBER: 000

      SELECT TYPE OF REPORT:

              PRINT ACTIVE
              PRINT HISTORY
              PRINT ALL

VIEW REPORT BEFORE PRINTING? N      (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN      PF2=100 DOCM  PF4=100 INQ  PF6=REFRESH
                        ENTER=PROCESS
  
```

**Figure 6:38. Table 100, PACT Data Element Description reports screen**

At the Table 100 reports screen (**Figure 6:38**), complete the From and To fields as follows:

From/To

∇

**Element- Number  
(Block Number)**

*Required, numeric, 3 positions*

Type the applicable block number. Valid values are **001** through **150**.

Complete the remaining fields as follows:

**Select Type of  
Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

- Print Active**      Used to retrieve only active records within a table.
- Print History**    Used to retrieve only history records within a table.
- Print All**        Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

# PART 7.

---

# TABLES 101–128 FIELD INSTRUCTIONS

This part is divided into the following sections:

[Table 101, PACT Screen Elements](#)

[Table 102, PAY/PERS Download Table](#)

[Table 103, TMGT Download Table](#)

[Table 104, National Union Rate Table](#)

[Table 105, Earnings Statement Messages](#)

[Table 106, Financial Organization EFT Routing Number Master File](#)

[Table 107, Health Benefit Geographical Locations](#)

[Table 108, TSP Open Season/Election Period Dates](#)

[Table 109, PACT Screen Elements–109](#)

[Table 110, State Disbursement Unit – Child Support](#)

[Table 112, PCIP Health Benefit Carrier Name/Addresses and Rates](#)

[Table 113, Agency Contact for Intent to Offset Salary](#)

[Table 128, Pay Periods And Corresponding Dates By Year](#)

## Table 101, PACT Screen Elements

Personnel Action Processing System (PACT) screen elements is Table 101 on the Table Management System menu. This table contains required and optional screen elements for nature of action codes (NOAC) and any remark codes assigned to the NOAC.

**NOTE:** Agencies can query Table 101 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 101

The Table 101 update screen (**Figure 7:1**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM101U0										TABLE MANAGEMENT UPDATE TABLE 101										XX/XX/XX									
										PACT SCREEN ELEMENTS (1)										PAGE: 000000									
ACTION										(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE										USER-ID:									
*NOA-CODE:										NOA-IND:										DATE-CHANGED									
BEG-EFF-DATE: MM DD YY										LAST-EFF-DATE: MM DD YY																			
																				REMARKS									
001	002	003	004	005	006	007	008	009	010	011	012	013	014	015	016	017	018	019	020	*									
021	022	023	024	025	026	027	028	029	030	031	032	033	034	035	036	037	038	039	040	*									
041	042	043	044	045	046	047	048	049	050	051	052	053	054	055	056	057	058	059	060	*									
061	062	063	064	065	066	067	068	069	070											*									
CLEAR=EXIT										PF1=MAIN										ENTER DATA AND PRESS ENTER TO PROCESS									
PF5=HELP										PF2=101 DOCM										PF3=101 RPTS									
										PF6=REFRESH										PF4=101 INQY									
																				ENTER=PROCESS									
																				PF8=SCREEN (2)									

**Figure 7:1. Table 101, PACT Screen Elements (1) update screen**

Agencies requiring an update to Table 101 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.



At the Table 101 PACT Screen Elements (1) update screen (**Figure 7:1**), complete the fields as follows:

---

<b>Key Fields</b>	∇								
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.								
<b>NOA-Code</b>	<i>Required, numeric, 3 positions</i> Type the 3-digit nature of action code (NOAC).								
<b>NOA-IND</b>	<i>No entry</i> This field is system generated based upon the transaction being updated.  <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 10px;"><b>Space</b></td> <td>New</td> </tr> <tr> <td><b>1</b></td> <td>History Insert</td> </tr> <tr> <td><b>2</b></td> <td>History Correction</td> </tr> <tr> <td><b>3</b></td> <td>History Cancellation ◀</td> </tr> </table>	<b>Space</b>	New	<b>1</b>	History Insert	<b>2</b>	History Correction	<b>3</b>	History Cancellation ◀
<b>Space</b>	New								
<b>1</b>	History Insert								
<b>2</b>	History Correction								
<b>3</b>	History Cancellation ◀								
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.								
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .								
<b>Element-Flag (Fields 001 through 070)</b>	<i>Required, alpha, 1 position</i> Type the appropriate code next to the applicable data element . Valid values are:  <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 10px;"><b>Space</b></td> <td>not applicable</td> </tr> <tr> <td><b>O</b></td> <td>optional</td> </tr> <tr> <td><b>R</b></td> <td>required</td> </tr> <tr> <td><b>S</b></td> <td>system generated</td> </tr> </table> A maximum of 70 codes per screen or a total of 210 codes may be entered.	<b>Space</b>	not applicable	<b>O</b>	optional	<b>R</b>	required	<b>S</b>	system generated
<b>Space</b>	not applicable								
<b>O</b>	optional								
<b>R</b>	required								
<b>S</b>	system generated								
<b>Remarks</b>	<i>Optional, alphanumeric, 3 positions</i> Type the remarks code assigned to the NOAC. A maximum of 10 codes may be entered.								

---

To add Element-Flag fields' data on the PACT Screen Elements (2) update screen, press **[PF8]**. Screen 2 is displayed with the key field generated from the PACT Screen Elements (1) update screen. Repeat the instructions at Element-Flag (Fields 001 through 070) to complete Element-Flag fields 071 through 140.

To add Element-Flag fields' data on the PACT Screen Elements (3) update screen, press **[PF8]**. Screen 3 is displayed with the key field generated from the PACT Screen Elements (1) update screen. Repeat the instructions at Element-Flag (Fields 001 through 070) to complete Element-Flag fields 141 through 210.

After completing all applicable Element-Flag fields, press **[Enter]**.

After the data passes systems edits, the message *Record Successfully Added* is displayed.

- To return to the PACT Screen Elements (2) update screen, press **[PF7]**.
- To return to the PACT Screen Elements (1) update screen, press **[PF7]** again.

## Requesting A Report For Table 101

The Table 101 reports screen (**Figure 7:2**) allows users to retrieve payroll/personnel data elements for processing personnel actions and to request ad hoc reports.

```
TM101R0                                TABLE MANAGEMENT REPORTS TABLE 101                xx/xx/xx
                                      PACT SCREEN ELEMENTS

ENTER DATA FOR REPORT REQUESTED:

FROM  *NOA-CODE:                        *NOA-IND:
TO    *NOA-CODE:                        *NOA-IND:

      SELECT TYPE OF REPORT:

              PRINT ACTIVE
              PRINT HISTORY
              PRINT ALL

VIEW REPORT BEFORE PRINTING? N      (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

CLEAR=EXIT      PF1=MAIN      ENTER DATA AND PRESS "ENTER" TO PROCESS
                                PF2=101 DOCM      PF4=101 INQ      PF6=REFRESH
                                ENTER=PROCESS
```

**Figure 7:2. Table 101, PACT Screen Elements reports screen**

At the Table 101 reports screen (**Figure 7:2**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>NOA-Code</b>	<i>Required, numeric, 3 positions</i> Type the begin and end range 3-digit nature of action code (NOAC). Complete the remaining fields as follows:
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.  <b>Print Active</b> Used to retrieve only active records within a table. <b>Print History</b> Used to retrieve only history records within a table. <b>Print All</b> Used to retrieve all active, deleted, and history records within a table.
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## Table 102, PAY/PERS Download Table

PAY/PERS Download Table is Table 102 on the Table Management System menu. Agencies that use an alternative Front-End System Interface (FESI) to enter and transmit personnel actions and position data to NFC can use this table to select and create download files in order to verify that employee data contained in their front-end system is the same data contained in NFC's Payroll/Personnel System. Screen 1, Profile Screen, includes record specifications such as frequency, destination, and routing information for the download file. Screens 1 through 8, Data Elements, include payroll/personnel data elements to be contained in the file.

Agencies can query and update Table 102 data, view documentation data, and generate reports. The data maintained in Table 102 is contained on the profile screen and eight data elements screens. To view data elements applicable to the profile record, at the profile screen press **[PF10]**. The Data Elements (1) inquiry screen is displayed. To scroll forward and view data elements on screens 1 through 8, press **[PF8]**. To scroll backward through the data elements screens press **[PF7]**. To return to the Profile Screen, press **[Enter]** at any data elements inquiry screen.

**NOTE:** With the exception of the transmission data fields (Transmit-Date, Transmit-Time, Transmit-PP, and Year), the inquiry screens for Table 102 contain the same data elements as the update screens for Table 102. See **(Figure 7:3)**.

TMI02I0	TABLE MANAGEMENT INQUIRY TABLE 102	XX/XX/XX
	PAY/PERS DOWNLOAD TABLE	
	PROFILE SCREEN	
ENTER PARTIAL OR COMPLETE KEY		USER-ID:
*AGENCY:	*POI:	DATE-CHANGED
*IDENTIFIER:	*PROFILE:	
BEG-EFF-DATE:	LAST-EFF-DATE:	
DEPARTMENT :		
ORG-STRUCTURE-CODE:		POI:
INCLUDE-FLAG:	(A)LL OR (C)HANGED	
FREQUENCY:	(D)AILY, (W)EEKLY, (P)AY PERIOD, (M)ONTHLY	
DESTINATION:	TRANSMIT-DATE:	00 00 00
ROUTING-INFO:	TRANSMIT-TIME:	000000
EXPIRATION DATE:00 00 00	TRANSMIT-PP:	00
	TRANSMIT-YEAR:	0000
	ENTER DATA AND PRESS ENTER TO PROCESS	
CLEAR=EXIT PF1=MAIN	PF2=102 DOCM	PF3=102 RPTS
PF7=BACKWARD	PF8=FORWARD	PF4=102 UPD
	PF10=ELEMENT SCREEN (1)	ENTER=PROCESS

**Figure 7:3. Table 102, PAY/PERS Download Table Profile Screen (Inquiry)**

## Updating Table 102

The Table 102 update screen **(Figure 7:4)** allows authorized users to add, modify, delete, or reactivate a record.

**NOTE:** For update authority to the front-end system interface (FESI), contact your agency's ADP security officer.

```

TM102U0                TABLE MANAGEMENT UPDATE TABLE 102                XX/XX/XX
                        PAY/PERS DOWNLOAD TABLE
                        PROFILE SCREEN
ACTION      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE    USER-ID:
*AGENCY:    *POI:                                DATE-CHANGED
*IDENTIFIER: *PROFILE:

BEG-EFF-DATE: MM DD YY    LAST-EFF-DATE: MM DD YY
DEPARTMENT      :
ORG-STRUCTURE-CODE:                                POI:

INCLUDE-FLAG:    (A)LL OR (C)HANGED
FREQUENCY:      (D)AILY, (W)EEKLY, (P)AY PERIOD, (M)ONTHLY
DESTINATION:
ROUTING-INFO:
EXPIRATION DATE:    00 00 00

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN    PF2=102 DOCM    PF3=102 RPTS    PF4=102 INQ
PF5=HELP    PF6=REFRESH PF8=ELEMENT SCREEN (1)    ENTER=PROCESS

```

**Figure 7:4. Table 102, PAY/PERS Download Table Profile Screen (Update)**

**NOTE:** To receive transmitted personnel data using Table 102, you must (1) have access to Payroll/Personnel Inquiry System (PINQ) or Information/Research Inquiry System (IRIS) data, (2) have read-only access to Position Management System (PMSO) data, and (3) provide NFC with a job control language (JCL). JCL is a group of specialized computer language statements designed to give instructions to a computer so the computer will perform a desired action. In this case, the desired action would be the successful transmission of user data from the NFC mainframe computer to a predetermined location at the user's site.

Complete fields on Table 102 profile screens according to the following specifications/instructions:

Key Fields	∇
<b>Action</b>	Required, alpha, 1 position Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Agency</b>	Required, alphanumeric, 2 positions Type the agency or bureau code.
<b>POI</b>	Required, numeric, 4 positions Type the personnel office identifier code.
<b>Identifier</b>	Required, alphanumeric, 6 positions max. Type the agency-assigned ID number.
<b>Profile</b>	Required, alphanumeric, 6 positions max. Type the agency-assigned access authorization code to be used for initiating the download file.
<b>Beg-Eff-Date</b>	Required, numeric, 6 positions Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	Required, numeric, 6 positions Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .

<b>Department</b>	<i>No entry</i> This field is system generated.								
<b>Org-Structure-Code</b>	<i>Optional, numeric, 18 positions max.</i> Type the organizational structure code for the agency whose records are to be downloaded. A maximum of five codes may be entered.								
<b>POI</b>	<i>Optional, numeric, 4 positions</i> Type the personnel office identifier code for the agency whose records are to be downloaded. A maximum of five codes may be entered.								
<b>Include-Flag</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> (all) to include all records in the download file or <b>C</b> (changed) to include only those records that were changed since the last download in the pay period.								
<b>Frequency</b>	<i>Required, alpha, 1 position</i> Type the code that indicates how often the download will occur. Valid values are:  <table border="0" style="margin-left: 40px;"> <tr> <td><b>D</b></td> <td>daily, Monday through Saturday</td> </tr> <tr> <td><b>W</b></td> <td>weekly, Sunday</td> </tr> <tr> <td><b>P</b></td> <td>pay period, Sunday after BEAR</td> </tr> <tr> <td><b>M</b></td> <td>monthly, last day of the month</td> </tr> </table> <p><b>NOTE:</b> Frequency Code D or W should only be used for a one time, immediate download.</p>	<b>D</b>	daily, Monday through Saturday	<b>W</b>	weekly, Sunday	<b>P</b>	pay period, Sunday after BEAR	<b>M</b>	monthly, last day of the month
<b>D</b>	daily, Monday through Saturday								
<b>W</b>	weekly, Sunday								
<b>P</b>	pay period, Sunday after BEAR								
<b>M</b>	monthly, last day of the month								
<b>Destination</b>	<i>Required, alphanumeric, 16 positions max.</i> Type the agency-assigned identification number for the network unit (i.e., printer, terminal, etc.) designated to transmit the download file.								
<b>Transmit Date (Inquiry Only)</b>	<i>System generated, 6 positions.</i> The date the record was transmitted for the download file. (MMDDYY)								
<b>Routing-Info</b>	<i>Required, alphanumeric, 15 positions max.</i> Type the information that designates where the output job should be delivered (e.g., John Doe, Room 2).								
<b>Transmit-Time (Inquiry Only)</b>	<i>System generated, 6 positions</i> The time the record was transmitted for the download file.								
<b>Expiration Date</b>	<i>Required, numeric, 6 positions</i> Type the expiration date of the profile in MM DD YY order.								
<b>Transmit-PP (Inquiry Only)</b>	<i>System generated, 2 positions</i> The pay period the record was transmitted for the download file.								
<b>Transmit-Year (Inquiry Only)</b>	<i>System generated, 4 positions</i> The processing year the record was transmitted for the download file.								

**NOTE:** You must complete and process the Profile Screen before you can access any Data Elements screens.

## Adding Data To Data Elements Screens (1) through (8)

To include data elements in the download file, after completing the Profile update screen, press **[PF8]**. The Data Elements (1) update screen (**Figure 7:5**) is displayed. The key fields are system generated from the Profile update screen.

TM102U1	TABLE MANAGEMENT UPDATE TABLE 102			xx/xx/xx
	PAY/PERS DOWNLOAD TABLE			
	DATA ELEMENTS (1)			
ACTION	(A)DD	(M)ODIFY	(D)ELETE	(R)EACTIVATE
*AGENCY:		*POI:		USER-ID:
*IDENTIFIER:		*PROFILE:		DATE-CHANGED
ANNUAL-LEAVE-CATEGORY		BARGAINING-UNIT-STAT		BASE-CONTRACT-SALARY
CITIZENSHIP-CD		CLASSIF-STANDARD-CD		CSC-AUTH-CD-1ST-N
CSC-AUTH-2ND-CD-1ST-N		CSC-AUTH-CD-2ND-N		CSC-AUTH-2ND-CD-2ND-N
DATE-DEGREE-RCVD-YR		DATE-EMP-ASSIGNED		DATE-ENT-PRES-GRADE
DATE-OF-BIRTH		DATE-PER-EVAL-ANNIV		DATE-SCD-CSR
DATE-SCD-LEAVE		DATE-SCD-RIF		DATE-SCD-WGI
DUTY-STAT-CITY-CD		DUTY-STAT-CNTY-CD		DUTY-STAT-STATE-CD
EDUCATION-LEVEL		FAIR-LABOR-STAND-CD		FEGLI-COVERAGE-CD
FEHB-COVERAGE-CD		FIN-DIS-REQ		GRADE
HB-PLAN-CD		INSTRUCTIONAL-PRGM		MASTER-RECORD-NO
NAME-EMPLOYEE-FIRST		NAME-EMPLOYEE-LAST		NAME-EMPLOYEE-MIDDLE
NAT-ACT-1ST-3-POS		NAT-ACT-2ND-3-POS		OCCUPATIONAL-SER-CD
OFFICIAL-TITLE-CODE		ORG-STRUCT-2ND-LEV		ORG-STRUCT-3RD-LEV
ORG-STRUCT-4TH-LEV		ORG-STRUCT-5TH-LEV		ORG-STRUCT-6TH-LEV
		INSERT DATA		
CLEAR=EXIT	PF1=MAIN	PF2=102 DOCM	PF3=102 RPTS	PF4=102 INQ
PF5=HELP	PF6=REFRESH	F7=PROFILE	PF8=ELEMENT SCREEN(2)	ENTER=PROCESS

**Figure 7:5. Table 102, PAY/PERS Download Table Data Elements (1) update screen**

At the Table 102 data elements (1) update screen (**Figure 7:4**), complete the fields as follows:

**Data Element(s)** *Optional, alpha, 1 position*  
Type **X** next to the applicable data elements to be contained in the file.

To select additional data elements located on Data Elements update screens 2 (**Figure 7:6**) through 8 (**Figure 7:12**), press **[PF8]** to scroll forward through the screens and repeat the process. A total of 430 data elements can be selected over the eight data element screens.

```

TM102U2                TABLE MANAGEMENT UPDATE TABLE 102                XX/XX/XX
                        PAY/PERS DOWNLOAD TABLE
                        DATA ELEMENTS (2)
ACTION      (A)DD  (M)ODIFY (D)ELETE (R)EACTIVATE  USER-ID:
*AGENCY:    *POI:    DATE-CHANGED
*IDENTIFIER: *PROFILE:

ORG-STRUCT-7TH-LEV    ORG-STRUCT-8TH-LEV    ORG-STRUCT-CD-AGCY
PAY-PLAN              PERF-EVAL-RATING      PHYSICAL-HANDICAP-CD
POS-NO                POS-OFFICIAL-TITLE    POS-SENSITIVITY-CD
POS-SUPERVISORY-CD   RETIREMENT-COV-CD     RNO-CD
SALARY-RATE-CD       SEX-CD                 SPEC-EMPL-PGMS-CD
SPECIAL-EMPLOYEE-CD SSNO                   STEP
TENURE-GROUP         TYPE-APPOINTMENT-CD   VETERAN-PREF-CD
VETERAN-STAT        WORK-SCHEDULE         WORKING-TITLE-CD

ACCESS-1ST-AUTH-CD   ACCESS-2ND-AUTH-CD    ACCESS-NAT-ACTN-CD
ACCTG-STAT-CD       ACCTG-DIS-SUB-LEV-CD  AGENCY-USE (PMSO)
AGENCY-USE (PAYPERS) AGCY-USE-1            AGCY-USE-2
AGCY-USE-3          AGCY-USE-4            AGCY-USE-5
ANNUITANT-INDICATOR APPNT-1ST-AUTH-CD     APPNT-2ND-AUTH-CD

                        INSERT DATA
CLEAR=EXIT PF1=MAIN    PF2=102 DOCM  PF3=102 RPTS  PF4=102 INQ
PF7=ELEMENT SCREEN(1) PF8=ELEMENT-SCREEN(3) ENTER=PROCESS

```

Figure 7.6. Table 102, PAY/PERS Download Table Data Elements (2) update screen

```

TM102U3                TABLE MANAGEMENT UPDATE TABLE 102                XX/XX/XX
                        PAY/PERS DOWNLOAD TABLE
                        DATA ELEMENTS (3)
ACTION      (A)DD  (M)ODIFY (D)ELETE (R)EACTIVATE  USER-ID:
*AGENCY:    *POI:    DATE-CHANGED
*IDENTIFIER: *PROFILE:

BASE-PAY-YTD         CIV-SER-ANNUIT-SHARE  COMPETITIVE-LEVEL
CREDITABLE-MIL-SVC  CSC-OTHER-LEGAL-AUTH  CSRS-COV-AT-APPNT
CURRENT-EMPL-STAT   DATE-AGENCY-EOD       DATE-APPOINTMENT-NTE
DTE-CAR-PERM-TEN-STR DTE-CONV-TO-CAR-TEN   DTE-DEGR-CRT-RCVD-YR
DATE-DETK-EXPIR     DATE-ENTERED-POI      DATE-NON-PAY-NTE
DATE-PERS-ACTN-EFF  DATE-POS-ESTABLISHED  DATE-LAST-AUD-REV
DATE-POS-CLASSIFIED DATE-POS-NTE           DTE-PROB-PERIOD-STRT
DATE-PROMOTION-NTE  DTE-RETAIN-RTE-EXPIR  DTR-RETEN-RIGHTS-END
DATE-RETIRED-MIL    DATE-SCD-TSP          DTE-SUPV-MGR-PROB-BG
DATE-TSP-ELIG       DATE-WGI-PROJ-EFF     DEPARTMENT-CD
DETL-AGCY           DETL-DEPT-CD          DETL-GRADE
DETL-MAST-RECORD-NO DETL-POS-NO           DETL-SON
DRUG-TS             EARLY-RETIREMENT-IND  FERS-COVERAGE-CD
FROZEN-CSRS-SERVICE GEOGRAPH-ADJ-RATE     GRADE-BASIS-IND

                        INSERT DATA
CLEAR=EXIT PF1=MAIN    PF2=102 DOCM  PF3=102 RPTS  PF4=102 INQ
PF7=ELEMENT SCREEN(2) PF8=ELEMENT-SCREEN(4) ENTER=PROCESS

```

Figure 7.7. Table 102, PAY/PERS Download Table Data Elements (3) update screen



TM102U4	TABLE MANAGEMENT UPDATE TABLE 102			XX/XX/XX	
	PAY/PERS DOWNLOAD TABLE				
	DATA ELEMENTS (4)				
ACTION	(A)DD	(M)ODIFY	(D)ELETE	(R)EACTIVATE	USER-ID:
*AGENCY:		*POI:			DATE-CHANGED
*IDENTIFIER:		*PROFILE:			
HB-DATE-EFF		HDQTRS-FIELD-CD		LANGUAGE-REQUIRED	
LEO-IND		LOCALITY-TABLE-CD		OCCUPATIONAL-FUNC-CD	
OFFICIAL-TITLE-PREF		OFFICIAL-TITLE-SUFF		PATCO-CD	
PAY-RATE-DETERMIN-CD		PAY-TABLE-CD		POS-SCHEDULE	
POS-STAT-BUDGET		POS-STAT-CSC		POS-TARGET-GRADE	
POS-WORKING-TITLE		PROC-INTRGRTY-ACT-FL		PROFESS-CATEGORY	
PROJECTED-DUTIES-IND		REMARKS-CDS		RES-ADR-1ST-LINE-ST	
RES-ADR-CITY-NAME		RES-ADR-ST-CTRY-CD		RES-ADR-ZIP-5	
RETENTION-ALLOWANCE		SEP-ACCESSION-TYPE		SUBMITTING-OFFICE-NO	
TOUR-OF-DUTY-HOURS		TSP-ELIGIBILITY-CD		UNIFORM-SERVICE-STAT	
VETERANS-PREF-RIF					
ANN-LV-CURRENT-BAL		ACCESS-DATE		ACTION-CD	
AG-USE (PMSO)		AGENCY-INFO 1		AGENCY-INFO-2	
		INSERT DATA			
CLEAR=EXIT	PF1=MAIN	PF2=102 DOCM	PF3=102 RPTS	PF4=102 INQ	
PF7=ELEMENT	SCREEN(3)	PF8=ELEMENT	SCREEN(5)	ENTER=PROCESS	

Figure 7:8. Table 102, PAY/PERS Download Table Data Elements (4) update screen

TM102U5	TABLE MANAGEMENT UPDATE TABLE 102			xx/xx/xx	
	PAY/PERS DOWNLOAD TABLE				
	DATA ELEMENTS (5)				
ACTION	(A)DD	(M)ODIFY	(D)ELETE	(R)EACTIVATE	USER-ID:
*AGENCY:		*POI:			DATE-CHANGED
*IDENTIFIER:		*PROFILE:			
AGENCY-INFO-3		AGENCY-INFO-4		AGENCY-INFO-5	
ALTERNATE-WRK-SCHD		ANNUAL-LV-45-DAT-CD		APPNT-LIMIT-DATS-BAL	
APNT-LIMIT-DAYS-TOT		APPNT-LIMIT-DOLR-BAL		APPNT-LIMIT-DOLR-TOT	
APPNT-LIMIT-HRS-BAL		APPNT-LIMIT-HRS-TOTL		AUO-PROJECT-ANN-AMT	
CASH-AWARD-AMOUNT		CASH-AWARD-EFF-PP		CASH-AWARD-EFF-YR	
DATE-CHG-IN-TENURE		DTE-LAST-PAID-BEGINS		DTE-LST-PAY-STAT-RET	
DATE-PERS-ACTN-VALID		DTE-PROJ-DCK-LV-USE		DTE-SERVICE-YR-STRT	
DUTY-STAT-CITY-NAME		DUTY-STAT-CNTY-NAME		DUTY-STAT-STATE-NAME	
FED-TAX-NO-EXEMPT		GAIN-LSE-DP-NON-USDA		GEO-ADJ-PERCENT	
GROSS-PAY-YTD		HB-COVERAGE-CD		INTER-OCC-SERIES-CD	
INTERDISC-SERIES-CD		INTERDISC-TITLE-CD		INTERDISC-TITLE-PRE	
INTERDISC-TITLE-SUF		INTERDISCIPLINARY-CD		LV-EARNING-STAT-PP	
LI-COVERAGE-CD		LI-COVERAGE-AMOUNT		LI-PLAN-CD	
PAID-STAT-CD		PERF-EVAL-YEAR		QUARTERS-DEDUCTN-CD	
		INSERT DATA			
CLEAR=EXIT	PF1=MAIN	PF2=102 DOCM	PF3=102 RPTS	PF4=102 INQ	
PF7=ELEMENT	SCREEN(4)	PF8=ELEMENT	SCREEN(6)	ENTER=PROCESS	

Figure 7:9. Table 102, PAY/PERS Download Table Data Elements (5) update screen

TM102U6	TABLE MANAGEMENT UPDATE TABLE 102		XX/XX/XX
PAY/PERS DOWNLOAD TABLE			
DATA ELEMENTS (6)			
ACTION	(A)DD	(M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID:
*AGENCY:		*POI:	DATE-CHANGED
*IDENTIFIER:		*PROFILE:	
QUARTERS-DEDUCN-RTE		RECRUITMENT-BONUS	RELOCATION-BONUS
RES-ADDITIONAL-ADR		RES-ADR-CITY-CD	RES-ADR-CNTY-CD
RES-ADR-ST-CTRY-NAME		RES-ADR-ZIP-4	SICK-LV-CURRENT-BAL
COOP-ANNUIT-SHARE-CD		SCHEDULED-SALARY	SCHOOL-CD
SCHOOL-STATE		SEP-RCD-STATUS-RCD	SEPARATION-DATE
SSNO-OLD		STAFFING-DIFF-RATE	SUPVY-DIFF-RATE
TA-CONT-PT-TMEKPR-CD		TS-DATE-EFF	TSP-EMP-DEDUCN-AMT
TSP-EMP-DEDUCN-RATE		TSP-STAT-CD	TSP-STAT-DATE
UNION-CD		UNION-LOCAL-CD	USER-ID
WGI-DUE-CD			
ACC-BREAK-SVC-IND		ACCESS-AUTHORITY	ALLOWANCE-COLA-CD
ANN-LV-USED-YTD-4OMX		APPNT-AUTHORITY	COMP-LV-EARNED-PP
COMP-LV-EARNED-YTD		COMP-LV-PRIOR-YR-BAL	COMP-LV-TOT-CUR-BAL
		INSERT DATA	
CLEAR=EXIT	PF1=MAIN	PF2=102 DOCM	PF3=102 RPTS
PF7=ELEMENT	SCREEN(5)	PF8=ELEMENT	SCREEN(7)
			PF4=102 INQ
			ENTER=PROCESS

Figure 7:10. Table 102, PAY/PERS Download Table Data Elements (6) update screen

TM102U7	TABLE MANAGEMENT UPDATE TABLE 102		XX/XX/XX
PAY/PERS DOWNLOAD TABLE			
DATA ELEMENTS (7)			
ACTION	(A)DD	(M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID:
*AGENCY:		*POI:	DATE-CHANGED
*IDENTIFIER:		*PROFILE:	
COMP-LV-USED-YTD		CASH-AWARD-IND	CMSA-CD
COLA-POST-DIFF-CD		CONFLICT-OF-INT	CON-TAPER-NOTIF-GIVN
CUM-RETIRE-DED-CONV		CUM-RETIRE-DED	DATE-6C-RET
DATE-APPNT-EFF		DTE-COR-NATURE-ACTN	DATE-ENTERED-POI
DATE-LAST-ADJ-SCH-LV		DTE-LAST-ADJ-SCH-RET	DTE-LAST-ADJ-SCD-RIF
DATE-NON-PAY-NTE		DTE-PLACE-FOL-UP-REQ	DTE-REINVESTIGTE-REQ
DATE-SCH-FEHB-TEMP		DTE-SERV-AGREE-EXPIR	EARNING-LIMIT-CD
EMPL-CEILING-IND		EMPL-TYPE	EXP-APPNT-LMT-PP
EXP-APPNT-LMT-RPT-CD		EXP-APPNT-LMT-YEAR	FED-TAX-DOC-PROC-PP
FED-TAX-DOC-PROC-YR		FICA-DEDUCTION-YTD	FICA-WAGES-YTD
FOREIGN-LANG-ALLOW		FREQUENCY-PAID-CD	FROM-TO-CD
FROM-TO-CD		HB-CONTRIBUTION-AMT	HB-DEDUCTS-YTD-DEF
HB-DEDUCTS-YTD-DEF		HOME-LV-CURRENT-BAL	HOSP-DED-YTD
HOSP-DED-YTD		LAST-ACTION-PP-NO	LAW-BAR-MEMBERSHIP
LAW-BAR-MEMBERSHIP-CD		LOCATION-CD	LWOP-SINCE-LAST-WGI
		INSERT DATA	
CLEAR=EXIT	PF1=MAIN	PF2=102 DOCM	PF3=102 RPTS
PF7=ELEMENT	SCREEN(6)	PF8=ELEMENT	SCREEN(8)
			PF4=102 INQ
			ENTER=PROCESS

Figure 7:11. Table 102, PAY/PERS Download Table Data Elements (7) update screen

```

TM102U8                TABLE MANAGEMENT UPDATE TABLE 102                XX/XX/XX
                        PAY/PERS DOWNLOAD TABLE
                        DATA ELEMENTS (8)
ACTION                 (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE    USER-ID:
*AGENCY:              *POI:                                    DATE-CHANGED
*IDENTIFIER:          *PROFILE:

PAY-PER-LST-TIME      LT-063-PP                LT-063-YR
PERF-EVAL-AGENCY-USE  PERF-EVAL-CHG-IND       PERF-EVAL-ELIGIB-CD
PERF-EVAL-GEN-YR      PERF-EVAL-GEN-PP        PERF-EVAL-PAY-PERIOD
PHYSICAL-LOCATION       PLACEMENT-FOL-UP-IND    PMSA-CD
PREMIUM-PAY-YTD       PROB-PER-EXPIR-IND      RECRUITMENT-PERCENT
RELOCATION-PERCENT     RETENTION-PERCENT       SAV-GR-GRADE
SEVERANCE-PAY-CD      SICK-LV-USED-YTD        SUP-MGR-PROB-PER-REQ
SUP-PROB-PD-EXP-NOTF  TA-CONT-PT-CITY-CD      TA-CONT-PT-STATE-CD
TA-CONT-PT-UNIT-CD    TA-DTE-DEDUCTS-BEGAN    WGI-DUE-CDD-PP
WGI-DUE-CDD-YR        WGI-NOTIF-GIVEN-CD      WGI-PP-NOTIF-GIVEN
WGI-WITHHLD-NT-RETND  STATE-TAX-WH-ST-CD
WORK-PHONE-AREA-CD    WORK-PHONE-EXCH         WORK-PHONE-NO

                        INSERT DATA
CLEAR=EXIT PF1=MAIN    PF2=102 DOCM PF3=102 RPTS PF4=102 INQ
PF7=ELEMENT SCREEN(7) PF8=PROFILE SCREEN ENTER=PROCESS

```

**Figure 7:12. Table 102, PAY/PERS Download Table Data Elements (8) update screen**

**NOTE:** To return to the Profile update screen from Data Elements screen (8), press **[PF8]**.

## Requesting A Report For Table 102

The Table 102 reports screen (**Figure 7:13**) allows users to generate ad hoc reports.

```

TM102R0                TABLE MANAGEMENT REPORTS TABLE 102                xx/xx/xx
                        PAY/PERS DOWNLOAD TABLE

ENTER DATA FOR REPORT REQUESTED:

FROM  *DEPARTMENT:      *AGENCY:                *POI:
      *IDENTIFIER:      *PROFILE:

TO    *DEPARTMENT:      *AGENCY:                *POI:
      *IDENTIFIER:      *PROFILE:

      SELECT TYPE OF REPORT:
          PRINT ACTIVE
          PRINT HISTORY
          PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT PF1=MAIN    PF2=102 DOCM PF4=102 INQY PF6=REFRESH
                        ENTER=PROCESS

```

**Figure 7:13. Table 102, PAY/PERS Download Table reports screen**

At the Table 102 reports screen (**Figure 7:13**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>Department</b>	Required, alphanumeric, 2 positions Type the department code established by OPM.

<b>Agency</b>	<i>Required, alphanumeric, 2 positions</i> Type the begin and end range agency or bureau code.						
<b>POI</b>	<i>Required, numeric, 4 positions</i> Type the begin and end range personnel office identifier code.						
<b>Identifier</b>	<i>Required, alphanumeric, 6 positions max.</i> Type the begin and end range agency-assigned ID number.						
<b>Profile</b>	<i>Required, alphanumeric, 6 positions max.</i> Type the begin and end range agency-assigned access authorization code to be used for initiating the download file.						
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below. <table> <tr> <td><b>Print Active</b></td> <td>Used to retrieve only active records within a table.</td> </tr> <tr> <td><b>Print History</b></td> <td>Used to retrieve only history records within a table.</td> </tr> <tr> <td><b>Print All</b></td> <td>Used to retrieve all active, deleted, and history records within a table.</td> </tr> </table>	<b>Print Active</b>	Used to retrieve only active records within a table.	<b>Print History</b>	Used to retrieve only history records within a table.	<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>Print Active</b>	Used to retrieve only active records within a table.						
<b>Print History</b>	Used to retrieve only history records within a table.						
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.						
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.						
<b>Routing Information: Name</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).						
<b>Remote ID</b>	<i>Required, alphanumeric, 16 positions max.</i> Type the number of the printer designated to print the table.						

---

## Table 103, TMGT Download Table

TMGT Download Table is Table 103 on the Table Management System menu. Agencies that use the alternative front-end system interface (FESI) can select from Table 103 which TMGT tables they want to download to their FESI system. The TMGT table data downloaded to the agency's FESI system is used to validate or edit data on their front-end system.

Screen 1, TMGT Download Table (1), includes record specifications such as the frequency of the download, destination, routing information, and the expiration date. Additionally, Screen 1 is used to add and/or modify the requests for downloading data files. Screen 2, TMGT Download Table (2) Table Elements, includes those TMGT tables that are available for downloading table data to the FESI system.

**NOTE:** (1) Agencies can query and update Table 103 data, view documentation data, and generate reports. (2) The data maintained in Table 103 is contained on two screens. To view the TMGT tables from which TMGT data can be downloaded, while at the TMGT Download Table (1) inquiry screen, press **[PF10]**. The TMGT Download Table (2) Table Elements inquiry screen is displayed. To return to the TMGT Download Table (1) inquiry screen for this record, press **[PF7]**. To view the next record, press **[PF8]**.

## Updating Table 103

Table 103 update screen (**Figure 7:14**) allows authorized users to add, modify, delete, or reactivate a record.

**NOTE:** For update authority to the front-end system interface (FESI), contact your agency's ADP security officer.

TM103U0	TABLE MANAGEMENT UPDATE TABLE 103				xx/xx/xx
	TMGT DOWNLOAD TABLE (1)				
ACTION	(A)DD	(M)ODIFY	(D)ELETE	(R)EACTIVATE	USER-ID:
*AGENCY	:		*POI	:	DATE-CHANGED
*IDENTIFIER:			*PROFILE:		
BEG-EFF-DATE:	MM	DD	YY	LAST-EFF-DATE:	MM DD YY
INCLUDE-FLAG:		(A) ALL ACTIVE	(B) ALL CHANGED ACTIVE		
		(C) ALL HISTORY	(D) ALL CHANGED HISTORY		
		(E) ALL ACT & HIST	(F) ALL CHANGED ACT & HIST		
HISTORY LAST-EFF-DATE	RANGE - FROM:	00 00 00	TO:	00 00 00	
FREQUENCY :		(D)AILY, (W)EEKLY, (P)AY PERIOD, (M)ONTHLY			
DESTINATION :			ROUTING-INFO:		
EXPIRATION DATE :	00 00 00		DOWNLOAD-REC-SIZE:	0000	
ENTER DATA AND PRESS ENTER TO PROCESS					
CLEAR=EXIT	PF1=MAIN	PF2=103 DOCM	PF3=103 RPTS	PF4=103 INQ	
	PF5=HELP	PF6=REFRESH	PF8=UPD SCREEN (2)	ENTER=PROCESS	

**Figure 7:14. Table 103, TMGT Download Table (1) update screen**

**NOTE:** To receive transmitted TMGT data using Table 103, you must provide NFC with a job control language (JCL). A JCL is a group of specialized computer language statements designed to give instructions to a computer so the computer will perform a desired action. In this case, the desired action would be the successful transmission of user data from the NFC mainframe computer to a predetermined location at the user's site.

At the TMGT Download Table (1) update screen (**Figure 7:14**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<p><i>Required, alpha, 1 position</i>            Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>
<b>POI</b>	<p><i>Required, numeric, 4 positions</i>            Type the personnel office identifier code.</p>
<b>Identifier</b>	<p><i>Required, alphanumeric, 10 positions max.</i>            Type the agency-assigned authorization code that allows a user to create a profile for initiating the download file of TMGT data. The identifier indicates the security access level for obtaining Table 103 data.</p>
<b>Profile</b>	<p><i>Required, alphanumeric, 6 positions max.</i>            Type the user assigned code that identifies the specific FESI download profile being requested.</p> <p><b>NOTE:</b> The entry of the Agency, POI, Identifier, and Profile fields are security control mechanisms used to specify the activities in which various users may engage.</p>
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the effective date for the records in MM DD YY order.</p>
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Type the last day the records are effective in MM DD YY order. If the last date is indefinite, type <b>12 31 49</b>.</p>
<b>Include-Flag</b>	<p><i>Required, alpha, 1 position</i>            Type the code which indicates which records are to be included in the download file. Valid values are:</p> <ul style="list-style-type: none"> <li><b>A</b> All Active (all current records coded as active)</li> <li><b>B</b> All Changed Active (all active records since the last transmit date (new))</li> <li><b>C</b> All History (previous active records that have since been updated)</li> <li><b>D</b> All Changed History (all history records since the last transmit date (new))</li> <li><b>E</b> All Act &amp; Hist (all active and all history in one download)</li> <li><b>F</b> All Changed Act &amp; Hist (all changed active and all changed history since the last transmit date in one download)</li> </ul>
<b>History Last-Eff-Date Range</b>	<p><i>Conditional, numeric, 6 positions</i>            If option <b>C</b> or <b>D</b> is entered in the Include-Flag field, type the beginning and ending date range for history records selected in MM DD YY order.</p>

<b>Frequency</b>	<p><i>Required, alpha, 1 position</i></p> <p>Type the code that indicates how often the download of TMGT data will occur. Valid values are:</p> <p><b>D</b>            daily, Monday through Saturday</p> <p><b>W</b>            weekly, Sunday</p> <p><b>P</b>            pay period, Sunday after BEAR</p> <p><b>M</b>            monthly, last day of the month</p>
<b>Destination</b>	<p><i>Required, alphanumeric, 16 positions max.</i></p> <p>Type the agency-assigned identification number for the network unit (i.e., printer, terminal, etc.) designated to transmit the download file.</p> <p><b>NOTE:</b> Five 80-character records will be downloaded for each table selected when a value other than FTP (file transfer protocol) is typed in the Destination field.</p>
<b>Routing-Info</b>	<p><i>Required, alphanumeric, 15 positions max.</i></p> <p>Type the information that designates where the output job should be delivered (e.g., <b>John Doe, Room 2</b>).</p>
<b>Expiration Date</b>	<p><i>Required, numeric, 6 positions</i></p> <p>Type the ending date for executing download files of TMGT data in MM DD YY order.</p>
<b>Download-Rec-Size</b>	<p><i>Optional default, numeric, 4 positions</i></p> <p>0000 is system generated. If applicable, type <b>0080</b> or <b>0800</b> to indicate the number of characters in the length of the record being transmitted for the download file. This field defaults to <b>0080</b> if a value is not entered.</p>

**NOTE:** You must complete and process Download Table (1) before you can access Download Table (2).

### ***Adding Table Elements Data To Table 103***

To add TMGT tables data, after completing the TMGT Download Table (1) screen, press **[PF8]**. The TMGT Download Table (2) Table Elements screen (**Figure 7:15**) is displayed. The key fields are system generated from Download Table (1).

TM103U1	TABLE MANAGEMENT UPDATE TABLE 103					xx/xx/xx				
	TMGT DOWNLOAD TABLE (2)									
	TABLE ELEMENTS									
ACTION	A	(A)DD	(M)ODIFY	(D)ELETE	(R)EACTIVATE	USER-ID:				
*AGENCY	:			*POI	:	DATE-CHANGED				
*IDENTIFIER:				*PROFILE:						
TABLE NO.	SCOPE									
TABLE 001	DEPT	AGENCY								
TABLE 002	DEPT	AGENCY								
TABLE 005	4TH LEVEL	-								
TABLE 010	LOCAL	-	-	-	-	-	-	-	-	-
TABLE 016	STATE	-	-	-	-	-	-	-	-	-
TABLE 029	PAY-PLAN-									
TABLE 018	TABLE 019	TABLE 025			TABLE 036			TABLE 052		
TABLE 055	TABLE 061	TABLE 062			TABLE 074			TABLE 076		
TABLE 087	TABLE 091	TABLE 100			TABLE 101			TABLE 102		
TABLE 103										
CLEAR=EXIT	PF1=MAIN	PF2=103	DOCM	PF3=103	RPTS	PF4=103	INQ			
	PF5=HELP	PF7=UPD	SCREEN (1)				ENTER=PROCESS			

**Figure 7:15. Table 103, TMGT Download Table (2) Table Elements screen**

At the Table 103 download table (2) data elements update screen (**Figure 7:15**), complete the fields as follows:

**Table No.**

**Table No**

*Optional, alpha, 1 position*

Type **Y** (yes) next to the applicable table number to include data in the download file. A maximum of 22 tables may be selected.

**Scope**

**Dept**

*Required Tables 001 and 002 only, alpha, 2 positions*

Type the department code established by OPM.

**Agency**

*Required Tables 001 and 002 only, alphanumeric, 2 positions*

Type the agency or bureau code.

**4th Level**

*Required Table 005 only, numeric, 10 positions max.*

Levels 1-3 are 2 positions each, Level 4 is 4 positions. Type the organizational structure code up to the 4th level of the agency/bureau whose data is to be included in the download file. A maximum of five codes may be entered.

**Local**

*Required Table 010 only, numeric, 2 positions*

Type the code for the local or union whose data is to be included in the download file. A maximum of 20 codes may be entered.

**State**

*Required Table 016 only, alpha, 2 positions*

Type the code for the state whose data is to be included in the download file. A maximum of 10 codes may be entered.

**Pay Plan**

*Required Table 029 only, alpha, 2 positions*

Type the pay plan to be included in the download file (e.g., GS, WG, etc.).

**NOTE:** Both the Table Number and Scope fields must be completed to obtain data from the following tables:



- Table 001, Personnel Office Identifier Name And Address
- Table 002, Accounting Station Name And Address
- Table 005, Agency Organizational Structure
- Table 010, Union And Association Code Address
- Table 016, Geographical Location Codes With Names
- Table 029, Pay Table Rates

## Requesting A Report For Table 103

The Table 103 reports screen (**Figure 7:16**) allows users to generate ad hoc reports.

```

TM103R0                TABLE MANAGEMENT REPORTS TABLE 103          xx/xx/xx
                        TMGT DOWNLOAD TABLE

ENTER DATA FOR REPORT REQUESTED:

FROM  *DEPARTMENT:      *AGENCY:      *POI:
      *IDENTIFIER:      *PROFILE:

TO    *DEPARTMENT:      *AGENCY:      *POI:
      *IDENTIFIER:      *PROFILE:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING? N    (DEFAULT IS N)

ROUTING INFORMATION: NAME                REMOTE ID

      ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=103 DOCM  PF4=103 INQY  PF6=REFRESH
                ENTER=PROCESS
  
```

**Figure 7:16. Table 103, TMGT Download Table reports screen**

At the Table 103 reports screen (**Figure 7:16**), complete the From and To fields as follows:

From/To	▽
<b>Department</b>	<i>Required, alphanumeric, 2 positions</i> Type the department code established by OPM.
<b>Agency</b>	<i>Required, alphanumeric, 2 positions</i> Type the agency or bureau code.
<b>POI</b>	<i>Required, numeric, 4 positions</i> Type the personnel office identifier code.
<b>Identifier</b>	<i>Required, alphanumeric, 6 positions max.</i> Type the agency-assigned ID number.

**Profile** *Required, alphanumeric, 6 positions max.*  
Type the agency-assigned access authorization code to be used for initiating the download file.

Complete the remaining fields as follows:

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## Table 104, National Union Rates Table

National Union Rates Table is Table 104 on the Table Management System menu. This table contains the amount of money deducted from pay for union dues for the National Treasury Employees Union (NTEU).

The rate is a combination of the NTEU national union amount (a percentage of the employee's grade and step based on the pay plan) and the NTEU local chapter amount (a percentage of the national dues or a predetermined amount for the local).

**NOTE:** Agencies can query Table 104 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 104

The Table 104 update screen (**Figure 7:17**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM104U0	TABLE MANAGEMENT UPDATE TABLE 104				xx/xx/xx			
	NATIONAL UNION RATES TABLE				PAGE: 000001			
*ACTION:	(A)DD	(M)ODIFY	(D)ELETE	(R)EACTIVATE	USER-ID:			
					DATE-CHANGED:			
*UNION-CODE:	*PAY-PLAN:	*OPM-PAY-TABLE-NUMBER:			*GRADE: 00			
BEG-EFF-DATE: MM DD YY			LAST-EFF-DATE: MM DD YY					
UNION RATES BY STEPS								
STEP	PERCENTAGE	STEP	PERCENTAGE	STEP	PERCENTAGE	STEP	PERCENTAGE	
	(.99999)		(.99999)		(.99999)		(.99999)	
01		02		03		04		
05		06		07		08		
09		10		11		12		
13		14		15		16		
17		18		19		20		
ENTER DATA AND PRESS ENTER TO PROCESS								
CLEAR=EXIT	PF1=MAIN	PF2=104	DOCM	PF3=104	RPTS	PF4=104	INQ	
PF5=HELP		PF6=REFRESH				ENTER=PROCESS		

**Figure 7:17. Table 104, National Union Rates Table update screen**

Agencies requiring an update to Table 104 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, e-mail address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 104 update screen (**Figure 7:17**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Union-Code</b>	<i>Required, numeric, 2 positions</i> Type the applicable union code.
<b>Pay-Plan</b>	<i>Required, alphanumeric, 2 positions</i> Type the pay plan. For a list of pay plans, see <b>Table 025</b> .
<b>OPM-Pay-Table-Number</b>	<i>Required, numeric, 4 positions</i> Type the occupational special pay area code. For a list of codes, see <b>Tables 031</b> and <b>033</b> .
<b>Grade</b>	<i>Required, numeric, 2 positions</i> <i>00</i> is system generated. Type the grade for the pay plan.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective day is indefinite, type <b>12 31 99</b> .
<b>Step</b>	<i>No entry</i> This field is system generated.
<b>Percentage (.99999)</b>	<i>Optional, numeric, 5 positions max.</i> Type the percentage for the applicable step. Do not enter a decimal.

---

## Requesting A Report For Table 104

The Table 104 reports screen (**Figure 7:18**) allows users to generate ad hoc reports.

```

TM104R0                TABLE MANAGEMENT REPORTS TABLE 104                xx/xx/xx
                        NATIONAL UNION RATES TABLE

ENTER DATA FOR REPORT REQUESTED:
FROM *UNION-CODE:      *PAY-PLAN:      OPM-PAY-TABLE-NUMBER:      *GRADE:
TO  *UNION-CODE:      *PAY-PLAN:      OPM-PAY-TABLE-NUMBER:      *GRADE: 00

      SELECT TYPE OF REPORT:

          PRINT ACTIVE
          PRINT HISTORY
          PRINT ALL

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

      ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT          PF1=MAIN          PF2=104 DOCM          PF4=104 INQY          PF6=REFRESH
                    ENTER=PROCESS
  
```

**Figure 7:18. Table 104, National Union Rates Table reports screen**

At the Table 104 reports screen (**Figure 7:18**), complete the From and To fields as follows:

<b>From/To</b>	∇
<b>Union-Code</b>	<i>Required, numeric, 2 positions</i> Type the applicable union code.
<b>Pay-Plan</b>	<i>Required, alphanumeric, 2 positions</i> Type the pay plan. For a list of pay plans, see <b>Table 025</b> .
<b>OPM-Pay-Table-Number</b>	<i>Required, numeric, 4 positions</i> Type the occupational special pay area code. For a list of codes, see <b>Tables 031</b> and <b>033</b> .
<b>Grade</b>	<i>Required, numeric, 2 positions</i> 00 is system generated. Type the grade for the pay plan.

Complete the remaining fields as follows:

<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 105, Earnings Statement Messages

Earnings Statement Messages is Table 105 on the Table Management System menu. This table allows users and NFC to enter informational messages that are to be printed in the Remarks section of Form AD-334, Statement of Earnings and Leave for a specified pay period. This table is maintained and updated by designated Department users. Inquiry capability is available to all TMGT users.

A maximum of six lines are available on the Statement of Earnings and Leave for user messages. Multiple messages may be entered on the same screen, but they must be for the same group of employees and must total six lines or less. When multiple messages are to appear on the Statement of Earnings and Leave and each message is typed on a new screen, they should be assigned a priority code or entered in the order in which they are to appear on the Statement of Earnings and Leave. See priority codes listed in Updating Table 105 for additional information.

**NOTE:** Agencies can query and update Table 105 data, view documentation data, and generate reports.

### Message Criteria

Messages may be printed for employees of a Department, agency/bureau, POI, etc. and may be entered for future pay periods.

Department-entered Messages affect only employees within a Department or some agencies within a Department. For example, the Department of Commerce (DOC) may enter a message intended for all DOC employees, or they may enter a message that affects multiple bureaus within DOC. The messages are entered in Table 105 by designated Department personnel with security access using the instructions in this procedure.

Department-entered messages must be entered in Table 105 by the close of business, 2 days after the end of the pay period for which they are to be printed. For example, messages completed for Pay Period 17 (August 13 through August 26), must be entered by August 28. Messages not entered in the specified timeframe will not be printed on the Statements of Earnings and Leave for the requested pay period.

## Updating Table 105

The Table 105 update screen (**Figure 7:19**) allows authorized users to add, modify, delete, or reactivate a record.

```

TM105U0                TABLE MANAGEMENT UPDATE TABLE 105                XX/XX/XX
                        EARNINGS STATEMENT MESSAGES                        PAGE: 000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED
*YEAR:        *PAY PERIOD:          *MESSAGE NO:

BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY
  ALL:      (Y/N OR BLANK) DEPARTMENT(S):          LOCATION:
AGENCY/BUREAU(S):          POI(S):
  MESSAGE:
    LINE 1
    LINE 2
    LINE 3
    LINE 4
    LINE 5
    LINE 6
  CONTACT-NAME:
  CONTACT-PHONE:
VERIFIED:      (Y/N/H/BLANK)  NOTATION:

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=105 DOCM    PF3=105 RPTS    PF4=105 INQY
PF5=HELP      PF6=REFRESH                                ENTER=PROCESS

```

**Figure 7:19. Table 105, Earnings Statement Messages update screen**

Agencies desiring update authority to Table 105 may contact their agency’s NFC security officer.

**OR**

For agencies not having update authority, email the TMGT update request to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 105 update screen (**Figure 7:19**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Year</b>	<i>Required, numeric, 2 positions</i> Type the last 2 digits of the year in which the message is to be printed on the Statement of Earnings and Leave.
<b>Pay Period</b>	<i>Required, numeric, 2 positions</i> Type the pay period in which the message is to be printed on the Statement of Earnings and Leave.  <b>NOTE:</b> Message may be entered for future pay periods.



<b>Message No.</b>	<p><i>No entry</i></p> <p>A system-generated number is assigned to each message entered for the specified pay period.</p>
<b>Beg-Eff-Date</b>	<p><i>No entry</i></p> <p>This field is system generated. It is the effective day of the pay period in which the message is to be printed.</p>
<b>Last-Eff-Date</b>	<p><i>No entry</i></p> <p>This field is system generated. It is the last effective day of the pay period in which the message is to be printed.</p>
<b>All: (Y/N Or Blank)</b>	<p><i>Conditional, alphanumeric, 1 position</i></p> <p>If the message is to appear on the Statement of Earnings and Leave for all employees, type <b>Y</b> (yes). If the message is to appear on the Statement of Earnings and Leave for selected employees, type <b>N</b> (no) or leave blank. This field is for NFC use only.</p> <p><b>NOTE:</b> Messages entered for all Departments and independent agencies serviced by NFC require the concurrence of CAPPs.</p>
<b>Department(s)</b>	<p><i>Conditional, alphanumeric, 2 positions</i></p> <p>If the All field equals <i>N</i> (no) or blank, type the Department code of those employees to whom the message will apply. A maximum of five codes may be entered. If the All field equals <i>Y</i> (yes), leave this field blank.</p>
<b>Location</b>	<p><i>Conditional, numeric, 1 position</i></p> <p>If the All field equals <i>N</i> (no) or blank, type the location code (based on the duty station) of those employees to whom the message will apply. If the All field equals <i>Y</i> (yes), leave this field blank.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li><b>2</b> territories and possessions which include: <ul style="list-style-type: none"> <li>AQ (American Samoa)</li> <li>AQ (American Samoa)</li> <li>BQ (Navassa Islands)</li> <li>CQ (Northern Marianna Island)</li> <li>DQ (Jarvis Island)</li> <li>FM (Federated States of Micronesia)</li> <li>GQ (Guam)</li> <li>FQ (Baker Island)</li> <li>HQ (Howland Island)</li> <li>JQ (Johnston Atoll)</li> <li>LQ (Palmyra Atoll)</li> <li>MQ (Midway Islands)</li> <li>RM (Marshall Island)</li> <li>RQ (Puerto Rico)</li> <li>VQ (Virgin Islands)</li> <li>WQ (Wake Island)</li> </ul> </li> <li><b>3</b> foreign, which includes locations outside of the U.S., and its territories and possessions</li> </ul>

- 4 Washington, D.C. metropolitan area
- 5 contiguous U.S. outside Washington, D.C.
- 6 Alaska
- 7 Hawaii

**NOTE:** More than one location may be entered. However, a separate message must be entered for each location code requested.

**Agency/  
Bureau(s)**

*Optional, alphanumeric, 2 positions*

Type the agency or bureau code of those employees whose Statements of Earnings and Leave the message will be printed on. A maximum of five codes may be entered.

**POI(s)**

*Optional, numeric, 5 codes, 2 positions each*

Type the personnel office identifier (POI) code of those employees whose Statements of Earnings and Leave the message will be printed on.

**NOTE:** This field must be valid for each agency or bureau entered.

**Message:**

NFC will notify the appropriate Department contact of any discrepancies relating to the messages prior to processing. For example, two separate messages were entered for the same pay period. When the messages were verified, the first message utilized six lines, the maximum number of lines, leaving no space for the second message. NFC will notify the appropriate contact that the second message will not print because the first message utilized six lines. The contact will have the opportunity to (1) shorten the first and/or second message to remain within the six line limitation for printing both messages or (2) move the second message to another pay period.

**Line 1**

*Required, alphanumeric, 50 positions max.*

Type the message that is to be printed on the Statement of Earnings and Leave.

**Line 2 through 6**

*Optional, alphanumeric, 50 positions max.*

If applicable, type the continuation of Line 1 or the separate message that is to be printed on the Statement of Earnings and Leave.

**Priority**

*Optional default, numeric, 1 position*

Code 3 (low) is system generated. If more than one message is to appear on the Statement of Earnings and Leave, type the code that represents the order in which the messages are to be printed. If all messages are coded 3 (low), the system will select the order for printing the messages by message number.

Valid values are **1** (High), **2** (Medium), and **3** (Low).

**NOTE:** If a code is not entered, this field defaults to 3 (low).

**Contact-Name**

*Required, alphanumeric, 35 positions max.*

Type the name of the individual to be contacted for answering questions.

**Contact-Phone**

*Required, numeric, 10 positions max.*

Type the area code and telephone number of the individual who is to be contacted for answering questions.

**NOTE:** The following fields are for NFC use only:

**Verified:  
(Y/N/H/Blank)**

*Optional default, alphanumeric, 1 position*

Type the code that indicates whether approval has been given to process the message. Valid values are: **Y** (yes), **N** (no), **H** (special handling-indicates processing by NFC), and blank.

**NOTE:** (1) If this field is left blank, it defaults to Y (yes).

**Notation**

*Conditional, alphanumeric, 40 positions max.*

If the Verified field equals **H** (special handling), type the instructions for processing the message.

---

## Requesting A Report For Table 105

The Table 105 reports screen (**Figure 7:20**) allows users to generate ad hoc reports.

```
TM105R0                TABLE MANAGEMENT REPORTS TABLE 105                xx/xx/xx
                        EARNINGS STATEMENT MESSAGES

ENTER DATA FOR REPORT REQUESTED:
FROM *YEAR:            *PAY-PERIOD:            MESSAGE-NO:
TO   *YEAR:            *PAY-PERIOD:            MESSAGE-NO:

      SELECT TYPE OF REPORT:

      PRINT ACTIVE

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)
ROUTING INFORMATION: NAME                                REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT           PF1=MAIN           PF2=105 DOCM           PF4=105 INQY           PF6=REFRESH
                     PF5=PRINT-EDIT-REPORT           ENTER=PROCESS
```

**Figure 7:20. Table 105, Earnings Statement Messages reports screen**

At the Table 105 reports screen (**Figure 7:20**), complete the From and To fields as follows:

---

**From/To**

∇

**Year**

*Required, numeric, 2 positions*

Type the last 2 digits of the year in which the message is to be printed on the Statement of Earnings and Leave.

**Pay Period**

*Required, numeric, 2 positions*

Type the pay period in which the message is to be printed on the Statement of Earnings and Leave.

**NOTE:** Message may be entered for future pay periods.

**Message No.** *No entry*  
A system-generated number is assigned to each message entered for the specified pay period.

Complete the remaining fields as follows:

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

---

---

## Table 106, Financial Organization EFT Routing Number Master File

Financial Organization EFT Routing Number Master File is Table 106 on the Table Management System menu. Table 106 contains the routing numbers, names, and addresses of financial organizations and is updated monthly by NFC with tape files from the Department of the Treasury. This table is used by NFC payment systems to validate routing numbers on direct deposit/electronic funds transfers (DD/EFT) prior to transmitting DD/EFT account data to the Department of the Treasury.

**NOTE:** Agencies can query Table 106 data, view documentation data, and generate reports. This table is maintained and updated by authorized NFC personnel only.

### Updating Table 106

The Table 106 update screen (**Figure 7:21**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM106U0          TABLE MANAGEMENT UPDATE TABLE 106          XX/XX/XX
                FINANCIAL ORGANIZATION EFT ROUTING NUMBER MASTER FILE  PAGE: 000001

*ACTION:   (A)DD   (M)ODIFY   (D)ELETE   (R)EACTIVATE   USER-ID:
                                                DATE-CHANGED:

*ROUTING NUMBER:

BEG-EFF-DATE:  MM DD YY          LAST-EFF-DATE:  MM DD YY

NAME-ADDRESS 1   :
NAME-ADDRESS 2   :
NAME-ADDRESS 3   :
NAME-ADDRESS 4   :
CITY           :
STATE          :           ZIP-CODE:
PHONE-NUMBER   :
NEW ROUTING NUMBER:

                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT     PF1=MAIN     PF2=106 DOCM   PF3=106 RPTS   PF4=106 INQY
PF5=HELP       PF6=REFRESH  ENTER=PROCESS
```

**Figure 7:21. Table 106, Financial Organization EFT Routing Number Master File update screen**

Agencies requiring an update to Table 106 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

At the Table 106 update screen (**Figure 7:21**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>Routing Number</b>	<i>Required, numeric, 9 positions max.</i> Type the number that identifies the financial organization to which funds are electronically transferred.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Name-Address 1</b>	<i>Required, alphanumeric, 36 positions max.</i> Type the first line of the mailing address for the financial organization.
<b>Name-Address 2</b>	<i>Optional, alphanumeric, 36 positions max.</i> Type the second line of the mailing address for the financial organization.
<b>Name-Address 3</b>	<i>Optional, alphanumeric, 36 positions max.</i> Type the third line of the mailing address for the financial organization.
<b>Name-Address 4</b>	<i>Optional, alphanumeric, 36 positions max.</i> Type the fourth line of the mailing address for the financial organization.
<b>City</b>	<i>Required, alpha, 20 positions max.</i> Type the name of the city where the financial organization is located.
<b>State</b>	<i>Required, alpha, 2 positions</i> Type the abbreviation for the state where the financial organization is located.
<b>ZIP-Code</b>	<i>Required, numeric, 5 positions</i> Type the 5-digit ZIP Code and the optional ZIP+4 Code for the financial organization.
<b>Phone-Number</b>	<i>Required, numeric, 10 positions max.</i> Type the telephone number for the financial organization beginning with the area code.
<b>New Routing Number</b>	<i>Optional, numeric, 9 positions max.</i> Type the new routing number that identifies the financial organization to which funds are electronically transferred.

---

## Requesting A Report For Table 106

The Table 106 reports screen (**Figure 7:22**) allows users to generate ad hoc reports.

```

TM106R0                                TABLE MANAGEMENT REPORTS TABLE 106                xx/xx/xx
                                         FINANCIAL ORGANIZATION EFT ROUTING NUMBER FILE          PAGE: 000001

ENTER DATA FOR REPORT REQUESTED:

FROM  *ROUTING NUMBER
TO    *ROUTING NUMBER

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                                     ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT           PF1=MAIN           PF2=106 DOCM           PF4=106 INQY           PF6=REFRESH
                                     ENTER=PROCESS
  
```

**Figure 7:22. Table 106, Financial Organization EFT Routing Number File reports table**

At the Table 106 reports screen (**Figure 7:22**), complete the From and To fields as follows:

**From/To**                    ▾

**Routing Number**    *Required, numeric, 9 positions max.*  
Type the number that identifies the financial organization to which funds are electronically transferred.

Complete the remaining fields as follows:

**Select Type of Report**                    *Required, alphanumeric, 1 position*  
Type **X** next to the applicable option as described below.

**Print Active**                    Used to retrieve only active records within a table.  
**Print History**                    Used to retrieve only history records within a table.  
**Print All**                        Used to retrieve all active, deleted, and history records within a table.

**View Report Before Printing**                    *Optional default, alpha, 1 position*  
*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing Information: Name**                    *Required, alphanumeric, 20 positions max.*  
Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---



## Table 107, Health Benefit Geographical Locations

Health Benefit Geographical Locations is Table 107 on the Table Management System menu. This table contains health benefit plan codes, state abbreviations, location descriptions, and plan coverage codes.

Table 107 is used by the Direct Premium Remittance System (DPRS) to generate Open Season Form DPRS 2809, Request to Change FEHB Enrollment or to Receive Plan Brochures for Spouse Equity/ Temporary Continuation of Coverage Enrollees/Direct Pay Annuitants, and plan comparison charts for eligible non-Federal enrollees who participate in the Federal Employees Health Benefits Program (FEHB).

DPRS Form 2809 is used to change FEHB enrollment and/or request plan brochures. Plan comparison charts are used to notify the enrollees of the program's upcoming open season, and provide them with open season materials such as comparative rates and enrollment plans.

For instructions on using the Direct Premium Remittance System refer to Title III, Billings and Collections Manual, Chapter 5, Direct Premium Remittance System (DPRS).

**NOTE:** Agencies can query Table 107 data, view documentation data, and generate reports. This table is maintained and updated by authorized NFC personnel only.

### Updating Table 107

The Table 107 update screen (**Figure 7:23**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM107U0          TABLE MANAGEMENT UPDATE TABLE 107          09/29/06
                  HEALTH BENEFIT GEOGRAPHICAL LOCATIONS        PAGE: 000001

*ACTION:  .. (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
                                           DATE-CHANGED:

*HB-CARRIER-CODE:  __
*OPTION-CODE   :  _  *STATE-ABBR:  __  *BENEFIT-TYPE:  _

BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY

PLAN-COVERAGE:  _  LOCATION-DESC:-----
PHONE:  ----- COPAY DOC-COPAY1:  ----- COPAY2:  ----- HOSP:  -----
RX-GENERIC:  --- RX-BRAND:  --- NON-FORMULARY:  --- MAIL-INC:  ---
ACCREDITED:  --- PREPD-TYPE:  _  PLAN-NOTE:  _  HSA:  ----- HRA:  -----
DEDUCT CYSELF:  ----- FAMILY:  ----- RX:  ----- OUTSURG:  -----
CLSELF:  ----- FAMILY:  ----- HOSP:  ----- PSERV:  -----

SATISFY-RATE:  -----
NOTE:  - - - - -
SATISFY-RATE:  -----
NOTE:  - - - - -

ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=107 DOCM  PF3=107 RPTS  PF4=107 INQY
PF5=HELP    PF6=REFRESH  ENTER=PROCESS
    
```

**Figure 7:23. Table 107, Health Benefit Geographical Locations update screen**

At the Table 107 update screen (**Figure 7:23**), complete the fields as follows:

Key Fields	∇
<b>Action</b>	<p><i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>
<b>HB-Carrier-Code</b>	<p><i>Required, alphanumeric, 2 positions</i> Type the health benefit carrier code. See <b>Table 11</b> for a listing of applicable codes.</p>
<b>Option-Code</b>	<p><i>Required, numeric, 1 position</i> Type the code that indicates a specific option of a health insurance plan. Valid values are <b>1</b> (Self and Family For Standard Option Plans) and <b>4</b> (Self and Family For High Option Plans).</p>
<b>State-Abbr</b>	<p><i>Required, alphanumeric, 2 positions</i> Type the state abbreviation.</p>
<b>Benefit-Type</b>	<p><i>Required, alphanumeric, 1 position</i> Type the benefit type.</p>
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i> Type the effective date for the record in MMDDYY order.</p>
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i> Type the last day the record is effective in MMDDYY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>
<b>Plan-Coverage</b>	<p><i>Optional, alphanumeric, 1 position</i> Type the code that identifies the carrier of a specific health benefit plan. Valid values are <b>A, F, G, and P</b>.</p>
<b>Location-Desc</b>	<p><i>Conditional, alphanumeric, 40 positions max.</i> Type the description of the location for the applicable plan.</p>
<b>Phone-Number</b>	<p><i>Required, numeric, 10 positions</i> Type the area code and phone number for the applicable insurance plan.</p>
<b>Doc-Copay1</b>	<p><i>Optional, alphanumeric, 3 positions max.</i> Enter the co-payment or percentage of payment for the network doctors paid by enrollees in the first two positions. Enter the code which corresponds to the applicable footnote in the Federal Employees Health Benefits Plans booklet in the third position.</p>
<b>Doc-Copay2</b>	<p><i>Optional, alphanumeric, 2 positions max.</i> Enter the co-payment or percentage of payment for the network doctors paid by enrollees.</p> <p><b>NOTE:</b> The third position of this field is used to describe conditions associated with the co-payment.</p>
<b>RX Generic</b>	<p><i>Optional, alphanumeric, 3 positions max.</i> Enter the co-payment or percentage of payment for the network generic prescription drugs paid by enrollees in the first two positions. Enter the code</p>

which corresponds to the applicable footnote in the Federal Employees Health Benefits Plans booklet in the third position.

**NOTE:** The third position of this field is used to describe conditions associated with the co-payment.

<b>RX Brand</b>	<i>Optional, numeric, 4 positions max.</i> Enter the minimum and maximum co-payments or percentage of payment amounts, if applicable, for the network brand prescription drugs paid by enrollees.
<b>Non-Forumulary</b>	<i>Optional, numeric, 2 positions max.</i> Enter the minimum and maximum co-payments or percentage of payment amounts, if applicable, for the generic brand prescription drugs paid for enrollees.
<b>Accredited</b>	<i>Conditional, alpha, 1 position</i> Type <b>Y</b> if the FEHB plan is accredited. If not, leave blank.
<b>Satisfy-Rate</b>	<i>Optional, numeric, 3 positions</i> Type the plan performance based on enrollee survey results in the first position. The second and third positions are left blank.
<b>Note</b>	<i>No entry</i> This field is left blank.

## Requesting A Report For Table 107

The Table 107 reports screen (**Figure 7:24**) allows users to generate ad hoc reports.

```
TM107R0                                TABLE MANAGEMENT REPORTS TABLE 107                xx/xx/xx
                                HEALTH BENEFIT GEOGRAPHICAL LOCATIONS

ENTER DATA FOR REPORT REQUESTED:

FROM  HB-CARRIER-CODE:      OPTION-CODE:      STATE-ABBR
TO    HB-CARRIER-CODE:      OPTION-CODE:      STATE-ABBR:

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N    (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=107 DOCM      PF4=107 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

**Figure 7:24. Table 107, Health Benefit Geographical Locations reports screen**

At the Table 107 reports screen (**Figure 7:24**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>HB-Carrier-Code</b>	<i>Required, alphanumeric, 2 positions</i> Type the health benefit carrier code. See <b>Table 11</b> for a listing of applicable codes.
<b>Option-Code</b>	<i>Required, numeric, 1 position</i> Type the code that indicates a specific option of a health insurance plan. Valid values are <b>1</b> (Self and Family For Standard Option Plans) and <b>4</b> (Self and Family For High Option Plans).
<b>State-Abbr</b>	<i>Required, alphanumeric, 2 positions</i> Type the state abbreviation.

Complete the remaining fields as follows:

<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.
<b>View Report Before Printing</b>	<i>Optional default, alpha, 1 position</i> <i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.
<b>Routing Information: Name</b>	<i>Required, alphanumeric, 20 positions max.</i> Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).
<b>Remote ID</b>	<i>Required, alphanumeric, 16 positions max.</i> Type the number of the printer designated to print the table.

---

## Table 108, TSP Open Season/Election Period Dates

TSP Open Season/Election Period Dates is Table 108 on the Table Management System menu. This table contains the open season and election dates for the Thrift Savings Plan (TSP). It is used by the Personnel Edit Subsystem (PINE) to validate TSP eligibility based on time in service and when the next open season occurs. It is also used by the Bi-Weekly Examination Analysis and Reporting System (BEAR) to generate eligibility codes for Employee Express processing.

**NOTE:** Agencies can query Table 108 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 108

The Table 108 update screen (**Figure 7:25**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM108U0          TABLE MANAGEMENT UPDATE TABLE 108          xx/xx/xx
                  TSP OPEN SEASON/ELECTION PERIOD DATES      PAGE: 000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
                                                    DATE-CHANGED:

*TSP-OPEN-SEASON: 0000

BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY

OPEN-SEASON-EFF-BEG-DATE: 00 00 0000  OPEN-SEASON-EFF-BEG-JULIAN-DATE: 0000000
OPEN-SEASON-EFF-END-DATE: 00 00 0000  OPEN-SEASON-EFF-END-JULIAN-DATE: 0000000

ELECTION-BEGINNING-DATE: 00 00 0000          ELECTION-JULIAN-DATE: 0000000

                                     ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=108 DOCM  PF3=108 RPTS  PF4=108 INQY
PF5=HELP    PF6=REFRESH          ENTER=PROCESS
    
```

**Figure 7:25. Table 108, TSP Open Season/Election Period Dates update screen**

At the Table 108 update screen (**Figure 7:25**), complete the fields as follows:

#### Key Fields

▽

#### Action

*Required, alpha, 1 position*

Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

<b>TSP-Open Season</b>	<i>Required, numeric, 4 positions</i> Type the TSP open season number.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the records in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the records are effective in MM DD YY order. If the last date is indefinite, type <b>12 31 49</b> .
<b>Open-Season-Eff-Beg-Date</b>	<i>Required, numeric, 8 positions</i> Type the effective beginning date of the TSP open season period in MM DD YYYY order (e.g., <b>11 15 2000</b> ).
<b>Open-Season-Eff-Beg-Julian-Date</b>	<i>Required, numeric, 7 positions</i> Type the effective beginning Julian date of the TSP open season period in YYYYDDD order (e.g., <b>2000320</b> ).
<b>Open-Season-Eff-End-Date</b>	<i>Required, numeric, 8 positions</i> Type the effective ending date of the TSP open season period in MMDDYYYY order (e.g., <b>01312001</b> ).
<b>Open-Season-Eff-End-Julian-Date</b>	<i>Required, numeric, 7 positions</i> Type the effective ending Julian date of the TSP open season period in YYYYDDD order (e.g., <b>2001031</b> ).
<b>Election-Beginning-Date</b>	<i>Required, numeric, 8 positions</i> Type the beginning date of the TSP election period in MM DD YYYY order (e.g., <b>12 01 2049</b> ).
<b>Election-Julian-Date</b>	<i>Required, numeric, 7 positions</i> Type the beginning Julian date of the TSP election period in YYYYDDD order (e.g., <b>2049053</b> ).

---

## Requesting A Report For Table 108

The Table 108 reports screen (**Figure 7:26**) allows users to generate ad hoc reports.

```
TM108R0                TABLE MANAGEMENT REPORTS TABLE 108                xx/xx/xx
                        TSP OPEN SEASON/ELECTION PERIOD DATES

ENTER DATA FOR REPORT REQUESTED:

FROM    * TSP-OPEN-SEASON: 0000
TO      * TSP-OPEN-SEASON: 0000

SELECT TYPE OF REPORT:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING? N (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=108 DOCM      PF4=108 INQY      PF6=REFRESH
                  ENTER=PROCESS
```

**Figure 7:26. Table 108, TSP Open Season/Election Period Dates reports screen**

At the Table 108 reports screen (**Figure 7:26**), complete the From and To fields as follows:

---

### TSP-Open Season

*Required, numeric, 4 positions*

Type the TSP open season number.

Complete the remaining fields as follows:

### Select Type of Report

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

- |                      |   |
|----------------------|---|
| <b>Print Active</b>  | Used to retrieve only active records within a table.                      |
| <b>Print History</b> | Used to retrieve only history records within a table.                     |
| <b>Print All</b>     | Used to retrieve all active, deleted, and history records within a table. |

### View Report Before Printing

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

### Routing Information: Name

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---



## Table 109, PACT Screen Elements-109

PACT Screen Elements-109 is Table 109 on the Table Management System menu. This table contains required and optional PACT screen elements for nature of action codes (NOAC) and is used for making corrections to personnel actions. Remark codes and Element-Flag fields identify the requirements for using each element related to the NOAC. This data is downloaded by front-end system interface users to establish their front-end system edits.

**NOTE:** Agencies can query Table 109 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

### Updating Table 109

The Table 109 update screen (**Figure 7:27**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM109U0		TABLE MANAGEMENT UPDATE TABLE 109 PACT SCREEN ELEMENTS-109 (1)						xx/xx/xx PAGE: 000001		
ACTION	(A)DD	(M)ODIFY	(D)ELETE	(R)EACTIVATE	USER-ID: DATE-CHANGED					REMARKS
*NOA-CODE:	BEG-EFF-DATE: MM DD YY		LAST-EFF-DATE: MM DD YY							
001	002	003	004	005	006	007	008	009	010	*
										*
011	012	013	014	015	016	017	018	019	020	*
										*
021	022	023	024	025	026	027	028	029	030	*
										*
031	032	033	034	035	036	037	038	039	040	*
										*
041	042	043	044	045	046	047	048	049	050	*
										*
051	052	053	054	055	056	057	058	059	060	
061	062	063	064	065	066	067	068	069	070	
ENTER DATA AND PRESS ENTER TO PROCESS										
CLEAR=EXIT	PF1=MAIN	PF2=109 DOCM		PF3=109 RPTS		PF4=109 INQY				
PF5=HELP	PF6=REFRESH			PF8=SCREEN (2)		ENTER=PROCESS				

**Figure 7:27. Table 109, PACT Screen Elements-109 (1) update screen**

Agencies requiring an update to Table 109 data must submit an email to NFC using the following email address: [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov). Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

**NOTE:** To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative whose name appears on Table 063, Contact Type 03. Please ensure that each email request includes the following: your Department/Agency Code/Personnel Office Identifier Number, your name, email address, phone number and the pre-filled screen print attachment.

**NOTE:** A change to this table requires an additional review and approval process, therefore the TMGT update may not be updated within the currently established processing standard of 5 business days.

At the Table 109 PACT Screen Elements–109 (1) update screen (**Figure 7:27**), complete the fields as follows:

---

<b>Key Fields</b>	∇								
<b>Action</b>	<i>Required, alpha, 1 position</i> Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.								
<b>NOA–Code</b>	<i>Required, numeric, 3 positions</i> Type the 3-digit nature of action code (NOAC).								
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.								
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .								
<b>Elemen-Flag (Fields 001 through 070)</b>	<i>Required, alpha, 1 position</i> Type the appropriate code next to the applicable data element. Valid values are:  <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 10px;"><b>Space</b></td> <td>not applicable</td> </tr> <tr> <td><b>O</b></td> <td>optional</td> </tr> <tr> <td><b>R</b></td> <td>required</td> </tr> <tr> <td><b>S</b></td> <td>system generated</td> </tr> </table> A maximum of 70 codes may be entered.	<b>Space</b>	not applicable	<b>O</b>	optional	<b>R</b>	required	<b>S</b>	system generated
<b>Space</b>	not applicable								
<b>O</b>	optional								
<b>R</b>	required								
<b>S</b>	system generated								
<b>Remarks</b>	<i>Optional, alphanumeric, 3 positions</i> Type the remarks code assigned to the NOAC. A maximum of 10 codes may be entered.								

---

To add Element-Flag fields data on the PACT Screen Elements-109 (2) update screen, press **[PF8]**. Screen 2 is displayed with the key fields generated from the PACT Screen Elements-109 (1) update screen. Repeat the instructions for Element-Flag (Fields 001 through 070) to complete Element-Flag fields 071 through 140.

To add Element-Flag fields data on the PACT Screen Elements-109 (3) update screen from the PACT Screen Elements-109 (2) update screen, press **[PF8]**. Screen 3 is displayed with the key field generated from the PACT Screen Elements-109 (1) update screen. Repeat the instructions for Element-Flag (Fields 001 through 070) to complete Element-Flag fields 141 through 210.

After completing all applicable Element-Flag fields, press **[Enter]**.

After the data passes systems edits, the message *Record Successfully Added* is displayed.

- To return to the PACT Screen Elements-109 (2) update screen, press **[PF7]**.

- To return to the PACT Screen Elements-109 (1) update screen, press **[PF7]** again.

## Requesting A Report For Table 109

The Table 109 reports screen (**Figure 7:2**) allows users to retrieve payroll/personnel data elements for processing personnel actions and to request ad hoc reports.

```

TM109R0                TABLE MANAGEMENT REPORTS TABLE 109                xx/xx/xx
                        PACT SCREEN ELEMENTS-109

ENTER DATA FOR REPORT REQUESTED:

FROM  *NOA-CODE:
TO    *NOA-CODE:

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING? N      (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

      ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT   PF1=MAIN   PF2=109 DOCM   PF4=109 INQ   PF6=REFRESH
                ENTER=PROCESS
  
```

**Figure 7:28. Table 109, PACT Screen Elements-109 reports screen**

At the Table 109 reports screen (**Figure 7:28**), complete the From and To fields as follows:

---

<b>From/To</b>	∇
<b>NOA-Code</b>	<p><i>Required, numeric, 3 positions</i></p> <p>Type the beginning and ending range for 3-digit nature of action codes desired (NOAC).</p> <p>Complete the remaining fields as follows:</p>
<b>Select Type of Report</b>	<p><i>Required, alphanumeric, 1 position</i></p> <p>Type <b>X</b> next to the applicable option as described below.</p> <p><b>Print Active</b>      Used to retrieve only active records within a table.</p> <p><b>Print History</b>      Used to retrieve only history records within a table.</p> <p><b>Print All</b>            Used to retrieve all active, deleted, and history records within a table.</p>
<b>View Report Before Printing</b>	<p><i>Optional default, alpha, 1 position</i></p> <p><i>N</i> (no) is system generated. Type <b>Y</b> (yes) over <i>N</i> if you want to view the report before printing.</p>
<b>Routing Information: Name</b>	<p><i>Required, alphanumeric, 20 positions max.</i></p> <p>Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).</p>

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table report.

---

## Table 110, State Disbursement Unit-Child Support

Table 110, State Disbursing Unit – Child Support identifies the State Disbursing Unit (SDU) name, bank routing number, account number and account type. This table contains the information for the SDU’s associated with child support and alimony payments and is used by NFC payment systems to validate routing numbers on direct deposit/electronic funds transfers (DD/EFT) prior to transmitting account data to the Department of the Treasury.

**NOTE:** Agencies can query Table 110 data, view documentation data, and generate reports. This table is maintained and updated by authorized NFC personnel only.

### Updating Table 110

The Table 110 update screen (**Figure 7:29**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

TM110U0	TABLE MANAGEMENT INQUIRY TABLE 110		XX/XX/XX
	STATE DISBURSEMENT UNIT - CHILD SUPPORT		PAGE: 000001
*ACTION:	(A)DD (M)ODIFY (D)ELETE (R)EACTIVATE	USER-ID:	
		DATE-CHANGED:	
*STATE-CODE:	(ALPHA ONLY)		
BEG-EFF-DATE:	MM DD YY	LAST-EFF-DATE:	MM DD YY
NAME-SDU	:		
NAME-ADDRESS 1	:		
NAME-ADDRESS 2	:		
NAME-ADDRESS 3	:		
CITY	:		
STATE	:	ZIP CODE :	
EFT-INDICATOR	:	TYPE-ACCOUNT:	ACCOUNT-NO:
ROUTING-NUMBER	:		TAXPAYER-ID-NO:
CONTACT NAME	:		
TELEPHONE NUMBER:		0000	
ENTER DATA AND PRESS ENTER TO PROCESS			
CLEAR=EXIT	PF1=MAIN	PF2=110 DOCM	PF3=110 RPTS
PF5=HELP	PF6=REFRESH		PF4=110 INQY
			ENTER=PROCESS

**Figure 7:29. Table 110, State Disbursement Unit – Child Support -update screen**

At the Table 110 update screen (**Figure 7:29**), complete the fields as follows:

#### Key Fields

∇

#### Action

*Required, alpha, 1 positions*

Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

<b>State Code</b>	<i>Required, alpha, 2 positions</i> Type the abbreviation for the state. Must enter field for action code add.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order. Must enter field for action code add.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. Must be later than Beg-Eff-Date. If the last effective date is indefinite, type <b>12 31 49</b> .
<b>Name – SDU</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the name of the State’s child Support State Disbursing Unit (SDU). Must enter field for action code add.
<b>Name -Address 1</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the first line of the mailing address for the SDU. Must enter field for action code add.
<b>Name-Address 2</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the second line of the mailing address for the SDU.
<b>Name-Address 3</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the third line of the mailing address for the SDU.
<b>City</b>	<i>Required, alpha, 20 positions max.</i> Type the name of the city where the SDU is located. NOTE: Validates using TMGT’s Table 016, Geographical Location Codes With Names.
<b>State</b>	<i>Required, alpha, 2 positions</i> Type the abbreviation for the state where the SDU is located. NOTE: Validates using TMGT’s Table 013, State Name And Zip Range.
<b>ZIP-Code</b>	<i>Required, numeric, 9 positions</i> Type the 5-digit ZIP Code and the optional ZIP+4 Code for the SDU. NOTE: Validates using TMGT’s Table 013, State Name And Zip Range.
<b>EFT – Indicator</b>	<i>Required, numeric, 1 position.</i> Must equal “1” or Blank.
<b>Type–Account</b>	<i>Optional, numeric, 1 position.</i> Must equal “C” or “S”.
<b>Account–No</b>	<i>Optional, numeric, 17 positions max.</i> Required if EFT–Indicator equals “1”.
<b>Routing Number</b>	<i>Optional, numeric, 9 positions max.</i> Required if EFT–Indicator equals “1” and validates against TMGT’s Table 106, Financial Organization EFT Routing Number File. Type the routing number that identifies the SDU to which funds are electronically transferred.
<b>Taxpayer–ID–No</b>	<i>Optional, numeric, 11 positions max.</i> Type the taxpayer’s ID number. The first 9 positions must be numeric. Must enter field for action code add.
<b>Contact Name</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the contact name. Must enter field for action code add.

**Phone-Number** *Required, numeric, 10 positions max.*  
Type the telephone number for the SDU beginning with the area code. Must enter field for action code add.

## Requesting A Report For Table 110

The Table 110 reports screen (**Figure 7:30**) allows users to generate ad hoc reports.

```
TM110R0          TABLE MANAGEMENT REPORTS TABLE 110          XX/XX/XX
                  STATE DISBURSEMENT UNIT - CHILD-SUPPORT

ENTER DATA FOR REPORT REQUESTED:

      FROM      * NAME-SDU: (ALPHA ONLY)

      TO        * NAME-SDU: (ALPHA ONLY)

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT      PF1=MAIN      PF2=010 DOCM      PF4=010 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

**Figure 7:30. Table 110, State Disbursement Unit – Child Support -reports screen**

At the Table 110 reports screen (**Figure 7:30**), complete the fields as follows:

<b>From</b>	<i>Required, alpha, 2 positions</i> Type the abbreviation for the state.
<b>To</b>	<i>Required, alpha, 2 positions</i> Type the abbreviation for the state.
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---



## Table 112, PCIP Health Benefit Carrier Name/Addresses and Rates

Table 112, PCIP Health Benefit Carrier Name/Addresses and Rates retrieves name/address and rates of PCIP Health Benefit Carriers and all the active names/addresses and rates for reports.

NOTE: Agencies can query Table 112 data, view documentation data, and generate reports. This table is maintained and updated by authorized NFC personnel only.

### Updating Table 112

The Table 112 update screen (**Figure 7:31**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM112U0          TABLE MANAGEMENT UPDATE TABLE 112          XX/XX/XX
                PCIP HEALTH BENEFIT CARRIER NAME/ADDRESS AND RATES  PAGE: 000001

*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE          USER-ID:
                                                    DATE-CHANGED:

*PCIP-CARRIER-CODE:                *PCIP-OPTION-CODE:

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

PCIP-CURRENT-YR:
NAME-CARRIER      :
NAME-ADDRESS 1    :
NAME-ADDRESS 2    :
CITY               :
STATE             :
ZIP CODE          :

PCIP-MONTH-PREMIUM: 000000 (9999.99)

                ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN  PF2=112 DOCM  PF3=112 RPTS  PF4=112 INQY
PF5=HELP    PF6=REFRESH                ENTER=PROCESS
    
```

**Figure 7:31. Table 112, PCIP Health Benefit Carrier Name/Addresses and Rates update screen**

At the Table 112 update screen (**Figure 7:31**), complete the fields as follows:

#### Key Fields ▾

**Action** *Required, alpha, 1 position*  
 Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

<b>PCIP-Carrier-Code</b>	<i>Required, alpha, 2 positions</i> Type the carrier code.
<b>PCIP-Option-Code</b>	<i>Required, alphanumeric, 1 position</i> Type the code that identifies the option of the health insurance plan. Valid values are 0–9 and A, B, C, D, and E.  <b>NOTE:</b> Use the PF11 function key located on the Table 112, Inquiry screen to obtain information regarding the specific PCIP option codes by state.
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type 12 31 49.
<b>PCIP-Current-YR</b>	<i>Required, numeric, 2 positions</i> Type the PCIP current year, last 2 digits of the current year.
<b>Name-Carrier</b>	<i>Required, alphanumeric, 35 positions max.</i> Type carrier’s name.
<b>Name-Address 1</b>	<i>Required, alphanumeric, 35 positions max.</i> Type the first line of the carrier’s mailing address.
<b>Name-Address 2</b>	<i>Optional, alphanumeric, 35 positions max.</i> Type the second line of the mailing address.
<b>City</b>	<i>Required, alpha, 20 positions max.</i> Type the name of the city.
<b>State</b>	<i>Required, alpha, 2 positions</i> Type the abbreviation for the state.
<b>ZIP-Code</b>	<i>Required, numeric, 9 positions</i> Type the 5-digit ZIP Code and the optional ZIP+4 Code
<b>PCIP-Month-Premium</b>	<i>Required, numeric, 6 position.</i> Type the amount to be deducted in dollars and cents. Do not enter a decimal.

---

## Requesting A Report For Table 112

The Table 112 reports screen (**Figure 7:32**) allows users to generate ad hoc reports.

```

TM112R0          TABLE MANAGEMENT REPORTS TABLE 112          XX/XX/XX
                PCIP HEALTH BENEFIT NAME/ADDRESSES AND RATES

ENTER DATA FOR REPORT REQUESTED:

    FROM  * PCIP-CARRIER-CODE:          * PCIP-OPTION-CODE:
    TO    * PCIP-CARRIER-CODE:          * PCIP-OPTION-CODE:

SELECT TYPE OF REPORT:

    PRINT ACTIVE
    PRINT HISTORY
    PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:  NAME                      REMOTE ID

                                ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT          PF1=MAIN          PF2=112 DOCM          PF4=112 INQY          PF6=REFRESH
                                ENTER=PROCESS
    
```

**Figure 7:32. Table 112, PCIP Health Benefit Name/Addresses and Rates report screen**

At the Table 112 reports screen (**Figure 7:32**), complete the fields as follows:

<b>From</b>	<i>Required, (alpha, 2 positions)?</i> Type the PCIP-Carrier-Code Type the PCIP-Option-Code
<b>To</b>	<i>Required, (alpha, 2 positions)?</i> Type the PCIP-Carrier-Code Type the PCIP-Option-Code
<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
<b>Print Active</b>	Used to retrieve only active records within a table.
<b>Print History</b>	Used to retrieve only history records within a table.
<b>Print All</b>	Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## Table 113, Agency Contact for Intent to Offset Salary Notice

Agency Contact for Intent to Offset Salary Notice is Table 113, on the Table Management System menu. This table provides Agencies with the capability to enter contact information in the Agency Contact/Address field which will be displayed on the Form NFC-1100D, Notice of Intent to Offset Salary. The information entered in the Agency Contact/Address field cannot exceed 90 characters and will be formatted to print only on one line on the notice. This information provides the debtor with contact information regarding the debt.

**Note:** Agencies can query and update Table 113 data, view documentation data, and generate reports.

### Updating Table 113

The Table 113, Agency Contact for Intent to Offset Salary Notice, update screen (**Figure 7:33**) allows authorized users to add, modify, delete, or reactivate a record.

```

TM113U0          TABLE MANAGEMENT UPDATE TABLE 113          Current Date
          AGENCY CONTACT FOR INTENT TO OFFSET SALARY NOTICE  PAGE: 0000001
*ACTION:      (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE      USER-ID:
*DEPT-CODE:          *AGENCY/BUREAU:          DATE-CHANGED:
BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY      *POI:
AGENCY CONTACT/ADDRESS:      (ENTER UP TO 90 CHARACTERS)

DEPARTMENT:

          ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=113 DOCH    PF3=113 RPTS    PF4=113 INQY
PF5=HELP      PF6=REFRESH    ENTER=PROCESS
  
```

**Figure 7:33. Table 113, Agency Contact for Intent to Offset Salary Notice Update Screen**

Agencies having update authority should enter the contact information that will be printed on the Form NFC-1100D, Notice of Intent to Offset Salary, in TMGT following the procedures below.

Agencies desiring update authority to Table 113 may contact their Agency's NFC security officer.

Note: All updates to TMGT Table 113 must be completed by the Agency. Any request submitted to the NFC.TMGT@nfc.usda.gov email box to update TMGT Table 113 will be returned to the sender.

At the Table 113 update screen (**Figure 7:33**), complete the fields as follows:

---

<b>Key Fields</b>	∇
<b>Action</b>	<p><i>Required, alpha, 1 position</i>  <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.</p>
<b>Dept-Code</b>	<p><i>Required, alpha, 2 positions</i>            Department code.</p>
<b>Agency/Bureau</b>	<p><i>Required, alphanumeric, 2 positions</i>            Agency or Bureau code.</p>
<b>POI</b>	<p><i>Required, numeric, 4 positions</i>            Personnel office identifier code (POI).</p>
<b>Beg-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Effective date for the record in MM DD YY order.</p>
<b>Last-Eff-Date</b>	<p><i>Required, numeric, 6 positions</i>            Last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b>.</p>
<b>Active</b>	<p><i>No entry</i>            System-generated field to display the current status of the record. The status may be one of the following:  <b>Active</b> – A record that is current and still in an active status.  <b>History</b> – A record that is no longer the most current of record and has been replaced by another record entry more recently.  <b>Deleted</b> – The record still exists but is designated as deleted in case it was deleted in error and needs to be reactivated.  <b>Reactivated</b> – A record that was previously in a deleted status and has been made active again by the (R) reactivate action code.</p>
<b>Agency Contact Address</b>	<p><i>Required, alphanumeric, 90 positions.</i>            Contact information.</p> <p>Note: This information will print as one single line of information on the notice and is limited to 90 characters.</p>
<b>Department</b>	<p><i>No entry</i>            System-generated field based upon the entry in the Dept-Code field.</p>

---

## Requesting A Report For Table 113

The Table 113, Agency Contact for Intent to Offset Salary, reports screen (**Figure 7:34**) allows users to generate ad hoc reports.

```

TM113R0                                TABLE MANAGEMENT REPORTS TABLE 113                                Current Date
                                AGENCY CONTACT FOR INTENT TO OFFSET SALARY

ENTER DATA FOR REPORT REQUESTED:

FROM  DEPT-CODE:          AGENCY/BUREAU:          POI:
TO    DEPT-CODE:          AGENCY/BUREAU:          POI:

SELECT TYPE OF REPORT:

      PRINT ACTIVE
      PRINT HISTORY
      PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION:  NAME                                REMOTE ID

CLEAR=EXIT          ENTER DATA AND PRESS "ENTER" TO PROCESS
                    PF1=MAIN          PF2=113 DOCH          PF4=113 INQ          PF6=REFRESH
                    ENTER=PROCESS
  
```

**Figure 7:34. Table Management Reports Table 113 Screen**

At the Table 113 reports screen (**Figure 7:34**), complete the From/To fields as follows:

From/To	▽
<b>Dept-Code</b>	<i>Required, alpha, 2 positions</i> Department code.
<b>Agency/Bureau</b>	<i>Required, alphanumeric, 2 positions</i> Agency or Bureau code.
<b>POI</b>	<i>Required, numeric, 4 positions</i> Personnel office identifier code (POI).

Complete the remaining fields as follows:

<b>Select Type of Report</b>	<i>Required, alphanumeric, 1 position</i> Type <b>X</b> next to the applicable option as described below.
------------------------------	--

**Print Active**      Used to retrieve only active records within a table.  
**Print History**     Used to retrieve only history records within a table.  
**Print All**         Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

System-generated *N* (no). Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Number of the printer designated to print the table.

---



## Table 128, Pay Periods And Corresponding Dates By Year

Pay Periods And Corresponding Dates By Year is Table 128 on the Table Management System menu. This table contains the beginning and ending dates of a pay period in calendar, Julian, and alpha formats. It identifies the number of holidays in the pay period.

**NOTE:** Agencies can query Table 128 data, view documentation data, and generate reports. This table is maintained and updated by authorized NFC personnel only.

### Updating Table 128

Table 128 update screen (**Figure 7:35**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```

TM128U0          TABLE MANAGEMENT UPDATE TABLE 128          xx/xx/xx
                  PAY PERIODS AND CORRESPONDING DATES BY YEAR    PAGE:000001

*ACTION:         (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE          USER-ID:
                                                           DATE-CHANGED
*PP-YEAR:                *PP-NUMBER:

BEG-EFF-DATE: MM DD YY          LAST-EFF-DATE: MM DD YY

PAY-PERIOD-FROM-DATE:                HOLIDAY-COUNT:
PAY-PERIOD-TO-DATE:                  HOLIDAY-NAME-1:
DATE-PP-BEGINS-JULIAN:
DATE-PP-ENDS-JULIAN:                PP-DAY-1:
PP-QUARTER:                          HOLIDAY-DATE-1:
BEGINNING-ALPHA-PP-DATE:            JULIAN-DATE-1:
ENDING-ALPHA-PP-DATE:                HOLIDAY-NAME-2:
LAST-PP-OF-PAY-QTR (Y OR N):
DIS-ALLOT-PAY-PERIOD-IND:            PP-DAY-2:
113-REPORTING-MONTH:                HOLIDAY-DATE-2:
113-MONTHLY-CUTOFF (Y OR N):        JULIAN-DATE-2:
1ST-PP-OF-MONTH (Y OR N):            LAST-PP-OF-MONTH (Y OR N):
                                     ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT   PF1=MAIN   PF2=128 DOCM   PF3=128 RPTS   PF4=128 INQY
PF5=HELP     PF6=REFRESH
    
```

**Figure 7:35. Table 128, Pay Periods And Corresponding Dates By Year update screen**

**NOTE:** Changes to Table 128 must be made 10 pay periods prior to the effective processing date for that pay period.

At the Table 128 update screen (**Figure 7:35**), complete the fields as follows:

<b>Key Fields</b>	∇
<b>Action</b>	Required, alpha, 1 position Type <b>A</b> to add a record, <b>M</b> to modify a record, <b>D</b> to delete a record, or <b>R</b> to reactivate a record.
<b>PP-Year</b>	Required, numeric, 4 positions Type the year in which the pay period occurs in YYYY order.

<b>PP-Number</b>	<i>Required, numeric, 2 positions</i> Type the applicable pay period number. Valid values are <b>01</b> through <b>27</b> .								
<b>Beg-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the effective date for the record in MM DD YY order.								
<b>Last-Eff-Date</b>	<i>Required, numeric, 6 positions</i> Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type <b>12 31 49</b> .								
<b>Pay-Period-From-Date</b>	<i>Required, numeric, 8 positions</i> Type the calendar date of the first day of the pay period in YYYY MM DD order.								
<b>Holiday-Count</b>	<i>Optional, numeric, 1 position</i> Type the number of holidays within the pay period. Valid values are:  <table border="0"> <tr> <td><b>0</b></td> <td>no holiday</td> </tr> <tr> <td><b>1</b></td> <td>one holiday</td> </tr> <tr> <td><b>2</b></td> <td>two holidays</td> </tr> </table>	<b>0</b>	no holiday	<b>1</b>	one holiday	<b>2</b>	two holidays		
<b>0</b>	no holiday								
<b>1</b>	one holiday								
<b>2</b>	two holidays								
<b>Pay-Period-To-Date</b>	<i>Required, numeric, 8 positions</i> Type the calendar date for the last day of the pay period in YYYY MM DD order.								
<b>Holiday-Name-1</b>	<i>Optional, alphanumeric, 30 positions max.</i> Type the name of the first holiday, e.g., <b>Christmas</b> .								
<b>Date-PP-Begins-Julian</b>	<i>No entry</i> This is the system-generated Julian date on which the pay period begins.								
<b>Date-PP-Ends-Julian</b>	<i>No entry</i> This is the system-generated Julian date on which the pay period ends.								
<b>PP-Day-1</b>	<i>Required, numeric, 2 positions</i> Type the day of the pay period on which the first holiday occurs. For example, Christmas in the year 2005 falls on the second day of PP 26. Type <b>02</b> .								
<b>PP-Quarter</b>	<i>Required, numeric, 1 position</i> Type the code that indicates the quarter that was in effect for the pay period. Valid values are:  <table border="0"> <tr> <td><b>1</b></td> <td>January – March</td> </tr> <tr> <td><b>2</b></td> <td>April – June</td> </tr> <tr> <td><b>3</b></td> <td>July – September</td> </tr> <tr> <td><b>4</b></td> <td>October – December</td> </tr> </table> <p><b>NOTE:</b> Use the actual pay day of the pay period to determine the appropriate entry.</p>	<b>1</b>	January – March	<b>2</b>	April – June	<b>3</b>	July – September	<b>4</b>	October – December
<b>1</b>	January – March								
<b>2</b>	April – June								
<b>3</b>	July – September								
<b>4</b>	October – December								
<b>Holiday-Date-1</b>	<i>Optional, numeric, 8 positions</i> Type the calendar date of the first holiday of the pay period in YYYY MM DD order, (e.g., 2005 12 26).								

<b>Beginning-Alpha-PP-Date</b>	<p><i>Required, alphanumeric, 20 positions max.</i></p> <p>Type the beginning date of the pay period in alphanumeric format (e.g., December 25, 2005).</p>
<b>Julian-Date-1</b>	<p><i>No entry</i></p> <p>This is the system-generated Julian date for the first holiday of the pay period.</p>
<b>Ending-Alpha-PP-Date</b>	<p><i>Required, alphanumeric, 20 positions max.</i></p> <p>Type the ending date of the pay period in alphanumeric format (e.g., January 7, 2006).</p>
<b>Holiday-Name-2</b>	<p><i>Conditional, alphanumeric, 30 positions max.</i></p> <p>If the Holiday-Count field is coded <b>2</b> (two holidays), type the name of the second holiday in the pay period.</p>
<b>Last-PP-Of-Pay-Qtr (Y Or N)</b>	<p><i>Required, alphanumeric, 1 position</i></p> <p>Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the pay period is the last one of the quarter.</p>
<b>Dis-Allot-Pay-Period-Ind</b>	<p><i>Required, numeric, 1 position</i></p> <p>Type the code that indicates if the discretionary allotment can be processed and/or deducted in the pay period. Valid values are:</p> <ul style="list-style-type: none"> <li><b>1</b> add/change document can be processed and make deduction</li> <li><b>2</b> make deduction</li> <li><b>3</b> do not make deduction</li> </ul> <p><b>NOTE:</b> If the pay period is the third pay period of the month, type <b>3</b>.</p>
<b>PP-Day-2</b>	<p><i>Optional, numeric, 2 positions</i></p> <p>Type the day of the pay period on which the second holiday occurs, if applicable (e.g., the New Year holiday in the year 2006 falls on the 9th day of PP 26. Type <b>09</b>).</p>
<b>113-Reporting-Month</b>	<p><i>Optional, numeric, 2 positions</i></p> <p>Type the month in which the Schedule For Reporting Of Employment Data On The SF-113 Reports is to begin. Valid values are <b>01</b> through <b>12</b>.</p>
<b>Holiday-Date-2</b>	<p><i>Conditional, numeric, 8 positions</i></p> <p>If two holidays fall within the same pay period, type the calendar date of the second holiday of the pay period in YYYY MM DD order (e.g., 2006 01 02).</p>
<b>113-Monthly-Cutoff (Y Or N)</b>	<p><i>Optional, alpha, 1 position</i></p> <p>Type <b>Y</b> (yes) or <b>N</b> (no) to indicate whether or not the Schedule For Reporting Employment Data On The SF-113 Report is produced each fiscal year.</p>
<b>Julian-Date-2</b>	<p><i>No entry</i></p> <p>This is the system-generated Julian date for the second holiday of the pay period.</p>

**1st-PP-Of- Month (Y Or N)**

*Required, alphanumeric, 1 position*

For Bureau of Labor Statistics monthly reporting. Type **Y** (yes) or **N** (no) to indicate if this is the first pay period of the month.

**Last-PP-Of- Month (Y Or N)**

*Required, alphanumeric, 1 position*

For Bureau of Labor Statistics monthly reporting. Type **Y** (yes) or **N** (no) to indicate if this is the last pay period of the month.

---

## Requesting A Report For Table 128

The Table 128 reports screen (**Figure 7:36**) allows users to generate ad hoc reports.

```
TM128R0                TABLE MANAGEMENT REPORTS TABLE 128                xx/xx/xx
                        PAY PERIODS AND CORRESPONDING DATES BY YEAR

ENTER DATA FOR REPORT REQUESTED:

FROM      * PP-YEAR:          *PP-NUMBER:
TO        * PP-YEAR:          *PP-NUMBER:

SELECT TYPE OF REPORT:

PRINT ACTIVE
PRINT HISTORY
PRINT ALL

VIEW REPORT BEFORE PRINTING?  N  (DEFAULT IS N)

ROUTING INFORMATION: NAME                                REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=128 DOCM    PF4=128 INQY    PF6=REFRESH
                        ENTER=PROCESS
```

**Figure 7:36. Table 128, Pay Periods And Corresponding Dates By Year reports screen**

At the Table 128 reports screen (**Figure 7:36**), complete the From and To fields as follows:

---

**From/To**            ▾

**PP-Year**

*Required, numeric, 4 positions*

Type the year in which the pay period occurs in YYYY order.

**PP-Number**

*Required, numeric, 2 positions*

Type the applicable pay period number. Valid values are **01** through **27**.

Complete the remaining fields as follows:

**Select Type of Report**

*Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

**Print Active** Used to retrieve only active records within a table.  
**Print History** Used to retrieve only history records within a table.  
**Print All** Used to retrieve all active, deleted, and history records within a table.

**View Report  
Before Printing**

*Optional default, alpha, 1 position*

*N* (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

**Routing  
Information:  
Name**

*Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., John Doe, Room 2).

**Remote ID**

*Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

---

## PART 8.

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# REFERENCE TABLES

This part presents the following topics:

[Exhibits](#)

[Appendixes](#)

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## Exhibits

This section contains the following exhibits:

- [Form 956, Request For Originating Office Number Action](#)
- [Report TMGT4600, Proof Report Of Daily Activity](#)
- [Report TMGT4604, Proof Report Of Earnings Statement Messages](#)

# 1. Form AD-956, Request For Originating Office Number Action

## REQUEST FOR ORIGINATING OFFICE NUMBER ACTION

**Block 1, Type Action.** Enter the appropriate 1-position, alpha action code.

**R = Request.** This code is used to request an originating office number (OON) from the National Finance Center (NFC) and to establish the related agency data in the OON file.

**C = Change.** This code is used to change or correct the address, accounting station, and telephone number of an existing originating office location.

**D = Delete.** This code is used to delete an OON and related data from the file.

**Block 2, System Code.** Enter the appropriate 2-position system indicator for the system which the OON will be utilized.

**61 = Travel System**

**68 = Miscellaneous Payments System**

**Block 3, Effective Date.** Enter the effective date of the action.

**Originating Office Number.**

**Block 4, Department Code.** Enter the 2-position, alpha department code (e.g., AG = Department of Agriculture).

**Block 5, Agency Code.** Enter the 2-position, alphanumeric code.

**Block 6, Servicing Or Agency Specified Code.** Enter your 2-position, alphanumeric agency code, or agency specified code.

**Block 7, NFC Assigned Or Agency Specified Number.** If you entered:

**Action Code R,** leave blank if NFC assigned. Enter code if agency specific.

**Action Code C or D,** enter the 4-position, numeric code that was assigned to the originating office location.

**Certifying Officer Number** (Action Code R only). Blocks 8 through 17.

For use in the Miscellaneous Payments System, enter the 10-position Certifying Officer number that corresponds to the OON being established.

**New, Old.** If you entered:

**Action Code R,** complete **New** to identify the agency office that is to be assigned an OON. Leave **Old** blank.

**Action Code C,** complete **New** to show the new agency address, accounting station, and telephone number. Enter the old agency address, accounting station, and telephone number in **Old**.

**Action Code D,** leave **New** blank. Complete **Old** to identify the agency and related data that is to be deleted.

**Blocks 18 and 25, Agency Name.** Enter the name of the agency (maximum of 35 positions).

**Blocks 19 and 26, Accounting Station Code.** Enter the 4-position, number accounting station code.

**Blocks 20 and 27, Agency Address.** Enter the street or PO Box address (maximum of 35 positions).

**Blocks 21 and 28, City.** Enter the city name (maximum of 15 positions).

**Blocks 22 and 29, State.** Enter the 2-position, alpha state code.

**Blocks 23 and 30, ZIP Code.** Enter the 5- or 9-position, ZIP Code.

**Blocks 24 and 31, Telephone Number.** Enter the area code and telephone number of the agency office identified above.

**Block 32, Authorized Signature and Title.** Must be signed before NFC will process the transaction.

ACTION CODES					FOR NFC USE ONLY					
R = Request		C = Change		D = Delete						
1. TYPE ACTION (1)	2. SYSTEM CODE (2)		3. EFFECTIVE DATE		4. DEPARTMENT CODE (2)			5. AGENCY CODE (2)	6. SERVICING OR AGENCY SPECIFIED CODE (2)	7. NFC ASSIGNED OR AGENCY SPECIFIED NUMBER (4)
		MONTH (2)	DAY (2)	YEAR (2)						
CERTIFYING OFFICER NUMBER (System Indicator 68 only) (10)										
8.		9.		10.		11.		12.		
13.		14.		15.		16.		17.		
NEW					OLD					
18. AGENCY NAME (35)				19. ACCOUNTING STATION CODE (4)	25. AGENCY NAME (35)			26. ACCOUNTING STATION CODE (4)		
20. AGENCY ADDRESS (35)					27. AGENCY ADDRESS (35)					
21. CITY (15)		22. STATE (2)	23. ZIP CODE (6 or 9)		28. CITY (15)		29. STATE (2)	30. ZIP CODE (5 or 9)		
24. TELEPHONE (Area Code and Number) (10)					31. TELEPHONE (Area Code and Number) (10)					
32. AUTHORIZED SIGNATURE AND TITLE										

FORM AD-956 (Revised 5/96)

MAIL TO ►

USDA, National Finance Center  
GESD, Payroll Processing Branch  
P.O. Box 60000  
New Orleans, LA 70160

Use Of  
Window Envelope  
Is Optional





### 3. Report TMGT4604, Proof Report Of Earnings Statement Messages

RUN DATE XX/XX/XX	U. S. DEPARTMENT OF AGRICULTURE OFFICE OF FINANCE AND MANAGEMENT NATIONAL FINANCE CENTER PROOF REPORT OF EARNINGS STATEMENT MESSAGES	PAGE 1
TMGT4604	EARNINGS STATEMENT MESSAGES FOR PAY PERIOD 13, XXXX	TMGT105E
PR MSG ALL		
V CD # IND DEPT AGY POI LOC		
* * * * *		
Y 3 01 TR AU		
	"SALARY INCLUDES ANY APPLICABLE GEOGRAPHIC DIFFERENTIAL ROLL-IN AND IS USED TO CALCULATE SALARY-BASED BENEFITS."	
PR MSG ALL		
V CD # IND DEPT AGY POI LOC		
* * * * *		
Y 3 02 HU		
	HAVING TROUBLE CONTACTING THE DEPARTMENT OF LABOR ON YOUR WORK RELATED INJURY OR ILLNESS? CALL THE HUD WORKER'S COMPENSATION CENTER ON 1-800-261-5507 OR ON FTS 703-734-4329 FOR ASSISTANCE.	
PR MSG ALL		
V CD # IND DEPT AGY POI LOC		
* * * * *		
Y 3 03 SM	70 71 72 73 77	
	ARE YOUR EARNINGS AND LEAVE STATEMENTS CORRECT? NOTIFY YOUR SERVICING PERSONNEL OFFICE OF ANY CHANGES. "ARTNIGHT ON THE MALL" EVERY THURSDAY UNTIL 8PM THRU AUGUST 31ST ENJOY MUSIC FILMS GALLERY TALKS, CHILDREN'S WORKSHOPS AND SCULPTURE TOURS.	
PR MSG ALL		
V CD # IND DEPT AGY POI LOC		
* * * * *		
Y 3 04 AG		
	"PLAN AHEAD! EMPLOYEES WITH "USE OR LOSE" ANNUAL LEAVE SHOULD SCHEDULE THE USE OF THEIR ANNUAL LEAVE THROUGHOUT THE YEAR. ANNUAL LEAVE NOT SCHEDULED BY DECEMBER 2, XXXX AND LATER FORFEITED, CANNOT BE RESTORED."	

USDA-FPC-SW43

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## Appendixes

This section contains the following appendixes:

- [Tables Used To Validate Data Elements](#)
- [TMGT Edit Messages](#)

## A. Tables Used To Validate Data Elements

Selected data elements in some tables are validated against other tables within TMGT. Therefore, before processing an update or delete, the user must verify that the data elements are contained in the applicable tables. If the data elements are not contained, they must be added to the applicable tables.

<b>Data Elements In Table No.:</b>	<b>are</b>	<b>Validated Against Table No.:</b>
001		013, MASC Table 4
002		013 & MASC Table 4
003		015, 016, MASC Table 4 and 16
004		013
005		MASC Table 4
006		015 & 016
007		015 & 016
008		015 & 016
009		015
010		013
011		013
012		011
013		015
015		013
016		013
020		013
021		013 and MASC Table 4
023		MASC Table 4
024		MASC Table 5
026		016
027		016
031		016 & 018
033		016
042		016
043		MASC Table 4
045		005
049		007, 008, & 009
054		004, 029, & MASC Table 4
057		028
059		028
060		002, 013, MASC Table 4 and 13
063		001, 013, & MASC Table 4
064		MASC Table 4
065		MASC Table 4
067		015 & 016
070		002
071		013
093		016
096		005, 013
097		013
098		025

## B. TMGT Edit Messages

No.	Message
AA	First 3 Positions Of Tax-Type-Code Must = 011
AB	Annual/Hrly Rates Must Be Numeric > Zero
AC	Grade Invalid For This Pay-Plan
AD	Annual-Rate Must Be Numeric > Zero
AE	Step Invalid For Pay-Plan
AF	Occ-Series-Code Not Numeric Or Invalid On Tbl 018
AG	Duty-Station-City-Code Must Be Numeric
AH	Duty-Station-Cnty-Code Must Be Numeric
AI	Duty-Station-St/Cnty-City-Codes Invalid On Tbl 016
AJ	Occ-Special-Pay-Area Required
AK	Occ-Special-Pay-Name Required
AL	Duty-Station-State/City-Code Invalid On Tbl 016
AM	Rec-Acct-Type-Code Must = 32
AN	Rec-Account-Number Must Be Numeric > Zero
AO	Rec-Acct-Amt-Per-PP Must Be > 0 < 50.00
AP	Pay-Period-Number Must = 01 - 27
AQ	Official-Title-Code Must Be Numeric
AR	Position-Official-Title Required
AS	Working-Title-Code Must Be Numeric > Zero
AT	Position-Working-Title Required
AU	Schedule-Number-Last-Pd Required
AV	PACS0000-Cutoff-Schedule Must = M Or P
AW	PACS0000-Param-Date Invalid
AX	PACS0000-Paid-Date Invalid
AY	PACSDisb-Param-Date Invalid
AZ	PACSDisb-Paid-Date Invalid
A0	OPM-NOA-Legal-Authorities Must Be 3-Pos
A1	If City-Code Not Filled, City-Name Must Be Spaces
A2	County-Name Must Be Filled When County-Code > 0000
A3	County-Code Not Filled, County-Name Must Be Spaces
A4	St Abbr Required
A5	City-Code Invalid
A6	Designated Agent From -- To Range Required
A7	Num-Authority Must Equal 0, 1, 2, 3, Or 4
A8	SF-50B-Ind Required
A9	State-Country-Cd Must Be 2-Pos Alphanumeric
BA	PACS2812-Param-Date Invalid
BB	PACS2812-Paid-Date Invalid
BC	Payroll-Est-Param-Date Invalid
BD	Payroll-Est-PP-1 Must Be 01 - 27
BE	Payroll-Est-PP-2 Must Be Spaces
BF	Payroll-Est-WCF-Percent Must Be 010-300
BG	Payroll-Est-App-Fund-Per Must Be 010-300
BH	Payroll-Est-SCS-Percent Must Be 000-300
BI	Payroll-Est-SCS-Flag-Must Be Y Or N
BJ	Payroll-Est-PP1-Fr-Sch-No Must = 01 - 10
BK	Payroll-Est-PP1-To-Sch-No Must = 01 - 10
BL	Payroll-Est-PP2-Fr-Sch-No Must Be Spaces

<b>No.</b>	<b>Message</b>
<b>BM</b>	Payroll-Est-PP2-To-Sch-No Must Be Spaces
<b>BN</b>	Payroll-Est-Ag-Sel Must = 1 - 7
<b>BO</b>	Ag-Sel Must = 1 When Dr-Cr-Code = Cr
<b>BP</b>	Payroll-Est-Dr-Cr-Code Must = Cr Or Dr
<b>BQ</b>	Payroll-Est-Fiscal-Year Invalid
<b>BR</b>	Lv-Liability-Parm-Date Invalid
<b>BS</b>	PACS-Force-Rel-Parm-Date Invalid
<b>BT</b>	PACS-Force-Rel-Pay-Period Must Be 01-27
<b>BU</b>	Schd-No-6 Required
<b>BV</b>	Schd-No-7 Required
<b>BW</b>	Lodging-Expenses Must Be Numeric > Zero
<b>BX</b>	Meals-Misc-Expenses Must Be Numeric > Zero
<b>BY</b>	Daily-Rate Incorrect
<b>BZ</b>	Fst 2 Pos Of Fund-Unit-# Invalid For This Agcy
<b>B0</b>	Geographical-Adj-Rate Must Be Numeric
<b>B1</b>	AD-350-Blk-Number From -- To Range Required
<b>B2</b>	AD-350-Blk-Number Must Be 3-Pos Alphanumeric
<b>B3</b>	Remark-Code From -- To Range Required
<b>B4</b>	Remark-Code Must Be 3-Pos Alphanumeric
<b>B5</b>	Remark-Pages Must Be Numeric Or Space
<b>B6</b>	AD-350-Blk-Data Value Must Be Space With Blk-Num 002
<b>B7</b>	AD-350-Number Must Be Numeric And > Zero
<b>B8</b>	AD-350-Blk-Data Value Required
<b>B9</b>	AD-350-Blk-Data Value Alpha Required
<b>CA</b>	Fst 2 Pos Of Funding-Unit-Number Invalid
<b>CB</b>	Lst 2 Pos Of Funding-Unit-No Invalid For This Agcy
<b>CC</b>	Lst 2 Pos Of Funding-Unit-No Cannot Equal Zero
<b>CD</b>	Funding-Fiscal-Year Required
<b>CE</b>	Funding-Unit-Number Must Be 4 Positions
<b>CF</b>	Alpha Pos 1&2 Of NFC-Assign-No Required For Ser/Agcy 07
<b>CG</b>	Positions 3 & 4 Of NFC-Assign-Number Required
<b>CH</b>	NFC-Assigned-Number Must Be 4 Positions
<b>CI</b>	NFC-Assign-No Must Be Numeric > Zero For This Agcy
<b>CJ</b>	Accounting-Station Missing Or Invalid On Tbl 002
<b>CK</b>	NFC-Assigned-Number Invalid On MASC Tbl 053
<b>CL</b>	First 3 Fields Of This Key Are Required
<b>CM</b>	Title-Prefix-Suffix-Code Must = A Thru Z
<b>CN</b>	Title-Prefix-Suffix-Ind Must = P Or S
<b>CO</b>	Title-Prefix-Suffix-Abbr Required For This Code
<b>CP</b>	State-Country/City/County Invalid On Tbl 016
<b>CQ</b>	Differential-Rate Must Be Numeric > Zero
<b>CR</b>	Agency/Bureau Must Be AJ, FK, 25, Or 68
<b>CS</b>	Pay-Transaction-Suffix Must Be Numeric
<b>CT</b>	Type-Of-Pay Must Equal Zero Or 1
<b>CU</b>	Pay-Factor Must Equal 100 Or 150
<b>CV</b>	Penalty-Class Must Equal A Or Space
<b>CW</b>	Other-Pay-Rate/B/C Must Be Numeric
<b>CX</b>	Penalty-Class-B Must Equal B Or Space
<b>CY</b>	Penalty-Class-C Must Equal C Or Space
<b>CZ</b>	Bargain-Unit-Status-Code Must Be 4 Pos Numeric

<b>No.</b>	<b>Message</b>
<b>C0</b>	Remark–Pages Must Equal 0, 1, 2, Or 3
<b>C1</b>	Add–Data–Ind Must Equal 0, 1, 2, 3, Or 9
<b>C2</b>	Remarks–Alpha Required For This Action Code
<b>C3</b>	Remarks–Continued Must Equal 0 Or 1
<b>C4</b>	OPM–Other–Legal–Auth & Auth–1st Not Compatible
<b>C5</b>	OPM–Other–Legal–Auth2 & Auth–2nd Not Compatible
<b>C6</b>	Per–Office–Ident Must Be 4-Pos Numeric Or Space
<b>C7</b>	Nat–Act–1st–3-Pos From -- To Range Must Be Entered
<b>C8</b>	SF–50B–Ind Must Equal Y Or N
<b>C9</b>	OPM–Authority–1st Must Be 3-Pos Alphanumeric Or Sp
<b>DA</b>	Last–Eff–Date In Key Must Be 6 Pos Numeric
<b>DB</b>	Interest–Rate Must Be 5 Pos Numeric
<b>DC</b>	Beg/End–Period Must = 01 Thru 27
<b>DE</b>	Region–Code Must Be 3 Pos Numeric
<b>DF</b>	Region–Name Required
<b>DG</b>	Foreign–Cntry–Sort–Code Must Be 3 Pos Numeric
<b>DH</b>	Country–Name Required
<b>DI</b>	Restricted–Currency Must = Y Or N
<b>DJ</b>	Excess–Currency Must = Y Or N
<b>DK</b>	State–Country–Code Missing Occurrence
<b>DL</b>	OPM–Pay–Table–Number Invalid
<b>DM</b>	Low–Range Invalid For Pay–Plan
<b>DN</b>	Grade Invalid For Pay–Plan
<b>DO</b>	High–Range Invalid For Pay–Plan
<b>DP</b>	Commuted–Rate–Table Must Be Numeric > Zero
<b>DQ</b>	Mileage–Total–Miles Invalid
<b>DR</b>	Poundage–Category–Rate Must Be Numeric > Zero
<b>DS</b>	Poundage–Category–Breakpoint Must Be Numeric > 0
<b>DT</b>	State–Country–Code Required
<b>DU</b>	Max–Per–Diem–Rate & Seasonal–Rate Cannot Be Entered
<b>DV</b>	Trvl–Indicator Must Be T Only
<b>DW</b>	Agency/Bureau Not Valid On TMGT Tbl 023
<b>DX</b>	U0002, U0004, U0005 Must = N,Y,P
<b>DY</b>	2 Daily Reports Valid In E0001 – E0005
<b>DZ</b>	If U0001 = Y Or P, U0006 Must = N
<b>D0</b>	OPM–Authority–2nd Must Be 3-Pos Alphanumeric Or Sp
<b>D1</b>	View–Indicator Must Be Y Or N
<b>D2</b>	State Required For This Action Code
<b>D3</b>	State Invalid
<b>D4</b>	# Of Sets Must Be 2-Pos Numeric And > Zero
<b>D5</b>	First Position Of Designated–Agent Must = 1–6
<b>D6</b>	Designated–Agent Must Be Numeric
<b>D7</b>	To Agcy/Bur Must Be Filled If From Agcy/Bur Filled
<b>D8</b>	From Agcy/Bur Must Be Filled If To Agcy/Bur Filled
<b>D9</b>	State–Code From–To–Range Required
<b>EA</b>	If U0006 = Y Or P, U0001 Must = N
<b>EB</b>	Select 4 From E0001 Thru E0005
<b>EC</b>	U0001 & U0006 Must = N, Y, Or P
<b>ED</b>	E0001 – E0005 Must = N, Y, Or P
<b>EE</b>	Spaces In EFT–Ind, Pos13–15 Of User–Cntl Must = Sp

<b>No.</b>	<b>Message</b>
<b>EF</b>	Fed-Tax-Schd-Nbr Required
<b>EG</b>	RITS-Schd-Nbr Required
<b>EH</b>	Invalid Agency Assigned Positions
<b>EI</b>	Max-Per-Diem-Rate Or Seasonal-Rate Required
<b>EJ</b>	Enter 1st Sea Date When 2nd-4th Dates Are Entered
<b>EK</b>	Seasonal-Date-From/Thru Required
<b>EL</b>	Seasonal-Date-From Invalid
<b>EM</b>	Seasonal-Date-Thru Invalid
<b>EN</b>	Sum of Seasonal Expenses Does Not Agree
<b>EO</b>	Sum Of Max-Per-Diem Expenses Does Not Agree
<b>EP</b>	If Seas-Rate = Zero, Seas-Dates Must = Zero
<b>EQ</b>	If Max-Per-Diem > 0, Max-Lodg & M&IE Must Be > 0
<b>ER</b>	Seasonal-Rate > 0, Seasonal-Lodg/M&IE Must Be > 0
<b>ES</b>	If Max-Lodg/M&IE-Rate > Zero, Sea-Lodg/M&IE Invalid
<b>ET</b>	If Sea-Lodg/M&IE > Zero, Max-Lodg/M&IE-Rate Invalid
<b>EU</b>	Beg-Eff-Date In Key Must Be 6 Pos Numeric
<b>EV</b>	If IGA-Adj Rate Entered, IGA-Table-Code Requested
<b>EW</b>	IGA-Adj-Rate Required For IGA-Table-Code
<b>EX</b>	If LEO-Adj-Rate Entered, LEO-Table-Code Requested
<b>EY</b>	LEO-Adj-Rate Required For LEO-Table-Code
<b>EZ</b>	If Locality-Rate Entered, Locality-Tbl-Cd Requested
<b>E0</b>	Designated Agent Must Be 4-Pos Numeric
<b>E1</b>	State-Code Must Be 2-Pos Alphanumeric
<b>E2</b>	HB-Carrier-Code From -- To Range Required
<b>E3</b>	HB-Carrier-Code Must Be 2-Pos Alphanumeric
<b>E4</b>	From -- To Range Required
<b>E5</b>	Union/Local Or Emp-Org-Code Must Be 6-Pos Numeric
<b>E6</b>	Occ-Function-Code Must Be 2-Pos Numeric
<b>E7</b>	Dept-Code Must Be Entered For Agency 00
<b>E8</b>	City-Cntrl Required
<b>E9</b>	City-Tax-Status Must Be 1, 2, 3, Or 4
<b>FA</b>	Locality-Table-Code Required For Locality-Rate
<b>FB</b>	FDIC-Locality-Rate Entered, FDIC-Tbl-Code required
<b>FC</b>	FDIC-Table-Code Requires FDIC-Locality-Rate
<b>FD</b>	Occ-Locality-Rate Entered, Occ-Tbl-Cd Required
<b>FE</b>	Occ-Tbl-Code Requires Occ-Locality-Rate
<b>FF</b>	Dept-Code Invalid For This Agency/Bureau
<b>FG</b>	Reduced Differential Valid For Agcy AJ, 68 Only
<b>FH</b>	Reduced Differential Must Be Numeric
<b>FI</b>	Pos2-3 Of Sched-Number Must = BA
<b>FJ</b>	Pos2-3 Of Sched-Number-2 Must = BN
<b>FK</b>	Pos2-3 Of Sched-Number-3 Must = BT
<b>FL</b>	Duplicate Seasonal Dates
<b>FM</b>	Element Number Must Equal 1-150
<b>FN</b>	Element Long Name Is Required
<b>FO</b>	Element Short Name Is Required
<b>FP</b>	Element Attribute Must Equal A Or N
<b>FQ</b>	Element Length Must Equal 1 - 999
<b>FR</b>	Element Decimal Must Equal 0 - 9
<b>FS</b>	NOA-Code Does Not Agree With Table 062



<b>No.</b>	<b>Message</b>
<b>FT</b>	Element Flag Must Be R, O, S or Space
<b>FU</b>	Remark Does Not Match Table 052
<b>FV</b>	Only Low-Range (6) Valid For This Payplan & Grade
<b>FW</b>	Low-Range 1 & 6 Must = 0 For This Payplan & Grade
<b>FX</b>	Low-Range 5 & 6 Must = 0 For This Payplan & Grade
<b>FY</b>	Steps 7-10 Invalid For This Payplan
<b>FZ</b>	Only High-Range (6) Valid For This Payplan & Grade
<b>F0</b>	City-Tax-Pay Frequency Must Equal 1, 2, Or 3
<b>F1</b>	Withholding-Agree-Ind Must Equal Y Or N
<b>F2</b>	Info-Return-Wage-Ind Must Equal 1, 2, Or 3
<b>F3</b>	County-Code Must Be Numeric
<b>F4</b>	County-Code Invalid
<b>F5</b>	Occ-Series-Code Must Be 4 Position Numeric
<b>F6</b>	Occ-Grade-Range-Ind Must Equal Space, 0, Or 1
<b>F7</b>	Pay-Plan-Ind Must Equal 1 Or 2
<b>F8</b>	Pay-Plan-Ind Must Equal 2 For Occ-Series-Code 3506
<b>F9</b>	Pay-Plan-Ind Must Equal 1 For This Occ-Series-Code
<b>GA</b>	High-Range 1 & 6 Must = 0 For This Payplan & Grade
<b>GB</b>	High-Range 5 & 6 Must = 0 For This Payplan & Grade
<b>GC</b>	Only Step 6 Valid For This Payplan & Grade
<b>GD</b>	Steps 1 & 6 Must = 0 For This Payplan & Grade
<b>GE</b>	Steps 5 & 6 Must = 0 For This Payplan & Grade
<b>GF</b>	Reporting-Month Must = 01-12 For Current-Yr
<b>GG</b>	Reporting-Cutoff Must = Y Or N For Curr-Yr
<b>GH</b>	Reporting-Month Must = Space, 01-12 For Pri-Yr
<b>GI</b>	Reporting-Cutoff Must = Space, Y, N, For Pri-Yr
<b>GJ</b>	Table Include Flag Must Be A Or C
<b>GK</b>	Downward Record Size Must Be Numeric
<b>GL</b>	Table Field Must Be X Or Space
<b>GM</b>	Table Frequency Must Be D, W, P, Or M
<b>GN</b>	Seasonal-M&IE Required For Seasonal-Lodging
<b>GO</b>	Seasonal-Lodging Required For Seasonal-M&IE
<b>GP</b>	Seasonal-Daily-Rate Required For Seasonal-Expenses
<b>GQ</b>	Seasonal-Daily-Rate Incorrect
<b>GR</b>	Seasonal-Dates Required For Seasonal-Expenses
<b>GS</b>	Seasonal-Date-From Invalid
<b>GT</b>	Seasonal-Date-Thru Invalid
<b>GU</b>	Destination Cannot Be Spaces
<b>GV</b>	Routing-Info Cannot Be Spaces
<b>GW</b>	Expiration Date Invalid
<b>GX</b>	State Code Does Not Match Table 016
<b>GY</b>	Org Structure Does Not Match Table 005
<b>GZ</b>	Local Does Not Match Table 010
<b>G0</b>	HB-Current-Yr Must Be 2 Position Numeric & > Zero
<b>G1</b>	Pay-Plan-Ind Must Equal 2 For This Occ-Series-Code
<b>G2</b>	Occ-Spec-Pay-Code Must Equal Y Or N
<b>G3</b>	Function-Class-Ind Must Equal Y Or N
<b>G4</b>	Occ-Grade-Span Not Numeric Or 1st Pos > 2nd Pos
<b>G5</b>	PATCO-Code Must Be 001 - 007, Or 999
<b>G6</b>	Occ-Series-Alpha Required

<b>No.</b>	<b>Message</b>
<b>G7</b>	PATCO-Code Must Be 007 For This Occ-Series-Code
<b>G8</b>	PATCO-Code Must Be 006 For This Occ-Series-Code
<b>G9</b>	HB-Option-Code Must Equal 1, 2, 4, Or 5
<b>HA</b>	Department Code Required
<b>HB</b>	One Org Structure Required
<b>HC</b>	One Local Required
<b>HD</b>	From-To State Required
<b>HE</b>	From State Must Be Less Than To State
<b>HF</b>	TSP-Tax-Schd-Nbr Pos 1 Must =X, Pos 2-6 Numeric
<b>HG</b>	System-Code Required
<b>HH</b>	System-Code Invalid On MASC Tbl 63
<b>HI</b>	Cert-Off-Phone-Number Invalid Or Incomplete
<b>HJ</b>	Seasonal-Dates Invalid When Seasonal-Rates = Zero
<b>HK</b>	Field Must Be 'Y' Or Space
<b>HL</b>	Agy/Bureau Must Be Numeric For This Serv Agy/Bur
<b>HM</b>	NFC-Assign No Must Be Numeric For Serv Agy/Bur 60
<b>HN</b>	Last 2 Pos Of Assign-No Req For Serv Agcy/Bur 79
<b>HO</b>	1st 2 Pos Of Assign-No Must Be Numeric
<b>HP</b>	U6702, U6704, U6705 Must = N, Y, P
<b>HQ</b>	If U6701 = Y or P, U6606 Must = N
<b>HR</b>	Trvl-Indicator Must = Space For This System-Code
<b>HS</b>	U6701 and U6706 Must = N, Y, Or P
<b>HT</b>	Union-Code Must Be Numeric
<b>HU</b>	From/To Range For TRVL-Indicator Incomplete
<b>HV</b>	TRVL-Indicator Must = Spaces, T, Or V
<b>HW</b>	Table No Must =Y, If Scope Is Filled
<b>HX</b>	Dept Invalid For This Agency
<b>HY</b>	From--To Range Must Be Numeric > Zero
<b>HZ</b>	Org-Structure-Code Invalid On Tbl 005
<b>H0</b>	HB-Deduction-Amount Must Be Numeric > Zero
<b>H1</b>	HB-Contribution-Amount Must Be Numeric > Zero
<b>H2</b>	HB-Monthly-Premium Must Be Numeric > Zero
<b>H3</b>	HB-Monthly-Plus Percent Must Equal 0 For FY89
<b>H4</b>	HB-Monthly-Plus-Percent Must Be Numeric
<b>H5</b>	HB-Mon-Plus-Percent > HB-Mon-Premium
<b>H6</b>	Occ-Function-Code Must Be 2 Pos Numeric & > Zero
<b>H7</b>	Function-CI-Alpha Required
<b>H8</b>	Dept-Code Invalid
<b>H9</b>	FECA-Code Must Be Numeric > Zero
<b>IA</b>	Employee-Express-Ind Must = Y, N, Or Space
<b>IB</b>	Flex-Spend-Acct Must Be > 0 For Plan-Type F
<b>IC</b>	Flex-Spend-Acct Must = 0 For Plan-Type H
<b>ID</b>	Message-No Required For Action M, D or R
<b>IE</b>	Pay-Period And Year Invalid On TMGT Tbl 028
<b>IF</b>	Dept, Agency/Bureau, & POI, Invalid When All = Y
<b>IG</b>	One Department Required When All = Spaces
<b>IH</b>	All Must = Y Or N
<b>II</b>	Agency/Bureau Occurrence Out Of Sequence
<b>IJ</b>	Department Occurrence Out Of Sequence
<b>IK</b>	POI Occurrence Out Of Sequence

<b>No.</b>	<b>Message</b>
<b>IL</b>	Agency/Bureau And POI Invalid For More Than 1 Dept
<b>IM</b>	Department Invalid Or Missing On Table 014
<b>IN</b>	Agency/Bureau Required For POI
<b>IO</b>	POI Must Be Numeric
<b>IP</b>	Location Must = 2 Through 7 Or Space
<b>IQ</b>	Cannot Enter Prior Pay Period Message
<b>IR</b>	Contact-Name Required
<b>IS</b>	Contact-Phone-Required
<b>IT</b>	Message Line 1 Required
<b>IU</b>	Line Message Out Of Sequence
<b>IV</b>	Verified-Ind Must = Y, N, H, Or Space
<b>IW</b>	Notation Required For Verified Field H
<b>IX</b>	Indicator = 2 Or 5, Union-Dues-Percent Must Be > 0
<b>IY</b>	Indicator = 2, 3, Or 5, Union-Dues-Amt Must = 0
<b>IZ</b>	Indicator = 1, 3, Or 4, Union-Dues-Perct Must = 0
<b>IO</b>	Must Enter State
<b>I1</b>	Phone Number Must Be Spaces Or Numeric
<b>I2</b>	Local-Off-Ident Must Be Numeric Or Space
<b>I3</b>	HB-Monthly-Premium Must Be Numeric > Zero
<b>I4</b>	HB-Monthly-Plus-Percent Must Be Numeric > Zero
<b>I7</b>	HB-Option-Code Must Be 1 Pos Numeric Or Space
<b>I8</b>	Occ-Series-Code From -- To Range Required
<b>I9</b>	Dept-Code From -- To Range Required
<b>JA</b>	Indicator = 1 Or 4, Union-Dues-Amt Must Be > 0
<b>JB</b>	Year & Pay-Period Required
<b>JC</b>	Priority Must Equal 1, 2, Or 3
<b>JD</b>	Sequence No Must Be Numeric
<b>JE</b>	Brochure-No Missing Or Incomplete
<b>JF</b>	Phone-Number Missing Or Incomplete
<b>JG</b>	Location-Description Required
<b>JH</b>	Plan-Coverage Must = P For This State-Abbr
<b>JI</b>	Plan-Coverage Must = F, A, G, For State-Abbr GG
<b>JJ</b>	Plan-Coverage F, Valid Only For Carrier-Code 10
<b>JK</b>	Plan-Coverage Invalid For This Carrier-Code
<b>JL</b>	Step 5 Required If Step 6 > Zeros
<b>JM</b>	Plan-Coverage F, A, G, Valid Only /for State-Abbr GG
<b>JN</b>	Plan-Coverage Must = F, A, G, Or P
<b>JO</b>	NFC-Assigned-Number Missing
<b>JP</b>	Org-Structure-Code Invalid For This Department
<b>JQ</b>	Plan-Note Must = 1, 2, 3, A Or Space
<b>JR</b>	NCQA-Status Must = 1, 2, 3, 4 Or Space
<b>JS</b>	Top-Rate Must = Y, N, Or Space
<b>JT</b>	Prepaid Must Equal H, P, Or Space
<b>JU</b>	Satisfy-%(3) Must Be = Or > Satisfy-%(2)
<b>JV</b>	Satisfy-%(2) Must Be = Or > Satisfy-%(1)
<b>JW</b>	HB-Carrier-Code Not Valid On Table 11
<b>JX</b>	Satisfy-Percent Must Be Space Or Numeric
<b>JY</b>	Satisfy-Note Must = U, B, Or Space
<b>JZ</b>	1st 9 Pos Must Be Numeric If EFT-Indicator = 1
<b>JO</b>	PP-Year Must Be Numeric > Zero

<b>No.</b>	<b>Message</b>
<b>J1</b>	To Dept-Code Must Be > From Dept-Code
<b>J2</b>	Calendar-Year Must Be 2 Pos Numeric > Zero
<b>J3</b>	Min-Earned-Per-Week Must Be Numeric > Zero
<b>J4</b>	Client-Code Must Be 7 Position Numeric
<b>J5</b>	First Position Of Client-Code Must Be 0, 1, Or 2
<b>J6</b>	Type-Tax Must Equal 1, 2, Or 3
<b>J7</b>	ALLTAX-Code Must Be Numeric
<b>J8</b>	State-Tax Invalid (Pos 2 & 3 Of Client-Code)
<b>J9</b>	Calendar-Year Must Be 2 Position Numeric Or Space
<b>KA</b>	Beginning Or Ending Date Invalid
<b>KB</b>	Open Season Beg Or End Julian Date Invalid
<b>KC</b>	Election Beginning-Date Invalid
<b>KD</b>	Election-Julian Date Invalid
<b>KF</b>	Open Season Ending Century Invalid
<b>KG</b>	Election Beginning Century Invalid
<b>KH</b>	TSP-Open-Season Must Be Numeric > Zeros
<b>KI</b>	From And To Routing Number Must Be > Zeros
<b>KJ</b>	Embedded Spaces Are Invalid
<b>KK</b>	New Routing Number, If Entered, Must Be Numeric
<b>KL</b>	Option-Code Must Eq 1 Or 4
<b>KM</b>	Output-Class Must = A, X, Or Zero
<b>KN</b>	No. Copies Must = 1 - 9
<b>KO</b>	Taxpayer-ID-No Must Be Spaces If EFT-Ind=Space
<b>KP</b>	JCAHO-Status Must = Space
<b>KQ</b>	Type-Account Must = C, S, Or Space For EFT-Ind 1
<b>KR</b>	Print Earning Statements Ind Must = Y Or N
<b>KS</b>	JCAHO-Status Must = J or Space
<b>KT</b>	NCQA-Status Must = Space
<b>K0</b>	PP-Year Must Be 2 Position Numeric
<b>K1</b>	County-Tax Invalid (Pos 1-3 Of Client-Code)
<b>K2</b>	City-Tax Invalid (Pos 4-7 Of Client-Code)
<b>K3</b>	PP-Year From -- To Range Required
<b>K4</b>	Table-PP-Number Must Be 2 Pos Numeric
<b>K5</b>	UCFE-Qtr-Year Must Be Numeric
<b>K6</b>	UCFE-Qtr-Number Must Equal 1, 2, 3, Or 4
<b>K7</b>	UCFE-Qtr-Begin-PP-Number Must Equal 01 - 27
<b>K8</b>	UCFE-Qtr-Begin-PP-Date Not Numeric
<b>K9</b>	UCFE-Qtr-End-PP-Number Must Equal 01 - 27
<b>L0</b>	UCFE-Qtr-End-PP-Date Not Numeric
<b>L1</b>	UCFE-Qtr-Prior-Flag Must Equal Y Or N
<b>L2</b>	UCFE-Qtr-Begin-PP-Number And/Or Date Invalid
<b>L3</b>	UCFE-Qtr-End-PP-Number And/Or Date Invalid
<b>L4</b>	Date-Proc-PP-Begins-Yr Must Be Numeric
<b>L5</b>	Pay-Period-Number Must = 01 - 27
<b>L6</b>	Union-Local Or Emp-Org-Code Must Be 6 Pos Num > 0
<b>L7</b>	FTS Phone Is Invalid
<b>L8</b>	Com Phone Is Invalid
<b>L9</b>	Revocation-Eff-Code Must = 0, 1, 2, 3, 4, 5, Or 6
<b>M0</b>	Union-Ded-Indicator Must Equal 1, 2, Or 3
<b>M1</b>	Union-Minimum-Ded-Amt Must Be > Zero For Ind3

<b>No.</b>	<b>Message</b>
<b>M2</b>	Union–Minimum–Ded–Amt Must Be 0 For Ind 1 Or 2
<b>M3</b>	Union–Association Must Equal U Or A
<b>M4</b>	EFT–Indicator Must Equal 1 Or Space
<b>M5</b>	Locality–Code Must Equal C, I, Or L
<b>M6</b>	PP–Number Must Be 01 – 27
<b>M7</b>	Pay–Period–From /Or To–Date Must Be Numeric
<b>M8</b>	Pay–Period–From /Or To–Date Invalid
<b>M9</b>	Date–PP–Begin /Or Ends–Julian Not Numeric
<b>N0</b>	Date–PP–Begins /Or Ends–Julian Invalid
<b>N1</b>	PP–Quarter Must Equal 1, 2, 3, Or 4
<b>N2</b>	Beginning–Alpha–PP–Date Required
<b>N3</b>	Ending–Alpha–PP–Date Required
<b>N4</b>	Last–PP–Of–Pay–Qtr Must Equal Y Or N
<b>N5</b>	Dis–Allot–Pay–Period–Ind Must Equal 1, 2, Or 3
<b>N6</b>	Holiday–Name Required For Holiday–Count 1 Or 2
<b>N7</b>	PP–Day Must Equal 01–14 For Holiday–Count 1 Or 2
<b>N8</b>	Holiday–Date Missing Or Invalid
<b>N9</b>	Julian–Date Missing Or Invalid
<b>O0</b>	Holiday–Index Must Equal 0, 1, Or 2
<b>O1</b>	Contact–Type Must Equal 01 – 12
<b>O2</b>	Must Enter State If ZIP–Code And City Are Entered
<b>O3</b>	Must Enter ZIP–Code If City And State Are Entered
<b>O4</b>	Must Enter City If State And ZIP–Code Are Entered
<b>O5</b>	FTS/Comm–Phone–Number Required
<b>O6</b>	Alt–Phone–Number Not Complete
<b>O7</b>	UCFE–Qtr–Year From -- To Range Required
<b>O8</b>	UCFE–Qtr–Year Must Be 2-Pos Numeric
<b>O9</b>	UCFE–Qtr–Number Must Be 1-Pos Numeric Or Space
<b>P0</b>	Date–Proc–PP–Begins–Yr From -- To Range Required
<b>P1</b>	Date–Proc–PP–Begins–Yr Must Be 2-Pos Numeric
<b>P2</b>	Pay–Period–Number Must Be 2-Pos Numeric Or Space
<b>P3</b>	Calendar–Year From -- To Range Required
<b>P4</b>	Calendar–Year Must Be 2-Pos Numeric
<b>P5</b>	Calendar–Year Must Be Numeric
<b>P6</b>	Pay–Period–Number Must Equal 01 – 27
<b>P7</b>	Semi–Mo–Report–Date Invalid
<b>P8</b>	Semi–Mo–PP Must Be 01 – 27
<b>P9</b>	Monthly–Report–Date Invalid
<b>Q0</b>	Monthly–PP Must Equal 01 – 27
<b>Q1</b>	Quarterly–Report–Date Invalid
<b>Q2</b>	Quarterly–PP Must Equal 01 – 27
<b>Q3</b>	Annual–Report–Date Invalid
<b>Q4</b>	Annual–PP Must Equal 01 – 27
<b>Q5</b>	Prior–FY–Date Missing Or Invalid
<b>Q6</b>	Curr–FY–Date Missing Or Invalid
<b>Q7</b>	Returning Prior–FY–Date Or Curr–FY–Date Invalid
<b>Q8</b>	HB–Carrier–Code Invalid On TMGT Tbl 011
<b>Q9</b>	Contact Name Is Required
<b>R0</b>	Alt–Contact–Name Is Required
<b>R1</b>	Alt–Phone–Number Is Required With Alt–Contact–Name

<b>No.</b>	<b>Message</b>
<b>R2</b>	Client-Code Missing Or Not > Zeros
<b>R3</b>	Beg-Eff-Date Must Be > 12/31/77
<b>R4</b>	Positions 1 And 2 Of User-Cntl Required
<b>R5</b>	Max-Annual-Pay Must Be Numeric > Zero
<b>R6</b>	Max-Biwk-Pay Must Be Numeric > Zero
<b>R7</b>	Max-OT-Hour-Rate Must Be Numeric > Zero
<b>R8</b>	Min-Wage-Amt Must Be Numeric > Zero
<b>R9</b>	Apt-Ltm-Dol-Bal Must Be Numeric > Zero
<b>S1</b>	Apt-Ltm-Day-Tot Must Be Numeric > Zero
<b>S2</b>	Apt-Ltm-Hrs-Tot Must Be Numeric > Zero
<b>S3</b>	Empl-FEGLI-Rate Must Be Numeric > Zero
<b>S4</b>	Ret-Con-Code-7 Must Be Numeric
<b>S5</b>	Ret-Rate-7 Must Be Numeric > Zero
<b>S6</b>	Ret-Cov-Code-75 Must Be Numeric > Zero
<b>S7</b>	Ret-Rate-75 Must Be Numeric > Zero
<b>S8</b>	OASDI-Percent Must Be Numeric > Zero
<b>S9</b>	OASDI-Max-Anl-Amt Must Be Numeric > Zero
<b>T1</b>	OASDI-Max-Ded Must Be Numeric > Zero
<b>T2</b>	Ag-Cont-Pct-Ret Must Be Numeric > Zero
<b>T3</b>	Ag-Cont-Pct-OASDI Must Be Numeric > Zero
<b>T4</b>	Ag-Cont-Pct-FEGLI Must Be Numeric > Zero
<b>T5</b>	FEGLI-Max-Cover Must Be Numeric > Zero
<b>T6</b>	FEGLI-Min-Cover Must Be Numeric > Zero
<b>T7</b>	Apt-Lim-Dol-Min Must Be Numeric > Zero
<b>T8</b>	Apt-Lim-Day-Min Must Be Numeric > Zero
<b>T9</b>	Apt-Lim-Hrs-Min Must Be Numeric > Zero
<b>U1</b>	ES-Max-Salary Must Be Numeric > Zero
<b>U2</b>	HIT-Percent Must Be Numeric > Zero
<b>U3</b>	HIT-Max-Ann-Amt Must Be Numeric > Zero
<b>U4</b>	HIT-Max-Deduct Must Be Numeric > Zero
<b>U5</b>	Max-Deferral-Amt Must Be Numeric > Zero
<b>U6</b>	Rate-Commute-FMV Must Be Numeric > Zero
<b>U7</b>	Ann-Hrs-PAYE-Comp Must Be Numeric > Zero
<b>U8</b>	Max-Bi-Wkly-Pay Must Be Numeric > Zero
<b>U9</b>	Max-Bi-Wkly-Pay-LE Must Be Numeric > Zero
<b>V1</b>	Max-Bi-Wkly-Pay-LE-EX Must Be Numeric > Zero
<b>V2</b>	Key Invalid Or Not On Table 016
<b>V3</b>	SMSA-Code Required
<b>V4</b>	SMSA-Name Required
<b>V5</b>	COLA-Post-Diff-Code Must Equal 0 Or 2-9
<b>V6</b>	COLA-Prct Must Be Numeric
<b>V7</b>	Tran-Code Must Be Numeric > Zero
<b>V8</b>	Tran-Suff Must Be Numeric
<b>V9</b>	Tran-Alpha Required
<b>W1</b>	Tran-Per-Cent Must Be Numeric
<b>W2</b>	Tran-Ind Must Equal 1, 2, 3, Or 4
<b>W3</b>	Agency/Bureau Required
<b>W4</b>	Other-Flag Must Equal N Or V
<b>W5</b>	AD-319-Flag Must Equal N Or V
<b>W6</b>	AD-320-Flag Must Equal N Or V

<b>No.</b>	<b>Message</b>
<b>W7</b>	AD-321-Flag Must Equal N Or V
<b>W8</b>	GS15-Step10-Flag Must Equal N Or V
<b>W9</b>	Interm-Flag Must Equal N Or V
<b>X1</b>	Wage-Plan-Flag Must Equal N Or V
<b>X2</b>	State-Country-Cd Not On TMGT Tbl 016
<b>X3</b>	Error-Message-No Must Be Numeric > Zero
<b>X4</b>	Error-Message-Desc Required
<b>X5</b>	Force-Accept-Msg-Code Must Equal Y Or N
<b>X6</b>	Document-Type Must Be Numeric
<b>X7</b>	Time-TA-Field-Coordinate Must Be Numeric > Zero
<b>X8</b>	TA-Element-Name Required
<b>X9</b>	Element-Length Must Equal 1, 2, 3, Or 4
<b>Y1</b>	Name-Address Fields 1 - 4 Required
<b>Y2</b>	Check-Mail-DO-Cd Must Equal 1, 2, 3, 4, 5, Or 6
<b>Y3</b>	Field-Number Pos1 Must = D, Pos2-6 Must Be Numeric
<b>Y4</b>	Element-Code Must Be Numeric
<b>Y5</b>	Length Of Element Must Be Numeric
<b>Y6</b>	Element-Nature Must = A, N, Or X
<b>Y7</b>	Action-Code Must Be Numeric 000 - 100
<b>Y8</b>	Type-Deduction Must Equal 0, 1, 2, Or 3
<b>Y9</b>	Type-Action Must Equal 1, 2, Or 3
<b>Z0</b>	State Must Be Numeric
<b>Z1</b>	Age-Bracket-Codes Must Equal 0 - 7
<b>Z2</b>	Optional-Emp-Codes Must Be Numeric > Zero
<b>Z3</b>	Additional-Optional Must Be Numeric > Zero
<b>Z4</b>	Family-Optional Must Be Numeric > Zero
<b>Z5</b>	Plan-Code Missing Or Equal To Zero
<b>Z6</b>	Type-Account Must = Spaces If EFT-Ind = Spaces
<b>Z7</b>	Payee-Name-Non-Fed Required
<b>Z8</b>	Reason Required
<b>Z9</b>	LI-Benefit-Type Must Equal 1 Or 2
<b>00</b>	Park-Fringe-Min Must Be > Zeros
<b>01</b>	Action Code Must Be A, M, D, R
<b>02</b>	Agy/Bur Required
<b>03</b>	Beg-Eff-Date Required For Add And Modify
<b>04</b>	Invalid Effective Date(s)
<b>05</b>	Data-2-Indicator Must Be Spaces For This Agency
<b>06</b>	Exempt-Type-Code Must Be Numeric > Zeros
<b>07</b>	Withholding-Agreement Must Equal Y Or N
<b>08</b>	Short-Name-1 Required If Data-2-Indicator = Space
<b>09</b>	Higher Lev Must Be > Zero If Low Lev > Zero
<b>1A</b>	LI-Plan-Code Invalid
<b>1B</b>	Basic-Coverage Must Equal 0, 1 Or 2
<b>1C</b>	Basic-Cost-Option Must Equal 0,1 Or 2
<b>1D</b>	LI-Bas-Rate-Det Must = 0, 1, 2, 3, 4 For LI-PI-Cd 38
<b>1E</b>	LI-Bas-Rate-Det Must = 0, 1, 2, 3 For This LI-Plan-Cd
<b>1F</b>	Basic-Limit-Type Must = 0, 1, Or 2
<b>1G</b>	Basic-Limit Must = Space If Basic-Limit-Type = 0
<b>1H</b>	Basic-Limit Required If Basic-Limit-Type = 1 Or 2
<b>1I</b>	Basic-Increment Must Be Numeric

<b>No.</b>	<b>Message</b>
1J	Basic-Round Must Equal Y Or N
1K	Basic-Min-Coverage Must Be Numeric
1L	Park-Fringe-Max Must Be > Zeros
1M	Basic-Max-Coverage Must Be Numeric
1N	Option-1-2-3 Must Equal Y Or N
1O	Age Must Equal Y Or N
1P	If Option Equals N - Age Must Equal N
1Q	Type Must Equal Zero If Option Equals N
1R	Type Must Equal 0, 1, 2, 3, Or 4, If Option Equals Y
1S	Option-1-2-3 Factor Must = 0 If Option-1-2-3 = N
1T	Opt Factor Must = 1000, 2000, 3000, 4000 For Option Y
1U	Rt-Plan-Code Required
1V	Rt-Plan-Code Not Valid On TMGT Tbl 080
1W	Rt-Benefit-Type Must Equal 1 Or 2
1X	Rt-Deduction-Type Must = 0, 1, 2, 3, Or 4
1Y	Rt-Deduction-Rate Must Be Numeric
1Z	Rt-Deduction-Tax-Deferred Must = Y, N, Or O
10	To Dept-Cd Must Be Filled If From Dept-Cd Filled
11	Agency/Bureau From -- To Range Must Be Entered
12	Invalid Agency Abbr
13	Org/Structure-Code Must Be Numeric
14	Enter X For Type Of Report Requested
15	Select Only One Print Option
16	Please Enter Routing Information
17	Please Enter Remote-ID
18	Report Submitted - Log Onto JESMASTER To View
19	Report Submitted
2A	Rt-Deduction-OASDI-Limit Must = Y Or N
2B	Contrib-Scale Step-0 Must = 1 Or 2
2C	Contrib-Maximum Step-0 Must Be Numeric
2D	Contrib-Limit-Type Step-0 Must = 0-7
2E	Contrib-Type Step-0-3 Must = 0-7
2F	Contrib-Factor Step 0-3 Must Be Numeric
2G	Contrib-Limit-Type Step-1-3 Must = 0-5
2H	Contrib-Rate Step-1-3 Must Be Numeric
2I	Contrib-Limit Step-1-3 Must Be Numeric
2J	Fiduciary-Round Must = 0-4
2K	Fiduciary-Rate Must Be Numeric
2L	Horse-Allow Must Be > Zeros
2M	TMGT Tbl 040 Not Available
2N	LI-Age-Bracket-Code Invalid On TMGT Tbl 040
2O	Basic-Cost-Factor Must Be Numeric
2P	Basic-Contrib-Type Must = 0, 1, 2, Or 3
2Q	Basic-Contrib-Round Must = 1, 2, 3, Or 4
2R	Basic-AUO-Envirn Must = Y Or N
2S	Type Option-2-3 Must = 0, 1, 2, 3, Or 4
2T	Basic-Contribution-Flag Must = 0, 1, Or 2
2U	LI-Plan-Code Required
2V	LI-Age-Bracket-Code Required
2W	EFT-Indicator Must = 1 Or Space



<b>No.</b>	<b>Message</b>
2X	Account-No Required When EFT-Ind = 1
2Y	Type-Account Must = S or C For EFT - Ind
2Z	Routing-Number Must Be 9 Digit Numeric
20	FTS/Comm Phone Number Invalid Or Incomplete
21	Invalid Dept-Code For Agency/Bureau
22	Enter X At Print Labels Ind When Requesting Labels
23	Agency/Bureau Invalid
24	Record Not Found For Modify
25	No Active Record On File For Data-2-Indicator
26	Beg-Eff-Date Greater Than Last-Eff-Date
27	Data-2-Indicator Must Be Space Or 2
28	Name-1 Required
29	Beg-Eff-Date Invalid
3A	City-Code Invalid Or Not On TMGT Table 016
3B	Element-Name Required
3C	Account-No Must = Spaces If EFT-Indicator = Spaces
3D	Routing-Number Must = Spaces If EFT-Ind = Spaces
3E	State-Country-Code Invalid Or Not On Table 016
3F	City Must = APO, FPO, When State Is = To AA, AE, AP
3G	State Must = AA, AE, AP, When City Is = To APO, FPO
3H	Invalid Or Not In TMGT Tbl 001
3I	POI Must Be Numeric > Zeros
3J	School-Name Required
3K	School-State-Country Required
3L	School-State-Country Invalid Or Not On Tbl 016
3M	1st Pos Of Award-Code Must = C Or H
3N	Award-Code Pos 2-4 Must Be Numeric
3O	Award-Alpha Required
3P	Award-Code Required
3Q	Reason-Code Must Be Numeric 01-99
3R	Reason-Alpha Required
3S	Table-Constant Must = A, B, Or C
3T	Class -01 Required
3U	Class Must Be Numeric > Zero
3V	Ded Must Be Numeric
3W	Park-Biwkly-Max Must Be > Zeros
3X	Pay-Period-Number Must Be 01 Thru 27
3Y	State-Code Required, City & Cnty Codes Are Filled
3Z	State, City, Or County Code Is Invalid On Tbl 016
30	Last-Eff-Date Invalid
31	To Range Must Be Greater Than From Range
32	City Code Must Be Numeric
33	Invalid City (Accounting Station) For FS
34	Invalid Unit-Code For This Agency
35	Unit Code Missing Or Invalid
36	Must Enter Key Fields
37	Name-Address 1 Required
38	Must Enter City
39	FTS-Ind Must Be 8 Or Space
4A	OASDI/HIT-Rate-Chg-Ind Must = Y Or N

<b>No.</b>	<b>Message</b>
4B	FEGLI-Rate-Chg-Ind Must = Y Or N
4C	Opt-FEGLI-Rate-Chg-Ind Must = Y Or N
4D	FEHB-Rate-Chg-Ind Must = Y Or N
4E	Fed-Tax-Formula-Change Must = Y Or N
4F	Dept-Code Required When Agency-Bur-Code Is Filled
4G	City And County Must Be Numeric
4H	Month-Report-Prepared Must = 01 - 12
4I	Year-Report-Prepared Must Be Numeric
4J	Fiscal-Month-Of-Survey Must = 01 - 12
4K	Fiscal-Year-Of-Survey Must Be Numeric
4L	Transit-Biwkly-Max Must Be > Zeros
4M	ZIP-Code Must Be Numeric
4N	Type-ZIP Must = APO Or FPO
4O	City Required
4P	Location-Name Required
4Q	Payroll-Default-Appn Required
4R	FEHB-Default-Acctng Required
4S	Document-Code Must Be Numeric > Zero
4T	Element-Code Must Be Numeric > Zero
4U	Document-Element-Name Required
4V	FY-Code Must = 0 - 9
4W	FY-Alpha-Code Must = A - Z
4X	Non-Deduction-Code Must Be 2 Pos Numeric
4Y	Status-Of-Auth-Code Must Be 2 Pos Numeric
4Z	Non-Deduction-Reason-Desc Required
40	Must Enter FTS Or Com Phone No
41	City-Code Must Be Numeric Or Space
42	Unit-Code Must Be Numeric Or Space
43	City Invalid
44	City-Code Must Be Numeric > Zeros
45	State-Code Invalid
46	State-Abbrv Invalid
47	ZIP Code Invalid
48	2nd-Lev Through 8th-Lev Must Be Numeric
49	Record Not Found For Delete
5A	Trans-Code Must Be Numeric > Zero
5B	Trans-Suffix Must Be Numeric
5C	Spec-Emp-Code Must = 00, 02, 07, 09, 25, 28, 54, 89
5D	Type-Employment Must = 0 - 5
5E	Type-Appt-Code Must = 00, 03, 04, 08, 09
5F	Location-Code Must = 0, 3, Or 4
5G	Pay-Plan-Code Must = 0, 1, 2, 3
5H	Type-Cash-Award Must = 0, 1, 2, Or 3
5I	Travel-Allow-Class Must = 0, 1, 2, 3
5J	Subobject-Class Must Be Numeric > Zero
5K	FS-Region/Unit Invalid On TMGT Tbl 002
5L	Meal-Class Must Be Numeric > Zero
5M	Error-Message-No Must Be Numeric > Zero
5N	Error-Message-Description Required
5O	Type-Of-Error-Code-Acc Must = 0, 1, 2

<b>No.</b>	<b>Message</b>
5P	Type-Of-Error-Code-Chg Must = 0, 1, 2
5Q	Doc-Record-Not Required & Must Be Numeric
5R	Number-Of-Elements Is Incorrect
5S	Positions 1-2 Of Taxing-Entity Required
5T	Semi-Mo-Freq Must = Y Or N
5U	Pay-Trans-Alpha Required
5V	OASDI-Tax-Ind Must = Y Or N
5W	HIT-Tax-Ind Must = Y Or N
5X	Gross-Update-Ind Must = 1, 2, Or 3
5Y	Mo-Freq Must = Y Or N
5Z	Qtr-Freq Must = Y Or N
50	Record Not Found For Reactivate
51	Table Code Required
52	Description Cannot Be Spaces
53	Serv Agy/Bur Invalid Or Equal Spaces
54	From Dept-Cd Must Be Filled If To Dept-Cd Filled
55	Name-Address 3-4-5 Must Be Spaces For This Agency
56	Name-Address Improperly Formatted
57	Pay-Office-No Must Be 4 Pos Numeric & > Than Zero
58	Prof-Liab-Ins-Max Must Be > Zeros
59	EPIC-Indicator Must Equal E Or Space
6A	Ann-Freq Must = Y Or N
6B	Pos 6 Of Taxing-Entity Must = Space With Pos 3-5
6C	Taxing-Entity Invalid On Tbl 016
6D	Pos 1 (TA-Standby-%)Must = Space, Pos 2&3 Must Be Num
6E	Standby-AUO-Percent Must Be 3 Pos Numeric
6F	Document-Type Must Be Numeric > Zero
6G	Document-Description Required
6H	Document-Source Required
6I	Document-Sequence-No Must Be Numeric > Zero
6J	Fiscal-Year Must Be Numeric
6K	Pay-Plan Invalid Or Not On Tbl 025
6L	Series Invalid Or Not On Tbl 018
6M	Series Must Be Numeric To Validate Using Tbl 018
6N	Range Must = 00 - 18
6O	White-Female Must Be 4 Position Numeric
6P	White-Male Must Be 4 Position Numeric
6Q	Black-Female Must Be 4 Position Numeric
6R	Black-Male Must Be 4 Position Numeric
6S	Hispanic-Female Must Be 4 Position Numeric
6T	Hispanic-Male Must Be 4 Position Numeric
6U	Asian-Female Must Be 4 Position Numeric
6V	Asian-Male Must Be 4 Position Numeric
6W	Nat-American-Female Must Be 4 Position Numeric
6X	Nat-American-Male Must Be 4 Position Numeric
6Y	Name-Address 2 Required
6Z	State-Country-Code Must Be 2 Pos Numeric
60	Accounting-Station Must Be 4-Pos Numeric
61	State-Abbrev Required For This Action Code
62	Phone-Number Missing Or Not Numeric

<b>No.</b>	<b>Message</b>
63	Phone-Number Required For This Agency
64	State-Abbrv Must Be 2-Pos Alpha For Table 013
65	State-Abbrv From -- To Range Must Be Entered
66	Table-Constant From -- To Range Must Be Entered
67	Nat-Act-1st-3-Pos Must Be Numeric
68	Must Enter Name-Address2
69	Account-Station Must Be Greater Than Zeroes
7A	SF50-End-PP-Only Must = Space, Y Or N
7B	RFQS-List-Wanted-Ind Must = Y Or N
7C	RFQS-Form-Wanted-Ind Must = Y Or N
7D	SF-1150-Form-Wanted-Ind Must = Y Or N
7E	Building-Name Required
7F	Date-Obsolete Invalid
7G	2nd/3rd-Lev Invalid On Tbl 005
7H	Must Enter To-Range If From-Range Is Entered
7I	Must Enter From-Range If To-Range Is Entered
7J	SSNO Must Be Numeric > Zero
7K	Last-Eff-Date Invalid - Cannot Access Tbl 029
7L	Series/Plan/Grade Not Valid On Tbl 029
7M	Occ-Series-Code Required
7N	Pay-Plan Required
7O	Grade Must Be Numeric
7P	Step Must Be Numeric > Zero
7Q	SSNO Not Found On Name-Employee File
7R	Plan/Gr/Sp Cant = Empl Plan/Gr/Sp
7S	No Hourly Rate On Tbl 029 For This Step
7T	HB-Option-Code Must Be Numeric
7U	Current-Yr Must = 01-99
7V	Plan-Type-Ind Must = H Or F
7W	USA-Max-Adj-Sal Must Be > Zeros
7X	Max-Annual-Pay Must Be Numeric > Zero
7Y	FEGLI-Max-Cover Must Be Numeric > Zero
7Z	FEGLI-Min-Cover Must Be Numeric > Zero
70	Full-State-Name Required For This Action Code
71	State-Country-Code Required
72	State-Country-Code Is Invalid
73	ZIP-Low Must Be Numeric And Greater Than Zeroes
74	ZIP-High Must Be Numeric And Greater Than Zeroes
75	ZIP-Other Must Be Numeric Or Spaces
76	Check-Mail-DO-Cd Must Be Equal To 1, 2, 3, 4, 5, 6
77	Agency/Bureau-Name Required For This Action Code
78	Agency/Bureau-Abbr Required For This Action Code
79	CV-Number Must Equal 05, 06, Or 07
8A	FmHA-Cnty-Comit-Sal Must Be Numeric > Zero
8B	FmHA-Trav-Allow-1st Must Be Numeric > Zero
8C	FmHA-Trav-Allow-2nd Must Be Numeric > Zero
8D	FmHA-Trav-Allow-3rd Must Be Numeric > Zero
8E	Old-Amer-Sal-Hi Must Be Numeric > Zero
8F	Old-Amer-Sal-Lo Must Be Numeric > Zero
8G	ASCS-St-Comit-1st Must Be Numeric > Zero

<b>No.</b>	<b>Message</b>
<b>8H</b>	ASCS–St–Comit–2nd Must Be Numeric > Zero
<b>8I</b>	ASCS–St–Comit–3rd Must Be Numeric > Zero
<b>8J</b>	Sal–Range–PA–Hi Must Be Numeric > Zero
<b>8K</b>	Sal–Range–PA–Lo Must Be Numeric > Zero
<b>8L</b>	Sal–Range–PH–Hi Must Be Numeric > Zero
<b>8M</b>	Sal–Range–PH–Lo Must Be Numeric > Zero
<b>8N</b>	Sal–Range–PD–Hi Must Be Numeric > Zero
<b>8O</b>	Sal–Range–PD–Lo Must Be Numeric > Zero
<b>8P</b>	YCC–Enrollee–Min Must Be Numeric > Zero
<b>8Q</b>	YCC–Enrollee–Max Must Be Numeric > Zero
<b>8R</b>	SSNO–Secretary Must Be Numeric > Zero
<b>8S</b>	Merit–13–Max Must Be Numeric > Zero
<b>8T</b>	Merit–14–Max Must Be Numeric > Zero
<b>8U</b>	Merit–15–Max Must Be Numeric > Zero
<b>8V</b>	Agency/Org–Lev2/Org–Lev–3 Invalid On TMGT Tbl 005
<b>8W</b>	Location–Code Must = 0 Or 4
<b>8X</b>	Date–Per–Eval–Anniv–Mo Must = 01–12, 99
<b>8Y</b>	Date–Per–Eval–Anniv–Da Must = 00–31, 88, 99
<b>8Z</b>	Date–Per–Eval–Anniv–Da 88/99 Only Valid For Mo 99
<b>80</b>	Table–Constant Must Be A, B, Or C
<b>81</b>	From–To Range Must Be Entered
<b>82</b>	Per–Office–Indent Must Be 4-Pos Numeric > Zero
<b>83</b>	Position–Status–CSC Must Be 1, 2, Or Space
<b>84</b>	State–Country–Cd From–To Range Must Be Entered
<b>85</b>	City–Name Must Be Filled When City–Code Is > 0000
<b>86</b>	Dept–Code Required
<b>87</b>	Dept–Code Must Be Alpha
<b>88</b>	Auth–Action–Code Must Be A Or Space
<b>89</b>	Nat–Act–1st–5-Pos Must Be Numeric And > Zeros
<b>9A</b>	LE–Max–OT–Hour–Rate Required
<b>9B</b>	User–Cntl Cannot Have Embedded Spaces
<b>9C</b>	LI–Coverage–Code Invalid
<b>9D</b>	LI–Coverage–Code “O” Invalid
<b>9E</b>	Bill–Addr–Code Must Be Numeric
<b>9F</b>	Accounting–Station Must Be Numeric
<b>9G</b>	Rt–Deduction–After–OASDI (999.9999) Must Be Numeric
<b>9H</b>	Accounting–Station Invalid On Tbl 002
<b>9I</b>	PP–Year Must Be Numeric
<b>9J</b>	PP–Year/PP–Number Invalid On Tbl 128
<b>9K</b>	Last Sched–Ind Must Equal Y Or N
<b>9L</b>	Date–Of–Deposit Invalid
<b>9M</b>	Date–Finan–Allot–Issued Invalid
<b>9N</b>	Disb–Office–Mail–Sched Must Be Numeric 1–6
<b>9O</b>	Sched–Number Required
<b>9P</b>	Tax–Year–1st–PP–Ind Must Equal Y Or N
<b>9Q</b>	Pay–Qtr–1st–PP–Ind Must Equal Y Or N
<b>9R</b>	Pay–Qtr–Last–PP–Ind Must Equal Y Or N
<b>9S</b>	1st–Pay–Sched–Complete Must = Y Or N
<b>9T</b>	Tax–Year Must Be Numeric
<b>9U</b>	New–Cal–Year–Prorate–Percent Must Be Numeric > 0

<b>No.</b>	<b>Message</b>
<b>9v</b>	New-FY-Prorate-Percent Must Be Numeric > 0
<b>9w</b>	SSNO-Inspector-General Must Be Numeric > 0
<b>9x</b>	RA-Acnt-Ctl-PAY05-Deduct Must Be Numeric
<b>9y</b>	RA-Type-Code-PAY05-Deduct Must Be Numeric
<b>9z</b>	Prime-Sched-Number Must Be 1-9
<b>90</b>	Nat-Act-1st-3-Pos Must Be Numeric And > Zeros
<b>91</b>	Num-Authority Must Equal 0, 1, 2, 3, Or 4
<b>92</b>	Split-TA-Req-Ind Must Equal Y Or N
<b>93</b>	Agency-Authority-Indicator Must Equal Y Or N
<b>94</b>	Nature-Action-Alpha Is Required
<b>95</b>	OPM-Other-Legal-Auth & OPM-Auth-Code Incompatible
<b>96</b>	Other-Legal-Auth-2nd & Auth-2nd-Code Incompatible
<b>97</b>	City-Code Must Be 4-Pos Numeric Or Space
<b>98</b>	County-Code Must Be 3-Pos Numeric Or Space
<b>99</b>	Nat-Act-1st-5-Pos Must Be Numeric

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