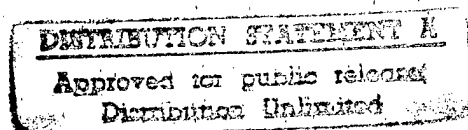




PB94-140373

Inventory of Personnel Automation Projects in Federal Agencies

(U.S.) Office of Personnel Management, Washington, DC



Jun 93



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U.S. DEPARTMENT OF COMMERCE  
National Technical Information Service


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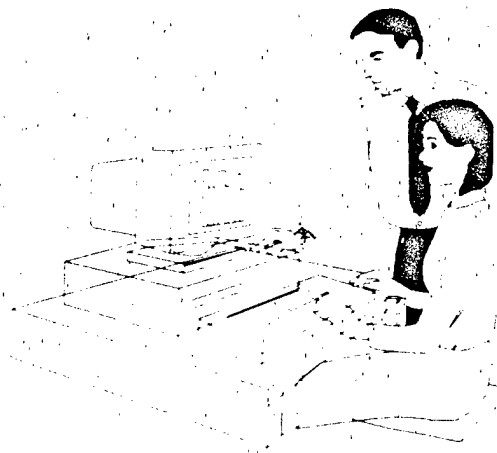
<b>REPORT DOCUMENTATION PAGE</b>		1. REPORT NO. OPM/SASD/ADPINV-93/1	2.	3.	 PB94-140373
4. Title and Subtitle Inventory of Personnel Automation Projects in Federal Agencies				5. Report Date June 1993	6.
7. Author(s) Linda Brick				8. Performing Organization Rept. No. PSO-OWI-6	9.
9. Performing Organization Name and Address U.S. Office of Personnel Management Office of Workforce Information 1900 E Street, NW - Room 7494 Washington, DC 20415				10. Project/Task/Work Unit No.	11. Contract(C) or Grant(G) No. (C) (G)
12. Sponsoring Organization Name and Address  same as 9				13. Type of Report & Period Covered Final June 1993	14.
15. Supplementary Notes					
16. Abstract (Limit: 200 words)  This report gives brief descriptions of applications of automated technology to personnel management functions.  It includes projects in the following areas: personnel information systems, personnel actions processing, classification, staffing, pay, employee and labor relations, performance management, security, training, retirement and benefits, personnel management evaluation, bulletin boards, and miscellaneous.					
17. Document Analysis a. Descriptors          b. Identifiers/Open-Ended Terms          c. COSATI Field/Group					
18. Availability Statement Release unlimited. Available from NTIS, Springfield, VA 22161			19. Security Class (This Report) UNCLASSIFIED		21. No. of Pages 325
			20. Security Class (This Page) UNCLASSIFIED		22. Price



EP 04 147373

# Inventory of Personnel Automation Projects in Federal Agencies

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June 1993



United States  
Office of  
Personnel  
Management

Personnel  
Systems and  
Oversight  
Group

Office of  
Workforce  
Information

PSO:OWI-6  
June 1993

REPRODUCED BY:  
U.S. Department of Commerce  
National Technical Information Service  
Springfield, Virginia 22161



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## FOREWORD

This Inventory is designed as a reference for agencies embarking on ADP initiatives for personnel applications and for Office of Personnel Management (OPM) program offices looking for ways to exploit ADP technology at their "service interfaces" with agencies. The Inventory is a joint Agency/OPM initiative under their Strategic Plan for Personnel Automation. The purpose of the Inventory is to make it easier for the personnel community to share information on their experiences in adapting ADP to personnel office needs. The Inventory is available for purchase from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

The project listings in this Inventory have been provided by Federal agencies. OPM has not reviewed or evaluated the products listed in the Inventory. Inclusion in the Inventory does not constitute a recommendation or endorsement of any product listed. Not all of the products listed in the Inventory are transportable or available for use by others. Even these products, however, can be useful as examples of ADP applications to common personnel activities. Specific information on each product is available from the Federal agency contact listed in the Inventory.

This Inventory is organized by personnel management function. The Table of Contents at the beginning of the Inventory lists various personnel management functions. Projects which cover two or more functions are listed separately under each function, except for agency personnel systems. Since these systems may cover many personnel management functions, they are listed only once. When researching any personnel management function, the reader may wish to review the agency systems section of this Inventory. At the back of the Inventory, there is an Index that lists the projects alphabetically by agency.

OPM plans to issue annual updates to the Inventory. Additional entries and updates to information currently listed may be submitted at any time. Any additions/revisions to the Inventory should be sent to:

Assistant Director for Workforce Information  
U.S. Office of Personnel Management  
Personnel Systems and Oversight Group (Room 7494)  
Attn: ADP Inventory  
1900 E Street, NW.  
Washington, DC 20415-6001

Inquiries about specific applications listed in this Inventory should be referred to the agency contact listed. Comments and suggestions for improvement of the Inventory itself may be referred to Linda Brick, telephone (202) 606-1126. We acknowledge the graphics assistance of Paul Kaplan and the Ventura Publisher assistance of Carrie Streeter.

## PERSONNEL INFORMATION SYSTEMS

### Agency Systems

**TITLE:** USDA PAYROLL/PERSONNEL SYSTEM

**AGENCY:** Department of Agriculture

**DESCRIPTION:** The Department of Agriculture's integrated payroll/personnel system provides:

- (a) a position management subsystem which establishes and maintains position data;
- (b) a payroll-personnel remote entry system which allows on-line entry of all personnel and payroll documents;
- (c) editing of personnel actions and production of SF 50, "Notification of Personnel Action";
- (d) a training subsystem which collects and reports training data;
- (e) an Unemployment Compensation System;
- (f) user access to up to 6 months of data for ad hoc queries.

**EQUIPMENT:** IBM mainframe

**CONTACT NAME AND ORGANIZATION:** Bradley T. Foote, Automated  
Personnel Systems Division,  
Office of Personnel

**TELEPHONE NUMBER:** (202) 720-8722

## PERSONNEL INFORMATION SYSTEMS

### Agency Systems

**TITLE:** PERSONNEL CONCEPTS III (PC-III)

**AGENCY:** Department of the Air Force

**DESCRIPTION:** PC-III is an automated personnel computer system that allows unit supervisors/managers, employees, and staffs to electronically access and initiate changes to appropriate personnel records, for example:

(1) management and/or employee personnel actions (SF 52's) electronically flow from organizations to the servicing civilian personnel office for their in-system processing and subsequent update of the Personnel Data System-Civilian (PDS-C) utilizing single data capture via PC-III;

(2) PC-III electronically generates referral documents in a civilian personnel office for subsequent transmission to selecting officials;

(3) additional civilian applications are SF 172, employee locator information, Supervisor's Employee Brief (AF Form 971) entries, DD-1556, TSP review, health benefits review, civilian personnel bulletin board, physical exam scheduling, career brief review, central skills bank registration, strength reports, PCS processing, TDY orders, awards reports, performance appraisal reports, career program registration, injury reporting, automated security clearance approval system (ASCAS) requests, emergency essential review, worldwide email and ad hoc information retrievals.

**EQUIPMENT:** AT&T 3B2/600GR minicomputer, AT&T 6056/7006 dumb terminals and approved personal computers such as Z-248's and Desktop III's

**PROGRAMMING LANGUAGE:** UNIX based C

**CONTACT NAME AND ORGANIZATION:** Phillis M. Neal, System Development, Integrated Systems, AF Civilian Management Center

**TELEPHONE NUMBER:** DSN: 487-4586  
Commercial: (210) 652-4586

## PERSONNEL INFORMATION SYSTEMS

### Agency Systems

**TITLE:** PERSONNEL DATA SYSTEM - CIVILIAN (PDS-C)

**AGENCY:** Department of the Air Force

**DESCRIPTION:** PDS-C is a dynamic, real-time, on-line, personnel data system. The flexibility of the system is achieved by utilizing a "Tables" concept. This concept provides for 95 percent of all functional system logic. These "Tables" are written in Air Force unique languages and can be modified and dispatched to all personnel offices overnight.

PDS-C conforms to all rules, regulations and guidelines set forth by the Office of Personnel Management and the Department of Defense. The standardization maintains a flexibility to support exceptions as authorized by using agencies or OPM. PDS-C currently supports over 100 agencies/subagencies of the Federal Government and over one million civilian employees.

The basic personnel system performs personnel actions, strength accounting, maintains employee records, has suspense control, serves as a management information system and has many other supportive functions. Optional subsystems include:

- Promotions and Placements Referral System
- Training
- Career Programs
- Payroll Interface
- Personnel Transaction History File
- Injury Compensation
- Unemployment Compensation
- Appraisal
- Local National Systems
- Nonappropriated Fund Employee System
- Optional Area for Personnel Office

**EQUIPMENT:** Primarily Sperry and Burroughs large mainframe

**PROGRAMMING LANGUAGE:** Air Force Unique

**CONTACT NAME AND ORGANIZATION:** Charles Livermore, AFCPMC/DPCI

**TELEPHONE NUMBER:** DSN: 487-4587 or 4586  
Commercial: (210) 652-4586

## PERSONNEL INFORMATION SYSTEMS

### Agency Systems

**TITLE:** CORPORATE INFORMATION SYSTEM - PERSONNEL EXTENSION

**AGENCY:** Department of Commerce

**DESCRIPTION:** The Corporate Information System - Personnel Extension (CIS-PE) contains information on the federal civilian employees at the National Institute of Standards and Technology (NIST). This on-line system is used by the managers and administrative staff at NIST. The information content includes (100+ data elements):

- personnel-related information for current employees such as pay plan, grade, salary, series, etc., updated each pay period;
- awards received by employee (historical);
- performance evaluations received by employee (historical).

The features of the system are.

- menu of 100+ reports in areas such as salary, age and length of service, academic training, employee review sheet, performance and awards, and EEO.
- controlled access based upon management level and authority.
- support for downloading data in ASCII or LOTUS format for local microcomputer processing.
- support for local printing on user's PC printer.
- support for selected fonts and printers; e.g., LaserJet, Prestige Elite.

**EQUIPMENT:** IBM mainframe, VM/CMS

**PROGRAMMING LANGUAGE:** FOCUS DBMS, REXX & XEDIT

**CONTACT NAME AND ORGANIZATION:** Robert Lee, Information Systems  
Division, NIST

**TELEPHONE NUMBER:** (301) 975-4044

## PERSONNEL INFORMATION SYSTEMS

### Agency Systems

**TITLE:** HUMAN RESOURCES DATA SYSTEM (HRDS)

**AGENCY:** Department of Commerce

**DESCRIPTION:** The Human Resources Data System (HRDS) is an on-line, core information system which allows managers, supervisors, and administrative staff rapid access to a variety of personnel data in easy-to-understand terms. The personnel information in HRDS is electronically transmitted at the end of each pay period from the USDA National Finance Center personnel/payroll data base to the HRDS data base resident at the Departmental Computer Center in Springfield, Virginia. By dialing into the mainframe computer via LAN or modem, the manager or supervisor will be able to view information about his/her staff at his/her PC in plain English terminology without relying on paper records or cuff systems.

**EQUIPMENT:** IBM mainframe, personal computer and telecommunications devices

**PROGRAMMING LANGUAGE:** FOCUS

**CONTACT NAME AND ORGANIZATION:** Carole S. McNamee, Office of Human Resources Management

**TELEPHONE NUMBER:** (202) 482-3732



## PERSONNEL INFORMATION SYSTEMS

### Agency Systems

**TITLE:** PERSONNEL MANAGEMENT SYSTEM DOCUMENTATION

**AGENCY:** Consumer Product Safety Commission

**DESCRIPTION:** On-line system used to enter and maintain personnel actions, print SF 50's, maintain edit tables, and generate reports. Large submissions of SF 50's can be created and submitted in batch (i.e., PMRS merit increases, pay adjustments, PMRS performance awards). Routine reports are already created on the system. Through the use of the Que Ad Hoc Retrieval System, special reports can be created using any of the data elements required on the SF 50 for past or present employees. This system also calculates pay bonuses, either by entering all percents to be used, or calculating the percent for Highly Successful ratings after entering the percent for Outstanding and Fully Successful ratings for PMRS employees.

**EQUIPMENT:** IBM mainframe

**PROGRAMMING LANGUAGE:** NATURAL 2

**CONTACT NAME AND ORGANIZATION:** Catherine M. Johnson,  
Division of Personnel Management or  
John Clements,  
Division of Automated Data Processing

**TELEPHONE NUMBER:** C. Johnson (301) 504-0100;  
J. Clements (301) 504-0445

## PERSONNEL INFORMATION SYSTEMS

### Agency Systems

**TITLE:** FEDERAL PERSONNEL MANAGEMENT SYSTEM (FPMS)

**AGENCY:** Defense Investigative Service

**DESCRIPTION:** The Federal Personnel Management System (FPMS) provides:

- (a) processing personnel actions, which includes collecting data necessary for the SF 50, "Notification of Personnel Action," editing the data as required by the Office of Personnel Management, and printing the SF 50.
- (b) position management capabilities for personnel and manpower to establish and maintain positions.
- (c) investigation maintenance for security personnel to initiate and maintain investigations/clearances.
- (d) a training module to collect data required on the SF 182, "Request, Authorization, Agreement and Certification of Training."
- (e) on-line capability for users to create ad hoc queries.
- (f) the capability to maintain tables from the Federal Personnel Manual Supplement 292-1, "Personnel Data Standards," on-line without having to modify programs.

**EQUIPMENT:** IBM mainframe

**PROGRAMMING LANGUAGE:** NATURAL

**CONTACT NAME AND ORGANIZATION:** Glenda Miller, Defense Investigative Service

**TELEPHONE NUMBER:** DSN: 335-1037  
Commercial: (202) 475-1037

## PERSONNEL INFORMATION SYSTEMS

### Agency Systems

**TITLE:** AUTOMATED CIVILIAN PERSONNEL DATA BANK (ACPDB)

**AGENCY:** Defense Logistics Agency

**DESCRIPTION:** This is the Headquarters personnel system used for DLA. It fulfills the reporting requirements for the Central Personnel Data File, Defense Manpower Data Center, Washington Headquarters Service, and Equal Employment Opportunity Commission. This system allows the user to access on-line menu-driven reports or the creation of ad hoc reports.

**EQUIPMENT:** IBM compatible mainframe

**PROGRAMMING LANGUAGE:** Model 204, COBOL

**CONTACT NAME AND ORGANIZATION:** Niellie Hasson, Management Information and Automation Team, Defense Logistics Agency

**TELEPHONE NUMBER:** DSN: 284-6217  
Commercial: (703) 274-6217

## PERSONNEL INFORMATION SYSTEMS

### Agency Systems

**TITLE:** DEFENSE BUSINESS MANAGEMENT SYSTEM (DBMS)

**AGENCY:** Defense Logistics Agency

**DESCRIPTION:** To simplify the development of DBMS, the system was divided into three major subsystems: the Personnel Subsystem, the Cost/Performance Subsystem and the Payroll Subsystem.

The Personnel Subsystem, a personnel administration system, provides more than 75 output products for the operation and support of the Office of Civilian Personnel. This includes production of the "Notification of Personnel Action," SF 50. The system generates some of the personnel pay actions automatically, such as within-grade increases and pay adjustments. Additional phases of this subsystem covering staffing, training, labor management and employee relations are in various stages of development and/or testing.

**EQUIPMENT:** IBM compatible mainframe

**PROGRAMMING LANGUAGE:** COBOL, MANTIS, COBOL XT, and ASSEMBLER

**CONTACT NAME AND ORGANIZATION:** Kathryn A. Roberts, Management Information and Automation Team, Defense Logistics Agency

**TELEPHONE NUMBER:** DSN: 284-6217  
Commercial: (703) 274-6217

## PERSONNEL INFORMATION SYSTEMS

### Agency Systems

**TITLE:** DOE PAYROLL/PERSONNEL SYSTEM (PAY/PERS)

**AGENCY:** Department of Energy

**DESCRIPTION:** The PAY/PERS System integrates the functions of both the payroll and personnel offices into one automated system which provides:

- user-friendly data entry;
- on-line entry of all personnel and payroll documents;
- production of SF 50, "Notification of Personnel Action";
- direct access to current information via ad hoc query;
- direct access to historical information via ad hoc query/extract employee and position data at end of last five fiscal years and personnel actions for each of last five fiscal years;
- leave share subsystem;
- AWS/credit hours;
- automated comp-time payoff;
- automatic processing of mass actions such as pay adjustments, merit pay, organization realignments, WGI, award payments, ticklers, and retro pay calculations;
- RIF retention registers;
- SF 7 service record cards;
- retirement and TSP estimates.

**EQUIPMENT:** AMDAHL

**CONTACT NAME AND ORGANIZATION:** George Hofman, Human Resource Information Systems

**TELEPHONE NUMBER:** (301) 903-2870

## PERSONNEL INFORMATION SYSTEMS

### Agency Systems

**TITLE:** HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEM

**AGENCY:** General Services Administration

**DESCRIPTION:** The Human Resources Management Information System (HRMIS) concept is to provide a user-friendly, on-line, fully integrated system for managers. HRMIS will allow non-technical users to query the data base; execute preprogrammed reports and graphs; create new reports and graphs; or communicate with electronic mail. In addition, the system will provide security at many different levels and by open systems compliant to run on a variety of end-user equipment. The HRMIS will provide selected data from:

(a) the Personnel Information Resources System (PIRS) data base, including historical and training information;

(b) the Pay Information Processing System (PIPS) data base;

(c) several budgetary systems.

**EQUIPMENT:** UNISYS

**PROGRAMMING LANGUAGE:** MAPPER

**CONTACT NAME AND ORGANIZATION:** Susan G. McGovern, Employment  
Policy Division,  
Office of Personnel

**TELEPHONE NUMBER:** (202) 501-0302

## PERSONNEL INFORMATION SYSTEMS

### Agency Systems

**TITLE:** PERSONNEL INFORMATION RESOURCES SYSTEM (PIRS)

**AGENCY:** General Services Administration

**DESCRIPTION:** PIRS is the official automated personnel system for GSA and its client agencies. Implemented in 1983, it is an adaptation of the Department of the Air Force Personnel Data System - Civilian. By agreement, Air Force maintains the system software and supports enhancements. GSA is currently accepting new clients for automated system support.

PIRS is a Federal personnel transaction processing and management information system. It is on-line and interactive for data input and individual record inquiries. Reports, listings, and statistics are usually produced overnight. Retrieval requests are entered and edited on-line. Data are maintained in individual employee and position records by social security number and position description number. Data stored support staffing, classification, position management, SF 50 processing, employee and labor relations and personnel management evaluation.

Key features include: personnel office control of data base; on-line transaction processing of current records; position based vacancy data; table driven, flexible system; extensive FPM edits for accurate records; on-line or overnight production of SF 50; projected actions; suspense file for tickle notices, consummation of actions; mass record update capability; retirement estimates; on-line inquiry capability e.g., SF 75 information; on-line history file; Central Personnel Data File updates; payroll interface with GSA's payroll system; training subsystem; EEO complaints and appeals tracking; flexible management information retrieval system.

**EQUIPMENT:** Sperry 2200/402 mainframe - OS 1100

**PROGRAMMING LANGUAGE:** General Syntax Analyzer (GSA); COBOL, MASM (assembler equivalent)

**CONTACT NAME AND ORGANIZATION:** Thomas F. Cowley, Director,  
Employment Policy Division,  
Office of Personnel

**TELEPHONE NUMBER:** (202) 501-1335

## PERSONNEL INFORMATION SYSTEMS

### Agency Systems

**TITLE:** CONSOLIDATED AGENCYWIDE PERSONNEL/PAYROLL SYSTEM (CAPPS)

**AGENCY:** National Aeronautics & Space Administration

**DESCRIPTION:** Agency-level data base/reporting system which will serve as an information resource to provide agencywide summary information for planning and requirements' analysis relating to managing NASA's human resources. Will be updated biweekly by data from the NASA Personnel/Payroll System at each NASA center and will provide SF 113 reporting and Central Personnel Data File extracts. System is currently operational.

**EQUIPMENT:** IBM mainframe

**PROGRAMMING LANGUAGE:** ADABAS NATURAL

**CONTACT NAME AND ORGANIZATION:** Lois Clark, National Aeronautics & Space Administration

**TELEPHONE NUMBER:** (202) 358-1185



## PERSONNEL INFORMATION SYSTEMS

### Agency Systems

**TITLE:** NASA PERSONNEL/PAYROLL SYSTEM (NPFS)

**AGENCY:** National Aeronautics & Space Administration

**DESCRIPTION:** Integrated personnel/payroll system operating in a decentralized mode at eight NASA installations. Administers employee personnel and payroll transaction processing, reporting and record keeping activities. Development completed in 1990. Phased implementation completed during 1990-1991.

**EQUIPMENT:** IBM mainframe

**PROGRAMMING LANGUAGE:** ADABAS NATURAL

**CONTACT NAME AND ORGANIZATION:** Lois Clark, National Aeronautics & Space Administration

**TELEPHONE NUMBER:** (202) 358-1185

## PERSONNEL INFORMATION SYSTEMS

### Agency Systems

**TITLE:** NAVAL CIVILIAN PERSONNEL DATA SYSTEM (NCPDS)

**AGENCY:** Department of Navy

**DESCRIPTION:** The NCPDS Field system is designed to execute personnel transactions on individual employees and provide data to activities and headquarters staff. The Field system maintains basic information, personnel action history, employee experience history, and a training history. Enhancements are being developed to include an Equal Employment Opportunity Complaint Action Tracking subsystem, a suggestion subsystem, and data on local national indirect hires.

NCPDS Headquarters collects, stores, and manipulates data extracted from the NCPDS Field System. These data are provided to Navy management from the Secretary of the Navy level through the major command level. In addition, information is provided to other Government Agencies (both Federal and State) including, but not limited to, Office of Personnel Management, Department of Defense, Department of Labor plus numerous State Employment Commissions. Furthermore, NCPDS Headquarters provides managers with access to pre-formatted reports and the ability to make ad hoc queries to distributed data extracts.

CAPS is the component of the NCPDS which supports automation of personnel business processes internal to the Human Resources Offices (HRO) and those linking with managers. The CAPS promotes HRO initiatives in automation. The Office of Civilian Personnel Management (OCPM) will select and promote use of noteworthy applications meeting defined standards for Navy and DOD wide use. CAPS uses a modular approach, with modules functioning in a local area network environment. The CAPS modules are "best of breed" for the DON. (The individual applications which are part of CAPS are listed under the appropriate category in other sections of this Inventory.)

**EQUIPMENT:** Field system is on Burroughs mainframe but migrating to Sperry; Headquarters is on Sperry mainframes; CAPS is on local area networks using Novell/Bayan Vines operating systems. CAPS also functions in a stand alone environment (286, 386, 486 microcomputers).

**CONTACT NAME AND ORGANIZATION:** OCPM Technology and Information Management Division

**TELEPHONE NUMBER:** DSN: 226-4940  
Commercial: (703) 696-4940

## PERSONNEL INFORMATION SYSTEMS

### Agency Systems

**TITLE:** AUTOMATED PERSONNEL SYSTEM

**AGENCY:** U.S. Nuclear Regulatory Commission

**DESCRIPTION:** The system maintains personal data and employment history for all employees of the Nuclear Regulatory Commission. It generates a "Notification of Personnel Action" (SF 50) when the action becomes effective. Users are able to create, update, and query the data base as well as produce hard copy reports.

**EQUIPMENT:** Data General MV/9600 minicomputer

**PROGRAMMING LANGUAGE:** COBOL, Mark IV and Cyberquery/Cyberscreen

**CONTACT NAME AND ORGANIZATION:** Darlene Mahoney-Coates, Workforce & Organization Analysis, Office of Personnel

**TELEPHONE NUMBER:** (301) 492-4080

## PERSONNEL INFORMATION SYSTEMS

### Agency Systems

**TITLE:** EMPLOYEE PROFILE

**AGENCY:** U.S. Nuclear Regulatory Commission

**DESCRIPTION:** The system displays employee personnel information such as pay plan, grade, job title, minority code, retirement plan and job series. Users are also able to view the promotion, award, and educational histories of any employee. Users may also access the names and social security numbers of any or all employees within an organization. This system is networked throughout headquarters (Washington, DC) and regional offices nationwide.

**EQUIPMENT:** Data General MV/9600 minicomputer

**PROGRAMMING LANGUAGE:** Cyberquery/Cyberscreen (CQCS) 4GL

**CONTACT NAME AND ORGANIZATION:** Darlene Mahoney-Coates or  
Jennifer Caswell,  
Workforce and Organization Analysis,  
Office of Personnel

**TELEPHONE NUMBER:** D. Mahoney-Coates (301) 492-4080  
J. Caswell (301) 492-4233

## PERSONNEL INFORMATION SYSTEMS

### Governmentwide Systems

**TITLE:** USER SIMPLE AND EFFICIENT RETRIEVAL SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** User Simple and Efficient Retrieval (USER) is an information retrieval system developed to allow personnelists who are not computer programmers to readily access status and dynamics information from the Central Personnel Data File (CPDF). (The CPDF is described in detail on the next page.)

USER allows the personnelist to specify the population of interest (e.g., full-time employees with permanent appointments in occupation series 0334 -- computer specialists, employed by agency XX with duty stations in the state of Kansas). Statistics selected by the personnelist (e.g., employment counts, average adjusted basic pay, average grade, average age, average length of service) are then automatically generated for up to three user-specified levels (e.g., agency/subelement, race/national origin, sex). USER also provides the ability to generate dynamic data for a population of interest. For example, selected statistics for any user-specified population can be generated showing the number of new hires, quits, promotions, and retirements. USER provides access to the most current quarter's CPDF status file and to previous years' files and to the most recent fiscal year dynamics file and to previous fiscal years' files. USER has built-in procedures to protect the privacy of individual employee records.

OPM has designed the USER system in such a way that, with prior agreement with OPM, an agency (or agency/subelement or agency operating personnel office) can get access to its own CPDF data and to companion Governmentwide data. (Agencies are not provided access to another agency's specific data in CPDF.) Agency access to USER through dial-up computer facilities can be arranged through an agency's headquarters Director of Personnel with OPM's Office of Workforce Information. Such access requires appropriate low cost terminal software to be purchased by the agency.

**EQUIPMENT:** IBM mainframe

**PROGRAMMING LANGUAGE:** NATURAL and COBOL

**CONTACT NAME AND ORGANIZATION:** Ralph Nenni, Office of Workforce Information

**TELEPHONE NUMBER:** (202) 606-1916

## PERSONNEL INFORMATION SYSTEMS

### Governmentwide Systems

**TITLE:** CENTRAL PERSONNEL DATA FILE

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Central Personnel Data File (CPDF) consists of information on the Federal workforce submitted by all executive departments and agencies, covering over 2.1 million Federal employees. The CPDF includes three major files:

(a) the status file which contains 50 pieces of data in a picture of each employee's record as of a particular date.

(b) the dynamics file which is a record of each personnel action processed arranged by effective date. Depending on the type of action being processed, each record may contain up to 54 pieces of data.

(c) the longitudinal history file which is a record of each personnel action arranged by employee to allow for historical tracking studies.

**EQUIPMENT:** IBM mainframe

**PROGRAMMING LANGUAGE:** ADABAS files, programmed in NATURAL and COBOL.

**CONTACT NAME AND ORGANIZATION:** John E. Curnow, Office of Workforce Information

**TELEPHONE NUMBER:** (202) 606-2546

## PERSONNEL INFORMATION SYSTEMS

### Governmentwide Systems

**TITLE:** EXECUTIVE INFORMATION SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Executive Information System was established with the inception of the Senior Executive Service (SES) in 1979. It enables OPM to carry out its program management responsibilities under title 5 of the U.S. Code and provides other information needed internally or to respond to requests from the White House, Members of Congress, oversight agencies, the public, etc., on Federal executives.

The system contains a wide variety of information on both executives and executive positions, as well as information on the allocation of executive positions to agencies and certain ancillary information. It covers positions and their incumbents in the SES, Executive Schedule, and Senior Level, S&T (Scientific & Technical), and Board of Contract Appeals positions and their incumbents, and other positions at comparable levels and their incumbents. (The system does not cover positions in the Foreign Service or chiefs of mission, positions on the White House staff, positions in the FBI or intelligence agencies, positions in certain other agencies such as the Federal Deposit Insurance Corporation, or positions outside the executive branch.)

**EQUIPMENT:** IBM mainframe

**PROGRAMMING LANGUAGE:** NATURAL and COBOL

**CONTACT NAME AND ORGANIZATION:** Charles Vaughn, Office of Executive and Management Policy

**TELEPHONE NUMBER:** (202) 606-1927

## PERSONNEL INFORMATION SYSTEMS

### Governmentwide Systems

**TITLE:** LABOR AGREEMENT INFORMATION RETRIEVAL SYSTEM (LAIRS)

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Labor Agreement Information Retrieval System (LAIRS) consists of information contained in Federal labor agreements. This file contains over 2,000 labor agreements covering more than 1.2 million employees represented by labor unions. The file can be searched by agency, union, or the general public on any of approximately 300 subject headings. These data are most useful for tracking actual language in Federal labor agreements as well as in preparing negotiation positions based on the data found in labor agreements. Full texts of third-party decisions (arbitration awards, Federal Service Impasses Panel decisions, Federal Labor Relations Authority decisions, significant court decisions), as well as subject information are also available.

**EQUIPMENT:** Microcomputer

**PROGRAMMING LANGUAGE:** dBASE III

**CONTACT NAME AND ORGANIZATION:** Paul D. Sevec, Office of Labor and Workforce Performance

**TELEPHONE NUMBER:** (202) 606-2940



## PERSONNEL INFORMATION SYSTEMS

### Governmentwide Systems

**TITLE:** THE PLUM BOOK INFORMATION SYSTEM (PBIS)

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** A collection of dBASE III+ programs used to gather information on executive and Schedule C staffing positions. The Office of Personnel Management distributed this system to Government agencies on diskettes as well as information on positions currently on file. The Government agencies then updated the information and returned the updated diskettes to the Office of Personnel Management for compilation into the Plum Book Data Base.

The Plum Book Data Base contains a description of the position, the grade level, the tenure of the position, and when the position expires. Also included are: the name of the incumbent, party affiliation, pay plan, type of appointment, the Government agency where the position is assigned, and the country, state, and city where the position is located.

**EQUIPMENT:** Microcomputer

**PROGRAMMING LANGUAGE:** dBASE III+

**CONTACT NAME AND ORGANIZATION:** Bede Bender, Executive Management and Policy Division

**TELEPHONE NUMBER:** (202) 606-1784

## PERSONNEL ACTIONS PROCESSING

### Preparing Actions

**TITLE:** PERSONNEL ACTION REQUEST INFORMATION SYSTEM (PARIS)

**AGENCY:** Department of Agriculture, Animal and Plant Health Inspection Service

**DESCRIPTION:** The Personnel Action Request Information System (PARIS) encompasses two components. Our pilot PC-PARIS system allows for electronic submission of SF 52's to a PRIME minicomputer from remote sites across the United States. SF 52's are entered on a microcomputer work station (IBM compatible 386) and then transmitted to Minneapolis. The second component is an SF 52 tracking system that allows us to monitor the status of work on the SF 52 as it moves through the personnel office. SF 52's are automatically entered in the tracking system as they are received electronically.

**EQUIPMENT:** PRIME 9950 (minicomputer); microcomputer work stations at remote sites

**PROGRAMMING LANGUAGE:** PC-PARIS - RBASE runtime software; PARIS tracking - COBOL

**CONTACT NAME AND ORGANIZATION:** Gail Moses, Management Analyst,  
Human Resources Operations

**TELEPHONE NUMBER:** (612) 370-2176

## **PERSONNEL ACTIONS PROCESSING**

### **Preparing Actions**

**TITLE:** PERSONNEL INFORMATION MANAGEMENT SYSTEM (PIMS)

**AGENCY:** Department of Agriculture, Forest Service

**DESCRIPTION:** This system provides a method to enter personnel and payroll documents on a local computer system. The data are then transmitted electronically, via a batch process, to the USDA's National Finance Center. It provides the ability to store some of the personnel data in a local data base in order to write ad hoc reports.

**EQUIPMENT:** Data General MV Series

**PROGRAMMING LANGUAGE:** DG/DBMS Data Base programmed in Fortran

**CONTACT NAME AND ORGANIZATION:** Kristen Rusk, Personnel Management  
Work Force Management & Systems

**TELEPHONE NUMBER:** (703) 235-8038

## **PERSONNEL ACTIONS PROCESSING**

### **Preparing Actions**

**TITLE:** PARS - PERSONNEL ACTION REQUEST SYSTEM

**AGENCY:** Defense Logistics Agency

**DESCRIPTION:** The system allows the user to initiate SF 52, "Request for Personnel Action," electronically. It includes the generation of electronic signatures and uses electronic mail to transmit the request to the civilian personnel office. The personnel office may use it to track SF 52's during all processing stages.

**EQUIPMENT:** Gould 9050 (DMINS)

**PROGRAMMING LANGUAGE:** UNIFY/C Language

**CONTACT NAME AND ORGANIZATION:** Marsha Harris, Management  
Information and Automation Team,  
Defense Logistics Agency

**TELEPHONE NUMBER:** DSN: 284-6217  
Commercial: (703) 274-6217

## PERSONNEL ACTIONS PROCESSING

### Preparing Actions

**TITLE:** FEDERAL PERSONNEL PAYROLL SYSTEM (FPPS) SF 52 SYSTEM

**AGENCY:** Department of Education

**DESCRIPTION:** The SF 52 System totally automates the SF 52 process of initiating an action in the requesting office to preparing the SF 50, "Notification of Personnel Action," in the servicing personnel office. The SF 52 system is currently a front-end system to the PAY/PERS System. The System is subdivided into three major areas of operation: administrative security operations, requesting office operations, and servicing personnel office operations.

**EQUIPMENT:** IBM 3090 Mainframe

**PROGRAMMING LANGUAGE:** NATURAL, ADABAS 5

**CONTACT NAME AND ORGANIZATION:** James Arneson, Personnel Systems Staff,  
Department of Education

**TELEPHONE NUMBER:** (202) 401-0531

## PERSONNEL ACTIONS PROCESSING

### Preparing Actions

**TITLE:** PERSONNEL ACTION REQUEST SYSTEM

**AGENCY:** Federal Deposit Insurance Corporation

**DESCRIPTION:** The Personnel Action Request System (PARS) processes and tracks "Request for Personnel Action" (SF 52) from inception of the request by line management to processing of the action through FDIC's Office of Personnel Management. The PARS, an on-line mainframe computer system, enables offices to initiate and track SF 52's electronically. Once the SF 52's reach FDIC's Office of Personnel Management, they are completed and approved by personnelists on-line. Various reports are also available using PARS, including a history of an employee's SF 52's. PARS was implemented in April, 1993.

**EQUIPMENT:** IBM mainframe

**PROGRAMMING LANGUAGE:** PARS data reside in the DB2 DBMS environment, and while accessing FDIC's CA/DATACOM data bases. Programs are written using CA-IDEAL.

**CONTACT NAME AND ORGANIZATION:** Carol Ann Kennedy, PARS Project Manager, Operations & Compensation Branch, Office of Personnel Management

**TELEPHONE NUMBER:** (202) 942-3398

## PERSONNEL ACTIONS PROCESSING

### Preparing Actions

**TITLE:** CLASSIFICATION LINK IN PERSONNEL (CLIP)

**AGENCY:** Department of Health and Human Services

**DESCRIPTION:** This system is being developed with proposed implementation in 1996. The Classification Link in Personnel (CLIP) System will provide an automated means for the classification process and will assist in position description reviews, and link the SF 52 and OF 8 for automatic generation of repetitious, standardized OF 8 information onto the SF 52. CLIP will be used to:

- create OF 8, position descriptions and evaluation statements;
- create SF 52's;
- update organizational charts via the personnel management system sub-application.

**EQUIPMENT:** WANG System and microcomputers

**PROGRAMMING LANGUAGE:** COBOL

**CONTACT NAME AND ORGANIZATION:** Kathleen Orpin, Systems Design and Analysis Division/OHRIM/OASPER

**TELEPHONE NUMBER:** (202) 690-8131

## PERSONNEL ACTIONS PROCESSING

### Preparing Actions

**TITLE:** SF 52 PERSONNEL ACTION PROCESSING

**AGENCY:** Department of Health and Human Services

**DESCRIPTION:** The SF 52 Personnel Action Processing System provides an automated means for creating "Requests for Personnel Action," (SF 52's). This application reduces labor-intensive tasks and has been implemented Department-wide down to the initiating office level where the SF 52's are created in the manager's office and electronically sent to the appropriate servicing personnel office for processing. The SF 52 process is used to:

- create SF 52's with minimal keying by utilizing the Personnel Master File resident at the servicing personnel office level;
- review, work (complete any mandatory/optional data fields, assign required legal authority and remarks codes) and provide employment and classification clearance, as necessary;
- printout SF 52.

Some features of the SF 52 function are:

- automatic completion of selected portions of the SF 52 based on information contained in the employee's personnel master record;
- elimination of extra keying;
- on-line HELP to look up information required to complete the SF 52 (i.e., NOA/Legal authority combinations, remarks codes, geographic location codes, etc.).

The system is used to process personnel and payroll data, pay employees and ad hoc reports on personnel and pay can be produced. In addition, each action can be tracked from creation through the effective date on the system via the Transaction Status program.

**EQUIPMENT:** WANG System and microcomputers

**PROGRAMMING LANGUAGE:** COBOL

**CONTACT NAME AND ORGANIZATION:** Kathleen Orpin, Systems Design and Analysis Division/OHRIM/OASPER

**TELEPHONE NUMBER:** (202) 690-8131



## PERSONNEL ACTIONS PROCESSING

### Preparing Actions

**TITLE:** AUTOMATED PERSONNEL SYSTEM

**AGENCY:** U.S. Nuclear Regulatory Commission

**DESCRIPTION:** The system maintains personal data and employment history for all employees of the Nuclear Regulatory Commission. It generates a "Notification of Personnel Action" (SF 50) when the action becomes effective. Users are able to create, update, and query the data base as well as produce hard copy reports.

**EQUIPMENT:** Data General MV/9600 minicomputer

**PROGRAMMING LANGUAGE:** COBOL, Mark IV and Cyberquery/Cyberscreen

**CONTACT NAME AND ORGANIZATION:** Darlene Mahoney-Coates, Workforce & Organization Analysis, Office of Personnel

**TELEPHONE NUMBER:** (301) 492-4080

## PERSONNEL ACTIONS PROCESSING

### Preparing Actions

**TITLE:** 296-33 EXPERT SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The 296-33 Expert System automates the instructions in FPM Supplement 296-33, THE GUIDE TO PROCESSING PERSONNEL ACTIONS, Chapters 9 through 32. These chapters provide guidance on code selections for natures of action, legal authorities, and remarks on SF 50, Notification of Personnel Action and equivalent forms. The System queries users for information on the characteristics of the action and other data relevant to determination of the appropriate code assignments. User responses narrow and focus the questioning until an answer is reached. The System is expected to improve personnel operations by reducing the time needed to assign these codes and by improving the accuracy of code assignments.

The 296-33 Expert System is now being programmed. Pilot testing of the System in selected agency operating personnel offices will begin in the latter half of 1993 with the objective of releasing the system for production in early 1994.

**EQUIPMENT:** IBM compatible microcomputers

**PROGRAMMING LANGUAGE:** Level 5

**CONTACT NAME AND ORGANIZATION:** Darrell Hildreth, U. S. Office of Personnel Management

**TELEPHONE NUMBER:** (202) 606-2452

## PERSONNEL ACTIONS PROCESSING

### Preparing Actions

**TITLE:** ELECTRONIC SF-52 SYSTEM (E-52)

**AGENCY:** U.S. Department of Treasury, Bureau of the Public Debt

**DESCRIPTION:** The Parkersburg, West Virginia office of the Bureau of the Public Debt employs approximately 1200 persons. A local area network was installed for an electronic mail system within the Bureau. This network allowed the Personnel office to pursue an automated SF 52 system, which relies on the cabling which was installed throughout the building, but is independent of the E-Mail system. The E-52 system allows secretaries at the originating level (usually branch level) to prepare an electronic SF 52 using options tables to allow easier data entry. The completed SF 52 is then forwarded electronically to the branch manager for approval and is then forwarded to their division director for final approval before being sent to Personnel. The electronic SF 52 is then processed in the Personnel office according to our workflows. The last step in the process is to print an official paper copy for the files.

The system has been well received on all levels. Secretaries enjoy that the SF 52 form is now much easier to fill out because of the tables and help screens, plus they no longer have to use carbons through a typewriter. Managers like it because the requesting branch and division can access their SF 52's to see what milestones have been completed, how many applications have been received, closing dates, etc. Personnel has reduced the number of incoming calls (from secretaries and managers about their SF 52's) and the amount of paper floating around the office. It also makes quarterly and annual reports very easy to compile.

**EQUIPMENT:** IBM compatible microcomputer and a LAN

**PROGRAMMING LANGUAGE:** Clarion Professional Developer

**CONTACT NAME AND ORGANIZATION:** Ginny Peck, Personnel Systems Officer,  
Division of Personnel Management

**TELEPHONE NUMBER:** (304) 420-7432

## **PERSONNEL ACTIONS PROCESSING**

### **Tracking Systems**

**TITLE:** PERSONNEL ACTION SYSTEM

**AGENCY:** Commodity Futures Trading Commission

**DESCRIPTION:** SF 52 system tracks status of personnel actions. Contains information about the position and organization and tracks vacancy announcement data on recruit actions. Does time lapse calculations on processing milestones.

**EQUIPMENT:** MS-DOS compatible microcomputer

**PROGRAMMING LANGUAGE:** ADV REVELATIONS Data Base

**CONTACT NAME AND ORGANIZATION:** Chuck Lang, Personnel

**TELEPHONE NUMBER:** (202) 254-3275

## PERSONNEL ACTIONS PROCESSING

### Tracking Systems

**TITLE:** ACTION TRACKING SYSTEM (ATS)

**AGENCY:** Department of Defense, Washington Headquarters Services

**DESCRIPTION:** ATS was created to provide personnel within the Directorate of Personnel and Security (DP&S) with a consistent, standardized method of tracking suspended actions within the Directorate. By using this system, DP&S will effectively monitor actions that are assigned to DP&S personnel. Other advantages of this system are as follows:

- Improve communication within the Directorate concerning incoming actions and the status of open actions. This will reduce the possibility of being unaware of an assigned action that may or may not have been received via intra-office mail.
- Reduce the number of repeat telephone inquiries to determine the status of a pending action.
- Provide a readily available history of actions that have been tasked within the Directorate.
- Provide a means of generating useful work statistics for the Directorate and each division such as: Number of Late Items, Number of Actions received from each external Originating Source, Number of Manhours expended to complete tasks within each Action Category, and Turnaround times for completed actions for each Action Category.

**EQUIPMENT:** 386 PC, 4 mb RAM, 100+ mb hard drive, VGA monitor

**PROGRAMMING LANGUAGE:** Novell Netware 3.11, Omnis 7 & Windows 3.1

**CONTACT NAME AND ORGANIZATION:** Donna Jabs, Directorate for Personnel & Security, Personnel Systems & Evaluation Office

**TELEPHONE NUMBER:** DSN: 223-7584  
Commercial: (703) 693-7584

## PERSONNEL ACTIONS PROCESSING

### Tracking Systems

**TITLE:** PERSONNEL REQUEST INFORMATION SYSTEM TO IMPROVE MANAGEMENT (PRISIM)

**AGENCY:** Department of Defense, Washington Headquarters Services

**DESCRIPTION:** The PRISIM was created to track the status of SF 52's, "Request for Personnel Action," within the Directorate of Personnel and Security. SF 52's generally flow through at least three divisions for varying lengths of time, depending on type of action being taken. Due to the large volume of actions active concurrently, many hours were required to physically locate and respond to Administrative Officials telephonic requests for up-to-date status. Reports are now created and distributed weekly to Administrative Officials which indicates the latest status and the personnel specialist handling an action. In addition to reports created for Administrative Officials, other capabilities are available as follows:

- Actions can be grouped by specialist, division, and time elapsed. This provides a management tool for monitoring volume, lateness, etc.
- Data on applicants, referrals, and selectees are stored by the following categories: minority designator, gender, handicap code, veteran status, and area of consideration.
- Through the use of comments stored as codes, complete history of each action can be reported.

**EQUIPMENT:** 386 PC, 4 mb RAM, 100+ mb hard drive, VGA monitor

**PROGRAMMING LANGUAGE:** MS DOS 5.0 and Novell Netware 3.11

**CONTACT NAME AND ORGANIZATION:** Randy K. McCrimmon, Directorate for Personnel & Security, Personnel Systems & Evaluation Office

**TELEPHONE NUMBER:** DSN: 225-6836  
Commercial: (703) 695-6836

## **PERSONNEL ACTIONS PROCESSING**

### **Tracking Systems**

**TITLE:** PERSONNEL ACTION TRACKING SYSTEM (PATS)

**AGENCY:** Equal Employment Opportunity Commission

**DESCRIPTION:** Personnel Action Tracking System (PATS) is an automated data base system used to maintain information on the status of SF 52 forms entering the personnel office. Tracks SF 52 processing within personnel office.

**EQUIPMENT:** MS-DOS compatible microcomputers

**PROGRAMMING LANGUAGE:** RBase for DOS 2.11

**CONTACT NAME AND ORGANIZATION:** Jim Pickett, Information Resources Management

**TELEPHONE NUMBER:** (202) 663-4471

## **PERSONNEL ACTIONS PROCESSING**

### **Tracking Systems**

**TITLE:** SF 52 TRACKING SYSTEM

**AGENCY:** General Accounting Office

**DESCRIPTION:** This system tracks all Standard Form 52's from the time that they are received in the personnel processing unit until the information is key entered into the mainframe data base. The system is menu-driven and provides extensive reporting capability.

**EQUIPMENT:** Microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Cleo Young, Personnel

**TELEPHONE NUMBER:** (202) 512-4185



## PERSONNEL ACTIONS PROCESSING

### Tracking Systems

**TITLE:** INTERACTIVE PRIORITY SETTING (IPS)

**AGENCY:** Department of Health and Human Services, Centers for Disease Control/Agency for Toxic Substance & Disease Registry

**DESCRIPTION:** The Centers for Disease Control/Agency for Toxic Substances & Disease Registry (CDC/ATSDR) developed an Interactive Priority Setting (IPS) system to facilitate communication between the Personnel Management Office (PMO) and the various Centers/Institutes/Offices (CIOs). The IPS system allows PMO servicing teams and their constituents to jointly review the team's queue of pending personnel actions. The capability for users to review the exact position of their action(s) in their servicing team's work list promotes better communication and realistic expectations as to projected completion dates. Servicing teams assign a level of priority (1-5 and Urgent) for each request which is often negotiated with the CIOs. The system also provides a "notes" field for pertinent comments, provides a search capability for person-specific personnel actions, and includes a data base of completed actions that can be searched/viewed.

**EQUIPMENT:** IBM compatible microcomputer, Novell LAN

**PROGRAMMING LANGUAGE:** CLIPPER, C

**CONTACT NAME AND ORGANIZATION:** Bob Chatfield or Wally Wilhoite,  
Personnel Information Resources  
Management Staff

**TELEPHONE NUMBER:** (404) 639-2372

## PERSONNEL ACTIONS PROCESSING

### Tracking Systems

**TITLE:** TRANSACTION STATUS and ACTION STATUS

**AGENCY:** Department of Health and Human Services

**DESCRIPTION:** HHS has two separate status programs available for users. One program is used in the servicing personnel office and the other is for the manager's office. Both programs provide the status of actions that have been created on the system (i.e., SF 52's, cash and performance awards, training nominations, etc). Actions are tracked from date of creation through the effective date. Users know at a glance the status of actions.

Some features of the transaction status functions include:

- ability to review the status and history of transactions on-line;
- display of the transaction submitted to the servicing personnel office for processing;
- actions remain on the system until the effective date;
- on-line HELP.

Status information is available from within individual actions as well as in a standalone function.

**EQUIPMENT:** WANG System and microcomputers

**PROGRAMMING LANGUAGE:** COBOL

**CONTACT NAME AND ORGANIZATION:** Kathleen Orpin, Systems Design and Analysis Division/OHRIM/OASPER

**TELEPHONE NUMBER:** (202) 690-8131

## PERSONNEL ACTIONS PROCESSING

### Tracking Systems

**TITLE:** PERSONNEL ACTION TRACKING SYSTEM (PATS)

**AGENCY:** Department of Housing and Urban Development

**DESCRIPTION:** PATS is a multi-user system designed to provide current, on-line information on the status of personnel requests as well as specific and average timeframes between the following milestones: position availability date; receipt of the SF 52 or the authorized start date; action or issue date of an announcement; closing date; number of days to rate or panel; referral date; date selection is made; and effective or EOD date. Actions are logged by NOA's or appropriate FPM chapter. The system also allows for the entry and retrieval of specific comments on all requests. PATS reports provide status and statistics including RNO data, management time, personnel time by specialist, and actions requested by SF 52 number, organization, NOA, employee name, or status (e.g. active, void, other, or complete).

**EQUIPMENT:** IBM compatible microcomputer, local area network

**PROGRAMMING LANGUAGE:** CLIPPER, reports use Relational Report Writer from Concentri Data Systems

**CONTACT NAME AND ORGANIZATION:** Bill Robins, Personnel Division,  
Philadelphia, PA

**TELEPHONE NUMBER:** (215) 597-9516

## PERSONNEL ACTIONS PROCESSING

### Tracking Systems

**TITLE:** PERSONNEL AUTOMATED TRACKING SYSTEM (PATS)

**AGENCY:** Department of Housing and Urban Development

**DESCRIPTION:** This program is an automated SF 52 tracking system. It allows the Personnel Division to know the status of SF 52's in progress at all times, including ongoing recruitment activities. Personnel Management Specialists can use the system to monitor not-to-exceed dates for various actions. The system generates a variety of reports which include personnel actions by nature of action description, current actions, separations, vacancies, a listing of new employees, a listing of all personnel actions for the fiscal year, and individual Personnel Management Specialist's SF 52 assignment listings including processing time frames. This system also makes it possible for the System Administrator to extract in report format specific information stored in the data base, including all promotion actions that have occurred for a specific time period, all vacancies filled within a specific time period, or all personnel actions that have occurred for a specific organization. Viewing and report accessibility is available to all supervisors in both the regional office and field offices through the Local Area Network (LAN). Previous fiscal years' data are stored in the data base and are easily accessible for comparison and/or statistical purposes.

**EQUIPMENT:** IBM compatible microcomputer attached to Novell Netware 3 LAN

**PROGRAMMING LANGUAGE:** FoxPro

**CONTACT NAME AND ORGANIZATION:** Dale Palermo, Personnel Division,  
Kansas City, KS, Regional Office

**TELEPHONE NUMBER:** (913) 236-2119

## PERSONNEL ACTIONS PROCESSING

### Tracking Systems

**TITLE:** STAFFING INFORMATION RETRIEVAL SYSTEM (SIRS)

**AGENCY:** Department of Housing and Urban Development

**DESCRIPTION:** SIRS is a LAN based application written in dBASE III PLUS that provides updated status reports on all staffing requests to personnelists and managers throughout the Region. The status of an action is tracked from the time the SF 52 is approved until its completion. The program shows information on the personnelist's handling of the action and the title and grade of the job. It also shows all gains and losses in the Region as well as details and temporary promotions. Managers do not have to contact the personnel office to find out the current status of actions or due dates since they can query SIRS through the LAN.

**EQUIPMENT:** IBM compatible microcomputer, Novell local area network

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Cissie Mullaney, Personnel Division,  
Denver, CO

**TELEPHONE NUMBER:** (303) 844-4436

## PERSONNEL ACTIONS PROCESSING

### Tracking Systems

**TITLE:** VACANCY STATUS SYSTEM

**AGENCY:** Department of Housing and Urban Development

**DESCRIPTION:** This is a comprehensive system which tracks the number of days it takes to staff a position, classify a job, and process an SF 52. This system tracks timeframes within the staffing process (i.e., days required to issue a vacancy announcement or selection roster, or bring selectee on board); classification process (i.e., days required to classify a position); and the SF 52 processing period.

Information can be retrieved by Field Office, organization, personnel specialist, date SF 52 was received, or type of staffing action (i.e., merit promotion or Delegated Examining Unit). System input is obtained from the SF 52 and the responsible personnel specialist who provides updated information.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** Bernetta Williams, Management  
Information Division, Chicago, IL

**TELEPHONE NUMBER:** (312) 353-5772

## **PERSONNEL ACTIONS PROCESSING**

### **Tracking Systems**

**TITLE:** SF 52 TRACKING SYSTEM

**AGENCY:** Department of Justice

**DESCRIPTION:** Microcomputer-based automated tracking system used for all recruitment requests, "Request for Personnel Action," SF 52.

**EQUIPMENT:** Microcomputer (AT-class recommended)

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Patrick Kenny, Department of Justice,  
Personnel Staff

**TELEPHONE NUMBER:** (202) 514-6788

## PERSONNEL ACTIONS PROCESSING

### Tracking Systems

**TITLE:** SF 52 TRACKING SYSTEM

**AGENCY:** Department of Labor

**DESCRIPTION:** The SF 52 Tracking System is an automated application designed to maintain processing data (dates, initials, etc.) of the personnel request action process. The system records specific actions, processes reports, and allows the user to custom design reports. The SF 52 Tracking System is written in CLIPPER 5.0 and the Query option for users with a Manager logon links to an R&R package on the same network.

**EQUIPMENT:** Minimum configuration is a 286 PC with color monitor. Designed for network applications, but may be used as a standalone.

**PROGRAMMING LANGUAGE:** CLIPPER 5.0 and R&R Report Writer

**CONTACT NAME AND ORGANIZATION:** Virginia Medeiros, Directorate of  
Personnel Management,  
Office of the Assistant Secretary for  
Administration and Management

**TELEPHONE NUMBER:** (202) 219-8256



## **PERSONNEL ACTIONS PROCESSING**

### **Tracking Systems**

**TITLE:** PERSONNEL ACTIONS TRACKING SYSTEM

**AGENCY:** Merit Systems Protection Board

**DESCRIPTION:** SF 52 Tracking System tracks progress of SF 52's through the personnel office. Generates Vacancy Log, Awards Report, and a Classification and SF 52 Status Report for distribution to management officials.

**EQUIPMENT:** MS-DOS compatible microcomputers

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Shelya White or Denise Yaag, Human Resources Management Division

**TELEPHONE NUMBER:** (202) 653-5916

## **PERSONNEL ACTIONS PROCESSING**

### **Tracking Systems**

**TITLE:** PERSONNEL ACTION TRACKING SYSTEM (PATS)

**AGENCY:** National Science Foundation

**DESCRIPTION:** Personnel Action Tracking System (PATS) facilitates the personnel action process by automating request initiation, organization approvals and request processing. Contains status logs for classification and recruitment actions and reports for tracking and reporting processing milestones.

**EQUIPMENT:** HP-3000 Series 70

**PROGRAMMING LANGUAGE:** Written in COBOL II using IMAGE Data base and V3000 screen painter

**CONTACT NAME AND ORGANIZATION:** John Wilkinson, Personnel; Carrie Dira, Information Resources Management

**TELEPHONE NUMBER:** C. Dira (202) 357-5917;  
J. Wilkinson (202) 357-7857

## PERSONNEL ACTIONS PROCESSING

### Tracking Systems

**TITLE:** PERSONNEL ACTION REQUEST TRACKING SYSTEM (PARTS)

**AGENCY:** Department of Treasury, U.S. Customs Service

**DESCRIPTION:** PARTS is an automated SF 52 system with built-in signature authorities. Personnel actions can be added from locations throughout the Customs Service and electronically transmitted to the personnel office. The system is used for the submission and completion of personnel actions, provides current status codes as well as a complete audit trail of each action, and has a tracking system to monitor timeliness and workload. "Autofill" features from the CIPPS system (Department of Treasury's personnel system) reduce data entry requirements and errors. Field users may review the status of their personnel actions at any time with this system. In addition, reports show current and historical information on personnel actions and are used to monitor workload and assess average processing times.

**EQUIPMENT:** IBM mainframe

**PROGRAMMING LANGUAGE:** COBOL

**CONTACT NAME AND ORGANIZATION:** Ann Bachand, Personnel Systems  
Division, Office of Human Resources

**TELEPHONE NUMBER:** (202) 634-5032

## **PERSONNEL ACTIONS PROCESSING**

### **Personnel Records**

**TITLE:** TERMINATED EMPLOYEE RECORD MANAGEMENT SYSTEM (TERMS)

**AGENCY:** Department of Agriculture, Animal and Plant Health Inspection Service

**DESCRIPTION:** The Terminated Employee Record Management System (TERMS) is an automated means of tracking the location of Official Personnel Folders (OPF's) of all separated employees from the agencies we serve. This replaces a manual SF 7 card system. The TERMS system can also produce home address labels for use in surveying separated employees. We also use a report from the system to streamline the process of retiring separated OPF's to the National Records Center in St. Louis, MO.

**EQUIPMENT:** PRIME 9950 (minicomputer); computer work stations (terminals directly connected to the PRIME)

**PROGRAMMING LANGUAGE:** ORACLE, COBOL

**CONTACT NAME AND ORGANIZATION:** Gail Moses, Management Analyst,  
Human Resources Operations

**TELEPHONE NUMBER:** (612) 370-2176

## PERSONNEL ACTIONS PROCESSING

### Personnel Records

**TITLE:** PALACE CAPRS (CIVILIAN AUTOMATED PERSONNEL RECORDS SYSTEM)

**AGENCY:** Department of the Air Force

**DESCRIPTION:** PALACE CAPRS is an Air Force project designed to eliminate paper personnel records and files. All employee records (to include Official Personnel Folder, Employee Performance Files, Employee Medical Files, grievance and appeal files, merit promotion lists, etc.) will be captured and stored on nonerasable (WORM) optical computer disks. Access to the stored documents is through a graphic Human-Computer interface on 386 PC Workstations at the personnelist's desk. Documents are available simultaneously to as many personnelists as have need to access the document and have appropriate security permissions.

**EQUIPMENT:** UNIX Server - AT&T 3B2/600G  
Optical Storage Jukebox - Cygnet 5250 with  
LMSI 510 WORM drives, Scanners - Fujitsu 3093E  
Printers - HP Laserjet III  
Workstations - AT-compatible 80386 PC's  
Data Compression Hardware - KOFAX, used only in  
workstations connected to scanners or printers. KOFAX  
Decompression software is used in all other workstations.  
Local Area Network - Network independent. Can coexist  
with Novell Netware or Banyan Vines DOS network OS.  
Data Transfer Protocol - TCP/IP

**PROGRAMMING LANGUAGE:** The system operates in a client-server environment with a clean division of function. The server operating system is unmodified AT&T UNIX System V, Version 3.2.2. Workstations operate under MS-DOS 3.3 or later and Microsoft Windows 3.0. The document management data base is unmodified ORACLE 6.0. All special interface and application program code written for the PALACE CAPRS utilizes the services of Microsoft's Windows Software Developer's Kit (SDK) and C compiler, and ANSI Standard Query Language (SQL).

**CONTACT NAME AND ORGANIZATION:** Jack Flowers, HQ USAF/DPCX

**TELEPHONE NUMBER:** DSN: 225-7381  
Commercial: (703) 695-7381

## **PERSONNEL ACTIONS PROCESSING**

### **Personnel Records**

**TITLE:** MICROFORM STORAGE PERSONNEL RECORDS

**AGENCY:** Department of Navy, Naval Education and Training Support Activity

**DESCRIPTION:** Stores Official Personnel Folders in microform.

**EQUIPMENT:** Minolta microform equipment

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## PERSONNEL ACTIONS PROCESSING

### Personnel Records

**TITLE:** OPTICAL DISK STORAGE OF PERSONNEL RECORDS

**AGENCY:** Department of Navy  
Department of Treasury, Internal Revenue Service

**DESCRIPTION:** These pilot projects are to test the feasibility of storing Official Personnel Folders on optical disk.

**EQUIPMENT:** To be determined

**CONTACT NAME AND ORGANIZATION:** Navy - Stella Hutchins, OCPM  
Personnel Automation Branch  
Treasury - Howard Klein, Ogden Center

**TELEPHONE NUMBER:** S. Hutchins (703) 696-6779;  
H. Klein (801) 625-7123

## PERSONNEL ACTIONS PROCESSING

### Personnel Records

**TITLE:** FOLDTRAK

**AGENCY:** Department of Treasury, Internal Revenue Service, Philadelphia Service Center

**DESCRIPTION:** Approximately 7,000 Official Personnel Folders (OPFs) are controlled through the use of laser printed bar codes. The system permits the electronic logging, tracking, and transfer of all OPFs. The system also allows on-line queries to locate OPFs. A variety of management information reports such as OPFs held by users and OPFs held over 90 days can be generated. Implementation of the system has resulted in the abolishment of manual logs and has essentially eliminated misplaced OPFs.

**EQUIPMENT:** Personal computers on a local area network (NOVELL)

**PROGRAMMING LANGUAGE:** CLIPPER compiled dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** William G. Wagner or Margaret C. Richards

**TELEPHONE NUMBER:** (215) 698-4731 or 4728



## PERSONNEL ACTIONS PROCESSING

Other

**TITLE:** CAPS - MANAGEMENT REPORTS MODULE

**AGENCY:** Department of Navy, Naval Supply Center, Norfolk, Virginia

**DESCRIPTION:** The Management Reports Program is an easy to use software package designed to help user produce management reports for DCPDS. Personnel data for DCPDS is downloaded on a periodic basis. These data are loaded into Management Reporting for users' access. The users can access personnel records by unit identification code (UIC) or for an individual within a UIC. These data can be viewed on screen or printed to a file or printer. There are currently 22 reports available in the system. In addition to the reports preformatted in the system, the user can view DCPDS tables downloaded with the personnel data.

**EQUIPMENT:** IBM-XT Compatibles; Novell or Bayan Vines Network

**PROGRAMMING LANGUAGE:** FoxPro

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## PERSONNEL ACTIONS PROCESSING

Other

**TITLE:** CAPS - PAYROLL TRANSFER MODULE

**AGENCY:** Department of Navy, Naval Supply Center, Norfolk, Virginia

**DESCRIPTION:** This program allows the HRO to download the Notification of Personnel Actions (SF 50) and send them to the Payroll Office electronically. This program also provides the capability to send accession data such as W-4, health benefit information, FEGLI codes, etc. until paper documents can reach the Payroll Office. This Module is accessed by the Payroll Office to generate reports on SF 50's processed in a particular pay period. Provides an audit trail for all SF 50's and maintains an on-line history of personnel actions with unlimited capacity. Module is also used by the HRO specialists to review their SF 50's on the network.

**EQUIPMENT:** IBM-XT Compatibles, Novell or Banyan Vines Network

**PROGRAMMING LANGUAGE:** FoxPro

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## PERSONNEL ACTIONS PROCESSING

Other.

**TITLE:** COMPUTER BASED TRAINING ON PROCESSING PERSONNEL ACTIONS

**AGENCY:** Department of Navy, OCPM Northeast Region

**DESCRIPTION:** Computer based training course on processing personnel actions. Primarily directed towards personnel assistants and clerical personnel responsible for processing employees on-board an agency's rolls.

**EQUIPMENT:** IBM-XT compatibles

**PROGRAMMING LANGUAGE:** INTERACT

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## CLASSIFICATION

**TITLE:** PD QUICK

**AGENCY:** Department of Agriculture, Food & Nutrition Service

**DESCRIPTION:** PD Quick is a microcomputer based, multi-user, network operational, electronic library of standard agency position descriptions. These position descriptions are created, maintained, and updated by Personnel Division Classification Officers (or authorized users), and represent a definitive sample of approved, pre-classified position descriptions for use within an agency. The PD Quick System provides a menu driven, intuitive, user friendly, means of examining, printing, and electronic copying of these position descriptions for the FNS supervisor and administrative staff.

**EQUIPMENT:** IBM compatible microcomputer and/or LAN

**PROGRAMMING LANGUAGE:** CLIPPER (Multi-User)

**CONTACT NAME AND ORGANIZATION:** Quentin A. Robinson, Chief, Personnel  
Systems and Information Staff,  
Personnel Division

**TELEPHONE NUMBER:** (703) 305-2326

## CLASSIFICATION

**TITLE:** PALACE AUTOMATE

**AGENCY:** Department of the Air Force

**DESCRIPTION:** PALACE Automate combines the position description, performance plan, staffing criteria and training plan into a single computer-generated core document with automated classification. The supervisor answers a series of on-screen questions to produce a printed core document which replaces traditional documents.

**EQUIPMENT:** Microcomputer with MS-DOS version 2.0 and higher

**PROGRAMMING LANGUAGE:** C Language

**CONTACT NAME AND ORGANIZATION:** Kathy Brown, HQ USAF/DPCR

**TELEPHONE NUMBER:** DSN: 227-5121  
Commercial: (703) 697-5121

## CLASSIFICATION

**TITLE:** AUTOMATED CLASSIFICATION SYSTEM

**AGENCY:** Department of Commerce

**DESCRIPTION:** The Automated Classification System (ACS) is a menu-driven system which creates a two page position description, and classifies the position based on classification standards established under the NIST Personnel Demonstration Project.

The components of the position description are:

- preparation date;
- incumbent name;
- position title;
- career path;
- FLSA designation;
- principal objective;
- series definition;
- general duties and responsibilities;
- knowledges, skills, and abilities;
- incumbent's supervisory responsibilities;
- location;
- specialty descriptors;
- position-specific key phrases;
- motor vehicle operation;
- physical requirement;
- position sensitivity.

**EQUIPMENT:** Microcomputers

**PROGRAMMING LANGUAGE:** dBASE III+/CLIPPER

**CONTACT NAME AND ORGANIZATION:** Carol Hubshman, NIST Personnel  
Division

**TELEPHONE NUMBER:** (301) 975-3037

## CLASSIFICATION

**TITLE:** PERSONNEL ELECTRONIC RECORDS SYSTEM (PERS)

**AGENCY:** Department of Commerce

**DESCRIPTION:** The automated position description system consists of nearly four thousand position descriptions which are scanned and stored in an imaging system. The automated system includes four major file areas.

- The job description which describes the duties associated with each job. Each job ranges from four to seven pages and is stored in a WordPerfect file.
- The position evaluation form (where required) which states the classification support for the title, series, and grade of the position. Each evaluation is stored in a WordPerfect file.
- The PMRS Form on grade 13 and above jobs which addresses the supervisory and/or managerial responsibilities associated with the job. Each is stored in an image format.
- The position description cover sheet is scanned and stored in an image format.

**EQUIPMENT:** IBM microcomputer running DOS 5.0; NOVELL Netware 3.11; UNISYS mainframe (backup)

**PROGRAMMING LANGUAGE:** C

**CONTACT NAME AND ORGANIZATION:** Ron Rokoff, Personnel Division, Census

**TELEPHONE NUMBER:** (301) 763 5760

#### **CLASSIFICATION**

**TITLE:** COMMON FUNCTION AUTOMATED POSITION DESCRIPTIONS  
AND PERFORMANCE STANDARDS SYSTEM (CAPPS)

**AGENCY:** Department of Energy

**DESCRIPTION:** CAPPS allows users to view or print position descriptions and standards. CAPPS also allows users to download documents to a microcomputer (PC) workstation where users may modify the document, add employee-specific information to the standards, print the standards in the Performance Appraisal Plan section of the Performance Record (form DOE F 3430.7) and print a letter quality copy of the PD. 1 system now in place. The system is designed as a single user system.

**EQUIPMENT:** AMDAHL

**CONTACT NAME AND ORGANIZATION:** Jan Flynt, Human Resource Information  
Systems

**TELEPHONE NUMBER:** (202) 586-1304



## CLASSIFICATION

**TITLE:** CLASSIFICATION LINK IN PERSONNEL (CLIP)

**AGENCY:** Department of Health and Human Services

**DESCRIPTION:** This system is being developed with proposed implementation in 1996. The Classification Link in Personnel (CLIP) System will provide an automated means for the classification process and will assist in position description reviews, and link the SF 52 and OF 8 for automatic generation of repetitious, standardized OF 8 information onto the SF 52. CLIP will be used to:

- create OF 8, position descriptions and evaluation statements;
- create SF 52's,
- update organizational charts via the personnel management system sub-application.

**EQUIPMENT:** WANG System and microcomputers

**PROGRAMMING LANGUAGE:** COBOL

**CONTACT NAME AND ORGANIZATION:** Kathleen Orpin, Systems Design and Analysis Division/OHRIM/OASPER

**TELEPHONE NUMBER:** (202) 690-8131

**CLASSIFICATION**

**TITLE:** PERSONNEL ACTIONS TRACKING SYSTEM

**AGENCY:** Merit Systems Protection Board

**DESCRIPTION:** SF 52 Tracking System tracks progress of SF 52's through the personnel office. Generates Vacancy Log, Awards Report, and a Classification and SF 52 Status Report for distribution to management officials.

**EQUIPMENT:** MS-DOS compatible microcomputers

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Shelya White or Denise Yaag, Human Resources Management Division

**TELEPHONE NUMBER:** (202) 653-5916

## CLASSIFICATION

**TITLE:** PD WRITER

**AGENCY:** Department of Navy

**DESCRIPTION:** The PD Writer system has been developed to assist classification personnel, managers, and supervisors who write and classify position and job descriptions. Computer program allows the author to choose paragraphs that are specific to a particular type of work. Based upon user's selections, the program builds a description with the duty statements and required factor statements. You can print from PD Writer or store in a diskette. Position descriptions can be customized using word processing capabilities. Evaluates and classifies positions and points out potential inconsistencies. PD Writer has been expanded to include KSA's. Function in standalone and in a network version; covers 95 percent of Navy's occupations.

**EQUIPMENT:** IBM-XT compatible  
Novell or 3Com Network  
Banyan Vines Networks

**PROGRAMMING LANGUAGE:** FoxPro

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## STAFFING

### Automated Staffing Systems Network

**TITLE:** AUTOMATED STAFFING SYSTEMS NETWORK

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The OPM automated staffing systems network is a technologically advanced distributed systems network of 31 Hewlett Packard computers which serves hundreds of personal computers and thousands of users in OPM and agency examining offices nationwide. The network's component computers are located at strategic locations around the country including the OPM Staffing Service Center in Macon, Georgia, OPM's Regional Offices, and high volume OPM Area Service Centers. Among the network's outstanding functions are:

- Running essentially unattended remote site operations in more than 20 locations across the nation;
- Linking all OPM Region and Area Service Centers nationwide to employment and applicant information which is vital to their mission of servicing agencies;
- Servicing hundreds of agency personnel offices, hiring officials, and examining units;
- Providing the necessary support and distribution mechanisms for OPM's application processing, automated referral, employment information, and workforce planning systems; and
- Providing employment information download availability to microcomputers for other Federal agencies, state employment services and college placement offices.

**EQUIPMENT:** HP3000, DEC Microvax, IBM Compatible PC's

**PROGRAMMING LANGUAGE:** COBOL, 4GL, PASCAL

**CONTACT NAME AND ORGANIZATION:** Dave Pinkston, Staffing Service Center

**TELEPHONE NUMBER:** (912) 744-2064

## STAFFING

### Automated Staffing Systems Network

**TITLE:** EMPLOYMENT INFORMATION SYSTEM -- CAREER AMERICA CONNECTION

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** OPM's Career America Connection is a telephone-based, voice-response employment information system available to both rotary and touchtone callers nationwide, at 912-757-3000, 24-hours-a-day, 7 days-a-week. The system features an easy-to-use menu with on-line voice prompts which direct callers to select topics using either their telephone keypad, or voice, in the case of rotary callers. Callers may choose among topics including current Federal vacancies, special employment programs, how Federal jobs are filled, application procedures, salaries and benefits, job fair announcements, examination and test procedures, qualifications requirements, or agency recruiting messages. Callers are invited to leave voice mail messages to request application materials. Federal vacancy information, from a dynamic data base is related to the caller using synthetic speech. The data base includes information about current Federal employment opportunities at all levels, OPM inventories of candidates, direct hire positions, and merit promotion opportunities. Callers may also choose to speak with a recruiting information specialist.

**EQUIPMENT:** DEC Microvax III 3600

**PROGRAMMING LANGUAGE:** CADB-Expert, VMS, and COBOL

**CONTACT NAME AND ORGANIZATION:** Jeff Adair, Staffing Service Center

**TELEPHONE NUMBER:** (912) 744-2092

## STAFFING

### Automated Staffing Systems Network

**TITLE:** EMPLOYMENT INFORMATION SYSTEM -- FEDERAL  
EMPLOYMENT INFORMATION SERVICES

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Federal Employment Information Services is a personal computer-based, user friendly extension of the Federal Job Opportunities Listing. The system provides recruiters who are responding to telephone inquiries with quick access to information on Federal jobs nationwide in order to assist and respond to callers rapidly and accurately. Using the system, in a matter of seconds, recruiters can retrieve information about job openings, examinations, pay scales, and qualifications for Federal jobs nationwide as well as in a particular locality. The Federal Employment Information Services system has been well received in OPM Service Centers nationwide and is available to Federal agencies and other organizations on request.

**EQUIPMENT:** Microcomputer and modem

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** Clarence Hicks, Staffing Service Center

**TELEPHONE NUMBER:** (912) 744-2185

## STAFFING

### Automated Staffing Systems Network

**TITLE:** EMPLOYMENT INFORMATION SYSTEM -- FEDERAL JOB  
INFORMATION TOUCHSCREEN COMPUTER SYSTEMS

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** OPM's Federal Job Information Touchscreen Computer Systems combine personal computer, touchscreen, and synthesized voice technologies to provide current job information at the mere touch of color blocks on the computer screen. These interactive systems provide prospects instant access to information about current Federal employment opportunities nationwide, the Federal hiring process, and Federal job qualifications, with key points highlighted by the system's voice synthesizer. The Touchscreen systems are easily adaptable to accommodate merit promotion announcements and their portability makes them well suited for a variety of locations. The systems are kept current through daily downloading of the nationwide Federal Job Opportunities Listing. Recent enhancements enable prospects to search for jobs by state, search job categories by education/experience level, and leave their name and address to have application packages sent to them.

**EQUIPMENT:** Hewlett Packard Vectra QS, VGA monitor, Touchscreen, internal 9600 baud modem, DECTalk voice synthesizer, and IBM Laser Printer

**PROGRAMMING LANGUAGE:** C, COBOL, and CLIPPER

**CONTACT NAME AND ORGANIZATION:** Rhonda Wood, Staffing Service Center

**TELEPHONE NUMBER:** (912) 744-2057

## STAFFING

### Automated Staffing Systems Network

**TITLE:** EMPLOYMENT INFORMATION SYSTEM -- FEDERAL JOB OPPORTUNITIES BOARD

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** OPM's Federal Job Opportunities Board provides the public and government agencies with current nationwide Federal job information. To access the bulletin board, users simply dial commercial 912-471-3771 from a personal computer (with an RS-232 port) via a Hayes compatible or Telebit modem (300 to 9600 baud). Callers may register at no cost by calling the system and providing basic personal information. The Federal Job Opportunities Board is equipped for connection with most transfer protocols. The bulletin board's services include: Up-to-date Federal Job Opportunities Listings which include Regional and Area Office files, Federal job opportunities listed by the state in which the job exists, or the entire data base of jobs nationwide, available in a variety of output formats; ability to search for jobs by occupation code, state in which the job exists, view jobs on-line, or download multiple jobs in a file; Bulletins providing information about OPM and Federal Job Information Offices, lists of Federal agencies, job fair and career days data, and address files of offices where application materials may be obtained; user aid files which offer an array of Federal Job Opportunities Board system information; and electronic mail to allow sending and receiving messages between registered users; and more. Current expansion plans include enhanced search capabilities, upgrading to enable the system to serve 64 lines simultaneously, accepting on-line application materials requests, and improved system networking capacity.

**EQUIPMENT:** Personal computer with serial port or RS-232 port, or terminal with RS-232 port. FJOB modems are compatible with Telebit, Hayes, or Hayes compatible modems, 300 to 9600 baud.

**PROGRAMMING LANGUAGE:** dBASE III Compatible

**CONTACT NAME AND ORGANIZATION:** Staffing Service Center  
Information: Norma Lancaster  
Technical Assistance: Curtis Hooker or  
Suzi Hamilton

**TELEPHONE NUMBER:** Information: (912) 744-2029  
Technical Assistance: (912) 744-2031



## **STAFFING**

### **Automated Staffing Systems Network**

**TITLE:** EMPLOYMENT INFORMATION SYSTEM -- FEDERAL  
OCCUPATIONAL AND CAREER INFORMATION SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Federal Occupational and Career Information System is a microcomputer-based career guidance and occupational information system. The system is designed specifically to assist Federal employees and job seekers in career planning and obtaining information about Federal jobs. The current version, which contains information on about 600 occupations and 450 Federal organizations, is available on floppy diskettes. The system was enhanced in 1993 with the addition of vacancy and training modules. The system is updated annually.

**CONTACT NAME AND ORGANIZATION:** Amiel Sharon or Michael Reeder, Office  
of Personnel Research and Development

**TELEPHONE NUMBER:** A. Sharon (202) 606-1192  
M. Reeder (202) 606-3591

## **STAFFING**

### **Automated Staffing Systems Network**

**TITLE:** EMPLOYMENT INFORMATION SYSTEM -- JOB FAIR  
INFORMATION SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Job Fair Information System provides nationwide information on job fair and career day events in which OPM participates or sponsors. Selected information from the system is available to Federal agencies via OPM's Federal Job Opportunities Board. The entire system is available to and data are input by OPM Regional Offices and Washington Area Service Center.

**EQUIPMENT:** Hewlett Packard 3000 Series

**PROGRAMMING LANGUAGE:** COBOL/BPLUS

**CONTACT NAME AND ORGANIZATION:** Jim Maxwell, Office of Affirmative  
Recruiting and Employment

**TELEPHONE NUMBER:** (202) 606-0870

## STAFFING

### Automated Staffing Systems Network

**TITLE:** APPLICATION PROCESSING -- SCANNING SERVICES

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** OPM provides automated support for competitive staffing operations through high quality, high speed application and test processing. OPM scans documents, loads the resulting data onto automated inventories housed on its nationwide distributed systems network on a daily basis, and prints notices of results. Services are available through OPM's Staffing Service Center in Macon, Georgia, which uses National Computer Systems high volume high speed scanners and OPM Area Service Centers and agency delegated examining units which use table-top scanners.

**EQUIPMENT:** Macon: National Computer Systems high speed scanners, HP3000, HP957, and HP967 computers handle scanning; competitor inventories maintained on network of HP922 and HP937 minicomputers.

Area Service Centers: 640K IBM compatible PC, 1 floppy drive, one hard drive, serial port, Sentry or OPSCAN 5 transoptic scanner, dot matrix printer.

**PROGRAMMING LANGUAGE:** HP: COBOL; PC: Turbo Pascal

**CONTACT NAME AND ORGANIZATION:** Staffing Service Center  
Programming: Rena Lewis  
Processing: Gary Wing

**TELEPHONE NUMBER:** Programming: (912) 744-2058  
Processing: (912) 744-2122

## STAFFING

### Automated Staffing Systems Network

**TITLE:** APPLICATION PROCESSING -- TELEPHONE APPLICATION PROCESSING SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** Telephone Application Processing is a touchtone telephone and computer-based system designed to speed and simplify the application process. It is now in operation for Nurse positions and has the potential to be used for many other occupations.

Applicants access Telephone Application Processing by calling an 800 number which is answered by OPM's voice response computer. Then, by responding to recorded voice prompts, applicants answer inquiries about their education and experience and subsequently verify their responses. The entire process takes only about 10 minutes. Once the application is completed, it is processed by OPM computers to determine applicant eligibility; the applicant records of eligible candidates are loaded onto OPM's automated inventories for referral to hiring agencies, and the applicant is mailed a Notice of Results stating their rating and status.

**EQUIPMENT:** DEC MicroVax III 3600

**PROGRAMMING LANGUAGE:** Computer Associates Application Expert

**CONTACT NAME AND ORGANIZATION:** Jeff Adair, Staffing Service Center

**TELEPHONE NUMBER:** (912) 744-2092

## STAFFING

### Automated Staffing Systems Network

**TITLE:** APPLICATION PROCESSING -- AUTOMATED CASE EXAMINING SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Automated Case Examining System (ACES) is a microcomputer-based application that automates the previously manual case examining processing. The system increases the speed of Federal hiring by providing custom configurations, comprehensive data editing, automatic checking for matching cases, printing of rating sheets, complete application maintenance and inquiry, production of certificates, applicant notices of results and letters, auditing of certificates, automatic purging of expired records, and complete data backup. The system also facilitates processing by providing "sound alike" searching capability; and extensive data look-up tables including: job series & position titles, agency codes, zip codes, duty location names, & eligibility messages, all of which can be updated locally.

As an examining office receives SF 39 requests for certificates of eligibles, the information is key entered into the ACES. Applicant information is key entered into the system as applications are received and once applications are rated, the ratings are entered into the system. The examining office begins the ACES procedure for issuing a certificate, which will prepare a Certificate of Eligibles, a Notice of Results or Referral Letter for each applicant, and an extract for an automated link with OPM's Management Summary Reports System. Once the hiring agency has returned the certificate, the examining office will review all actions taken by the agency and audit the certificate through the system.

The ACES is available to all OPM Service Centers and to agencies with a delegation for case examining. All OPM regions are proficient at conducting agency training on the system and an interface with OPM's Microcomputer Assisted Rating Schedule (MARS) is under development, which will automatically rate ACES applications.

**EQUIPMENT:** IBM AT compatible personal computer with a 20+ MB hard disk, 640K RAM, 5.25" high density disk drive, monitor, printer. A modem and communications software package are also necessary to link with OPM's automated staffing computer network.

**PROGRAMMING LANGUAGE:** FoxPro

**CONTACT NAME AND ORGANIZATION:** Tonya Maynard or Rena Lewis, Staffing Service Center

**TELEPHONE NUMBER:** T. Maynard: (912) 744-2077  
R. Lewis: (912) 744-2058

## STAFFING

### Automated Staffing Systems Network

**TITLE:** APPLICATION PROCESSING -- MICROCOMPUTER ASSISTED RATING SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Microcomputer Assisted Rating System is an automated system that guides personnel staffing specialists and subject matter experts through creating automated rating schedules for occupations where no written test is required.

Applicants respond to multiple choice questions on a scannable, supplemental questionnaire. A desktop scanner is then used to enter applicant responses into a personal computer for rating. The personal computer rates the responses using the Microcomputer Assisted Rating System created rating schedule to determine the basic eligibility and a numerical rating. The system also includes advanced features to screen applications to ensure they were filed timely. Microcomputer Assisted Rating System records can easily be moved to automated applicant inventories on OPM's Competitive Recruiting and Examining System or Automated Case Examining System.

**EQUIPMENT:** 486 personal computer, internal or external modem, National Computer Systems OPSCAN 5 scanner and printer.

**CONTACT NAME AND ORGANIZATION:** Rena Lewis, Staffing Service Center or Van Yee, Office of Staffing Policy and Operations

**TELEPHONE NUMBER:** R. Lewis: (912) 744-2058  
V. Yee: (202) 606-0950

## STAFFING

### Automated Staffing Systems Network

**TITLE:** AUTOMATED REFERRAL -- AUTOMATED APPLICANT  
CERTIFICATION SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Automated Applicant Certification System is a component of OPM's Automated Applicant Referral System which enables agencies to request certificates of eligible applicants and receive them in 30 minutes or less via their facsimile machine. Agencies dial into the system and enter search criteria using their telephone keypad in response to synthesized voice prompts from the computer. A search is then made of the appropriate automated competitor inventories in OPM's nationwide automated staffing network and the compiled certificate is transmitted via facsimile to the requesting agency by the OPM computer. The Automated Applicant Certification System is operationally the same as the Automated Applicant Referral System, but produces formal certificates which require adherence to veterans preference, rule of three, and other relevant regulations. The system is currently being used in certification activity with the Administrative Careers with America examining program and in the next 3 to 5 years will be expanded to cover virtually all examinations for which certificates are issued.

**EQUIPMENT:** Microlog microcomputer handles communications with touchtone telephones; Hewlett Packard 3000 processes records of applicants; Biscom, Inc. microcomputer utilizing custom hardware and software handles facsimile communications to agencies.

**PROGRAMMING LANGUAGE:** PASCAL and COBOL

**CONTACT NAME AND ORGANIZATION:** Marvin Martin, Staffing Service Center

**TELEPHONE NUMBER:** (912) 744-2138

## **STAFFING**

### **Automated Staffing Systems Network**

**TITLE:** AUTOMATED REFERRAL -- AUTOMATED APPLICANT  
REFERRAL SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** OPM's Automated Applicant Referral System enables agencies to request certificates of eligible applicants and receive them in 30 minutes or less via their facsimile machine. Agencies dial into the system and enter search criteria using their telephone keypad in response to synthesized voice prompts from the computer. A search is then made of the appropriate automated competitor inventories in OPM's nationwide automated staffing network and the compiled referral list is transmitted via facsimile to the requesting agency by the OPM computer. The system is currently operational for the Engineer, Physical Scientist, Mathematician, Accountant and Auditor, and Clerical competitor inventories. In 3 to 5 years the Automated Applicant Referral System is expected to be expanded to cover virtually all of the automated examinations for which OPM is responsible.

**PROGRAMMING LANGUAGE:** PASCAL and COBOL

**CONTACT NAME AND ORGANIZATION:** Van Yee, Office of Staffing Policy and  
Operations

**TELEPHONE NUMBER:** (202) 606-0950



## STAFFING

### Automated Staffing Systems Network

**TITLE:** AUTOMATED REFERRAL -- DEFENSE OUTPLACEMENT  
REFERRAL SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Defense Outplacement Referral System is a coordinated effort between the OPM and the Department of Defense to provide early placement opportunities for Defense employees and spouses likely to be affected by downsizing measures. Registrants are entered into the system's automated inventory daily through the electronic transmission of civilian registrant files to OPM's Staffing Service Center in Macon, Georgia, and military member files to the Defense Manpower Data Center in Monterey, California. Federal agency requests are filled by the Staffing Service Center and are made using the same telephone number and identification code as for OPM's Automated Applicant Referral System. State and local governments and private employers access the Defense Outplacement Referral System through the Defense Manpower Data Center. Employers may request referral lists of current Defense civilian employees and spouses, departing military members and spouses, or a combination of these. Requests are made via a touchtone telephone keypad, specifying search criteria in response to recorded voice prompts. The necessary search, list compilation, and facsimile transmission are then performed by the system computers and requested lists are delivered via the employer's facsimile machine in 45 minutes or less.

**EQUIPMENT:** Microlog microcomputer handles communications with touchtone telephones; Hewlett Packard 3000 processes records of applicants; Bisom, Inc. microcomputer utilizing custom hardware and software handles facsimile communications to agencies

**PROGRAMMING LANGUAGE:** PASCAL and COBOL

**CONTACT NAME AND ORGANIZATION:** Marvin Martin, Staffing Service Center

**TELEPHONE NUMBER:** (912) 744-2138

## **STAFFING**

### **Automated Staffing Systems Network**

**TITLE:** AUTOMATED REFERRAL -- JOB READY DISABLED VETERANS CONNECTION

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Job Ready Disabled Veterans Connection was developed in agreement with the Department of Veterans Affairs to assist in placing "job ready" disabled veterans in the federal workforce. The system employs computer, touchtone telephone, and facsimile technologies to quickly identify and refer job ready veterans with service-connected disabilities of 20 to 100 percent to Federal agencies for noncompetitive appointment.

Registration requires only filling out a simple one-page form and either mailing it to OPM's Staffing Service Center for key entry or dialing into OPM's Telephone Application Processing system and entering information via the touchtone telephone keypad. Registrants receive either an enrollment notice or a reject notice and "good" records are loaded onto a data base on OPM's automated staffing network for a six-month eligibility period.

Federal agencies can obtain referral lists of Job Ready Disabled Veterans Connection registrants through the Automated Applicant Referral System. Agencies simply dial into the Automated Applicant Referral System, use their identification code, and key enter their request criteria via the telephone keypad. The system then accesses the Job Ready Disabled Veterans Connection data base, conducts the search, compiles the referral listing, and transmits it to the agency's facsimile machine in 45 minutes or less.

**EQUIPMENT:** Microlog microcomputer handles communications with touchtone telephones; Hewlett Packard 3000 processes records of applicants; Bisom, Inc. microcomputer utilizing custom hardware and software handles facsimile communications to agencies

**PROGRAMMING LANGUAGE:** PASCAL and COBOL

**CONTACT NAME AND ORGANIZATION:** Rena Lewis, Staffing Service Center

**TELEPHONE NUMBER:** (912) 744-2058

## **STAFFING**

### **Automated Staffing Systems Network**

**TITLE:** WORKFORCE PLANNING -- WORKFORCE QUALITY DATA BASE

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** OPM's Workforce Quality Data Base is an automated data base of quality assessment information on applicants and new hires into Federal occupations. Information collection and entry began in May of 1989. The data base now includes information on close to 600,000 applicants and new hires covering 260 occupational series.

**EQUIPMENT:** IBM Mainframe

**PROGRAMMING LANGUAGE:** SAS and COBOL

**CONTACT NAME AND ORGANIZATION:** Daniel Corts, Office of Personnel  
Research and Development

**TELEPHONE NUMBER:** (202) 606-1366

## **STAFFING**

### **Automated Staffing Systems Network**

**TITLE:** WORKFORCE PLANNING -- MULTIPURPOSE OCCUPATIONAL  
SYSTEMS ANALYSIS INVENTORY--CLOSED-ENDED

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** OPM's Office of Personnel Research and Development has developed a comprehensive model to give agencies the tools they need to make workforce quality assessment and improvement an integral part of their human resource management strategic plans. OPM is working with agencies to assemble both Governmentwide and agency-specific data bases to support the model. Databased human resources management products will be made available directly to agencies by OPM through personal computer-based systems, giving managers and personnelists direct access to information to help them address their unique workforce planning and development requirements successfully. The model has been applied to a Governmentwide sample of executives, managers, and supervisors. The result was a comprehensive succession and development planning model with universal human resources management application. The model is currently being applied to 77 clerical/technical occupations, and a future Multipurpose Occupational Systems Analysis Inventory--Closed-Ended application is being planned for professional/scientific occupations.

**EQUIPMENT:** IBM mainframe and IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** C++, CLIPPER, FORTRAN, SAS, SPSS

**CONTACT NAME AND ORGANIZATION:** Donna Gregory or Randy Park, Office of  
Personnel Research and Development

**TELEPHONE NUMBER:** (202) 606-0860

## STAFFING

### Automater Staffing Systems Network

**TITLE:** WORKFORCE PLANNING - VALIDATION STUDIES

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Office of Personnel Management collects data on job performance by occupation across agencies, and explores the correlation of these data with data collected on examination performance in order to provide agencies with information on the predicted quality of job candidates.

**EQUIPMENT:** IBM mainframe

**PROGRAMMING LANGUAGE:** SAS

**CONTACT NAME AND ORGANIZATION:** Magda Colberg, Office of Personnel Research and Development

**TELEPHONE NUMBER:** (202) 606-0880

## **STAFFING**

### **Recruitment**

**TITLE:** PALACE VIDEO: CIVILIAN EMPLOYMENT INFORMATION SYSTEM

**AGENCY:** Department of Air Force

**DESCRIPTION:** A menu-driven, interactive video information system to answer the questions applicants and employees most commonly ask about Federal employment. Topics include information on available jobs, application and selection procedures, career ideas, veterans preference, reinstatement policies, and employment benefits.

**EQUIPMENT:** Microcomputer, touch screen color monitor, videodisc player, and printer. Housed in kiosk.

**PROGRAMMING LANGUAGE:** QUEST (TM) Authoring System

**CONTACT NAME AND ORGANIZATION:** Sheila O'Connor, HQ USAF/DPCP

**TELEPHONE NUMBER:** DSN: 227-5121  
Commercial: (703) 697-5121

## **STAFFING**

### **Recruitment**

**TITLE:** JOB HOTLINE

**AGENCY:** Commodity Futures Trading Commission

**DESCRIPTION:** Automated Hotline that provides prospective applicants with information on current vacancies, information on how to apply for positions, and a way for applicants to leave their name and address so that a copy of an announcement can be mailed to the individual.

**EQUIPMENT:** Microcomputer based system purchased through commercial vendor

**PROGRAMMING LANGUAGE:** Unique to vendor.

**CONTACT NAME AND ORGANIZATION:** Chuck Lang, Personnel

**TELEPHONE NUMBER:** (202) 254-3275

## **STAFFING**

### **Recruitment**

**TITLE:** RECRUITMENT SOURCES SOFTWARE PACKAGE

**AGENCY:** Department of Housing and Urban Development

**DESCRIPTION:** This is a simple menu-driven program designed to generate mailing labels for Vacancy Announcements and Recruitment Bulletins for targeted recruitment sources (i.e., minority organizations, State Employment Agencies, colleges, OPM offices, professional organizations, etc.).

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** William E. House, Personnel Division,  
Atlanta, GA

**TELEPHONE NUMBER:** (404) 331-4080



## **STAFFING**

### **Recruitment**

**TITLE:** AGENT RECRUITING TRACKING SYSTEM (ARTS), PHASE I

**AGENCY:** Department of Justice, Drug Enforcement Administration

**DESCRIPTION:** This is a management information system for special agent recruitment unit files and records. . . system application which will enable the Special Agent Recruiting Unit to manage the anticipated hiring of 1600 new Special Agents over the next 2.5 - 3 years and to manage and process the information pertaining to the applications anticipated on an annual basis. Propose to implement ARTS, Phase II, in 19 Field Divisions.

**EQUIPMENT:** Office Automation - UNISYS

**PROGRAMMING LANGUAGE:** PROGRESS (ARTS Multi-user)

**CONTACT NAME AND ORGANIZATION:** Linda Ward, Drug Enforcement Administration

**TELEPHONE NUMBER:** (202) 307-4112

## **STAFFING**

### **Recruitment**

**TITLE:** DEA JOB INFORMATION SYSTEM (DEAJIS)

**AGENCY:** Department of Justice, Drug Enforcement Administration

**DESCRIPTION:** In order to maintain and access the vast data base associated with the Special Agent occupational series, an automated job information system (DEAJIS) was developed. The job information is used to validate DEA personnel/human resource management programs and to establish ongoing support for Special Agent staffing and recruitment, performance appraisal, training and development. Beginning in 1985, DEA began design of an automated, on-line job information system which utilizes the information derived from a multi-purpose job analysis. DEAJIS presently supports the following major objectives:

- 1) document the Special Agent job analysis and concomitant data collection records;
- 2) entry and analysis of performance appraisals; and
- 3) inquiry against job analysis information and linkages to other DEA human resource management systems.

**EQUIPMENT:** DOJ mainframe computer system model 204

**CONTACT NAME AND ORGANIZATION:** Jean McNelis, Drug Enforcement Administration, Office of Personnel, Validation & Analysis Staff

**TELEPHONE NUMBER:** (202) 307-4143

## STAFFING

### Recruitment

**TITLE:** AUTOMATED JOB INFORMATION SYSTEM (AJIS)

**AGENCY:** Department of the Navy

**DESCRIPTION:** The Automated Job Information System (AJIS) is a microcomputer-based menu-driven system developed by the Office of Civilian Personnel Management Northwest Region. AJIS provides on-line access to the public for federal vacancies by geographic location and occupational category. Each posted vacancy provides relevant information such as the job title, minimum and maximum salaries, job location, description of duties, and application instructions. AJIS also provides on-line access to resumes of separated federal employees to registered public and private employers.

**EQUIPMENT:** Varied

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## STAFFING

### Recruitment

**TITLE:** AUTOMATED JOB INFORMATION SYSTEM (AJIS)

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Automated Job Information System (AJIS) is a computerized outplacement system intended to provide local employment assistance. The AJIS's main purpose is two-fold: (1) to assist the Sacramento Army Depot and McClellan AFB with the outplacement of their surplus employees; and (2) to assist local employers in filling their positions with well-qualified candidates already living in the Sacramento area. AJIS allows employers access to a data bank of resumes of employees who will be separated by reduction in force and allows employers to publicize current openings for review by separating employees. The system is accessed via a personal computer and modem.

**EQUIPMENT:** Varied

**CONTACT NAME AND ORGANIZATION:** Susan Fong-Young, San Francisco Service Center

**TELEPHONE NUMBER:** (916) 551-3270

## STAFFING

### Recruitment

**TITLE:** ELECTRONIC BULLETIN BOARD SERVICE

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Electronic Bulletin Board Service (BBS) provides Federal job information for the Chicago Region. The system is operated by the Detroit Area Office. The BBS can be accessed by anyone with a computer with a communications modem day or night, 7 days a week. The system is easy to use, asks a few questions, moves right on to a list of Federal job announcements. For many of the jobs on the list there are associated files containing detailed descriptions of the duties and qualifications requirements. There are also other files on the BBS, including a Best Bets file, listing the jobs for which there is the greatest demand for new hires. The user can "download" the files so that they can be read or printed whenever desired.

**CONTACT NAME AND ORGANIZATION:** David Nason, Detroit Area Office

**TELEPHONE NUMBER:** (313) 226-7522

## **STAFFING**

### **Recruitment**

**TITLE:** FEDERAL EMPLOYMENT DATA SERVICE (FEDS)

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Federal Employment Data Service (FEDS) is a microcomputer-based menu-driven system developed by the Office of Personnel Management's Washington Area Service Center. FEDS is being used to access the Federal Job Opportunity Listing, current examination information and many other primary (Federal employment information) topics of public inquiry. This system is currently piloting in the Federal Job Information Center in Washington, DC, with distribution to OPM area offices nationwide. Agencies and congressional offices that handle Federal job information inquiries may also be interested in FEDS as it will allow the user to access current employment opportunities worldwide. FEDS will be distributed via Electronic Bulletin Board System and requires several megabytes hard disk space.

**EQUIPMENT:** Microcomputer

**CONTACT NAME AND ORGANIZATION:** Peter Strauss, Washington Examining Services

**TELEPHONE NUMBER:** (202) 606-0864

## **STAFFING**

### **Recruitment**

**TITLE:** TOUCHTONE JOB INFORMATION SERVICE

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** Computer based systems provide 24 hour-a-day Federal job information for the 14 state Chicago Region. The systems contain a variety of information on Federal employment, including jobs for which we are now accepting applications, summer employment, student programs, veterans' preference, and retirement. Callers select topics using keys on their telephones. Voice prompts tell the caller the appropriate numbers for each topic. The systems take requests for application packages, and allow the callers to leave messages which will be responded to by the close of the next working day. This system will be eliminated as its functions are performed by OPM-wide systems.

**CONTACT NAME AND ORGANIZATION:** James Cotterell, Chicago Regional Office

**TELEPHONE NUMBER:** (312) 353-2930

## **STAFFING**

### **Recruitment**

**TITLE:** WASHINGTON AREA SERVICE NETWORK (WASNET)

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** WASNET is the microcomputer-based Electronic Bulletin Board System of the Washington Area Service Center. Primary audiences include Federal agencies, colleges, universities, State Employment Service offices and special interest groups, i.e., handicapped and veterans' groups. WASNET contains information on Federal job information, recruiting and placement, training and various other topics of concern to the community. Registration is free.

**CONTACT NAME AND ORGANIZATION:** Bill Robinson, Washington Area Service Center

**TELEPHONE NUMBER:** (202) 606-1848



## **STAFFING**

### **Examining**

**TITLE:** AUTOMATED EXAMINING SYSTEM

**AGENCY:** Department of Interior

**DESCRIPTION:** The National Park Service uses this system to automatically process approximately 30,000 applications from the public and produce registers of eligibles for use by park managers in filling summer and winter seasonal positions. An optical mark reader scanner is used to scan application data from the 16 page mark sense application form into the seasonal employment data base. System software reject applicant records that do not meet certain edits such as citizenship, SSN, lowest grade indicated, etc., and produces a notification letter for each application scanned. The software next rates applicant records for basic eligibility and then scores eligible records against 2,000 rating guides. Registers in score and veteran preference order are produced for approximately 340 park areas. This entire process (edits, basic eligibility determination, scores against rating criteria) is accomplished in less than 30 minutes. Individual applicant records are rated and scored in seconds.

Graphical screens, which run as applications of QNX Windows, are used to view and edit data in the data base. The screens are very similar in appearance to the paper application form from which the data are scanned.

The system produces resumes of applicant data scanned from the application for use with ad hoc registers. A variety of demographic reports from the applicant data base, i.e., number of applicants by state, educational levels, age range of applicants, numbers eligible, numbers qualified by grade, source of recruitment, etc., is also available. Register data, such as score range, numbers of eligibles for each register, average score, etc., can also be produced.

**EQUIPMENT:** The system resides on networked personal computers and utilizes the QNX operating system, a multitasking system that can run several different tasks at one time and QNX Windows, a graphical user interface. Optical Mark Reader Scanner and laser printers.

**PROGRAMMING LANGUAGE:** C

**CONTACT NAME AND ORGANIZATION:** Mary E. Jackson, Personnel Division,  
National Park Service

**TELEPHONE NUMBER:** (202) 208-4577

## STAFFING

### Examining

**TITLE:** AUTOMATED EXAM REGISTER (AER)

**AGENCY:** Department of Justice, Immigration & Naturalization Service

**DESCRIPTION:** The system maintains applicant information and issues registers for positions for which we have delegated examining authority. Once an exam is administered, pertinent data are keyed on each applicant. When a vacancy occurs, a certificate of eligibles is produced along with mailing labels for contacting the eligibles. Veterans are automatically afforded preference in accordance with FPM regulations. Selections are entered and names are removed as appropriate.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** Bill Caddell, Immigration & Naturalization Service, Southern Service Center

**TELEPHONE NUMBER:** (214) 767-7295

## **STAFFING**

### **Examining**

**TITLE:** ECONET

**AGENCY:** Department of Navy, OCPM Northeast Region and Office of Personnel Management

**DESCRIPTION:** Pilot project between OPM and OCPM to allow transmittal of a "Request for a Certificate of Eligibles," SF 39. Request is transmitted electronically from the personnel office to the OPM area office. Processing is performed overnight from the area office to the OPM mainframe in Macon, GA. A certificate is returned to the area office for access on a one-day turnaround. Three pilot test in the Philadelphia area.

**EQUIPMENT:** IBM-XT compatible/communications software Reflection S

**PROGRAMMING LANGUAGE:** FoxBase +/Reflexion

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## **STAFFING**

### **Examining**

**TITLE:** FASS ACTIVITY REPORTS

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Office of Washington Examining Services' Financial, Administrative and Social Science (FASS) Examining Division captures and compiles data on their application and certification activities. These activities include Delegated Examining Unit (DEU) occupational coverage, audit dates, the number of applications processed and selections made by each DEU; direct-hire authorities issued and number of appointments by agency, including job fair and individual agency direct-hires; correspondence control; and the number of case examining requests for each agency.

**EQUIPMENT:** Microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Mary Coleman, Office of Washington Examining Services

**TELEPHONE NUMBER:** (202) 606-2575

## STAFFING

### Examining

**TITLE:** TESTING MANAGEMENT SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** This computer based system is used for the scheduling and monitoring of a network of intermittent and part-time test examiners who give competitive civil service exams and also reimbursable exams for other Federal agencies. The system permits automated scheduling of test applicants and compiles and records summary reporting information. The system is menu-driven and network capable.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** Richard Snyder, Dallas Regional Office

**TELEPHONE NUMBER:** (214) 767-3799

## STAFFING

### Applicant Supply Files

**TITLE:** RECRUITMENT TRACKING SYSTEM

**AGENCY:** Agency for International Development

**DESCRIPTION:** Recruitment tracking system provides the recruiting office the ability to capture mail, recruiter, and interviewer information on applicants. Provides a knowledge pool of KSA's of individuals seeking employment.

**EQUIPMENT:** IBM 3083 IDMS

**PROGRAMMING LANGUAGE:** COBOL II

**CONTACT NAME AND ORGANIZATION:** Barbara English, Personnel; Paul Eavy,  
Information Resources Management

**TELEPHONE NUMBER:** B. English (202) 663-1447  
P. Eavy (202) 875-1353

## STAFFING

### Applicant Supply Files

**TITLE:** APPLICANT FLOW SYSTEM (AFS)

**AGENCY:** Department of Agriculture, Forest Service

**DESCRIPTION:** This system collects data in order to track applicant progression through the staffing process, with the information in the data base used to:

- (a) collect and transmit data to the next higher organization level for the USDA Demonstration Project;
- (b) analyze adverse impact at different stages of the selection process and/or by PATCO code or other variables;
- (c) electronically generate Certificates of Eligibles;
- (d) develop other reports for analysis of recruitment and affirmative action.

**EQUIPMENT:** Data General MV Series

**PROGRAMMING LANGUAGE:** Oracle Data Base programmed in Fortran

**CONTACT NAME AND ORGANIZATION:** Kristen Rusk, Personnel Management  
Work Force Management & Systems

**TELEPHONE NUMBER:** (703) 235-8038

## STAFFING

### Applicant Supply Files

**TITLE:** PERSONNEL APPLICANT SUPPLY SYSTEM (PASS)

**AGENCY:** Department of Agriculture, Food and Nutrition Service, Mid-Atlantic Region

**DESCRIPTION:** PASS is a very simple electronic filing system to catalog applications for positions where an applicant supply file is maintained. The system allows users to code the automated record for geographic locations and the highest grade to which the applicant can be appointed. The system also prints letters to the applicants informing them that their applications were accepted. PASS has the ability to print a list of potential qualified applicants based on geographic location and grade of the position to be filled.

**EQUIPMENT:** IBM compatible microcomputer and/or LAN

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Jim Kay, Regional Personnel Officer,  
Mid-Atlantic Region

**TELEPHONE NUMBER:** (609) 259-5078



## STAFFING

### Applicant Supply Files

**TITLE:** APPLICANT TRACKING SYSTEM

**AGENCY:** Commodity Futures Trading Commission

**DESCRIPTION:** Contains information about applicants and vacancy applied for. Provides quick response on "where in the process" questions, generates lists of applicants when announcements close, and provides for the automatic generation of letters.

**EQUIPMENT:** MS-DOS compatible microcomputers

**PROGRAMMING LANGUAGE:** ADV REVELATIONS Data Base

**CONTACT NAME AND ORGANIZATION:** Chuck Lang, Personnel

**TELEPHONE NUMBER:** (202) 254-3275

## STAFFING

### Applicant Supply Files

**TITLE:** OVERSEAS PROGRAM SYSTEM

**AGENCY:** General Accounting Office

**DESCRIPTION:** The Overseas Program System (OPS) is a FoxBase system created to process applicants for overseas positions. OPS includes features for adding applicants, modifying applicant records, adding the hire unit to the applicant record, and viewing an applicant record. The system automatically generates personnel information on applicants. OPS includes built-in reporting features, including 7 reports as well as the option to generate a certificate. The system also includes system maintenance procedures for updating the master employee file and reindexing the files.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** FOXBASE

**CONTACT NAME AND ORGANIZATION:** Rebecca Taylor, Personnel

**TELEPHONE NUMBER:** (202) 512-3252

## STATES:

### Applicant Supply Files

**TITLE:** AUTOMATED ANNOUNCEMENTS

**AGENCY:** Department of Health and Human Services

**DESCRIPTION:** The Automated Announcement system allows the entry of information about applicants (e.g., appraisal score, related experience score, offices in which the employee is willing to work, employee name, and etc.). All records can be printed, edited and electronically transmitted to management. The program is generic and can be easily adapted for use by other offices.

**EQUIPMENT:** IBM Compatible AT

**PROGRAMMING LANGUAGE:** Paradox Applications Language

**CONTACT NAME AND ORGANIZATION:** Janine P. Horricek, Regional Personnel Office, New York

**TELEPHONE NUMBER:** (212) 264-4066

## STAFFING

### Applicant Supply Files

**TITLE:** BQ--THE SEATTLE AUTOMATED APPLICANTS FILE SYSTEM

**AGENCY:** Department of Health and Human Services

**DESCRIPTION:** BQ is a user friendly program to match job applicants to job vacancies. Data bases of applicants and vacancies are easily maintained. For a vacancy, BQ will scan the specified applicant files (or all files) for applicants available for jobs in terms of position, grade, location and other requirements. A file is created for that vacancy which can be edited as applicants' qualifications are further checked. Ratings can be added or imported from a different file. BQ lists can be produced for those who qualify. Major features of the program:

- Fast input scheme - only essential data required (user determined).
- Flexible number of applicant pools; status OVC, etc.
- Easy to establish geographic/job availability codes for any region.
- Applicants can be coded as available for "anywhere in Greater Dallas."
- Applicants can be available for any number of locations or positions.
- Completely menu driven.
- Automated BQ lists. After vacancies entered, system can:
  - Quickly scan applicant pools for available applicants;
  - Classify applicants as competitive, lateral, C.I.G;
  - Print rating worksheets for applicants;
  - Store applicant info in vacancy "folder" for later work;
  - Allow easy scoring/elimination/editing of applicants in folder;
  - Import scores from a common databank of scores for that job code;
  - Produce customized BQ lists (Top 8, random selection, etc.).
- User makes decisions; program does the work.
- Automated notification letters for expired applications.
- Automated record-keeping with reports showing applicant availability and history of referrals.

**EQUIPMENT:** Microcomputer running DOS

**PROGRAMMING LANGUAGE:** dBASE, compiled with Quicksilver

**CONTACT NAME AND ORGANIZATION:** Havens Tipps, Regional Personnel  
Office, Seattle, Washington

**TELEPHONE NUMBER:** (206) 615-2030

## **STAFFING**

### **Applicant Supply Files**

**TITLE:** AUTOMATED APPLICATIONS (AUTO APPS)

**AGENCY:** Department of Navy

**DESCRIPTION:** Maintains an inventory of applications. Reports and browse features allows sorting by agency, functional category, and other categories. Effective when maintaining an inventory of applications.

**EQUIPMENT:** IBM-XT compatibles; Novell or Banyan Vines Network

**PROGRAMMING LANGUAGE:** FoxPro

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## STAFFING

### Applicant Supply Files

**TITLE:** HANDICAPPED APPLICANT REFERRAL

**AGENCY:** Department of Navy, Trident Sub Base, Bangor, WA

**DESCRIPTION:** Maintains a data base of handicapped applicants for referral purposes.

**EQUIPMENT:** IBM-XT microcomputer

**PROGRAMMING LANGUAGE:** JBASE III

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## STAFFING

### Applicant Supply Files

**TITLE:** VOLUNTARY APPLICATION FILE

**AGENCY:** Department of Navy, Trident Sub Base, Bangor, WA

**DESCRIPTION:** Maintains applications for a variety of occupations and under a variety of appointing authorities

**EQUIPMENT:** IBM-XT microcomputer

**PROGRAMMING LANGUAGE:** FoxBase

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## **STAFFING**

### **Applicant Supply Files**

**TITLE:** APPLICANT REVIEW SYSTEM (ARS)

**AGENCY:** U.S. Nuclear Regulatory Commission

**DESCRIPTION:** The system is designed to provide for the storage and retrieval of information pertaining to applicants for agency employment. The system is networked throughout headquarters (Washington, DC) and regional offices. Data contained are both personal and skill-oriented, providing for the capture of work preferences as well as professional training. Output products are generally applicant lists based on management needs.

**EQUIPMENT:** Data General MV/9600 minicomputer

**PROGRAMMING LANGUAGE:** Cyberquery/Cyberscreen (CQCS) 4GL

**CONTACT NAME AND ORGANIZATION:** Johanna Gallagher, Recruitment,  
Incentives and Benefits, Office of Personnel

**TELEPHONE NUMBER:** (301) 492-4965



## **STAFFING**

### **Applicant Supply Files**

**TITLE:** AIROPS DATA BASE SYSTEM

**AGENCY:** Department of Treasury, U.S. Customs Service

**DESCRIPTION:** AIROPS provides a data base to collect and analyze pilot qualifications. The system maintains applicant information from Form 1170; e.g., pilot certificates, classification of flying hours, types of aircraft flown, and instructor experience. Certificates of eligibles are issued as vacancies occur. Field managers are able to view qualified applicant information for their locations by use of modem; they are able to make immediate selections for their vacancies. Reports are system-generated to facilitate the process.

**EQUIPMENT:** 3B2 minicomputer with UNIX operating system

**PROGRAMMING LANGUAGE:** Informix SQL 2.1

**CONTACT NAME AND ORGANIZATION:** Trina Petty, Personnel Operations  
Division (Enforcement), Office of  
Human Resources

**TELEPHONE NUMBER:** (202) 634-5065

## **STAFFING**

### **Vacancy Announcements**

**TITLE:** ELECTRONIC VACANCY ANNOUNCEMENT (EVA)

**AGENCY:** Department of Agriculture, Office of Personnel

**DESCRIPTION:** The Electronic Vacancy Announcement is used by the Department to automate the production of its weekly job vacancy announcements. Vacancies are entered into the system using FTS 2000 (a commercial electronic mail system). Once a week the vacancies are transferred from FTS 2000 to an IBM PC, where they are reformatted, edited and sorted. The bulletin board can be accessed by anybody having an FTS 2000 account. A second copy of the final vacancy list is transferred via a floppy disk for production in hard copy.

**EQUIPMENT:** IBM compatible microcomputer, async communication, FTS 2000 Mail

**PROGRAMMING LANGUAGE:** AT&T Mail Form, PC COBOL, Quick Basic

**CONTACT NAME AND ORGANIZATION:** Bradley T. Foote, Automated Personnel Systems Division

**TELEPHONE NUMBER:** (202) 720-8722

## **STAFFING**

### **Vacancy Announcements**

**TITLE:** MERIT PROMOTION/VACANCY ANNOUNCEMENT SYSTEM

**AGENCY:** Department of Agriculture, Soil Conservation Service

**DESCRIPTION:** The Merit Promotion/Vacancy Announcement System consists of the following components:

(a) Serves as the tracking system for vacancy announcements and is the vehicle by which vacancy announcements are produced.

(b) Serves as the data base for applicant information (i.e., vacancy announcement, name, address, series, grade, etc.).

(c) Produces the majority of forms necessary for processing merit promotion action (i.e., listing of candidates, evaluation forms, notice to applicants, etc.).

(d) Serves as data base for the Generic Deputy State Conservationist announcement.

**EQUIPMENT:** IBM compatible microcomputer/DOS

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Joyce Warsack, Employment Branch,  
HR & EEO Division

**TELEPHONE NUMBER:** (202) 720-2631

## **STAFFING**

### **Vacancy Announcements**

**TITLE:** CONSOLIDATED VACANCY ANNOUNCEMENT SYSTEM (CVAS)

**AGENCY:** Department of Commerce

**DESCRIPTION:** Utilizing on-screen vacancy announcement entry, the CVAS consolidates vacancy announcements into one automated publication that is distributed nationally every two weeks. The system will result in considerable savings in printing costs, and provide potential candidates, and management, with a single source of vacancies on a regular and recurring basis.

**EQUIPMENT:** IBM PC, XT, AT, PS/2 or 100% compatible IBM DOS 2.0 or higher

**PROGRAMMING LANGUAGE:** Clarion

**CONTACT NAME AND ORGANIZATION:** Randall Kremkau, Personnel Division,  
NOAA

**TELEPHONE NUMBER:** (301) 713-0515

## **STAFFING**

### **Vacancy Announcements**

**TITLE:** VACANCY ANNOUNCEMENT SYSTEM (VAS)

**AGENCY:** Equal Employment Opportunity Commission

**DESCRIPTION:** Vacancy Announcement System (VAS) provides capability to add and modify vacancy announcements, print announcements, and print a list of announcements.

**EQUIPMENT:** MS-DOS compatible microcomputers

**PROGRAMMING LANGUAGE:** R:Base for DOS

**CONTACT NAME AND ORGANIZATION:** Richard Kashurba, Information  
Resources Management

**TELEPHONE NUMBER:** (202) 634-7674

## STAFFING

### Vacancy Announcements

**TITLE:** AUTOMATED VACANCY ANNOUNCEMENT DISTRIBUTION SYSTEM (AVADS) and STANDALONE MICROCOMPUTER VERSION (MICROAVADS) AVADS COMPUTERIZED BULLETIN BOARD

**AGENCY:** Department of Interior

**DESCRIPTION:** U.S. Geological Survey (USGS) uses a relational data base system to create and distribute vacancy announcements. Full-text announcements are distributed to selected distribution points and interested users nationwide via file transfer. Administrative officials print and post vacancies for employee access; mainframe users may browse, download and print selected announcements; standalone personal computers in each personnel office allow walk-in users to access vacancy information via MICROAVADS. A wide-area network version modified for non-governmental users is available on a computerized bulletin board accessible by any user with a personal computer, modem, and communications capability. AVADS and MICROAVADS have been modified and adopted as the Departmental system for use by all bureaus of the Department of Interior.

**EQUIPMENT:** Data input terminals or microcomputers with communications software and modems to communicate with mainframe computer at USGS.

**PROGRAMMING LANGUAGE:** MODEL 204

**CONTACT NAME AND ORGANIZATION:** Ken Moss, Office Systems Management

**TELEPHONE NUMBER:** (703) 648-7242

## **STAFFING**

### **Vacancy Announcements**

**TITLE:** VACANCY REQUEST TO FILL TRACKING SYSTEM

**AGENCY:** Department of Justice, Immigration & Naturalization Service

**DESCRIPTION:** Data are manually entered into the system at the different phases of the request process. Volume of requests, approvals and denials are tracked by the system. Reports are produced ad hoc using dBASE III PLUS.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Linda Smithson, Immigration & Naturalization Service, Western Region  
Personnel Division

**TELEPHONE NUMBER:** (714) 643-4934

**STAFFING**

**Vacancy Announcements**

**TITLE:** VACANCY ANNOUNCEMENT RECRUITMENT SYSTEM (VARS)

**AGENCY:** Department of Navy, Naval Ship Weapons Systems Engineering Station,  
Port Hueneme, CA

**DESCRIPTION:** The program uses the Priority Placement Program Zones, Series,  
Titles, and Skills Index to identify specific skills.

**EQUIPMENT:** IBM-XT compatibles

**PROGRAMMING LANGUAGE:** FoxBase

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779



## **STAFFING**

### **Vacancy Announcements**

**TITLE:** VACANCY LISTING PROGRAM

**AGENCY:** Department of Navy

**DESCRIPTION:** Automated vacancy information system. Provides a listing of available vacancies on screen. Applicant can print basic information on how and where to apply.

**EQUIPMENT:** IBM microcomputer

**PROGRAMMING LANGUAGE:** dBASE III

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## STAFFING

### Vacancy Announcements

**TITLE:** SES VACANCY ANNOUNCEMENT SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** This system is used to format, sort, and update the individual agency Senior Executive Service (SES) vacancy announcements submitted for publication in the Office of Personnel Management's biweekly SES Vacancy Announcement. The system provides both hardcopy for reproduction and electronic copies for the U.S. Employment Service, some agencies, and several electronic bulletin boards.

**EQUIPMENT:** Microcomputer

**PROGRAMMING LANGUAGE:** dBASE III

**CONTACT NAME AND ORGANIZATION:** Tierney Bates, Office of Executive and Management Policy

**TELEPHONE NUMBER:** (202) 606-2218

## **STAFFING**

### **Vacancy Announcements**

**TITLE:** VACANCY ANNOUNCEMENT APPLICATION SYSTEM (VAACS)

**AGENCY:** Department of Treasury, U.S. Customs Service

**DESCRIPTION:** VAACS provides information about Customs vacancy announcements, tracks the receipt of applications, qualification determinations, panel results, and provides selection registers. The system features automated letters and reports to facilitate the merit promotion process.

**EQUIPMENT:** IBM mainframe

**PROGRAMMING LANGUAGE:** COBOL

**CONTACT NAME AND ORGANIZATION:** Jerline Forman, Operational Support  
Division, Office of Human Resources

**TELEPHONE NUMBER:** (202) 634-2453

## STAFFING

### Vacancy Announcements

**TITLE:** VACANCY ANNOUNCEMENT LISTING (VAL)

**AGENCY:** Department of Treasury, U.S. Customs Service

**DESCRIPTION:** The Vacancy Announcement Listing provides a directory of all open vacancy announcements in the Customs Service. The user may sort the announcements by location, series, or grade. The system requires minimal maintenance as the data are taken from the Vacancy Announcement Application System (VAACS). (See previous page.)

**EQUIPMENT:** IBM mainframe

**PROGRAMMING LANGUAGE:** COBOL

**CONTACT NAME AND ORGANIZATION:** Jerline Forman, Operational Support  
Division, Office of Human Resources

**TELEPHONE NUMBER:** (202) 634-2453

## **STAFFING**

### **Internal Placement**

**TITLE:** EMPLOYEE PLACEMENT SYSTEM

**AGENCY:** Department of Agriculture, Forest Service

**DESCRIPTION:** This system provides a method by which employees who have been designated as surplus can be matched to positions for which they are eligible. Information about vacancies and employees are entered into the system. Statistical reports are also available.

**EQUIPMENT:** Data General MV Series

**PROGRAMMING LANGUAGE:** Oracle Data Base using SQL\*Forms and SQL\*Reportwriter

**CONTACT NAME AND ORGANIZATION:** Jerry Baughman, Staffing; Kris Rusk,  
Work Force Management & Systems

**TELEPHONE NUMBER:** (703) 235-8102

## STAFFING

### Internal Placement

**TITLE:** PROMOTIONS AND PLACEMENTS REFERRAL SYSTEM

**AGENCY:** Department of Air Force

**DESCRIPTION:** This is an automated referral system which rates and ranks employees for competitive in-service placement actions. Utilizing a 10,000 character computer record which has been built for each employee, it focuses on past experience, training, education, appraisal and awards entries. Crediting plans are developed based on analysis of the positions to be filled, then converted to automated routines which can be stored, modified, or processed as required.

**EQUIPMENT:** Burroughs mainframe

**PROGRAMMING LANGUAGE:** Air Force unique

**CONTACT NAME AND ORGANIZATION:** Peter J. Sharp HQ USAF/DPCS

**TELEPHONE NUMBER:** DSN: 225-7185  
Commercial: (703) 695-7185

## STAFFING

### Internal Placement

**TITLE:** OCORS (AUTOMATED OFFICER CORPS RATING SYSTEM)

**AGENCY:** Department of Justice, Immigration & Naturalization Service

**DESCRIPTION:** OCORS automates the major functions of candidate rating, ranking and selection activities for officer corps positions. Annually, eligible officer corps employees are requested to verify and update, as necessary, their experience histories (education, training, awards, details, etc.) in the system. Work history is automatically updated from the automated personnel system on a continuing basis. A scannable document is completed by all employees wishing to update their records. The document is forwarded to Headquarters where it is scanned into the system. A panel convenes to set the criteria against which all eligible officer corps personnel (approx. 7000) are to be rated. OCORS calculates and assigns each officer a numerical score based on the panel's criteria. Officers use this score throughout the rating year to compete for vacant officer corps positions for which they apply. Candidates for vacant positions are automatically screened for time-in-grade, age restrictions (as required by regulation), reassignment limitations, and various other factors dictated by the merit promotion plan. A selection list and a brief biography of each eligible candidate is produced from OCORS and forwarded to the selecting official. When a selection is made, disposition notices can be automatically printed. In addition, a variety of reports are preprogrammed and can be automatically produced. OCORS will soon be accessible thru the FOCUS user language for the production of ad hoc reports.

**EQUIPMENT:** Mainframe, Optical Mark Reader Scanner, IBM AT compatible microcomputer, DOS 3.3

**PROGRAMMING LANGUAGE:** COBOL, IDMS COBOL, ANSI C, dBASE III PLUS, Scan Tools

**CONTACT NAME AND ORGANIZATION:** Roy Wells, Staffing and Personnel Automation Programs Branch

**TELEPHONE NUMBER:** (202) 786-4445

## **STAFFING**

### **Internal Placement**

**TITLE:** CAPS - CIVILIAN PERSONNEL OVERSEAS PROCESSING SYSTEM  
(CPOPS)

**AGENCY:** Department of Navy, OCPM Pacific Region

**DESCRIPTION:** This application assists personnel offices in the continental United States in processing employees for overseas installations in the Department of Defense (DOD). Provides information on-line on benefits and allowances for specific overseas locations. Contains data for Pacific and European Theatres.

**EQUIPMENT:** IBM-XT compatible

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779



## **STAFFING**

### **Internal Placement**

**TITLE:** CAPS - MERIT STAFFING MODULE

**AGENCY:** Department of Navy, Naval Air Station, Jacksonville, FL

**DESCRIPTION:** Automates the merit staffing process. Personnel specialist can enter minimal information to process applicants. Scores from the evaluation process can be added. Issues certificate of merit promotion; clears stopper list. Produces all letters of notification. Can be used for one vacancy or for open continuous registers.

**EQUIPMENT:** IBM-XT compatible

**PROGRAMMING LANGUAGE:** FoxBase

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## **STAFFING**

### **Internal Placement**

**TITLE:** MERIT PROMOTION PANEL CALCULATIONS

**AGENCY:** Department of Navy, Naval Air Development Center, Warminster

**DESCRIPTION:** Merit promotion panel scores are entered into a program which automatically checks for discrepancies in scores, assigns scores to each element, calculates the final score and ranks candidates in order with average differences displayed.

**EQUIPMENT:** IBM-AT compatibles

**PROGRAMMING LANGUAGE:** Lotus 1-2-3

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## **STAFFING**

### **Internal Placement**

**TITLE:** JOB LETTER SYSTEM

**AGENCY:** Panama Canal Commission

**DESCRIPTION:** Prints job letters for agency employees. Employee information is downloaded from a mainframe and used to print job letters. System prints a control number on every job letter and has several security levels built in to prevent unauthorized use. Source code and documentation available.

**EQUIPMENT:** IBM compatible microcomputer with 512K RAM

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** Jaime Chang, Panama Canal  
Commission, Office of Personnel  
Administration, Unit 2300, APO,  
AA 34011

**TELEPHONE NUMBER:** (507) 52-3120

## **STAFFING**

### **Internal Placement**

**TITLE:** CUSTOMS AUTOMATED MERIT PROMOTION SYSTEM (CAMPS)

**AGENCY:** Department of Treasury, U.S. Customs Service

**DESCRIPTION:** The Customs Automated Merit Promotion System (CAMPS) is an automated rating and referral system developed for three mainstream Customs occupations. CAMPS has been designed to improve and expedite the rating, ranking, and referral processes. Specifically, specially designed career application booklets have been developed which, through the use of an optical mark reader, capture applicant experience and training data. Through an automated crediting plan, applicants found basically qualified for consideration are ranked according to the answers provided related to their experience, annual performance rating, awards, and the supervisor's evaluation. Upon receipt of a request for a selection register, CAMPS will generate a referral list which identifies the best qualified candidates.

**EQUIPMENT:** 3B2 minicomputer with UNIX operating system

**PROGRAMMING LANGUAGE:** Informix 4GL

**CONTACT NAME AND ORGANIZATION:** Gary Seiner, Personnel Operations  
Division (East), Office of Human Resources

**TELEPHONE NUMBER:** (202) 634-2131

## STAFFING

### Reduction-in-Force

**TITLE:** REDUCTION IN FORCE RUNNER

**AGENCY:** Department of Army

**DESCRIPTION:** Tracks the reduction in force (RIF) process from beginning to end; includes all milestones, both regulatory and locally determined; changes in dates are automatically recalculated; defines and tracks roles of all players.

**EQUIPMENT:** Army ACPERS and microcomputer with MS-DOS

**PROGRAMMING LANGUAGE:** C

**CONTACT NAME AND ORGANIZATION:** Brian Brummer, U.S. Total Army  
Personnel Command

**TELEPHONE NUMBER:** DSN: 221-1395  
Commercial: (703) 325-1395

## **STAFFING**

### **Reduction-in-Force**

**TITLE:** RADS

**AGENCY:** Department of Navy, Human Resources Office, Naval Shipyard,  
Portsmouth, New Hampshire

**DESCRIPTION:** This module allows the staffing specialist to conduct a reduction-in-force (RIF). Taking a download from DCPDS, the system will run round-one and round-two of a RIF. Maintains audit trails and generates reports to document RIF actions from beginning to end.

**EQUIPMENT:** IBM-XT Compatibles; Novell or Bayan Vines Networks

**PROGRAMMING LANGUAGE:** FoxPro

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## **STAFFING**

### **Reduction-in-Force**

**TITLE:** REDUCTION-IN-FORCE PROCESSING (JAX RIF)

**AGENCY:** Department of Navy, Naval Air Station, Jacksonville

**DESCRIPTION:** A microcomputer program using dBASE III captures the data necessary to conduct a reduction-in-force (RIF) and generates all RIF notices.

**EQUIPMENT:** IBM-XT microcomputer

**PROGRAMMING LANGUAGE:** dBASE III

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779.

## **STAFFING**

### **Reduction-in-Force**

**TITLE:** RETENTION AND DOWNSIZING SYSTEM (RAD)

**AGENCY:** Department of Navy, Portsmouth Naval Shipyard

**DESCRIPTION:** Using an electronic input of the retention register, allows personnel specialists to conduct a reduction-in-force, effect placement, and create a data base of all actions taken for audit trail purposes. Produces computations of entitlements and generates letters.

**EQUIPMENT:** IBM-XT microcomputer

**PROGRAMMING LANGUAGE:** FoxPro

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779



## **STAFFING**

### **Staffing Data**

**TITLE:** WORK FORCE PLANNING INFORMATION SYSTEM (WFPIS)

**AGENCY:** Department of Agriculture, Animal and Plant Health Inspection Service

**DESCRIPTION:** The Work Force Planning Information System (WFPIS) is a menu-driven system which supports APHIS' work force planning initiatives. It is an automated tool that statistically profiles employees by various demographic criteria. Its purpose is to provide managers with up-to-date information about their work force, including any developing trends. A major impact of the system is on the succession planning/work force planning efforts of senior management. The WFPIS currently has four areas of information available: (1) Work Force Census, (2) Work Force Profile, (3) Education, and (4) EEO. Other planned areas of information include: Awards, New Hires, Turnover, Performance, and Promotions.

**EQUIPMENT:** VAX 6000-410 (minicomputer) and microcomputer work stations for each designated user

**PROGRAMMING LANGUAGE:** Pilot Executive software; Express MDB software

**CONTACT NAME AND ORGANIZATION:** Dale S. Rendahl, Chief, Evaluation and Planning, Human Resources Division

**TELEPHONE NUMBER:** (301) 436-5469

## STAFFING

### Staffing Data

**TITLE:** CIVILIAN HUMAN RESOURCE MANAGEMENT SYSTEM  
DECISION SUPPORT SOFTWARE (CHRMS DSS)

**AGENCY:** Department of the Air Force

**DESCRIPTION:** CHRMS DSS is a decision support software tool for managing civilian human resources within budget. CHRMS DSS is a stand alone personal computer application that operates on information from existing personnel, manpower, and payroll mainframe data systems. These systems provide basic position data, employee pay, and benefit costs and entitlements. To this, the manager adds organizational specific information relative to the civilian pay budget, anticipated pay-outs, and personnel actions, e.g., awards, cost of living, overtime, separations, and gains.

Because CHRMS DSS utilizes data from a combination of data bases, a manager can retrieve a variety of integrated information for basing human resource decisions. CHRMS DSS's modeling capability affords managers an opportunity to examine the effects of many "what if" situations on their human resource budget.

**EQUIPMENT:** Complete IBM/PC Compatible. Requires 640k of RAM, hard disk storage and floppy drive. Runs successfully on a 286 generation machine with DOS 2.1 or higher.

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** Michele Pilipovich, HQ  
USAF/DPCR1040 Air Force Pentagon,  
Washington DC 20330-1040

**TELEPHONE NUMBER:** DSN: 227-5121  
Commercial: (703) 697-5121

## STAFFING

### Staffing Data

**TITLE:** PALACE COMPETE

**AGENCY:** Department of the Air Force

**DESCRIPTION:** PALACE Compete is a PALACE Agenda initiative designed to provide managers with personnel and budget flexibilities with which to better manage the work force. A software program, CIVCOST, provides managers with employee cost information regarding salary, health benefits, awards data, merit pay data, insurance expenses, retirement costs, etc. Using this system as a tool, managers can do "what if" analyses, including retrenchment modeling, position management adjustments, upgrade/downgrade projections, etc.

**EQUIPMENT:** Currently uses either Z248 or Z386. As data are expanded, the Z248 will no longer be large enough. As the software is reprogrammed into C Language, the system will work on VAX, MacIntosh, or any IBM compatible system because C Language will take up less space and process the data much faster and more efficiently.

**PROGRAMMING LANGUAGE:** Currently programmed in dBASE III PLUS and CLIPPER. It will soon be reaccomplished in C Language.

**CONTACT NAME AND ORGANIZATION:** Judy Davis, HQ USAF/DPCR; Jerry O'Connell, HQ USAF/DPCR (Edwards AFB)

**TELEPHONE NUMBER:DSN:** J. Davis 227-5121  
J. O'Connell 527-5088  
Commercial: (703) 697-5121

## **STAFFING**

### **Staffing Data**

**TITLE:** AUTOMATED SKILLS DATABASE

**AGENCY:** Defense Mapping Agency

**DESCRIPTION:** The system consists of 30 cartographic product data bases and one generic skills data base. The data bases contain information about employees' level, recency, and longevity of experience in using equipment and producing DMA products. The data are collected using Optical Mark Reader sheets. Approximately 16,600 product code sheets from 3,300 employees were scanned into the system. The data are merged with downloaded personnel data from DCPDS to produce a variety of information to support mapping, charting, and geodetic production requirements.

**EQUIPMENT:** Phase I: Scanner/Optical Mark Reader with two sided reads, SCANEDIT system editing software, SCANFORM, IBM PC with Manager Plus software. Phase II: Same as Phase I hardware/software except programming language is ORACLE.

**CONTACT NAME AND ORGANIZATION:** Mike Brehmer, DMA HRSP

**TELEPHONE NUMBER:** DSN: 693-4569  
Commercial: (314) 263-4569

## STAFFING

### Staffing Data

**TITLE:** ENERGY MANPOWER PERSONNEL RESOURCE INFORMATION SYSTEM (EMPRIS)

**AGENCY:** Department of Energy

**DESCRIPTION:** The EMPRIS system supports the manpower resources and personnel management. There are 48 user organizations including both headquarters and field staff and program offices. The system interfaces with the PAYROLL/PERSONNEL System for personnel and position data and time and attendance data.

EMPRIS has four subsystems:

- manpower budget which compiles data into the departmental budget;
- allocation management which issues vouchers for FTE allocation by category and appropriation;
- full time equivalency management which accounts for FTE usage, produces SF 113G report to OPM and FTE tracking against Nuclear Waste Management appropriation;
- position management which produces employee and position data for program managers.

**EQUIPMENT:** AMDAHL

**CONTACT NAME AND ORGANIZATION:** George Hofman, Human Resource Information Systems

**TELEPHONE NUMBER:** (301) 903-2870

## STAFFING

### Staffing Data

**TITLE:** EMPLOYEE EXIT SURVEY DATA (EXIT)

**AGENCY:** Federal Energy Regulatory Commission

**DESCRIPTION:** Employee Exit Survey Data (EXIT) system tracks separations by organizational unit, job occupation and grade, type of separation, reasons for departure, whether new employment was public or private sector and involved an increase in salary. A form was developed for completion by all separating employees and the data from the form is entered into the EXIT data base.

**EQUIPMENT:** MS-DOS compatible microcomputer

**PROGRAMMING LANGUAGE:** CLIPPER compiled dBASE; Reports written in RR Relational Report Writer

**CONTACT NAME AND ORGANIZATION:** Jolinda Wagner, Information Resources Management

**TELEPHONE NUMBER:** (202) 208-1837

## **STAFFING**

### **Staffing Data**

**TITLE:** ORGANIZATIONAL LISTING

**AGENCY:** Department of Housing and Urban Development

**DESCRIPTION:** This system utilizes two programs, FOCUS and CLIPPER, to download employee data and format it into an organizational listing of all employees and positions, including a head count by organization. The program is maintained in CLIPPER; however, a FOCUS program enables position and employee information stored in USDA's comprehensive personnel data base, the National Finance Center (NFC), to be downloaded to the CLIPPER program via a modem. This eliminates the need to duplicate the data contained in NFC.

**EQUIPMENT:** IBM compatible microcomputer, IRMA board

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** Gail Walton, Management Information Systems, Denver, CO

**TELEPHONE NUMBER:** (303) 844-4255

## **STAFFING**

### **Staffing Data**

**TITLE:** REPORT OF STATISTICS ON STAFFING LEVELS

**AGENCY:** Department of Justice, Immigration & Naturalization Service

**DESCRIPTION:** Data base contains an analysis of authorized workforce; historical and current. Biweekly filled and vacant position statuses are also maintained. The report is sub-grouped by district and program element.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** Lotus 1-2-3

**CONTACT NAME AND ORGANIZATION:** Linda Smithson, Immigration &  
Naturalization Service,  
Western Region Personnel Division

**TELEPHONE NUMBER:** (714) 643-4934



## **STAFFING**

### **Staffing Data**

**TITLE:** HUMAN RESOURCE PLANNING MODEL

**AGENCY:** Department of Labor

**DESCRIPTION:** Stochastic, semi-renewal transition model using weighted empirical data to project short- and long-range human resource flows and replacement requirements in discrete-time. Parameters may be modified for scenario analysis.

**EQUIPMENT:** IBM mainframe

**PROGRAMMING LANGUAGE:** SAS

**CONTACT NAME AND ORGANIZATION:** Joseph Wassell, Occupational Safety and Health Administration, Office of Human Resources and Organizational Management

**TELEPHONE NUMBER:** (202) 523-7987

## **STAFFING**

### **Staffing Data**

**TITLE:** PC-HRMIS

**AGENCY:** Department of Labor

**DESCRIPTION:** A human resources planning aid to provide agency/regional profiles of the Agency workforce. The user-friendly floppy disk provides to all personnel and executive offices easily accessible data on turnover rate (current and previous years); grade distribution; average age, salary, and grade; and gender, minority, and population count. Also included is a graphic display of the statistics germane to the current year's Affirmative Action goals. The disk is updated and reissued semiannually.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** dBASE IV and Freelance

**CONTACT NAME AND ORGANIZATION:** Don Dillon, Directorate of Personnel  
Management, Office of Human  
Resource Information

**TELEPHONE NUMBER:** (202) 523-6532

## **STAFFING**

### **Staffing Data**

**TITLE:** AUTOMATED STAFFING PLAN (ASP)

**AGENCY:** U.S. Nuclear Regulatory Commission

**DESCRIPTION:** The system records current and five year staffing projections, tracks actual against allocated Full-Time Equivalencies (FTE), and compares needed skills to those available. This information is used in preparing budget estimates, assessing goal achievement and in recruitment planning.

**EQUIPMENT:** Data General MV/9600 minicomputer

**PROGRAMMING LANGUAGE:** Cyberquery/Cyberscreen (CQCS) 4GL

**CONTACT NAME AND ORGANIZATION:** Kim Lancaster, Workforce and Organization Analysis, Office of Personnel

**TELEPHONE NUMBER:** (301) 492-4708

## STAFFING

### Staffing Data

**TITLE:** FULL-TIME EQUIVALENCY SYSTEM (FTE)

**AGENCY:** U.S. Nuclear Regulatory Commission

**DESCRIPTION:** The system produces straight-line projection for FTE usages for the agency. It receives input from the Automated Personnel System and the Payroll system. Usage reports are produced biweekly for the agency and for each office.

**EQUIPMENT:** IBM 370 mainframe

**PROGRAMMING LANGUAGE:** Mark IV, COBOL

**CONTACT NAME AND ORGANIZATION:** Jennifer Caswell, Workforce and  
Organization Analysis, Office of Personnel

**TELEPHONE NUMBER:** (301) 492-4233

## **STAFFING**

### **EEO Data**

**TITLE:** APPLICANT FLOW DATA SYSTEM

**AGENCY:** Federal Energy Regulatory Commission

**DESCRIPTION:** Applicant Flow Data System collects statistical data on sex, race, and age of applicants and selectees for vacancy announcements. Agency-wide reports of statistical data are available for management and EEO counselors and investigators.

**EQUIPMENT:** MS-DOS compatible microcomputers

**PROGRAMMING LANGUAGE:** CLIPPER compiled dBASE III PLUS/RR  
Relational Report Writer

**CONTACT NAME AND ORGANIZATION:** Jolinda Wagner, Information Resources  
Management

**TELEPHONE NUMBER:** (202) 208-1837

## STAFFING

### EEO Data

**TITLE:** WORK FORCE PROFILE SYSTEM

**AGENCY:** Department of Health and Human Services, Centers for Disease Control/Agency for Toxic Substance & Disease Registry

**DESCRIPTION:** The Centers for Disease Control/Agency for Toxic Substances & Disease Registry (CDC/ATSDR) has developed a Work Force Profile System to provide hiring managers and administrators with up-to-date equal employment opportunity statistics. CDC/ATSDR workforce totals may be "filtered" in a variety of ways, including by administrative code, PATCO, and regional/organizational level. Parity calculations with the civilian labor force are derived by applying raw totals to census data and bar graphs are produced to highlight comparisons. Employees may be located in the data base by specifying race/sex/grade band parameters but this capability is restricted to Equal Employment Opportunity (EEO) managers and Privacy Act restrictions are applicable. Information may be exported to word processing/graphics applications and both HP LaserJet and Postscript printer support are provided.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** CLIPPER, C

**CONTACT NAME AND ORGANIZATION:** Bob Chatfield or Wally Wilhoite,  
Personnel Information Resources  
Management Staff

**TELEPHONE NUMBER:** (404) 639-2372

## **STAFFING**

### **EEO Data**

**TITLE:** EEO AFFIRMATIVE ACTION PLANNING

**AGENCY:** Department of Navy, Office of the Chief of Naval Research

**DESCRIPTION:** Package designed to streamline the process and reduce staff hours spent calculating totals and percentages during compilation of the annual Affirmative Employment Plan (AEP). Program requires familiarity with EEOC forms used in preparing the AEP and Lotus 1-2-3 version 2.2. Program also requires a laser printer.

**EQUIPMENT:** IBM-XT compatible

**PROGRAMMING LANGUAGE:** Lotus 1-2-3 ver 2.2

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## STAFFING

### Other

**TITLE:** AUTOMATED SF 1390 FORM

**AGENCY:** Department of the Interior, Office of the Secretary

**DESCRIPTION:** This application uses a forms design program for entry of data required in the processing of Senior Executive Service (SES) cases for Departmental and OPM action. The program leads the user through each field and prompts for required data elements. Cases are saved for future use and are printed on a laser printer with variable font controls. Eliminates need to manually type the SF 1390.

**EQUIPMENT:** MS-DOS microcomputer (XT or AT); H. P. LASERJET II printer

**PROGRAMMING LANGUAGE:** FORM FILLER, Ver. 2.0 (Bloc Publishing)

**CONTACT NAME AND ORGANIZATION:** John McCormack, Office of the Secretary, Department of Interior

**TELEPHONE NUMBER:** (202) 208-4110



## **STAFFING**

### **Other**

**TITLE:** SCHEDULE C AND DETAIL TRACKING SYSTEM

**AGENCY:** Department of Justice

**DESCRIPTION:** Microcomputer-based automated tracking system designed to accept Schedule C appointee or detail position data for the purpose of preparing management information reports.

**EQUIPMENT:** Microcomputer XT/AT with 640 K of RAM

**PROGRAMMING LANGUAGE:** dBASE III

**CONTACT NAME AND ORGANIZATION:** Patrick Kenny, Department of Justice,  
Personnel Staff

**TELEPHONE NUMBER:** (202) 514-6788

## STAFFING

Other

**TITLE:** INDUCTION SYSTEM

**AGENCY:** Panama Canal Commission

**DESCRIPTION:** Assists in the processing of new employees. By inputting specific employee information, a variety of government-wide and agency forms are printed. Employee information is stored to produce monthly and on-request reports on employees processed. Source code and documentation are available.

**EQUIPMENT:** IBM compatible microcomputer with 512 K RAM

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** Jaime Chang, Panama Canal  
Commission, Office of Personnel  
Administration, Unit 2300, APO, AA 34011

**TELEPHONE NUMBER:** (507) 52-3120

## STAFFING

Other

**TITLE:** CALCULATING SERVICE COMPUTATION DATES

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** Job aid in self-study course CALCULATING SERVICE COMPUTATION DATES. PC-based program automatically calculates employees' service computation dates, which are used in figuring employee benefits.

**EQUIPMENT:** Microcomputer (IBM compatible)

**PROGRAMMING LANGUAGE:** dBASE III

**CONTACT NAME AND ORGANIZATION:** Jeanne Miller, National Independent Study Center

**TELEPHONE NUMBER:** (303) 969-5804

## **STAFFING**

**Other**

**TITLE:** INDUCTION PROCESSING

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** An OPM and agency task group is seeking ways to simplify the paperwork involved in bringing employees on board. One of the group's aims is to facilitate the use of automation, e.g. electronic forms, in this process.

**CONTACT NAME AND ORGANIZATION:** Janice Reid, Office of Workforce Information

**TELEPHONE NUMBER:** (202) 606-4415

## STAFFING

### Other

**TITLE:** PREEMPLOYMENT TRACKING SYSTEM (PETS)

**AGENCY:** Department of Treasury, U.S. Customs Service

**DESCRIPTION:** The Preemployment Tracking System (PETS) tracks the status of drug screening, medicals, and background investigations required for various occupations in the Customs Service. Vendors with drug screening results transmit test results via modem. A number of reports assist in monitoring the program and providing personnelists with the current status for their applicants.

**EQUIPMENT:** 3B2 minicomputer with UNIX operating system

**PROGRAMMING LANGUAGE:** Informix SQL 2.1

**CONTACT NAME AND ORGANIZATION:** Nancy Little, Operational Support  
Division, Office of Human Resources

**TELEPHONE NUMBER:** (202) 634-2990

**PAY**

**Worker's Compensation**

**TITLE:** INJURY COMPENSATION

**AGENCY:** Department of Air Force

**DESCRIPTION:** Injury compensation is a Sperry/Honeywell mainframe record which uses tape input from the Department of Labor (DOL) Monthly Case Management File and Quarterly Chargeback File. The DOL information is systematically integrated with select Air Force Civilian Active/History/Air National Guard file data. The automated record provides the Air Force a real-time match of AF/DOL data and the ability to verify claim eligibility, monitor the DOL adjudication process, and to validate/track program costs. The record data can be downloaded from the mainframe for further manipulation on a minicomputer.

**EQUIPMENT:** Sperry mainframe (Base Level)/Honeywell (Headquarters Level)

**PROGRAMMING LANGUAGE:** Air Force Unique

**CONTACT NAME AND ORGANIZATION:** Richard Boylston, HQ USAF/DPCE

**TELEPHONE NUMBER:** DSN: 225-7425  
Commercial: (703) 695-7425

**PAY**

**Worker's Compensation**

**TITLE:** CAPS - FEDERAL EMPLOYEE COMPENSATION ACT MODULE

**AGENCY:** Department of Navy, Naval Education and Training Support Activity,  
Pensacola, FL

**DESCRIPTION:** Allows FECA program manager at an activity to manage case load.  
System takes a download from the Civilian Personnel Data System  
and accepts data from Department of Labor to complete case history.  
Produces individual case tracking summaries as well as aggregate reports.

**EQUIPMENT:** Minicomputer or IBM-AT compatible with 80MB hard drive

**PROGRAMMING LANGUAGE:** ORACLE

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## **PAY**

### **Time and Attendance**

**TITLE:** ELECTRONIC TIME AND ATTENDANCE SYSTEM (ETA)

**AGENCY:** Department of Agriculture, Forest Service

**DESCRIPTION:** This system provides a method for each timekeeper to prepare time and attendance data on a local computer system. The data are then collected at a central point on the unit and transmitted electronically, via a batch process, to the USDA's National Finance Center.

**EQUIPMENT:** Data General MV Series

**PROGRAMMING LANGUAGE:** INFOS Data Base programmed in COBOL

**CONTACT NAME AND ORGANIZATION:** Gary Wilson, Classification & Pay; Karen Birnstengel, Work Force Management & Systems

**TELEPHONE NUMBER:** G. Wilson (703) 235-8664  
K. Birnstengel (703) 235-1746



## **PAY**

### **Time and Attendance**

**TITLE:** PERSONAL COMPUTER TIME & ATTENDANCE REMOTE ENTRY SYSTEM (PC-TARE)

**AGENCY:** Department of Agriculture, Office of Finance and Management

**DESCRIPTION:** The Personal Computer Time & Attendance Remote Entry System (PC-TARE) is used on an IBM compatible personal computer to prepare and transmit time and attendance (T&A) data to the Department of Agriculture's National Finance Center (NFC). The Department's Payroll/Personnel System data base is maintained at NFC in a centralized computer system. Through the use of PC-TARE and local telecommunication capabilities, agencies can prepare T&A's on their personal computers and transmit them to NFC for processing.

**EQUIPMENT:** IBM compatible microcomputer, 3780 bisynchronous communication

**PROGRAMMING LANGUAGE:** Current version written in BASIC; next version will be written in CLIPPER V

**CONTACT NAME AND ORGANIZATION:** Information Center, Department of Agriculture, Office of Finance and Management, National Finance Center

**TELEPHONE NUMBER:** (504) 255-5230

**PAY**

**Time and Attendance**

**TITLE:** REMOTE ENTRY TIME AND ATTENDANCE SYSTEM

**AGENCY:** Department of Commerce

**DESCRIPTION:** The Remote Entry Time and Attendance (T&A) System is a sophisticated integrated system utilizing microcomputers to electronically capture and format T&A and accounting information on a daily, weekly or biweekly basis. The system has over 200 front-end edits (such as valid accounting formats and relational use of pay and leave transaction codes) for pre-editing and data verification. Production of a certifiable T&A report that meets all GAO standards outlined under Title 6 is realized. The system is specifically designed to meet the T&A processing and transmission needs of users of the USDA National Finance Center automated personnel/payroll system.

**EQUIPMENT:** IBM or compatible microcomputer with the following memory requirements: 260K of free memory (after DOS is loaded); less than 100 bytes additional memory per employee; total of 300K should be sufficient. Minimum of 2 disk drives; one of which must be a floppy drive. A network drive may be used to store the system (program) files, but two other drives are required for data entry and backup.

**PROGRAMMING LANGUAGE:** C

**CONTACT NAME AND ORGANIZATION:** Sheila M. Fleishell, Office of Human Resources Management

**TELEPHONE NUMBER:** (202) 482-1142

## **PAY**

### **Time and Attendance**

**TITLE:** TIME & ATTENDANCE SUSPENSE SYSTEM

**AGENCY:** General Accounting Office

**DESCRIPTION:** This system tracks all of the T&A records that reject from PC-Tare, the NFC T&A system. These records remain active until the T&A is processed or corrected. This is a menu-driven system. Various reports are generated by pay period, office, and reason that the T&A rejected.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Cleo Young, Personnel

**TELEPHONE NUMBER:** (202) 512-4185

## **PAY**

### **Time and Attendance**

**TITLE:** TIME AND ATTENDANCE INFORMATION MANAGEMENT SYSTEM (TAIMS)

**AGENCY:** Department of Health and Human Services

**DESCRIPTION:** The Time and Attendance Information System Management (TAIMS) will enable our timekeepers to maintain time and attendance data for all employees in their organization. Supervisor certification is performed on line. Data are transmitted after the close of the pay period significantly reducing the need for submitting amended and/or retroactive time and attendance data.

Some features of the TAIMS include:

- extensive front-end editing;
- automatic calculation of absences;
- electronic signature for supervisor certification;
- encryption of data files for security purposes; and
- report generation capabilities.

**EQUIPMENT:** Microcomputer with KERMIT or DPZ for telecommunications

**PROGRAMMING LANGUAGE:** C++

**CONTACT NAME AND ORGANIZATION:** A. Margaret Cross, Systems Design and Analysis Division/OHRIM/OASPER

**TELEPHONE NUMBER:** (202) 690-7030

**PAY**

**Time and Attendance**

**TITLE:** PAPERLESS TIME AND ATTENDANCE SYSTEM

**AGENCY:** Department of the Interior

**DESCRIPTION:** The Paperless Time and Attendance System is used on IBM compatible personal computers to prepare and transmit time and attendance (T&A) data to the Bureau of Reclamation's Administrative Service Center, Payroll Operations Division (PAY/PERS). Timekeepers prepare T&A data on their personal computers and transmit the records to the supervisor for electronic certification through a local area network. The system administrator accesses the records from the network, processes them, and transmits them to PAY/PERS.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** C

**CONTACT NAME AND ORGANIZATION:** Virginia G. Miles

**TELEPHONE NUMBER:** (703) 648-7474

**PAY**

**Time and Attendance**

**TITLE:** ELECTRONIC TIME AND ATTENDANCE SYSTEM

**AGENCY:** National Science Foundation

**DESCRIPTION:** Electronic Time and Attendance System (ETAS) provides electronic flexitime sign-in/sign-out records. Flexitime employees electronically sign-in upon arrival and sign-out at final departure each day and record any absences and premium time worked.

**EQUIPMENT:** MS-DOS compatible microcomputer on a 3Com EtherNet

**PROGRAMMING LANGUAGE:** C, GUPTA software is used to facilitate communication between data base servers.

**CONTACT NAME AND ORGANIZATION:** Joan Miller, Payroll; Carolyn LaLumiere,  
Information Resources Management

**TELEPHONE NUMBER:** J. Miller (202) 357-7757  
C. LaLumiere (202) 357-5912

**PAY**

**Time and Attendance**

**TITLE:** ELECTRONIC TIMECARD SYSTEM

**AGENCY:** National Science Foundation

**DESCRIPTION:** Electronic Timecard System (ETS) provides complete on-line, real time accounting for hours worked, leave, compensatory time, credit hours earned and used, and restored and advanced leave. Supervisors approve timecards on-line and individuals may review their own timecard and leave accounts on-line. The system has eliminated the processing and filing of paper timecards.

**EQUIPMENT:** HP3000 Series 70/Access by microcomputer terminals

**PROGRAMMING LANGUAGE:** COBOL II using IMAGE data base and V3000 screen painter

**CONTACT NAME AND ORGANIZATION:** Joan Miller, Payroll; Carrie Dira, Information Resources Management

**TELEPHONE NUMBER:** J. Miller (202) 357-7757  
C. Dira (202) 357-5917

**PAY**

**Time and Attendance**

**TITLE:** TIMECARDS

**AGENCY:** Department of Navy, OCPM

**DESCRIPTION:** This program allows for generation of time cards from the employee, up to the supervisor for approval. It allows for flexible time and compressed work schedule.

**EQUIPMENT:** 3COM Network

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779



**PAY**

**Other**

**TITLE:** PAY AND LEAVE SYSTEM (PALS)

**AGENCY:** Department of Agriculture, Animal and Plant Health Inspection Service

**DESCRIPTION:** The Pay and Leave System (PALS) provides an automated means of tracking pay adjustments, non-receipt of pay checks, garnishments and waiver actions. It provides workload measurement data on all work performed in our Leave and Compensation Unit. When actions are entered they are coded with the reason for the action allowing us to produce reports showing problem areas.

**EQUIPMENT:** PRIME 9950 (minicomputer); computer work stations (terminals directly connected to the PRIME)

**PROGRAMMING LANGUAGE:** ORACLE, COBOL

**CONTACT NAME AND ORGANIZATION:** Gail Moses, Management Analyst,  
Human Resources Operations

**TELEPHONE NUMBER:** (612) 370-2176

**PAY**

**Other**

**TITLE:** UNEMPLOYMENT COMPENSATION

**AGENCY:** Department of the Air Force

**DESCRIPTION:** Unemployment compensation is a Sperry/Honeywell mainframe record which systematically incorporates personnel office input of ES 931, "Request for Separation and Wage Data," with select Air Force Civilian Active/History file data. Quarterly state bills are input centrally. Quarterly, additional file matches with the Air Guard files produce standard reports to the Air Force major commands, Air National Guard and individual states. The automated record permits the Air Force to verify claim eligibility, monitor the state adjudication process and validate/track program costs. The record data can be downloaded from the mainframe for further manipulation on a microcomputer.

**EQUIPMENT:** Sperry mainframe (Base Level)/Honeywell (Headquarters Level)

**PROGRAMMING LANGUAGE:** Air Force Unique

**CONTACT NAME AND ORGANIZATION:** Richard Boylston, HQ USAF/DPCE

**TELEPHONE NUMBER:** DSN: 225-7425  
Commercial: (703) 695-7425

**PAY**

**Other**

**TITLE:** LEAVE AUDIT SPREAD SHEET

**AGENCY:** General Accounting Office

**DESCRIPTION:** This spreadsheet is used to audit an individual's leave (annual, sick, compensating or other). If discrepancies are found in an individual's leave, this routine helps resolve the issue by eliminating the drudgery of the manual calculations. The user needs only key in the number of hours used per pay period; all other calculations are done automatically.

**EQUIPMENT:** Microcomputer

**PROGRAMMING LANGUAGE:** Lotus 1-2-3

**CONTACT NAME AND ORGANIZATION:** Le'Vae Ford, Personnel

**TELEPHONE NUMBER:** (202) 512-3690

PAY

Other

**TITLE:** PAYGUIDE

**AGENCY:** General Accounting Office

**DESCRIPTION:** This system automatically calculates the minimum and maximum rates within which GAO evaluator pay can be set for most personnel actions. It also contains written guidance on pay setting, with examples, as well as all pay schedules applicable to GAO employees.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** FOXBASE +

**CONTACT NAME AND ORGANIZATION:** Roger Menke, Personnel

**TELEPHONE NUMBER:** (202) 512-8097

**PAY**

**Other**

**TITLE:** W 2 DISPLAY

**AGENCY:** Department of Health and Human Services

**DESCRIPTION:** The W 2 Display System provides an automated tool for the Servicing Personnel Offices to correct addresses and authorize the issuance of W-2's for nonreceipt or duplicate requests.

**EQUIPMENT:** WANG System and microcomputers

**PROGRAMMING LANGUAGE:** COBOL

**CONTACT NAME AND ORGANIZATION:** Joe Colantuoni, Personnel and Pay  
Systems Division/OHRIM/OASPER

**TELEPHONE NUMBER:** (202) 619-0451

**PAY**

**Other.**

**TITLE:** PAY-SETTING

**AGENCY:** Department of Labor

**DESCRIPTION:** This project is currently under development. It is an automated method of determining new pay rates applicable in personnel actions. Presently may be used to determine promotion pay and highest previous rate, using Labor's highest previous rate rules. Further scheduled development includes special rates and locality pay.

**EQUIPMENT:** Minimum configuration is a 286 PC with monochrome monitor. Designed as a stand-alone application.

**PROGRAMMING LANGUAGE:** Level 5

**CONTACT NAME AND ORGANIZATION:** Ann Rzepka, Directorate of Personnel Management, Office of the Assistant Secretary for Administration and Management

**TELEPHONE NUMBER:** (202) 219-6532

**PAY**

**Other**

**TITLE:** PAYPERNET BULLETIN BOARD SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** PayPerNet is a public, electronic bulletin board system which provides information and files on Title 5 Special Rates, Position Classification, Pay Administration, Total Quality Management (TQM), Employee and Labor Relations, Senior Executive Service (SES), Federal Employees Pay Comparability Act of 1990 (FEPCA), Federal personnel processing and Federal Wage System. There is no cost to use PayPerNet other than the normal fee for local or long distance telephone calls. PayPerNet can be accessed 24 hours a day, 7 days a week.

**CONTACT NAME AND ORGANIZATION:** Denise Jenkins, Office of Compensation Policy, Information Analysis Division

**TELEPHONE NUMBER:** (202) 606-2092

**PAY**

**Other**

**TITLE:** PAY REFORM INFORMATION SUPPORT MODEL (PRISM)

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Pay Reform Information Support System (PRISM) is a system that is being developed to provide support for implementing the provisions of the Federal Employees Pay Comparability Act of 1990 (FEPCA). The first phase of PRISM will provide a system for maintaining and comparing private sector data (provided by BLS surveys) and Federal employee data (provided by the CPDF-based Salary & Wage survey). Other data maintained in the system include quarterly employment cost indices (ECI), General Schedule pay tables, and survey job lists. Functions include computation of Federal employee counts and average salaries; uploading of BLS surveys into survey libraries; weighting of survey data and computation of pay disparities; aging and combining of surveys; and computing the cost of locality adjustments.

**EQUIPMENT:** IBM mainframe/Novell LAN, multiple microcomputer workstations

**PROGRAMMING LANGUAGE:** SAS

**CONTACT NAME AND ORGANIZATION:** Patricia Beymer, Office of  
Compensation Policy, Information  
Analysis Division

**TELEPHONE NUMBER:** (202) 606-2189



**PAY**

**Other**

**TITLE:** SPECIAL RATES TRACKING/INFORMATION SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Special Rates Tracking/Information System (SRTIS) is a user-oriented system to process and track requests for special pay rates. The system covers General Schedule employees over whom OPM has special rate oversight responsibility under Titles 5 and 38. The data base carries information on each case from receipt to disposition, including:

- (a) Status of the case, including days to complete;
- (b) Staffing, recruitment and turnover data used to analyze the request and determine its validity;
- (c) Agency pay rate request and staff's alternative pay rate options;
- (d) Staff recommendations, approval status, approved options and costs;
- (e) Current and superseded special rate tables, with effective dates, termination dates, grades and 10 step rate schedules;
- (f) Agency, occupation, geographic location and grade coverage for each case;
- (g) Historical files from 1987.

**EQUIPMENT:** Novell LAN, multiple microcomputer workstations

**PROGRAMMING LANGUAGE:** Multi-user FOXBASE+

**CONTACT NAME AND ORGANIZATION:** Patricia Beymer, Office of  
Compensation Policy, Information  
Analysis Division

**TELEPHONE NUMBER:** (202) 606-2189

## **EMPLOYEE AND LABOR RELATIONS**

### **Adverse Actions**

**TITLE:** DISCIPLINARY AND ADVERSE ACTION LOG (ADV/ACT)

**AGENCY:** Department of Housing and Urban Development

**DESCRIPTION:** This program maintains records of all disciplinary and adverse actions. It consists of several self-explanatory menus and data entry blanks. Records are filed by name and case numbers. The user can enter/edit/delete cases, print case status, and print quarterly reports.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Linda M. Johnson, Personnel Division,  
Atlanta, GA

**TELEPHONE NUMBER:** (404) 331-4071

## EMPLOYEE AND LABOR RELATIONS

### Adverse Actions

**TITLE:** PERFORMANCE AND CONDUCT REPORT (P&C)

**AGENCY:** Department of Housing and Urban Development

**DESCRIPTION:** Using Lotus 1-2-3, this program maintains records of all disciplinary and adverse actions for both conduct and performance problems. Entries are made for the following columns as necessary: Number or Year, Name, Grade, Title, Organization, Office, Investigation Report (Yes/No), Cause of Discipline (Code), Penalty Proposal and Date, Penalty Decision and Date, Union Unit, Grievance (Yes/No), Appeal (Yes/No), Initial Action (IA) Sustained (Yes/No), IA Reversed/Mitigated (Yes/No), IA Pending (Yes/No), Final Action (FA) Sustained (Yes/No), FA Reversed/Mitigated (Yes/No), FA Pending (Yes/No). It is set up for periodic reports. Using Lotus commands, each periodic report can be used to update an overall summary report. Using Lotus commands, the summary report can be sorted with a primary sort and a secondary sort based on the columns. For example, it can be sorted by Cause of Discipline and then by Grade, or by Penalty Decision/Date and then by Year, prior to printing it.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** Lotus 1-2-3, V2.3

**CONTACT NAME AND ORGANIZATION:** Kathleen C. Stull, Personnel Division,  
Kansas City, KS

**TELEPHONE NUMBER:** (913) 236-2119

## **EMPLOYEE AND LABOR RELATIONS**

### **Adverse Actions**

**TITLE:** ADVERSE ACTIONS (HISTORICAL DATA)

**AGENCY:** Department of Justice, Drug Enforcement Administration

**DESCRIPTION:** Revision of current ADP system established for documenting all adverse action cases for historical and statistical purposes.

**EQUIPMENT:** Microcomputers equivalent to Zenith 248 with 60M hard drive, 1M of memory, and ALPS printer

**PROGRAMMING LANGUAGE:** PROGRESS (recommended selection)

**CONTACT NAME AND ORGANIZATION:** Kristin Zastrow, Drug Enforcement Administration, Chief, Employee Relations Unit (AHME)

**TELEPHONE NUMBER:** (202) 307-4010

## EMPLOYEE AND LABOR RELATIONS

### Adverse Actions

**TITLE:** ADVERSE ACTION TRACKING SYSTEM

**AGENCY:** Department of Justice, Drug Enforcement Administration

**DESCRIPTION:** This system is under development. It will provide the software needed for the tracking of disciplinary/adverse action cases from inception to decision.

**EQUIPMENT:** Microcomputers equivalent to Zenith 248 with 60M hard drive, 1M of memory, and ALPS printer

**PROGRAMMING LANGUAGE:** PROGRESS (recommended selection)

**CONTACT NAME AND ORGANIZATION:** Kristin Zastrow, Drug Enforcement Administration, Chief, Employee Relations Unit (AHME)

**TELEPHONE NUMBER:** (202) 307-4010

## EMPLOYEE AND LABOR RELATIONS

### Labor Relations

**TITLE:** LABOR-MANAGEMENT RELATIONS TRACKING SYSTEM  
(LMRTS)

**AGENCY:** Department of Housing and Urban Development

**DESCRIPTION:** This system tracks current Labor Relations cases. It can search for a particular case in the data base by various data elements. The system produces a log of Labor Relations cases and biweekly reports of Labor Relations activities.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Richard M. Davis, Personnel Division,  
Atlanta, GA

**TELEPHONE NUMBER:** (404) 331-4071

## **EMPLOYEE AND LABOR RELATIONS**

### **Labor Relations**

**TITLE:** LABOR RELATIONS ACTIVITIES TRACKING SYSTEM

**AGENCY:** Department of Justice, Immigration & Naturalization Service

**DESCRIPTION:** This system is under development. The data maintained by this system will be manually entered during the different phases of bargaining unit employees third step grievances, arbitrations and unfair labor practices. Status reports will be generated to track workload statistics and timeframes for cases.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** Q8A

**CONTACT NAME AND ORGANIZATION:** Carl Green, Immigration & Naturalization Service, Northern Region Personnel Division

**TELEPHONE NUMBER:** (612) 725-3496

## **EMPLOYEE AND LABOR RELATIONS**

### **Labor Relations**

**TITLE:** LABOR/EMPLOYEE RELATIONS ACTIONS TRACKING SYSTEM

**AGENCY:** Department of Navy

**DESCRIPTION:** System tracks employee/labor relations actions including unfair labor practice charges, negotiated grievances, requests for information, union, congressionals and awards.

**EQUIPMENT:** IBM XT microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779



## EMPLOYEE AND LABOR RELATIONS

### Health & Counseling

**TITLE:** NURSING INFORMATION PROCESSING/RETRIEVAL SYSTEM (NIPRS)

**AGENCY:** Department of Agriculture, Food & Nutrition Service

**DESCRIPTION:** NIPRS is designed to track visitors to an agency health unit. The system uses state-of-the-art data entry screens, browse windows and user-defined data tables. It provides a wide variety of reports on illnesses and injuries for statistical record-keeping and management information. The software is especially valuable for clinics that cross-service different agencies/clients and need tracking data for reimbursable charging. NIPRS also has features to track special events such as blood donor drives, health fairs, etc.

**EQUIPMENT:** IBM compatible microcomputer and/or LAN

**PROGRAMMING LANGUAGE:** FoxPro (Multi-User)

**CONTACT NAME AND ORGANIZATION:** Quentin A. Robinson, Chief, Personnel Systems and Information Staff, Personnel Division

**TELEPHONE NUMBER:** (703) 305-2326

## **EMPLOYEE AND LABOR RELATIONS**

### **Health and Counseling**

**TITLE:** EMPLOYEE HEALTH MAINTENANCE EXAM (EHME)

**AGENCY:** Department of Housing and Urban Development

**DESCRIPTION:** This system is used by the Office of Personnel to determine which staff members are entitled to receive a physical exam through the Health Services Unit. The system performs computations based on the staff members' ages and dates of their last physical and produces a list of eligible candidates. It also produces letters notifying the selected staff members that they are eligible to receive a physical. Summary reports showing names and dates of staff receiving physical exams are also available.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** Maryann Donovan, Personnel Division,  
Denver, CO

**TELEPHONE NUMBER:** (303) 844-4436

## EMPLOYEE AND LABOR RELATIONS

### Health and Counseling

**TITLE:** HARDSHIP CASES

**AGENCY:** Department of Justice, Drug Enforcement Administration

**DESCRIPTION:** This system is under development. It will develop the software needed for the collection, tracking and reporting of hardship cases.

**EQUIPMENT:** Microcomputers equivalent to Zenith 248 with 60M hard drive, 1M of memory, and ALPS printer

**PROGRAMMING LANGUAGE:** PROGRESS (recommended selection)

**CONTACT NAME AND ORGANIZATION:** Kristin Zastrow, Drug Enforcement Administration, Chief, Employee Relations Unit (AHMF)

**TELEPHONE NUMBER:** (202) 307-4010

## **EMPLOYEE AND LABOR RELATIONS**

### **Health and Counseling**

**TITLE:** EMPLOYEE ASSISTANCE PROGRAM

**AGENCY:** National Labor Relations Board

**DESCRIPTION:** Employee Assistance Program (EAP) is an automated system for the identification of appropriate EAP treatment centers according to the participant's location, health insurance coverage and affordability.

**EQUIPMENT:** MS-DOS compatible microcomputers

**PROGRAMMING LANGUAGE:** Dataflex DBMS

**CONTACT NAME AND ORGANIZATION:** Mary LaMontagne, Employee Assistance Program, Personnel Branch

**TELEPHONE NUMBER:** (202) 634-1364

## EMPLOYEE AND LABOR RELATIONS

### Health and Counseling

**TITLE:** AIDS IN THE WORKPLACE

**AGENCY:** Department of Navy, OCPM Capital Region

**DESCRIPTION:** Interactive laser video used to provide information on AIDS to employees and supervisors. Used in a learning center environment.

**EQUIPMENT:** IBM XT compatible and laser disc player

**PROGRAMMING LANGUAGE:** Icon authoring system

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## EMPLOYEE AND LABOR RELATIONS

### Health and Counseling

**TITLE:** RANDOM DRUG TESTING SYSTEM

**AGENCY:** Panama Canal Commission

**DESCRIPTION:** System that randomly selects employees in positions identified for drug testing. Employee and position information is downloaded from a mainframe and used to randomly select employees. Has built-in security and prints employee notification forms. Keeps track of random population and selected individuals. Has provision to exclude individuals who are in a counseling program for a predetermined amount of time. Source code and documentation available.

**EQUIPMENT:** IBM compatible microcomputer with 512K RAM

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** Jaime Chang, Panama Canal Commission, Office of Personnel Administration, Unit 2300, APO, AA 34011

**TELEPHONE NUMBER:** (507) 52-3120

## EMPLOYEE AND LABOR RELATIONS

### Leave

**TITLE:** SYSTEM FOR AUTOMATED LEAVE AUDIT DOCUMENTATION (SALAD)

**AGENCY:** Department of Commerce

**DESCRIPTION:** The System for Automated Leave Audit Documentation (SALAD) is an expert system developed to automate the current labor intensive manual leave audit process. The system is "user-friendly" and designed to walk the user, using a series of questions, through the audit process. A certifiable leave audit by leave category, pay period and leave year is produced.

**EQUIPMENT:** IBM or compatible microcomputer

**PROGRAMMING LANGUAGE:** C

**CONTACT NAME AND ORGANIZATION:** Diane M. Atchinson, Office of Human Resources Management

**TELEPHONE NUMBER:** (202) 482-1141

## EMPLOYEE AND LABOR RELATIONS

### Leave

**TITLE:** LEAVE TRANSFER PROGRAM TRACKING SYSTEM

**AGENCY:** General Accounting Office

**DESCRIPTION:** This system tracks GAO employees who request leave donations and those who donate leave. Extensive preprogrammed reports are available through a user-friendly menu. Report coverage includes both current and separated employees.

**EQUIPMENT:** Microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Cleo Young, Personnel

**TELEPHONE NUMBER:** (202) 512-4185



## EMPLOYEE AND LABOR RELATIONS

### Leave

**TITLE:** LEAVE TRANSFER PROGRAM

**AGENCY:** Department of Navy, Naval Air Station, North Island

**DESCRIPTION:** Produces all correspondence required to manage the Leave Transfer Program within an activity/command.

**EQUIPMENT:** IBM-XT compatibles

**PROGRAMMING LANGUAGE:** Enable Data base

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## **EMPLOYEE AND LABOR RELATIONS**

### **Grievances and Complaints**

**TITLE:** EEO COMPLAINT TRACKING SYSTEM

**AGENCY:** Department of Agriculture, Forest Service

**DESCRIPTION:** This system provides a method to collect data about informal and formal EEO related contacts. The system generates a number of reports including individual case information, counselor workload and a variety of statistical reports as a management tool.

**EQUIPMENT:** Data General MV Series

**PROGRAMMING LANGUAGE:** Oracle Data Base using SQL\*Forms and SQL\*Reportwriter

**CONTACT NAME AND ORGANIZATION:** Sherry Hopper, Employee Relations/Labor Management Relations;  
Kris Rusk, Work Force Management & Systems

**TELEPHONE NUMBER:** (703) 235-8102

## EMPLOYEE AND LABOR RELATIONS

### Grievances and Complaints

**TITLE:** LABOR, MANAGEMENT, EMPLOYEE RELATIONS (LMER)  
SUBSYSTEM

**AGENCY:** Defense Logistics Agency

**DESCRIPTION:** The LMER is a subsystem that automatically maintains and tracks employee grievance data, employee assistance data, and performance appraisal data. It produces necessary local and DLA Headquarters reports on which this type of information is contained.

**EQUIPMENT:** AT&T 3B2

**PROGRAMMING LANGUAGE:** COBOL, MANTIS, COBOL XT, ASSEMBLER

**CONTACT NAME AND ORGANIZATION:** Marsha Harris, Management  
Information and Automation Team,  
Defense Logistics Agency

**TELEPHONE NUMBER:** DSN: 284-6217  
Commercial: (703) 274-6217

## EMPLOYEE AND LABOR RELATIONS

### Grievances and Complaints

**TITLE:** GRIEVANCE TRACKING SYSTEM

**AGENCY:** Department of Justice, Drug Enforcement Administration

**DESCRIPTION:** This system is under development. It will develop the software needed for collection, tracking and reporting of program data on grievances.

**EQUIPMENT:** Microcomputers equivalent to Zenith 248 with 60M hard drive, 1M of memory, and ALPS printer

**PROGRAMMING LANGUAGE:** PROGRESS (recommended selection)

**CONTACT NAME AND ORGANIZATION:** Kristin Zastrow, Drug Enforcement Administration, Chief, Employee Relations Unit (AHME)

**TELEPHONE NUMBER:** (202) 307-4010

## EMPLOYEE AND LABOR RELATIONS

### Grievances and Complaints

**TITLE:** CAPS - COMPLAINTS ACTION TRACKING SCREEN (CATS)

**AGENCY:** Department of Navy

**DESCRIPTION:** These are the Complaint Action Tracking Screens for the CATS subsystem in DCPDS Core. Allows the Complaints Manager to input information on formal and informal complaints using user friendly screens. Formats the personnel transaction for input into DCPDS Core.

**EQUIPMENT:** IBM-XT Compatibles

**PROGRAMMING LANGUAGE:** FoxPro

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## EMPLOYEE AND LABOR RELATIONS

### Grievances and Complaints

**TITLE:** COMPLAINTS TRACKING SYSTEM (CTS)

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Complaints Tracking System (CTS) was developed to improve EEO complaint case processing and records management accountability. The system has been developed to track EEO complaints through the EEOC regulated process, and generate an annual report on pre-complaint and complaint processing. A previously paper intensive process has been replaced with an electronic data base which is capable of producing a multiple of statistical reports.

**EQUIPMENT:** The system is LAN oriented and runs through a Windows environment through a software data management application.

**CONTACT NAME AND ORGANIZATION:** Mary Jo Quillin, Chief, Counseling and Complaints Processing Division, Office of Equal Employment Opportunity

**TELEPHONE NUMBER:** (202) 606-2460

## EMPLOYEE AND LABOR RELATIONS

### General Tracking Systems

**TITLE:** PROJECT/CASE TRACKING SYSTEM

**AGENCY:** Federal Communications Commission

**DESCRIPTION:** System to track labor management and employee relations projects and cases. Reports provided by:

- action officer,
- date received,
- organization/type,
- project/case activity, and
- work performed between specified dates.

**EQUIPMENT:** UNIX Operating System/ZILOG 110

**PROGRAMMING LANGUAGE:** INFORMIX

**CONTACT NAME AND ORGANIZATION:** Arthur Curths, Office of Associate  
Managing Director,  
Human Resources Management

**TELEPHONE NUMBER:** (202) 632-7120

## EMPLOYEE AND LABOR RELATIONS

### General Tracking Systems

**TITLE:** AHME SUSPENSE ITEMS

**AGENCY:** Department of Justice, Drug Enforcement Administration

**DESCRIPTION:** This system is under development. It will develop the software needed for collection and tracking of all suspense items in the employee relations unit.

**EQUIPMENT:** Microcomputers equivalent to Zenith 248 with 60M hard drive, 1M of memory, and ALPS printer

**PROGRAMMING LANGUAGE:** PROGRESS (recommended selection)

**CONTACT NAME AND ORGANIZATION:** Kristin Zastrow, Drug Enforcement Administration, Chief, Employee Relations Unit (AHME)

**TELEPHONE NUMBER:** (202) 307-4010



## EMPLOYEE AND LABOR RELATIONS

### General Tracking Systems

**TITLE:** ELR TRACKING SYSTEM

**AGENCY:** Department of Justice, Immigration & Naturalization Service

**DESCRIPTION:** This system tracks action in most ELR program functions such as retirement, leave transfer, continuation of pay, etc. Reports are preprogrammed to comply with the standard reports required for the various programs. Data are manually keyed into the system as each process proceeds and the reports are produced as needed.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** Bill Caddell, Immigration &  
Naturalization Service, Southern Service  
Center

**TELEPHONE NUMBER:** (214) 767-7295

## PERFORMANCE MANAGEMENT

### Performance Appraisal

**TITLE:** PERFORMANCE MANAGEMENT RECOGNITION SYSTEM (PMRS)  
TRACKING SYSTEM

**AGENCY:** Department of Agriculture, Farmers Home Administration

**DESCRIPTION:** Performance Management Recognition System is used to track performance ratings for GM employees, to generate status reports and statistical reports sorted by location, race, gender and grade.

**EQUIPMENT:** AT&T 3B2 minicomputer

**PROGRAMMING LANGUAGE:** Prelude Database

**CONTACT NAME AND ORGANIZATION:** Beth Gallagher, Human Resources  
Programs Staff

**TELEPHONE NUMBER:** (202) 245-5576

## PERFORMANCE MANAGEMENT

### Performance Appraisal

**TITLE:** PALACE AUTOMATE

**AGENCY:** Department of the Air Force

**DESCRIPTION:** PALACE Automate combines the position description, performance plan, staffing criteria and training plan into a single computer-generated core document with automated classification. The supervisor answers a series of on-screen questions to produce a printed core document which replaces traditional documents.

**EQUIPMENT:** Microcomputer with MS-DOS version 2.0 and higher

**PROGRAMMING LANGUAGE:** C Language

**CONTACT NAME AND ORGANIZATION:** Kathy Brown, HQ USAF/DPCR

**TELEPHONE NUMBER:** DSN: 227-5121  
Commercial: (703) 697-5121

## PERFORMANCE MANAGEMENT

### Performance Appraisal

**TITLE:** PERFORMANCE APPRAISAL SOFTWARE SYSTEM (PASS)

**AGENCY:** Department of Commerce

**DESCRIPTION:** PASS enables rating and approving officials using the Commerce appraisal systems to enter the data required by the system (demographics, work plans, progress reviews, appraisals, and performance awards) and produce the appropriate information on a laser printed facsimile of our form. The system not only reproduces the necessary information on the form, it does all of the computations needed to derive overall ratings and has edits to reduce errors.

**EQUIPMENT:** IBM or compatible microcomputer, 386 or better, laser printer

**PROGRAMMING LANGUAGE:** dBASE III compiled with CLIPPER

**CONTACT NAME AND ORGANIZATION:** Russ Forester, Office of Human Resources Management

**TELEPHONE NUMBER:** (202) 482-4861

## PERFORMANCE MANAGEMENT

### Performance Appraisal

**TITLE:** PERFORMANCE PAYOUT SYSTEMS

**AGENCY:** Department of Commerce

**DESCRIPTION:** These are menu-driven systems to capture performance rating data as well as calculate the merit increase and bonus for each employee. Personnel data from the main data base are downloaded into the payout system 90 days prior to September 30. The user enters ratings and scores. The system then ranks within each pay pool and creates transactions for processing of pay increases, performance ratings and bonuses.

**EQUIPMENT:** IBM compatible microcomputers, UNISYS mainframe

**PROGRAMMING LANGUAGE:** dBASE III+/CLIPPER; UNISYS COBOL

**CONTACT NAME AND ORGANIZATION:** Vicki Fox, NIST Personnel Division

**TELEPHONE NUMBER:** (301) 975-3049

## PERFORMANCE MANAGEMENT

### Performance Appraisal

**TITLE:** LABOR, MANAGEMENT, EMPLOYEE RELATIONS (LMER)  
SUBSYSTEM

**AGENCY:** Defense Logistics Agency

**DESCRIPTION:** The LMER is a subsystem that automatically maintains and tracks employee grievance data, employee assistance data, and performance appraisal data. It produces necessary local and DLA Headquarters reports on which this type of information is contained.

**EQUIPMENT:** AT&T 3B2

**PROGRAMMING LANGUAGE:** COBOL, MANTIS, COBOL XT, ASSEMBLER

**CONTACT NAME AND ORGANIZATION:** Marsha Harris, Management  
Information and Automation Team,  
Defense Logistics Agency

**TELEPHONE NUMBER:** DSN: 284-6217  
Commercial: (703) 274-6217

## **PERFORMANCE MANAGEMENT**

### **Performance Appraisal**

**TITLE:** PERFORMANCE RATING AWARDS SYSTEM

**AGENCY:** Department of Education

**DESCRIPTION:** This is a password protected menu-driven system. The system provides users the ability to enter performance ratings and awards data for Performance Management Recognition System and General Performance Appraisal System employees. The edited transactions records are uploaded to a mainframe. These data are then certified and subsequently transmitted to generate the appropriate personnel and payroll actions.

**EQUIPMENT:** Microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS, dBASE IV

**CONTACT NAME AND ORGANIZATION:** Calik Jabarei, Personnel Systems Staff,  
Department of Education

**TELEPHONE NUMBER:** (202) 401-0531

## PERFORMANCE MANAGEMENT

### Performance Appraisal

**TITLE:** COMMON FUNCTION AUTOMATED POSITION DESCRIPTIONS  
AND PERFORMANCE STANDARDS SYSTEM (CAPPS)

**AGENCY:** Department of Energy

**DESCRIPTION:** CAPPS allows users to view or print position descriptions and standards. CAPPS also allows users to download documents to a microcomputer (PC) workstation where users may modify the document, add employee-specific information to the standards, print the standards in the Performance Appraisal Plan section of the Performance Record (form DOE F 3430.7) and print a letter quality copy of the PD. 1 system now in place. The system is designed as a single user system.

**EQUIPMENT:** AMDAHL

**CONTACT NAME AND ORGANIZATION:** Jan Flynt, Human Resource Information  
Systems

**TELEPHONE NUMBER:** (202) 586-1304



## PERFORMANCE MANAGEMENT

### Performance Appraisal

**TITLE:** DEA JOB INFORMATION SYSTEM (DEAJIS)

**AGENCY:** Department of Justice, Drug Enforcement Administration

**DESCRIPTION:** In order to maintain and access the vast data base associated with the Special Agent occupational series, an automated job information system (DEAJIS) was developed. The job information is used to validate DEA personnel/human resource management programs and to establish ongoing support for Special Agent staffing and recruitment, performance appraisal, training and development. Beginning in 1985, DEA began design of an automated, on-line job information system which utilizes the information derived from a multi-purpose job analysis. DEAJIS presently supports the following major objectives:

- 1) document the Special Agent job analysis and concomitant data collection records;
- 2) entry and analysis of performance appraisals; and
- 3) inquiry against job analysis information and linkages to other DEA human resource management systems.

**EQUIPMENT:** DOJ mainframe computer system model 204

**CONTACT NAME AND ORGANIZATION:** Jean McNelis, Drug Enforcement Administration, Office of Personnel, Validation & Analysis Staff

**TELEPHONE NUMBER:** (202) 307-4143

## PERFORMANCE MANAGEMENT

### Performance Appraisal

**TITLE:** AUTOMATED PERFORMANCE AWARD FUND MANAGER

**AGENCY:** Department of Labor

**DESCRIPTION:** Menu-driven application allows managers to assign ratings, enter alternative PMS or PMRS award fund distribution and calculate the results. Creates final certification report and graphic representations of distribution by various factors. Based upon NIH Lotus 1-2-3 program.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** Lotus 1-2-3

**CONTACT NAME AND ORGANIZATION:** Drucilla Simms, Directorate of  
Personnel Management, Office of Human  
Resource Information

**TELEPHONE NUMBER:** (202) 523-6532

## PERFORMANCE MANAGEMENT

### Performance Appraisal

**TITLE:** PERFORMANCE MANAGEMENT TICKLER SYSTEM

**AGENCY:** National Aeronautics and Space Administration, Langley Research Center

**DESCRIPTION:** This is an automated tickler system to notify rating officials when progress and final performance ratings are due.

**EQUIPMENT:** Mainframe

**PROGRAMMING LANGUAGE:** NATURAL

**CONTACT NAME AND ORGANIZATION:** Janet McKenzie

**TELEPHONE NUMBER:** (804) 864-2598

## PERFORMANCE MANAGEMENT

### Performance Appraisal

**TITLE:** PERFORMANCE APPRAISAL TICKLER SYSTEM

**AGENCY:** National Labor Relations Board

**DESCRIPTION:** Generates automated reminder memoranda to supervisors of appraisal due dates and related data for employees under their supervision. The notices are organized by bargaining unit code and are run each pay period. The system also has a query capability for producing ad hoc appraisal related reports.

**EQUIPMENT:** MS-DOS compatible microcomputer network

**PROGRAMMING LANGUAGE:** Dataflex DBMS

**CONTACT NAME AND ORGANIZATION:** Elmer B. Lovell, Chief, Program Development and PME Section

**TELEPHONE NUMBER:** (202) 254-9080

## PERFORMANCE MANAGEMENT

### Awards

**TITLE:** PERFORMANCE MANAGEMENT SYSTEMS

**AGENCY:** Commodity Futures Trading Commission

**DESCRIPTION:** Tracks type of award and summarizes award amounts by organization to control award expenditures.

**EQUIPMENT:** MS-DOS compatible microcomputers

**PROGRAMMING LANGUAGE:** SMART Integrated Software

**CONTACT NAME AND ORGANIZATION:** Chuck Lang, Personnel

**TELEPHONE NUMBER:** (202) 254-3275

## PERFORMANCE MANAGEMENT

### Awards

**TITLE:** INCENTIVE AWARDS SUBSYSTEM

**AGENCY:** Defense Logistics Agency

**DESCRIPTION:** This application is a subsystem of the Defense Logistics Agency's automated payroll cost and personnel system.

The Incentive Awards subsystem is designed to support the management of the overall awards program. It enhances the administrative processing of paperwork, tracking the status of awards and suggestions, recording completed actions, providing visibility on the benefits derived from the time and money expended, and compiling required management reports. The information collected by the subsystem reveals trends of employees' involvement in improving productivity and the Agency's commitment to encourage high achievers.

**EQUIPMENT:** IBM compatible mainframe

**PROGRAMMING LANGUAGE:** COBOL, MANTIS, COBOL XT, ASSEMBLER

**CONTACT NAME AND ORGANIZATION:** Valorie Sheppard, Management  
Information and Automation Team,  
Defense Logistics Agency

**TELEPHONE NUMBER:** DSN: 284-6217  
Commercial: (703) 274-6217

## PERFORMANCE MANAGEMENT

### Awards

**TITLE:** PERFORMANCE RATING AWARDS SYSTEM

**AGENCY:** Department of Education

**DESCRIPTION:** This is a password protected menu-driven system. The system provides users the ability to enter performance ratings and awards data for Performance Management Recognition System and General Performance Appraisal System employees. The edited transactions records are uploaded to a mainframe. These data are then certified and subsequently transmitted to generate the appropriate personnel and payroll actions.

**EQUIPMENT:** Microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS, dBASE IV

**CONTACT NAME AND ORGANIZATION:** Calik Jabarei, Personnel Systems Staff,  
Department of Education

**TELEPHONE NUMBER:** (202) 401-0531

## PERFORMANCE MANAGEMENT

### Awards

**TITLE:** CASH AWARDS PROCESSING

**AGENCY:** Department of Health and Human Services

**DESCRIPTION:** The Cash Awards Processing System provides an automated means for creating certain cash award (on-the-spot and special act or service) actions on the IMPACT System. This application has been implemented Department-wide down to the initiating office where the recommendations are created in the manager's office and electronically sent to the appropriate servicing personnel office for processing.

Some features of the Cash Awards Processing function include:

- automatic completion of selected portions of the recommendation based on information contained in the employee's personnel master record.
- elimination of extra keying.
- on-line HELP to look up information required to complete the award recommendation (i.e., table of award ranges based on degree of benefit and extent of application, etc.).

Transaction Status and Action Status provide status information on all active actions on the system, including cash awards.

**EQUIPMENT:** WANG System and microcomputers

**PROGRAMMING LANGUAGE:** COBOL

**CONTACT NAME AND ORGANIZATION:** Kathleen Orpin, Systems Design and Analysis Division/OHRIM/OASPER

**TELEPHONE NUMBER:** (202) 690-8131



## PERFORMANCE MANAGEMENT

### Awards

**TITLE:** PERFORMANCE AWARDS PROCESSING

**AGENCY:** Department of Health and Human Services

**DESCRIPTION:** The Performance Awards Processing System provides an automated means for creating performance award actions on the IMPACT System. The initiating office creates the recommendations, all management approvals and clearances are done on-line and electronically sent to the appropriate servicing personnel office for processing.

Some features of the Performance Awards Processing function include:

- automatic completion of selected portions of the recommendation based on information contained in the employee's personnel master record.
- elimination of extra keying.
- on-line HELP to look up information required to complete the performance award recommendation (i.e., table of performance ratings, etc.).
- ability to create a performance award recommendation on an employee who has left the organization.

Transaction Status and Action Status provides the status of all active actions on the system, including performance awards.

**EQUIPMENT:** WANG System and microcomputers

**PROGRAMMING LANGUAGE:** COBOL

**CONTACT NAME AND ORGANIZATION:** Kathleen Orpin, Systems Design and Analysis Division/OHRM/OASPER

**TELEPHONE NUMBER:** (202) 690-8131

## PERFORMANCE MANAGEMENT

### Awards

**TITLE:** INCENTIVE AWARDS PROGRAM (INCENT)

**AGENCY:** Department of Housing and Urban Development

**DESCRIPTION:** The system saves time in calculating data for and completing the SF 1465, Incentive Awards Report. The program will create the quarterly log, semi-annual report, and annual report for the Incentive Awards Program.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Ruth L. Eunice, Personnel Division,  
Atlanta, GA

**TELEPHONE NUMBER:** (404) 331-4071

## PERFORMANCE MANAGEMENT

### Awards

**TITLE:** PERSONNEL AWARDS DATA BASE SYSTEM (PADS)

**AGENCY:** Department of Housing and Urban Development

**DESCRIPTION:** PADS is an automated system for tracking incentive awards activity. It performs all mathematical computations and allows management immediate access to current status reports. Reports can be extracted by regional office, field office, or individual organizations. Awards data can be analyzed according to the following variables: individual employee, type of award, organization, amount of award, tangible/intangible benefit, grade/pay plan, performance rating, race, gender, and bargaining unit membership. The system also has the capability to generate the bi-annual Incentive Awards Report to headquarters from an easily manipulated reports menu. Previous fiscal years' information is also stored in the data base and can be extracted at any time for comparison and/or statistical purposes.

**EQUIPMENT:** IBM compatible microcomputer attached to Novell Netware 3 LAN

**PROGRAMMING LANGUAGE:** FoxPro

**CONTACT NAME AND ORGANIZATION:** Dale Palermo, Personnel Division,  
Kansas City, KS Regional Office

**TELEPHONE NUMBER:** (913) 236-2119

## PERFORMANCE MANAGEMENT

### Awards

**TITLE:** REGION VIII AWARDS PROGRAM (REAP)

**AGENCY:** Department of Housing and Urban Development

**DESCRIPTION:** This system is used by the Office of Personnel to provide information for all performance and superior accomplishment awards in Region VIII. It is a complete menu driven system and is designed to track all award recipients for the fiscal year and print the award certificates on the HUD-857.3, Certificate for Superior Accomplishment and the HUD-857.13, Certificate for Excellence in Performance. The system also provides reports for a full awards inventory by office or the automatically generated case number. It also prints out listings of recipient GM employees, bargaining unit employees and non-bargaining unit employees. The system also produces an annual report that computes the number and money totals of the Superior Performance awards, Special Acts or Services, Quality Step Increases, whether GS or GM, Bargaining or Non-Bargaining.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** Maryann Donovan, Personnel Division,  
Denver, CO

**TELEPHONE NUMBER:** (303) 844-4436

## PERFORMANCE MANAGEMENT

### Awards

**TITLE:** AWARDS TRACKING SYSTEM

**AGENCY:** Department of the Interior

**DESCRIPTION:** The Bureau of Reclamation, Denver Office, uses this system to track all types of awards, suggestions, and retirement certificates. The system will be upgraded to produce the statistical portion of the annual incentive awards report. The system can be used to analyze awards activity by organization code.

**EQUIPMENT:** MS-DOS compatible microcomputer

**PROGRAMMING LANGUAGE:** dBASE IV version 1.5

**CONTACT NAME AND ORGANIZATION:** Gerald McDaniel, Personnel  
Management Division

**TELEPHONE NUMBER:** (303) 236-5916

## PERFORMANCE MANAGEMENT

### Awards

**TITLE:** AWARDS TRACKING SYSTEM

**AGENCY:** Department of Justice, Drug Enforcement Administration

**DESCRIPTION:** This system is under development. It will develop the software needed for the Incentive Awards Program, including Suggestions, for collection, tracking and reporting of program data.

**EQUIPMENT:** Microcomputers equivalent to Zenith 248 with 60M hard drive, 1M of memory, and ALPS printer

**PROGRAMMING LANGUAGE:** PROGRESS (recommended selection)

**CONTACT NAME AND ORGANIZATION:** Kristin Zastrow, Drug Enforcement Administration, Chief, Employee Relations Unit (AHME)

**TELEPHONE NUMBER:** (202) 307-4010

## PERFORMANCE MANAGEMENT

### Awards

**TITLE:** AUTOMATED PERFORMANCE AWARD FUND MANAGER

**AGENCY:** Department of Labor

**DESCRIPTION:** Menu-driven application allows managers to assign ratings, enter alternative PMS or PMRS award fund distribution and calculate the results. Creates final certification report and graphic representations of distribution by various factors. Based upon NIH Lotus 1-2-3 program.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** Lotus 1-2-3

**CONTACT NAME AND ORGANIZATION:** Drucilla Simms, Directorate of  
Personnel Management,  
Office of Human Resource Information

**TELEPHONE NUMBER:** (202) 523-6532

## PERFORMANCE MANAGEMENT

### Awards

**TITLE:** PERSONNEL ACTIONS TRACKING SYSTEM

**AGENCY:** Meht Systems Protection Board

**DESCRIPTION:** SF 52 Tracking System tracks progress of SF 52's through the personnel office. Generates Vacancy Log, Awards Report, and a Classification and SF 52 Status Report for distribution to management officials.

**EQUIPMENT:** MS-DOS compatible microcomputers

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Shehya White or Denise Yaag, Human Resources Management Division

**TELEPHONE NUMBER:** (202) 653-5916



## PERFORMANCE MANAGEMENT

### Awards

**TITLE:** INCENTIVE AWARDS TRACKING SYSTEM

**AGENCY:** National Credit Union Administration

**DESCRIPTION:** Incentive awards tracking system captures organization, employee, type of award and award amount to track award expenditures.

**EQUIPMENT:** MS-DOS compatible microcomputers

**PROGRAMMING LANGUAGE:** SMART Integrated Software

**CONTACT NAME AND ORGANIZATION:** Dorothy Foster, Personnel

**TELEPHONE NUMBER:** (202) 682-9720

## PERFORMANCE MANAGEMENT

### Awards

**TITLE:** CAPS - PERFORMANCE IMPACT ANALYSIS (PARS IMPACT)

**AGENCY:** Department of Navy, Human Resources Office, Naval Undersea Warfare Center, Newport, Rhode Island

**DESCRIPTION:** This application allows the managers to perform "what if" scenarios for performance awards. Provides the capability to manage the awards pool. Formats transactions to document performance awards in DCPDS Core.

**EQUIPMENT:** Novell, Bayan Vines, LAN Manager Network

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

**PERFORMANCE MANAGEMENT**

**Other**

**TITLE:** EMPLOYEE SUGGESTION PROGRAM SYSTEM

**AGENCY:** Department of Agriculture, Farmers Home Administration

**DESCRIPTION:** This system is used to track employee suggestions. It generates monthly activity reports and adoptions.

**EQUIPMENT:** AT&T 3B2 minicomputer

**PROGRAMMING LANGUAGE:** Prelude Database

**CONTACT NAME AND ORGANIZATION:** Beth Gallagher, Human Resources  
Programs Staff

**TELEPHONE NUMBER:** (202) 245-5576

**PERFORMANCE MANAGEMENT**

**Other**

**TITLE:** IDEASAVE PROGRAM (IDEAS)

**AGENCY:** Department of Housing and Urban Development

**DESCRIPTION:** This program maintains records of all employee suggestions submitted. It will generate a log of suggestions broken down by offices and suggestion numbers. Users can enter/edit/delete records and generate quarterly and annual reports.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Kathy L. Upchurch, Mgmt. Systems  
Division, Atlanta, GA

**TELEPHONE NUMBER:** (404) 331-5199

## SECURITY

**TITLE:** SECURITY CLEARANCE TRACKING SYSTEM (SECRTS)

**AGENCY:** Department of Agriculture, Animal and Plant Health Inspection Service

**DESCRIPTION:** The Security Clearance Tracking System (SECRTS) is an automated means of tracking SF 85 and SF 86 forms being prepared for submission. It provides tickler reports on overdue responses when forms are returned to field locations and on clearances that are due for updates. It also provides workload measurement data.

**EQUIPMENT:** AT&T 3B2 (minicomputer); computer work stations (terminals directly connected to the 3B2)

**PROGRAMMING LANGUAGE:** ORACLE, COBOL

**CONTACT NAME AND ORGANIZATION:** Gail Moses, Management Analyst,  
Human Resources Operations

**TELEPHONE NUMBER:** (612) 370-2176

## SECURITY

**TITLE:** POSITION SENSITIVITY DESIGNATION SYSTEM (PSDS)

**AGENCY:** Department of Energy

**DESCRIPTION:** The PSDS is designed to determine the sensitivity designation for a particular position. The user responds to a series of yes/no questions and/or assigns points to various risk factor categories until a determination is made. When the designation is determined, a computer generated Position Sensitivity Designation Form may be printed. The user is able to choose between this system or the manual system now in place. The system is designed as a single user system.

**EQUIPMENT:** IBM or compatible microcomputers using DOS 2.0 or higher

**PROGRAMMING LANGUAGE:** dBASE III PLUS compiled using CLIPPER

**CONTACT NAME AND ORGANIZATION:** Jan Flynt, Human Resource Information Systems

**TELEPHONE NUMBER:** (202) 586-1304

## SECURITY

**TITLE:** PERSECS (PERSONNEL SECURITY SYSTEM)

**AGENCY:** Department of Justice, Immigration & Naturalization Service

**DESCRIPTION:** PERSECS is used for maintaining and monitoring the status of personnel security clearance actions on employees, applicants, and personnel under contract to INS requiring an E. O. 10450 clearance. The system also identifies the level of clearance for employees and serves as a basis for determining budget requirements and supporting information needs via standard reports or ad hoc inquiries. An automated record is created for all applicants for INS positions, non-INS Federal employees, contractors employed by INS and new Service employees. A name check record is then automatically generated by the system for each applicant and contractor, recorded in PERSECS and sent to the FBI via magnetic tape. Upon return of this tape from the FBI, the results of the FBI Name Check are recorded in the system and provided to personnel security offices in the form of a report. As each remaining personnel clearance process is completed, the record is updated. The system is then able to track and identify the status of personnel security clearance cases and processes and provide data by individual employee case, status, date of action and types of clearances. This information is provided to INS field offices through scheduled reports. Ad hoc information can be obtained by querying the data base using the FOCUS user language.

**EQUIPMENT:** Mainframe

**PROGRAMMING LANGUAGE:** COBOL

**CONTACT NAME AND ORGANIZATION:** Paul F. Vayo, Personnel Division,  
Staffing and Personnel Automation  
Programs Branch

**TELEPHONE NUMBER:** (202) 786-4445

## SECURITY

**TITLE:** PERSONNEL SECURITY INFORMATION SYSTEM (PERSSIS)

**AGENCY:** Merit Systems Protection Board

**DESCRIPTION:** PERSSIS is used to maintain and monitor the status of personnel security clearance actions on employees and applicants. The system also identifies the level of clearance for employees, and serves as a basis for determining security budget requirements. As each personnel clearance process is completed, (forms requested, received, fingerprints taken, case sent to OPM, returned and adjudicated), the record is updated. The report facilitates responding to OPM's annual inquiry of anticipated investigatory requirements.

**EQUIPMENT:** HP3000 computer or DEC minicomputer

**PROGRAMMING LANGUAGE:** Oracle SQL

**CONTACT NAME AND ORGANIZATION:** Shelya K. White, Human Resources Management Division; Barbara Wade, Information Resources Management Division

**TELEPHONE NUMBER:** (202) 653-5916



## SECURITY

**TITLE:** AUTOMATED INVESTIGATION CASE REPORTING

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** OPM is moving toward a computer-based reporting system for its background investigation (BI) reports. OPM Investigators will data-enter results of investigations into a laptop computer using software designed to prompt the Investigator to provide full details and complete responses for all types of sources (personal, medical, law enforcement, etc.). The laptop includes security software that protects the data while it's on the machine. When a report is complete, the Investigator electronically transmits it to OPM's Personnel Investigations Processing System (PIPS) mainframe computer in Boyers, PA, where a copy of the report will be printed and filed. When all pieces of the case are complete, the case file is pulled for quality control review. This process replaces OPM's current procedure of Investigators dictating the results of BI's onto cassette tapes that are sent for transcription.

The Federal agency that requested the investigation will receive a printed copy of the report mailed to them. In the future, agencies will be able to view the reports or receive printed copies at their security offices through encrypted electronic access to PIPS.

This new system will save OPM and its BI customers up to 3 weeks between the date a case is requested and the date a report is received. Mail time of cassette tapes of dictation from Investigators to transcribers, of typed reports from transcribers to OPM, and of completed files from OPM to the agency will be eliminated.

**EQUIPMENT:** GRID 1550s; laptop computer with internal 9600 baud modem; Assure security board.

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** Jeffrey Garfield, Office of Federal Investigations

**TELEPHONE NUMBER:** (202) 376-3800

## SECURITY

**TITLE:** AUTOMATION OF FINGERPRINT PROCESSING

**AGENCY:** Office of Personnel Management (OPM) in conjunction with the Internal Revenue Service (IRS) and the Federal Bureau of Investigation (FBI)

**DESCRIPTION:** A system has been developed to automate the processing of fingerprint checks for IRS applicants. OPM's Federal Investigations Processing Center is receiving the electronically transmitted fingerprints from IRS facilities located throughout the United States, and, in turn, transmitting them to the FBI with an automated tape for expeditious processing.

**EQUIPMENT:** Base IBM microcomputer, Identix add-ons

**PROGRAMMING LANGUAGE:** DOS environment

**CONTACT NAME AND ORGANIZATION:** Kathy Dillaman, Federal Investigations Processing Center

**TELEPHONE NUMBER:** (412) 794-5612

## SECURITY

**TITLE:** PERSONNEL INVESTIGATIONS PROCESSING SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Personnel Investigations Processing System (PIPS) is an automated system for scheduling, controlling, tracking, and reporting personnel investigations. At its base is the Suitability/Security Investigations Index (SII), which contains more than 4 million investigations records. Once the SII records were automated, case scheduling, tracking, and closing processes were automated. Subsequently, a system was designed to automate case reporting and transmitting of completed fieldwork. (See project titled **AUTOMATED INVESTIGATION CASE REPORTING**).

PIPS permits direct linkages between OPM and other agencies to enable them to electronically request from a menu a variety of services, including case status checks, SII searches and file releases, notify OPM of investigations they are conducting, request special agreement checks, and send messages to our Federal Investigations Processing Center.

In addition, OPM has established direct linkages with various investigative sources (e.g., FBI, Selective Service, credit reporting services) to expedite the processing of investigations.

**EQUIPMENT:** IBM mainframe

**PROGRAMMING LANGUAGE:** ADABASE files, programmed in NATURAL

**CONTACT NAME AND ORGANIZATION:** Jeffrey Garfield, Office of Federal Investigations

**TELEPHONE NUMBER:** (202) 376-3800

## TRAINING

### Processing Training Requests

**TITLE:** TRAINING REGISTRATION AND INFORMATION SYSTEM  
(TRAINS)

**AGENCY:** Department of Education

**DESCRIPTION:** The TRAINS system is used by agency Training Coordinators and training staff to electronically:

(a) submit and process registrations for internal and external training courses;

(b) schedule training rooms;

(c) print training schedules and provide access to course scheduling information;

(d) establish and maintain records of training completed;

(e) generate reports on training; and

(f) permit posting and exchange of training bulletins.

**EQUIPMENT:** IBM compatible File Server

**PROGRAMMING LANGUAGE:** ORACLE

**CONTACT NAME AND ORGANIZATION:** Judy Hickey, Horace Mann Learning  
Center

**TELEPHONE NUMBER:** (202) 401-1973

## TRAINING

### Processing Training Requests

**TITLE:** TRAINING MANAGEMENT SYSTEM (TMS)

**AGENCY:** Department of Health and Human Services

**DESCRIPTION:** The Training Management System (TMS) provides an automated means for initiation, approval, authorization, documentation, and evaluation of training by automating the tasks associated with processing the HHS 350, "Nomination for Training" form.

Some features of TMS include:

- nominate employees for training;
- create individual or group nominations;
- create a mask which allows the user to create several nominations with the same data;
- approve, certify funds, approve and authorize training;
- certify employee attendance;
- evaluate training by employee.

TMS also supports training managers by providing a series of standardized reports as well as ad hoc reports. Transaction Status and Action Status provides the status of all active actions on the system, including training actions.

**EQUIPMENT:** WANG System and microcomputers

**PROGRAMMING LANGUAGE:** COBOL

**CONTACT NAME AND ORGANIZATION:** Kathleen Orpin, Systems Design and Analysis Division/OHRIM/OASPER

**TELEPHONE NUMBER:** (202) 690-8131

## TRAINING

### Processing Training Requests

**TITLE:** STANDARD FORM 182

**AGENCY:** Department of Housing and Urban Development

**DESCRIPTION:** The program saves time usually spent completing an SF 182. Specific information is entered just as with a hard copy. The program will allow you to edit, print, and store the SF 182 information. The stored information is cross-referenced for travel and training fund information.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Chris Turner, Information Resources Management Branch, Atlanta, GA

**TELEPHONE NUMBER:** (404) 331-5196

## TRAINING

### Processing Training Requests

**TITLE:** TRAINING ANNOUNCEMENT, NOMINATION AND CONFIRMATION SYSTEM (TANCS)

**AGENCY:** Department of Housing and Urban Development

**DESCRIPTION:** The Training Announcement, Nomination, and Confirmation System (TANCS) is a PC-based multi-user LAN system. Its function is to manage the scheduling and attendance of in-house program/technical and management training courses. These courses are aimed primarily at Field Office employees. The system facilitates course management by accepting and recording nominations to attend announced courses, confirming approved attendees, and producing training course certificates. Throughout the training effort, a comprehensive data base is maintained to provide immediate access to information relating to any scheduled course.

**EQUIPMENT:** Novell 2.12 LAN based, IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** CLIPPER version Summer '87 using dBASE III & compatible files

**CONTACT NAME AND ORGANIZATION:** Rhett Stogner, Training Division,  
Washington, DC

**TELEPHONE NUMBER:** (202) 708-1184

## TRAINING

### Processing Training Requests

**TITLE:** TRAINING REQUEST TRACKING SYSTEM (TRTS)

**AGENCY:** National Science Foundation

**DESCRIPTION:** Training Request Tracking System (TRTS) provides for on-line initiation, approval and commitment of training funds for training requests formerly submitted on SF 182. Requests are processed electronically within the personnel office and employee's record of training is automatically updated when the employee enters course completion information.

**EQUIPMENT:** HP-3000 Series 70

**PROGRAMMING LANGUAGE:** COBOL II using IMAGE data base and V3000 screen painter

**CONTACT NAME AND ORGANIZATION:** John Wilkinson, Personnel; Carrie Dira, Information Resources Management

**TELEPHONE NUMBER:** J. Wilkinson (202) 357-7857  
C. Dira (202) 357-5917



## TRAINING

### Processing Training Requests

**TITLE:** CAPS - EMPLOYEE DEVELOPMENT NCPDS INTERFACE

**AGENCY:** Department of Navy, OCPM Southeast Region/CCPDS Center

**DESCRIPTION:** Training data base allows the training liaison and managers to manage the training budget, and create DD 1556 training requests. Produces an export file to create input to Naval Civilian Personnel Data System to document completion of training and training history. (Version 2.0 under development will format export file into a user-friendly screen for input to NCPDS.)

**EQUIPMENT:** IBM-AT compatibles (to be networked)

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## TRAINING

### Processing Training Requests

**TITLE:** NOS TRAINING SYSTEM

**AGENCY:** Department of Navy, Naval Ordnance Station, Indian Head, Maryland

**DESCRIPTION:** Allows managers and supervisors to transmit a "Request for Training," DD 1556, electronically using the stationwide network. "Request for Training" is processed electronically in the personnel office.

**EQUIPMENT:** PRIME mainframe

**PROGRAMMING LANGUAGE:** ORACLE

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## **TRAINING**

### **Tracking Systems**

**TITLE:** TRAINING SUBSYSTEM

**AGENCY:** Defense Logistics Agency

**DESCRIPTION:** This subsystem allows the user to track an individual's training requirements, maintain class space availability, class rosters and course completion data. This will be tested in a field environment shortly and later be deployed to all DLA activities.

**EQUIPMENT:** AT&T 3B2

**PROGRAMMING LANGUAGE:** COBOL, MANTIS, COBOL XT, ASSEMBLER

**CONTACT NAME AND ORGANIZATION:** Valorie Sheppard, Management  
Information and Automation Team,  
Defense Logistics Agency

**TELEPHONE NUMBER:** DSN: 284-6217  
Commercial: (703) 274-6217

## TRAINING

### Tracking Systems

**TITLE:** SF 182 TRACKING SYSTEM

**AGENCY:** Department of the Interior

**DESCRIPTION:** The Bureau of Reclamation, Denver Office, uses this system to track training requests and to followup on course evaluations. The system includes most of the data elements on the SF 182, provides for automatic 30, 60, and 90 day evaluation followups after the ending date of the course. On a LAN, the system allows multiple simultaneous users. This is not a fully automated training nomination system.

**EQUIPMENT:** MS-DOS compatible microcomputer on Novell LAN

**PROGRAMMING LANGUAGE:** dBASE IV version 1.5

**CONTACT NAME AND ORGANIZATION:** Gerald McDaniel, Personnel  
Management Division

**TELEPHONE NUMBER:** (303) 236-5916

## TRAINING

### Tracking Systems

**TITLE:** ACCELERATED ENGINEERING TRAINING PROGRAM TRACKER

**AGENCY:** Department of Navy, Naval Aviation Engineering Center, Lakehurst, NJ

**DESCRIPTION:** Tracking system for engineers in the accelerated training program. Spreadsheet report tracks the dates evaluations are due; dates evaluations were received in personnel office; date SF 52 was received to effect promotions; employee's and supervisor's names.

**EQUIPMENT:** IBM-XT microcomputer

**PROGRAMMING LANGUAGE:** dBASE III

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## TRAINING

### Tracking Systems

**TITLE:** COMPUTER ASSISTED TRAINING SYSTEM (CATS)

**AGENCY:** Department of Navy, Human Resources Office, Naval Warfare Center,  
Patuxent River, Maryland

**DESCRIPTION:** Allows managers and supervisors to electronically generate training requests and forward them to the personnel office. Training offices and the specialist can approve training request electronically. Generates a variety of training reports. A central course file can be accessed by users to obtain vendor information and course schedules. Linked to finance to reconcile training expenditure.

**EQUIPMENT:** Novell or Bayan Vines Network; Mini/Mainframes

**PROGRAMMING LANGUAGE:** ORACLE

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## **TRAINING**

### **Tracking Systems**

**TITLE:** MASTER TRAINING TRACKING SYSTEM

**AGENCY:** Department of Navy, Human Resources Office, Norfolk, VA

**DESCRIPTION:** Tracking system for employee training; data base includes information by department and by individual employee.

**EQUIPMENT:** IBM-XT microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## TRAINING

### Tracking Systems

**TITLE:** UPWARD MOBILITY TRACKING SYSTEM

**AGENCY:** Department of Navy, Naval Aviation Engineering Center, Lakehurst, NJ

**DESCRIPTION:** Tracking system for employees in an upward mobility training program. Lists employee and supervisor, department, training period length, dates evaluation data are due and promotion date.

**EQUIPMENT:** IBM-XT microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779



## TRAINING

### Information Systems

**TITLE:** TRAINING INFORMATION PROGRAM (TIP)

**AGENCY:** Department of Agriculture, Soil Conservation Service

**DESCRIPTION:** The Training Information Program (TIP) is an enrollment system for employees attending national training courses within the Soil Conservation Service. The data base encompasses five major functions:

- (a) enrollment of attendees;
- (b) course statistics;
- (c) printing of training certificates;
- (d) printing of notification letters to training course attendees;  
and
- (e) printing of name tags.

**EQUIPMENT:** Unix Sys V/386

**PROGRAMMING LANGUAGE:** Protocol

**CONTACT NAME AND ORGANIZATION:** Jack Linker, National Employee  
Development Staff

**TELEPHONE NUMBER:** (817) 334-5265

## TRAINING

### Information Systems

**TITLE:** AUTOMATED CIVILIAN TRAINING ADMINISTRATION AND RECORDS SYSTEMS (ACTARS)

**AGENCY:** Department of Army, Anniston Army Depot, Anniston, AL

**DESCRIPTION:** This system is used to accumulate training needs based on periodic surveys and keep records on training accomplished by employees. The system is compatible with ACPERS for maintaining current personal data. Provides quarterly and annual report data, cost data, and required reports in a variety of formats. Can be used to do vendor analysis and evaluate training progress based on goals.

**EQUIPMENT:** Minicomputer, Burroughs with BTOS

**PROGRAMMING LANGUAGE:** RBASE 5000

**CONTACT NAME AND ORGANIZATION:** Thomas A. Smith, Civilian Personnel Office, Anniston Army Depot

**TELEPHONE NUMBER:** DSN: 571-6745  
Commercial: (205) 235-6227

## TRAINING

### Information Systems

**TITLE:** TRAINING SYSTEM

**AGENCY:** Commodity Futures Trading Commission

**DESCRIPTION:** Training System records training incidents during the year for translation into the OPM annual training report. Tracks funds obligated, course completions, employee and course information.

**EQUIPMENT:** MS-DOS compatible microcomputers

**PROGRAMMING LANGUAGE:** SMART Integrated Software

**CONTACT NAME AND ORGANIZATION:** Chuck Lang, Personnel

**TELEPHONE NUMBER:** (202) 254-3275

## TRAINING

### Information Systems

**TITLE:** DEPARTMENTAL TRAINING INFORMATION SYSTEM (DTIS)

**AGENCY:** Department of Energy

**DESCRIPTION:** The DTIS is a computerized system designed to collect data regarding training instances for DOE employees. Information about all aspects of a course can be found in DTIS. This includes information on a course's life-cycle such as generation of printed SF-182's, approval by authorization official, and receipt of course evaluations. Information pertaining to each employee-student and a history of an individual's previous courses are also included.

**EQUIPMENT:** AMDAHL

**CONTACT NAME AND ORGANIZATION:** George Hofman, Human Resource  
Information Systems

**TELEPHONE NUMBER:** (301) 903-2870

## TRAINING

### Information Systems

**TITLE:** TRAINING INFORMATION SYSTEM

**AGENCY:** Federal Energy Regulatory Commission

**DESCRIPTION:** This system tracks training requests, associated costs, and office budgets. Evaluations are printed from the system after the course is finished.

Reports include individual and group training histories (from FY87 - FY93), office budget reports, and various status reports.

Currently under modification and enhancement.

**EQUIPMENT:** IBM PS/2 and HP LaserJet III

**CONTACT NAME AND ORGANIZATION:** Brian Starkey, Employee Development Branch

**TELEPHONE NUMBER:** (202) 219-2945

## TRAINING

### Information Systems

**TITLE:** AUTOMATED TRAINING INFORMATION SYSTEM

**AGENCY:** U.S. International Trade Commission

**DESCRIPTION:** Automated Training Information System used to compile the annual OPM Training report. Information is entered from SF 182. The system can be queried to get current information about types, costs, number of instances, vendors utilized, etc.

**EQUIPMENT:** MS-DOS compatible microcomputers

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** David Burns, Personnel

**TELEPHONE NUMBER:** (202) 205-2657.

## TRAINING

### Information Systems

**TITLE:** NASA TRAINING AND DEVELOPMENT SYSTEM (NTDS)

**AGENCY:** National Aeronautics & Space Administration

**DESCRIPTION:** An integrated, uniform, training information system operating in a decentralized mode at nine NASA installations. The system concept encompasses training budget management, request processing, course and classroom scheduling, registration, attendance, evaluation, classroom scheduling, training request processing, and employee training history maintenance. NTDS will interface with the NASA Personnel/Payroll System and will provide agency-wide reporting. Implementation completed by January 1994.

**EQUIPMENT:** IBM mainframe

**PROGRAMMING LANGUAGE:** ADABAS NATURAL

**CONTACT NAME AND ORGANIZATION:** Mary P. Kennedy, National Aeronautics & Space Administration

**TELEPHONE NUMBER:** (202) 358-2151

## TRAINING

### Information Systems

**TITLE:** TRAINING SYSTEM

**AGENCY:** National Credit Union Administration

**DESCRIPTION:** Employee training history and course evaluations are available on-line. Work is currently in progress to automate the initiation and approval of SF 182 and Individual Development Plans.

**EQUIPMENT:** Tandem mainframe/SMART DBMS

**PROGRAMMING LANGUAGE:** FOCUS Query

**CONTACT NAME AND ORGANIZATION:** Bob Pompa, Personnel.

**TELEPHONE NUMBER:** (202) 682-9720



## TRAINING

### Information Systems

**TITLE:** INTERNAL EMPLOYEE DEVELOPMENT SYSTEM

**AGENCY:** National Labor Relations Board

**DESCRIPTION:** Internal Employee Development System enables SF 182 data to be entered and provides training information for ad hoc reporting and for the OPM annual training report.

**EQUIPMENT:** MS-DOS compatible microcomputer network

**PROGRAMMING LANGUAGE:** Dataflex DBMS

**CONTACT NAME AND ORGANIZATION:** Gus Haskins, Chief, Employee Development

**TELEPHONE NUMBER:** (202) 634-4233

## TRAINING

### Information Systems

**TITLE:** AGENCY TRAINING SYSTEM (ATS)

**AGENCY:** U.S. Nuclear Regulatory Commission

**DESCRIPTION:** The system is designed to maintain and update all training records of employees. Users are able to track requirements, maintain space availability, produce class rosters, and record course completion data. ATS is networked throughout headquarters (Washington, DC) and regional offices. Users can conduct on-line maintenance of training records as well as produce on-line queries and hard copy reports.

**EQUIPMENT:** IBM 370 mainframe

**PROGRAMMING LANGUAGE:** Data Base 2 (DB2)

**CONTACT NAME AND ORGANIZATION:** Lillian van Santen, Organizational Development and Training; Office of Personnel

**TELEPHONE NUMBER:** (301) 492-8938

## TRAINING

### Information Systems

**TITLE:** TRAINING MANAGEMENT INFORMATION SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Training Management Information System (TMIS) is a nationwide training administration system, which is fully installed in OPM's six regional training delivery centers. Significant TMIS functionality includes: a central data base of students, instructors, facilities, and inventory of training materials; production of course calendars, rosters correspondence, course evaluation forms, student certificates and billing information; and the ability to provide management information. During Fiscal Year 1993, TMIS will be expanded to OPM's three Management Development Centers and a link to OPM's financial system will be established.

**EQUIPMENT:** Microcomputer

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** Catherine M. Sauter, Human Resources Development Group

**TELEPHONE NUMBER:** (703) 235-1060

## TRAINING

### Other

**TITLE:** CAPS - AUTOMATED CLASSROOM ENROLLMENT SYSTEM (ACES)

**AGENCY:** Department of Navy, OCPM, Pacific Region

**DESCRIPTION:** Automated Classroom Enrollment System provides the HRO Training function the capability to manage classroom rosters, classroom quotas for courses. The module provides the course administrator with the selection or non-selection rosters. Generates the administrative letters to course enrollees. Upon completion of training, the module generates the certificates of completion and the transaction to document the employee training history in the Employee Development subsystem of DCPDS Core.

**EQUIPMENT:** IBM-XT Compatibles; Novell or Bayan Vines Networks

**PROGRAMMING LANGUAGE:** FoxPro

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## TRAINING

### Other

**TITLE:** CAREERPOINT/NEW HORIZONS

**AGENCY:** Department of Treasury, Internal Revenue Service.

**DESCRIPTION:** A new computer-based, self-paced career development system is in use at the IRS Milwaukee District Office: *CareerPoint/New Horizons*. This is a commercial system which has been tailored for IRS use. It consists of five sections--organization of the IRS, employment with the IRS, employee benefits, employee responsibilities, and *CareerPoint* (career management).

The *CareerPoint* career management section is a major counseling tool which takes between 8-10 hours to complete. The program has assessment tools including a work-related values assessment, Holland's self-directed search, and the Meyers-Briggs personality type indicator, from which users can discover the areas where their values, interests, and preferences lie. *CareerPoint* also has the capability for resume writing and SF 171 preparation as well as providing information on networking.

#### Significance

In the past, career development was left solely to the employee and the employee's immediate supervisor. Now there is an automated tool available to assist employees to develop a career plan, to learn about themselves via their skills, values, and interests, to set goals and make decisions, and to discover career options within IRS.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** CareerPoint/New Horizons

**CONTACT NAME AND ORGANIZATION:** Kathy Todd, Internal Revenue Service,  
Milwaukee District Office

**TELEPHONE NUMBER:** (414) 297-1249

## RETIREMENT AND BENEFITS

**TITLE:** SEASONAL HEALTH BENEFITS

**AGENCY:** Department of Education

**DESCRIPTION:** An automated system used primarily for updating Health Benefits changes during open season. Data are captured and transmitted to the host facility for the updating of the master file.

**EQUIPMENT:** Microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Calik Jabarei, Personnel Systems Staff,  
Department of Education

**TELEPHONE NUMBER:** (202) 401-0531

## RETIREMENT AND BENEFITS

**TITLE:** AUTOMATED RETIREMENT SYSTEM (PARS)

**AGENCY:** Department of Energy

**DESCRIPTION:** The PARS System maintains individual retirement records (CSRS and FERS). The system interfaces with the PAYROLL/PERSONNEL System for retirement deductions and service history. It produces the OPM required output.

**EQUIPMENT:** AMDAHL

**CONTACT NAME AND ORGANIZATION:** George Hofman, Human Resource Information Systems

**TELEPHONE NUMBER:** (301) 903-2870

## RETIREMENT AND BENEFITS

**TITLE:** SEPARATION (SF 2806) PROCESSING

**AGENCY:** Department of Health and Human Services

**DESCRIPTION:** The Separation (SF 2806) Processing application provides the Servicing Personnel Offices on-line access to the Service history portion of the SF 2806. This application is used by the Personnel Office to:

- validate and certify the accuracy of the data;
- add, modify and/or delete personnel and pay actions;
- print SF 2806 data as needed.

**EQUIPMENT:** WANG System and microcomputers

**PROGRAMMING LANGUAGE:** COBOL

**CONTACT NAME AND ORGANIZATION:** Joe Colantuoni, Personnel and Pay  
Systems Division/OHRIM/OASPER

**TELEPHONE NUMBER:** (202) 619-0451



## RETIREMENT AND BENEFITS

**TITLE:** ELR TRACKING SYSTEM

**AGENCY:** Department of Justice, Immigration & Naturalization Service

**DESCRIPTION:** This system tracks action in most ELR program functions such as retirement, leave transfer, continuation of pay, etc. Reports are preprogrammed to comply with the standard reports required for the various programs. Data are manually keyed into the system as each process proceeds and the reports are produced as needed.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** Bill Caddell, Immigration & Naturalization Service,  
Southern Service Center

**TELEPHONE NUMBER:** (214) 767-7295

## RETIREMENT AND BENEFITS

**TITLE:** RETIREMENT PROJECTIONS/LAPSE TIME TO RETIREMENT

**AGENCY:** Department of Labor

**DESCRIPTION:** Retirement Projections computes current eligibles and projected retirements for each of the next five years by grade, occupation, geographic region and organization. Lapse Time to Retirement computes the historical lapse time between retirement eligibility and actual retirement by the same factors as above.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** SAS

**CONTACT NAME AND ORGANIZATION:** Don Dillon, Directorate of Personnel Management, Office of Human Resource Information

**TELEPHONE NUMBER:** (202) 523-6532

## RETIREMENT AND BENEFITS

**TITLE:** SEPARATIONS/RETIREMENT TRACKING SYSTEM

**AGENCY:** Department of Labor

**DESCRIPTION:** The Separations/Retirement Tracking System is an automated application designed to track all retirement and separation actions occurring in the personnel office. This system follows the path of each package from the effective date until the date it is sent to OPM. During this process, the system will keep track of the SF 52, SF 2806 and SF 1150 documents that have been requested and received. The tracking system provides the personnel clerk or regional administrator the ability to troubleshoot areas in which there are problems processing paperwork. The system will generate reports that capture all pertinent data. The reports display information showing the status of each package, as well as pinpointing overdue actions.

**EQUIPMENT:** Minimum configuration is a 286 PC, but recommend use of a 386 due to speed of application. Designed for network applications, but may be used as a standalone.

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** Virginia Medeiros, Directorate of Personnel Management, Office of the Assistant Secretary for Administration and Management

**TELEPHONE NUMBER:** (202) 219-8256

**RETIREMENT AND BENEFITS**

**TITLE:** RETIREMENT CALCULATOR

**AGENCY:** Department of Navy, Naval Education and Training Support Activity,  
Pensacola, Florida

**DESCRIPTION:** Computer calculations for retirement for the Civil Service  
Retirement System (CSRS).

**EQUIPMENT:** IBM-XT Compatibles

**PROGRAMMING LANGUAGE:** dBASE III

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## RETIREMENT AND BENEFITS

**TITLE:** THRIFT SAVINGS PLAN

**AGENCY:** U.S. Nuclear Regulatory Commission

**DESCRIPTION:** The Thrift Savings Plan (TSP) system is used by the Recruitment, Incentives and Benefits (RIB) Division of OP to record the election and distribution of contributions to the Thrift Savings Plan by NRC employees. The system is used for on-line query of participant data. The system is used by headquarters OP and the regional and satellite personnel offices. No hard copy reports are produced by the system.

**EQUIPMENT:** Data General MV/9600 minicomputer

**PROGRAMMING LANGUAGE:** IDEAL, Cyberquery/Cyberscreen (COCS) 4GL

**CONTACT NAME AND ORGANIZATION:** Darlene Mahoney-Coates, Workforce and Organization Analysis, Office of Personnel

**TELEPHONE NUMBER:** (301) 492-4080

## RETIREMENT AND BENEFITS

**TITLE:** "BENEFITSLINE" TELEPHONE INFORMATION SYSTEM

**AGENCY:** Department of Treasury, Internal Revenue Service

**DESCRIPTION:** The Central Region, IRS, is developing a voice response telephone system which will provide 20,000 employees with basic information on employee benefits provided by the Federal Government. The system, called "BenefitsLine," can be accessed via an FTS telephone number or a toll free 800 telephone number. Both employees and their spouses will be invited to use the system, which will operate 24 hours a day. The employee's Social Security Number must be entered for access into the system. Specific information will be provided under the following six major categories:

- General Benefits Information;
- Life and Health Insurance;
- Thrift Savings Plan;
- Social Security Benefits;
- OPM Annuity Estimated; and
- Miscellaneous Benefits Programs (Leave Bank, Savings Bonds, and Employee Assistance Programs).

Financial data from the IRS payroll system will be downloaded into the "BenefitsLine" system which will allow the system to compute OPM annuity estimates.

The "BenefitsLine" is a responsive way to provide information to employees and to free personnel office staff with responsibilities in these areas for other work. As configured, the general information regarding benefits would be appropriate for all Federal employees. In order for the system to compute annuity estimates, employee information has to be entered in the system. Software systems are available but compatibility of software with information in the agency's current data base must be considered. IRS estimates the implementation cost to be approximately \$100,000.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** Unix Environment - Proprietary

**CONTACT NAME AND ORGANIZATION:** Bill Quaine, IRS Central Region,  
Cincinnati, Ohio

**TELEPHONE NUMBER:** (513) 684-3535

## PERSONNEL MANAGEMENT EVALUATION

**TITLE:** QUALITY IMPROVEMENT QUESTIONNAIRE

**AGENCY:** Department of Health and Human Services

**DESCRIPTION:** Under a joint quality improvement effort directed towards improving internal and external work processes, products, and services, HHS and the National Treasury Employees Union asked supervisors and employees to rate personnel service and their own organizations along several dimensions. The supervisory and employee questionnaires constructed for this purpose were formatted for scannable answer sheets and analysis through either SPSS or Quattro Pro. The 87 item supervisory questionnaire covers personnel actions and communications. Supervisors rate the processing of personnel actions in terms of timeliness and efficiency; they assess the other two areas in terms of accuracy, completeness, relevance, and responsiveness. The 82 item employee questionnaire seeks opinions about organizational values, meeting customer needs, responsibility for quality, quality monitoring, support given to quality, and innovation.

**EQUIPMENT:** IBM compatible microcomputer, Optical Scanner

**PROGRAMMING LANGUAGE:** Scan Tools and SPSS or Quattro Pro

**CONTACT NAME AND ORGANIZATION:** John Nolan, Chief Policy and Technical Assistance Branch, HHS Region V Personnel Office

**TELEPHONE NUMBER:** (312) 353-4915

## PERSONNEL MANAGEMENT EVALUATION

**TITLE:** PERSONNEL MANAGEMENT EVALUATION QUESTIONNAIRE

**AGENCY:** Department of the Interior

**DESCRIPTION:** The Department of the Interior uses a state-of-the-art Personnel Management Evaluation Questionnaire (PMEQ) to assess the status of personnel management in its organizations. The questionnaire has been extensively field-tested and administered to more than 20,000 Federal employees. The scoring of the questionnaires is performed by an optical scanning system. The data are analyzed using two statistical packages: a COBOL report specifically designed for PMEQ and the Statistical Package for the Social Sciences.

The questionnaire contains four sections: a series of 100 items for the employee to answer; a series of 59 items for the supervisor or manager to answer; a section on demographics; and a section for additional narrative comments.

The product of a questionnaire administration to a group of employees is a detailed statistical report, including cross tabulation information, which can be used as a tool for providing an assessment of human resource issues in an organization. Department of Interior can make the PMEQ available to other departments and agencies, together with ADP support services, at a nominal cost. (The Department is in the process of updating the PMEQ and hopes to complete this process by the end of FY 93).

**EQUIPMENT:** Mainframe, Optical Scanner

**PROGRAMMING LANGUAGE:** COBOL, SPSS

**CONTACT NAME AND ORGANIZATION:** D. Marc Herschler, Chief, Personnel Management Evaluation

**TELEPHONE NUMBER:** (202) 208-6935



## **BULLETIN BOARDS**

**TITLE:** BULLETIN BOARD SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Atlanta Region of the Office of Personnel Management has a bulletin board system which was set up to distribute updated information on personnel management issues, with topical entries on staffing, training, labor-management relations, evaluations, position management, classification, pay and performance.

**CONTACT NAME AND ORGANIZATION:** Jim Slone, Atlanta Regional Office

**TELEPHONE NUMBER:** (404) 331-3460

## BULLETIN BOARDS

**TITLE:** ELECTRONIC BULLETIN BOARD SERVICE

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Electronic Bulletin Board Service (BBS) provides Federal job information for the Chicago Region. The system is operated by the Detroit Area Office. The BBS can be accessed by anyone with a computer with a communications modem day or night, 7 days a week. The system is easy to use, asks a few questions, moves right on to a list of Federal job announcements. For many of the jobs on the list there are associated files containing detailed descriptions of the duties and qualifications requirements. There are also other files on the BBS, including a Bes: Bets file, listing the jobs for which there is the greatest demand for new hires. The user can "download" the files so that they can be read or printed whenever desired.

**CONTACT NAME AND ORGANIZATION:** David Nason, Detroit Area Office

**TELEPHONE NUMBER:** (313) 226-7522

## BULLETIN BOARDS

**TITLE:** FEDERAL JOBLINE

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Federal Jobline includes the Federal Job Opportunities Listing nationwide and for each OPM office in the San Francisco Region, covering CA, NV, WA, OR, ID, AK and HI. The public access area also includes miscellaneous general information related to Federal employment and personnel. In addition to the public access area, separate conferences are maintained for Federal agency personnel staff and college placement office staff to provide/exchange information on Federal personnel issues and recruiting.

**CONTACT NAME AND ORGANIZATION:** Jim Christopher, Los Angeles Service Center

**VOICE TELEPHONE NUMBER:** (818) 575-6502

**BBS TELEPHONE NUMBER:** (818) 575-6521

## BULLETIN BOARDS

**TITLE:** HRD INFO

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** HRD INFO is an on-line human resource development (HRD) information system operated by OPM's Human Resources Development Group to keep Federal community informed about current HRD issues and to facilitate the exchange of ideas about effective HRD practices among Federal trainers nationwide.

In addition to E-Mail, searchable data bases of Government-sponsored training programs, software programs, and HRD publications, the system contains bulletins and files on training and development policy initiatives, current issues, best practices, and research efforts.

HRD INFO is free; available 24 hours a day, seven days a week; accessible through regular telephone lines from any location; and works well with ANY brand of computer and telephone modem. No pre-registration is required and there are no access limitations. The number for the bulletin board is 214-767-0565; the protocol is 8-N1.

**EQUIPMENT:** MS-DOS microcomputers

**CONTACT NAME AND ORGANIZATION:** Judith Lombard, Office of Research and Information, Human Resources Development Group

**TELEPHONE NUMBER:** (703) 235-1086

## BULLETIN BOARDS

**TITLE:** OPM EXPRESS

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Dallas Region BBS contains information on all aspects of Federal personnel management with a strong emphasis on training and development of employees. It provides listings of software of interest to personnel and information on personnel processing and recordkeeping.

The OPM EXPRESS offers a variety of conferences including Recruiting, Human Resources Development, Quality, and Personnel Records. HRD INFO, the Human Resources Development Conference, is sponsored by OPM's Human Resources Development Group (HRDG). This conference provides the latest in HRD news and bulletins. Text items on OPM policy and HRD initiatives, national training and development issues, HRD management, training courses and programs, and system use are available. Information about OPM-sponsored HRD research, executive summaries of Federal studies and reports, and training publications are also included.

The OPM EXPRESS also offers a nationwide government training opportunities data base, a worldwide Federal job opportunities data base, information and resource sharing through electronic mail, and downloading/uploading files and software programs.

**CONTACT NAME AND ORGANIZATION:** Lori Johnson, HRD Division, Dallas Regional Office

**VOICE TELEPHONE NUMBER:** (214) 767-0310  
Jeff Zwick Voice Telephone: (703) 235-1084  
(only for the BBS Conference: HRDINFO)

**BBS TELEPHONE:** (214) 767-0565

## BULLETIN BOARDS

**TITLE:** OPM FEDSJBS-PHILLY BBS

**AGENCY:** U.S. Office of Personnel Management

**DESCRIPTION:** The Philadelphia Region of the U.S. Office of Personnel Management operates the OPM FedJobs-Philly data bulletin board (BBS) which, among other things, provides Federal job information. The system went on line in January 1988 and is open to all.

When callers first log on, they are presented with the "MainBoard News." From there, they move to the menu of the MainBoard area. All callers also have the ability to move from the MainBoard area into more specialized areas called conferences. The conferences include: PERSONNEL MANAGEMENT AND EVALUATION DIVISION, REGIONAL TRAINING CENTER, CAREER AMERICA, COLLEGE, OPMEXAMS, BEYOND THE BA, SENIOR EXECUTIVE SERVICE, AGENCY, and PHILADELPHIA SERVICE CENTER. Use the "join a conference" feature to move to these areas.

The board's file directories contain all Philadelphia Region issuances and other OPM issuances available in "electronic format," including many Federal Personnel Manual issuances.

The board also maintains a message base for discussion of personnel management issues. These messages can be read on-line or can be bundled into QWK packets for viewing in offline mail-readers. Callers can also perform on-line searches of: a) the calendar of all OPM training courses and b) the series definitions of Federal jobs.

Federal Job Opportunity Lists for all the OPM regions are available for: a) on-line scrolling, b) on-line searches via the PHILLY door and the OTHER door, and c) file transfers (downloading). Callers may also request job applications be mailed to them by answering the appropriate questionnaire. The Federal Occupational Career Information System (FOCIS) is also available for use on-line.

If you need help or have questions, please call Glenn Catlin at (215) 597-4508. We would appreciate feedback from you either via the BBS or by mail or by voice.

**CONTACT NAME AND ORGANIZATION:** Glenn Catlin, Staffing Services Division, Philadelphia Region

**TELEPHONE NUMBER:** (215) 580-2216  
4 lines Speed: 2,400 through 14,400 bits per second

## BULLETIN BOARDS

**TITLE:** "OPM MAINSTREET" BULLETIN BOARD SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** An electronic Bulletin Board System (BBS) to support agencies and the public with on-line Federal Personnel guidance and job information exchange. The system includes, among other things: job listings; OPM issuances; special interest forums (Federal Quality Institute - FOI, Personnel Records/Central Personnel Data File, Presidential Management Interns, Training, etc.); vacancy announcements; and others still under development.

**EQUIPMENT:** The "OPM Mainstreet" BBS runs under eSoft's TBBS software (version 2.2) on a '386 PC with 8 Mb of memory, 630Mb of hard disk storage space, with a DigiBoard communications interface and 12 high speed modems on a rotary.

**CONTACT NAME AND ORGANIZATION:** Gerry Hayes, Chief, Office Systems  
Branch, Systems Management &  
Support Division, Office of Information  
Resources Management

**VOICE TELEPHONE NUMBER:** (202) 606-1362

**BBS TELEPHONE NUMBER:** (202) 606-4800

## BULLETIN BOARDS

**TITLE:** PAYPERNET BULLETIN BOARD SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** PayPerNet is a public, electronic bulletin board system which provides information and files on Title 5 Special Rates, Position Classification, Pay Administration, Total Quality Management (TQM), Employee and Labor Relations, Senior Executive Service (SES), Federal Employees Pay Comparability Act of 1990 (FEPCA), Federal personnel processing and Federal Wage System. There is no cost to use PayPerNet other than the normal fee for local or long distance telephone calls. PayPerNet can be accessed 24 hours a day, 7 days a week.

**CONTACT NAME AND ORGANIZATION:** Denise Jenkins, Office of Compensation Policy, Information Analysis Division

**TELEPHONE NUMBER:** (202) 606-2092



**BULLETIN BOARDS**

**TITLE:** WASHINGTON AREA SERVICE NETWORK (WASNET)

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** WASNET is the microcomputer-based Electronic Bulletin Board System of the Washington Area Service Center. Primary audiences include Federal agencies, colleges, universities, State Employment Service offices and special interest groups, i.e., handicapped and veterans' groups. WASNET contains information on Federal job information, recruiting and placement, training and various other topics of concern to the community. Registration is free.

**CONTACT NAME AND ORGANIZATION:** Bill Robinson, Washington Area Service Center

**TELEPHONE NUMBER:** (202) 606-1848

## MISCELLANEOUS

### Data Retrieval

**TITLE:** WHO IS...

**AGENCY:** Department of Agriculture, Food and Nutrition Service

**DESCRIPTION:** WHO IS... is an add-on system for users of the National Finance Center's Personnel Payroll System. Key data fields from the NFC data base are downloaded from the mainframe and converted to Xbase standard data files (.DBF's) and WHO IS allows authorized users to have read only access to the data via a local area network. The system features an extremely simple user-interface to look up an employee record. The security features can be customized to block out unauthorized users from accessing records they have no need/authorization to see. Users can easily print the data viewed and the system will print to any network printer or the user's attached printer. We have almost completely eliminated the need for hard copy rosters in Personnel by using this system. Future enhancements planned will include an automatic download to our systems at the beginning of every pay period and a comprehensive reporting system including user-defined queries.

**EQUIPMENT:** IBM compatible microcomputer and/or LAN

**PROGRAMMING LANGUAGE:** FoxPro (Multi-User)

**CONTACT NAME AND ORGANIZATION:** Quentin A. Robinson, Chief, Personnel Systems and Information Staff, Personnel Division

**TELEPHONE NUMBER:** (703) 305-2326

## MISCELLANEOUS

### Data Retrieval

**TITLE:** ACPERS DIN PROGRAM

**AGENCY:** Department of Army

**DESCRIPTION:** This is a user-friendly automated ACPERS table 002. It contains data from tables 102 and 234 and allows review of DIN definition if it is identified in table 102 or lists the PTT's that can be used to update a DIN. You can search thru DIN names or find a particular DIN. This program is only applicable to users of the Air Force PDS-C system.

**EQUIPMENT:** Microcomputer with MS-DOS

**CONTACT NAME AND ORGANIZATION:** Daniel Shipman, Fort Knox, TN

**TELEPHONE NUMBER:** (502) 624 4622/1874

## MISCELLANEOUS

### Data Retrieval

**TITLE:** READ ONLY DATA BASE (RODB) SYSTEM

**AGENCY:** Department of Defense, Washington Headquarters Services

**DESCRIPTION:** The Read Only Data Base (RODB) was created to allow data being stored in various applications to be selected, viewed and printed quickly and easily by the Directorate for Personnel and Security (DP&S). The RODB system is easy to use and allows the user to select a record or group of records using a Windows point and click interface.

The Read Only Data Base application allows users to access information from the Air Force Defense Civilian Personnel Data System (DCPDS) and the DP&S Security (PERSEC) application. The system provides access to the most frequently used information and file types from the DCPDS system. It contains civilian and military employee records, position information as well as Acquisition Program employee records. For users familiar with the DCPDS system, information from the active civilian employee (appropriated fund) record (CA), military record (CD), Acquisition Corps employee record (CY), employee training record (CM) and personnel transaction history record (CJ) files are maintained. The security information is maintained by the PERSEC application, but a RODB window is provided to allow users to view a limited amount of information for a person.

**EQUIPMENT:** 386 PC, 4 mb RAM, 100+ mb hard drive, VGA monitor

**PROGRAMMING LANGUAGE:** Novell Netware 3.11, LAN Workplace for DOS, VAX or Server Client Database, Oracle 6 SQL\*Net, Omnis 7 and Windows 3.1

**CONTACT NAME AND ORGANIZATION:** Sherree Jenkins, Directorate for Personnel & Security, Personnel Systems & Evaluation Office

**TELEPHONE NUMBER:** DSN: 223-7584  
Commercial: (703) 693-7584

## MISCELLANEOUS

### Data Retrieval

**TITLE:** DOWNLOAD DATA

**AGENCY:** Department of Health and Human Services.

**DESCRIPTION:** The Download Data Program provides the capability for users to create subset files from their local data base files (i.e., Personnel Master File, Payroll Master File, Personnel Transaction File, Payroll Transaction File and Training Files, etc.). The subset files can then be downloaded directly to the user's PC using DPZ, a terminal emulation software package. Once the data have been downloaded, the user can import that data into a variety of data base management software packages such as dBASE, Lotus 1-2-3, DataEase, QUATTRO PRO, etc.

Some features of the Download Data function are:

- ability to create and save subset files on-line;
- ability to modify the data fields selected;
- ability to create and display the subset file(s) before downloading to the PC;
- ability to select data from the IMPACT files.

Download Data will be available to managers and supervisors in serviced organizations. Access is controlled by the Servicing Personnel Office.

**EQUIPMENT:** Microcomputer with DPZ Terminal Emulation Software

**PROGRAMMING LANGUAGE:** COBOL

**CONTACT NAME AND ORGANIZATION:** Kathleen Orpin, Systems Design and Analysis Division, OHRIM/OASPER

**TELEPHONE NUMBER:** (202) 690-8131

## MISCELLANEOUS

### Data Retrieval

**TITLE:** HISTORICAL DB2 DATA BASE SYSTEM

**AGENCY:** Department of Health and Human Services

**DESCRIPTION:** The Historical DB2 Data Base System will provide the capability to retrieve information on-line from site specific data bases (i.e., Personnel Master File, Payroll Pay History File, Personnel Transaction File or the Payroll Leave History File). Reports are created in the format designed by the user. The reports contain the most current information available from the System and can be tailored to meet user needs.

Some features of the Historical DB2 Data Base System include:

- ability to create and save requests on-line;
- generate reports using the most current data bases available;
- display and print of report immediately;
- on-line HELP to look up information required to retrieve/select information.

**EQUIPMENT:** Microcomputer with modem

**PROGRAMMING LANGUAGE:** FOCUS

**CONTACT NAME AND ORGANIZATION:** Augustine Driggins, Systems  
Engineering and Maintenance  
Division/OHRIM/OASPER

**TELEPHONE NUMBER:** (202) 690-8194

## MISCELLANEOUS

### Data Retrieval

**TITLE:** PERSONNEL and PAYROLL MASTER DISPLAYS

**AGENCY:** Department of Health and Human Services

**DESCRIPTION:** The Personnel Master Display and Payroll Master Display programs provide users with direct on-line access to the most current personnel and/or payroll information available on the system. The displays provide read access only, and users are not able to modify the data.

Some features of the displays are:

- Personnel Master File is updated daily;
- Payroll Master File is updated biweekly;
- Ability to move back and forth between the two display programs by pressing a function key;
- Display and/or print entire record.

The display programs are available to both the servicing personnel offices as well as the administrative personnel, supervisors and managers of the serviced organizations.

**EQUIPMENT:** WANG System and microcomputers

**PROGRAMMING LANGUAGE:** COBOL

**CONTACT NAME AND ORGANIZATION:** Kathleen Orpin, Systems Design and Analysis Division/OHRIM/OASPER

**TELEPHONE NUMBER:** (202) 690-8131

## MISCELLANEOUS

### Data Retrieval

**TITLE:** SUPER INQUIRY

**AGENCY:** Department of Health and Human Services

**DESCRIPTION:** The Super Inquiry Program provides the capability to retrieve information on-line from site-specific data bases (i.e., Personnel Master File, Payroll Master File, Personnel Transaction File or the Payroll Transaction File). Reports are created in the format designed by the user. The reports contain the most current information available from the System and can be tailored to meet user needs.

Some features of the Super Inquiry are:

- ability to create and save requests on-line;
- generate reports using the most current data bases available;
- display and print of report immediately;
- on-line HELP to look up information required to retrieve/select information.

Super Inquiry is available to managers and supervisors in serviced organizations. Access is controlled by the Servicing Personnel Office.

**EQUIPMENT:** WANG System and microcomputers

**PROGRAMMING LANGUAGE:** COBOL

**CONTACT NAME AND ORGANIZATION:** Kathleen Orpin, Systems Design and Analysis Division/OHRIM/OASPER

**TELEPHONE NUMBER:** (202) 690-8131



## MISCELLANEOUS

### Data Retrieval

**TITLE:** TABLEMAKER

**AGENCY:** Department of Health and Human Services

**DESCRIPTION:** The TableMaker Program provides the capability to retrieve information on-line from site-specific data bases (i.e., Personnel Master File, Payroll Master File, and the Personnel or Payroll Transaction Files) and create single and multiple two-dimensional cross-reference tables reflecting counts, sums or averages. Reports are created in the format designed by the user. The reports contain the most current information available from the system and can be tailored to meet user needs.

Some features of the TableMaker function are:

- ability to create and save requests on-line;
- generate reports using the most current data bases available;
- display and print of report immediately;
- on-line HELP to look up information required to retrieve/select information.

TableMaker is available to managers and supervisors in serviced organizations. Access is controlled by the Servicing Personnel Office.

**EQUIPMENT:** WANG System and microcomputers

**PROGRAMMING LANGUAGE:** COBOL

**CONTACT NAME AND ORGANIZATION:** Kathleen Orpin, Systems Design and Analysis Division/OHRIM/OASPER

**TELEPHONE NUMBER:** (202) 690-8131

## MISCELLANEOUS

### Data Retrieval

**TITLE:** PERSONNEL QUERY PROCESSOR (PQP)

**AGENCY:** Department of the Interior

**DESCRIPTION:** The Bureau of Reclamation uses the PQP system to download personnel and payroll data from the Department's automated payroll and personnel system (PAY/PERS) biweekly. PQP provides personnel office and EEO office employees access to these data for reports, analyses, and studies. The system is menu-driven. It allows the user to select the data elements and provide selection criteria for the retrieval. The query results can be sent to the PC screen, printed, or downloaded to the PC for further use in PC data base management, spreadsheet, or word processor software.

**EQUIPMENT:** Data General minicomputer with UNIX operating system

**PROGRAMMING LANGUAGE:** Ingres DBMS

**CONTACT NAME AND ORGANIZATION:** Gerald McDaniel, Personnel Management Division

**TELEPHONE NUMBER:** (303) 236-5916

**MISCELLANEOUS**

**Data Retrieval**

**TITLE:** EMPLOYEE RECORDS ACCESS SYSTEM

**AGENCY:** National Credit Union Administration

**DESCRIPTION:** Employee Records Access System is used by personnel and administrative coordinators to access personnel system data for ad hoc reporting.

**EQUIPMENT:** Tandem mainframe/SMART DBMS

**PROGRAMMING LANGUAGE:** FOCUS Query

**CONTACT NAME AND ORGANIZATION:** Dorothy Foster, Personnel

**TELEPHONE NUMBER:** (202) 682-9720

## MISCELLANEOUS

### Data Retrieval

**TITLE:** INTERNAL PERSONNEL MANAGEMENT SYSTEM

**AGENCY:** National Labor Relations Board

**DESCRIPTION:** Internal Personnel Management System is an ad hoc reporting system using selected personnel and payroll data elements downloaded from mainframe data.

**EQUIPMENT:** MS-DOS compatible microcomputers

**PROGRAMMING LANGUAGE:** Dataflex DBMS

**CONTACT NAME AND ORGANIZATION:** Anthony Wonkovich, Chief, Personnel Operations Section

**TELEPHONE NUMBER:** (202) 254-9044

## MISCELLANEOUS

### Data Retrieval

**TITLE:** CAPS - EMPLOYEE REVIEW PROGRAM

**AGENCY:** Department of Navy, Naval Supply Center, Norfolk, VA

**DESCRIPTION:** Using a data download from the Naval Civilian Personnel Data System (NCPDS), displays in a user-friendly data base an employee's individual record. Employee can review the records and provide supporting documentation to make changes to the NCPDS. Assists in quality control of the NCPDS data base. Includes employee, position, and reduction-in-force data elements.

**EQUIPMENT:** IBM-XT compatibles, Novell and Banyan Vines Networks

**PROGRAMMING LANGUAGE:** FoxPro

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## MISCELLANEOUS

### Data Retrieval

**TITLE:** CENTER HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (CHRIS)

**AGENCY:** Department of Navy, Naval Surface Warfare Center, Dahlgren, VA

**DESCRIPTION:** Using a download from the Naval Civilian Personnel Data System, CHRIS allows managers, supervisors, and personnel specialists to manipulate the data. CHRIS allows for reports, projections, modeling using a statistical data base. It is functional in a network environment.

**EQUIPMENT:** VAX minicomputer

**PROGRAMMING LANGUAGE:** ORACLE

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## MISCELLANEOUS

### Data Retrieval

**TITLE:** MACHINE ASSISTED INPUT DESIRE (MAID)

**AGENCY:** Department of Navy

**DESCRIPTION:** MAID (Machine Assisted Input Desire) is a plain English translator for producing reports from the Air Force personnel system. MAID is menu-driven and creates programs in the Air Force system retrieval language, Direct English Statement Information Retrieval. It includes a tool to tailor programs to the specific needs of the agency.

**EQUIPMENT:** IBM-XT microcomputer

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

**MISCELLANEOUS**

**Data Retrieval**

**TITLE:** MACINTOSH NCPDS USER FRIENDLY SCREENS

**AGENCY:** Department of Navy, Naval Weapons Center, China Lake, CA

**DESCRIPTION:** User-friendly screens to interface with the Naval Civilian Personnel Data System. Written to function in a Macintosh environment.

**EQUIPMENT:** Apple Macintosh

**PROGRAMMING LANGUAGE:** C

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779



## MISCELLANEOUS

### Data Retrieval

**TITLE:** MANPOWER

**AGENCY:** Department of Navy, Trident Submarine Base, Bangor, Washington

**DESCRIPTION:** Manpower uses a download from the Naval Civilian Personnel Data System and reformats the data for use by managers, supervisors, and personnel specialists using a user-friendly report generator.

**EQUIPMENT:** IBM-XT compatibles, Novell and Bayan Vines Network operating systems

**PROGRAMMING LANGUAGE:** dBASE III compiled in FoxBase

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## MISCELLANEOUS

### Travel

**TITLE:** TRAVEL VOUCHER SYSTEM

**AGENCY:** National Credit Union Administration

**DESCRIPTION:** Travel vouchers are produced in the field using portable PC's and an automated form. Hard copies are printed, approved and sent to headquarters. The voucher information is audited and entered in the voucher system which interfaces the accounting system. Checks are cut and expense accounts debited. A variety of reports are available.

**EQUIPMENT:** Tandem mainframe

**PROGRAMMING LANGUAGE:** Travel Advance and Voucher Information System  
by G. teway, Inc.

**CONTACT NAME AND ORGANIZATION:** Ron Aaron, Personnel

**TELEPHONE NUMBER:** (202) 682-9710

**MISCELLANEOUS**

**Travel**

**TITLE:** AUTOMATED TRAVEL ORDER SYSTEM (ATOS)

**AGENCY:** Department of Navy, Navy Regional Finance Center, Washington, DC

**DESCRIPTION:** Automated travel order system designed to integrate with the accounting system at the Personnel Support Detachments throughout the Department of the Navy. Produces travel orders for civilian and military personnel; computes per diem rates; produces a travel voucher.

**EQUIPMENT:** IBM-XT compatible (network version under development)

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

**MISCELLANEOUS**

**Travel**

**TITLE:** CAPS - GENUS TRAVEL

**AGENCY:** Department of Navy, NARDAC, Norfolk, VA

**DESCRIPTION:** Allows activity to create a personnel data base and, with minimal input, generate a DD 1610, "Travel Order." Data base allows for management of the travel budget.

**EQUIPMENT:** IBM-AT compatible

**PROGRAMMING LANGUAGE:** dBASE III compiled in CLIPPER

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

**MISCELLANEOUS**

**Other**

**TITLE:** EMERGENCY LOCATOR SYSTEM

**AGENCY:** Agency for International Development

**DESCRIPTION:** Emergency Locator System provides pertinent information on employees such as location and next of kin so contacts can be made in the case of an emergency.

**EQUIPMENT:** IBM 3083 w/IDMS

**PROGRAMMING LANGUAGE:** COBOL II

**CONTACT NAME AND ORGANIZATION:** Barbara English, Personnel; Paul Eavy,  
Information Resources Management

**TELEPHONE NUMBER:** B. English (202) 663-1447  
P. Eavy (202) 875-1353

## MISCELLANEOUS

Other

**TITLE:** SURVEY OF ADMINISTRATIVE SYSTEMS REPORTING SYSTEM

**AGENCY:** Department of Commerce

**DESCRIPTION:** The Survey of Administrative Systems Reporting System (SASREPS) is an output mechanism for a data base containing information about administrative systems being used throughout the Federal Government. The data were collected in an effort to promote the sharing of applications and to reduce the amount of time IRM organizations are spending in development of administrative systems.

**EQUIPMENT:** IBM microcomputer or compatible

**PROGRAMMING LANGUAGE:** CLIPPER 5.0

**CONTACT NAME AND ORGANIZATION:** George Imber, Office of Systems and Telecommunications, IRM

**TELEPHONE NUMBER:** (202) 482-0873

## MISCELLANEOUS

### Other

**TITLE:** AUTOMATED DEPARTMENTAL DIRECTIVES SYSTEM (ADDS)

**AGENCY:** Department of Energy

**DESCRIPTION:** The ADDS is a mainframe system designed to include all DOE orders, notices and Secretary of Energy Notices. It features dial-up access by users, on-line text search and retrieval, and standard reports.

**EQUIPMENT:** AMDAHL using BASISplus (a text management software)

**CONTACT NAME AND ORGANIZATION:** George Hofman, Human Resource Information Systems

**TELEPHONE NUMBER:** (301) 903-2870

## MISCELLANEOUS

### Other

**TITLE:** THE SUBSIDY FOR ENERGY EMPLOYEES TRANSIT SYSTEM (SEETS)

**AGENCY:** Department of Energy

**DESCRIPTION:** SEETS processes applications for subsidized fare cards and bus tokens. Applications are checked against PAY/PERS data to make sure they're bona fide employees and they're checked against data from the DOE Parking System to make sure that they do not have parking privileges. SEETS feeds data to the Labor Distribution System (LDS) each month in order for the appropriate offices to be charged for the transit subsidies issued to their employees.

**EQUIPMENT:** IBM microcomputer or compatible computers using DOS 3.3 or higher

**CONTACT NAME AND ORGANIZATION:** Jan Flynt, Human Resource Information Systems

**TELEPHONE NUMBER:** (202) 586-1304



## MISCELLANEOUS

Other

**TITLE:** PROJECT MANAGEMENT TRACKING SYSTEM (PMTS)

**AGENCY:** Equal Employment Opportunity Commission

**DESCRIPTION:** Project Management Tracking System (PMTS) assists in maintaining, monitoring, and managing projects within the office. Information on projects is entered and maintained on a data base. Reports generated in the PMTS provide information on the status of projects such as which projects are due, over due, and assignments to project leader or organization.

**EQUIPMENT:** MS-DOS compatible microcomputers

**PROGRAMMING LANGUAGE:** Compiled RBase for DOS; requires DOS 3.0 or higher to run.

**CONTACT NAME AND ORGANIZATION:** Jim Pickett, Information Resources Management

**TELEPHONE NUMBER:** (202) 663-4471

**MISCELLANEOUS**

**Other**

**TITLE:** LATERAL REASSIGNMENT SYSTEM

**AGENCY:** General Accounting Office

**DESCRIPTION:** This system is used to gather information on employees who request a reassignment to another office within the agency under the GAO Lateral Reassignment Program. This is a menu-driven system. Several reports are generated including certification listings for the requesting offices.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Cleo Young, Personnel

**TELEPHONE NUMBER:** (202) 512-4185

**MISCELLANEOUS**

**Other**

**TITLE:** PERSONNEL FORMS TRACKING SYSTEM

**AGENCY:** General Accounting Office

**DESCRIPTION:** This system is a control log for all Personnel and Payroll forms prepared by employees. It is used to determine if a form was received in Personnel/Payroll, the date that it was received and who received it for processing. This is a menu-driven system. Several reports are generated from this system.

**EQUIPMENT:** IBM compatible microcomputer

**PROGRAMMING LANGUAGE:** dBASE III PLUS

**CONTACT NAME AND ORGANIZATION:** Cleo Young, Personnel

**TELEPHONE NUMBER:** (202) 512-4185

## MISCELLANEOUS

### Other

**TITLE:** CAPS - NONAPPROPRIATED FUND MANAGEMENT  
INFORMATION SYSTEM (NAFMIS)

**AGENCY:** Department of Navy, Naval Education and Training Support Activity,  
Pensacola, Florida

**DESCRIPTION:** This Nonappropriated Management Information System  
module allows HROs who process nonappropriated fund  
employees to generate personnel actions. Contains information  
on new hires, benefit data, separation-hires, wages, terminations,  
and current employees. Produces all the forms to process the  
personnel actions and provides specialist with a variety of reports.

**EQUIPMENT:** IBM-XT Compatibles

**PROGRAMMING LANGUAGE:** dBASE III

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

**MISCELLANEOUS**

**Other**

**TITLE:** CAPS - SERVICE COMPUTATION DATE CALCULATOR

**AGENCY:** Department of Navy, OCPM Southeast Region

**DESCRIPTION:** Computes service computation date for civilian employees using a microcomputer.

**EQUIPMENT:** IBM-XT compatible

**PROGRAMMING LANGUAGE:** dBASE

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

**MISCELLANEOUS**

**Other**

**TITLE:** COMPUTER BASED TRAINING FOR NCPDS SUPPORT  
PERSONNEL

**AGENCY:** Department of Navy, OCPM Southeast Region and NCPDS Center

**DESCRIPTION:** A computer-based training course to train processing personnel new to the Naval Civilian Personnel Data System (NCPDS). Through easy, individually paced modules, the processing clerk or assistant is taught the fundamentals of logging on, systems architecture, table usage, processing PTI's, error correction and more.

**EQUIPMENT:** IBM-XT compatibles

**PROGRAMMING LANGUAGE:** CLIPPER

**CONTACT NAME AND ORGANIZATION:** OCPM Personnel Automation Branch

**TELEPHONE NUMBER:** DSN: 226-6779  
Commercial: (703) 696-6779

## MISCELLANEOUS

### Other

**TITLE:** MANAGEMENT DEVELOPMENT CENTER SPACE SALES SYSTEM

**AGENCY:** Office of Personnel Management

**DESCRIPTION:** The Management Development Center Space Sales System (Sales) is a telephone, fax, and minicomputer based system. Agencies will call the Sales system using touchtone telephones to request spaces for Management Development Seminars at OPM's three seminar centers. The requests are automatically downloaded to the Sales data base and processed. Acknowledgements of the assigned seminar spaces are faxed back to the purchasing agencies the next business day.

**EQUIPMENT:** Purchasing agencies need a touchtone telephone and a fax machine. To operate the Sales data base, OPM uses a Microlog PC, an HP 3000 minicomputer, and microcomputer workstations equipped with modems and the Reflections communications software.

**PROGRAMMING LANGUAGE:** COBOL and Reactor (4GL)

**CONTACT NAME AND ORGANIZATION:** Joycelyn Brown, Central Management Development Center

**TELEPHONE NUMBER:** (615) 576-1734

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