

HEADQUARTERS, ARMY CIVILIAN PERSONNEL SYSTEM (HQ ACPERS)

HQACPERS VERSION 2.0 AUTOMATED PRODUCTS GUIDE (APG) JUNE 2007-01



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A copy of this manual is available on the Civilian Personnel Online (CPOL) website at <http://cpol.army.mil/>. On reaching the CPOL main page, select **References & Tools** -> **Policy & Guidance Library** -> **General Management Info** -> **HQACPERS Manuals** -> **Automated Products Guide (APG)**.

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(HQACPERS)**

**HQACPERS VERSION 2.0
AUTOMATED PRODUCTS GUIDE (APG)
JUNE 2007-01**

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15 June 2007

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Date

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15 June 2007

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Date

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DOCUMENT HISTORY

Edition	Author	Comments	Date
June 2007-01	R.L. (Bill) Cody	Last published edition was dated March 1998. This is a major revision to support HQACPERS 2.0, update product types and lists, and describe new distribution methods.	15Jun2007

Note: Editions of this document will be identified by the Month Name and four-digit Year followed a dash (-) and sequence number for the year concerned. Examples: June 2007-01 and July 2007-02 would identify that the March publication was the first edition of 2007 and the July edition the second edition of 2007. January 2008-01 is the first edition of 2008, and so on . .

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What's New In this Edition Of the HQACPERS Version 2.0 APG!

This Edition replaces all previous editions of the HQACPERS Automated Products Guide (APG).

HQACPERS provides two types of products to support its customers: reports and data extract files. Since publication of the previous edition of the APG, several significant changes have been made to the list of products generated by HQACPERS and how they are distributed. The product lists contained herein have been revised accordingly.

With the implementation of HQACPERS Version 2.0, the once familiar mainframe online report screens are no longer available. Instead reports suitable for general knowledge to the Army community are posted on the Army's Civilian Personnel Online (CPOL) website. In addition, the HQACPERS Universe of the Business Objects Army (BOA) system is now available to users to generate ad-hoc reports from the HQACPERS database on their own

New technologies have also changed how standard reports and data extract files are disseminated to HQACPERS customers. Printed copies of reports and files on CDs are no longer distributed. The following describes the new methods of distribution.

- **Public Domain Products - CPOL Website**

Standard reports that contain information suitable for Army-wide knowledge and do not contain sensitive information are published on the Civilian Personnel Online (CPOL) website in the HQACPERS Reports section. Users must obtain a special password to access this section on CPOL.

- **Restricted/Sensitive Information and Special Handling Products - SBU Server**

Data extract files and some reports contain restricted or sensitive information that cannot be released in the public domain. These products are distributed only to authorized individuals on a need to know basis. Distribution of this type is accomplished primarily by posting the products on a password protected Sensitive but Unclassified (SBU) Server. A few restricted or sensitive products are delivered directly to the person concerned.

Some products may require special handling. Special handling products are defined as those containing information suitable for Army-wide knowledge but require immediate distribution to specific customers. Special handling products may be posted on both CPOL and the SBU Server.

Instructions concerning how to access public domain products and how to request and access products containing restricted/sensitive information have been added.

HQACPERS continues to support customers requiring special one-time or non-standard reports or data extract files, providing that certain criteria are met. This criteria is clearly articulated in this edition of the APG.

The **Glossary of Terms** section has been renamed as **Terms and Business Rules**. In addition, it has been updated appropriately to reflect current usage and changes brought about by the introduction of HQACPERS 2.0. This includes the following major revisions:

- Most Army employees hold a single job, or position. A few, however, may hold more than one position. The new term Person ID has been introduced to identify the personnel records associated with each position held by an employee.
- Terms and business logic associated with the Active Indicator in determining employee pay and employment status have been updated to reflect that an employee with multiple positions is not considered separated from the Army workforce until separated from all positions held.
- The new online **HQACPERS Lookup Codes Dictionary (LCD)** is referenced as the source for looking up current code values, where appropriate.

Report descriptions are listed by Product Control Number (PCN). Each report description has been expanded to include the report's title, Resource Control Symbol (RCS), generation frequency, whether or not it contains sensitive Privacy Act information, distribution method, and category(ies) assigned.

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An index of reports by category is included, as in previous editions. Two new report indexes, one by scheduled generation frequency and the other by methods of distribution, have been added.

Finally, the format and appearance the APG has been revised to conform with other HQACPERS documentation.

(NOTE: Due to a recent reorganization, the HQACPERS Application Maintenance Team has been redesignated as the Legacy Reporting Support (HQACPERS) Team of the Legacy Refresh & Reporting Group.)

SECTION 1 INTRODUCTION

1.1. ABOUT THIS MANUAL

This manual replaces all previous editions of the Headquarters Army Civilian Personnel System (HQACPERS) Automated Products Guide APG. It is available on the Civilian Personnel Online (CPOL) website at <http://cpol.army.mil/>. On reaching the CPOL main page, select **References & Tools** -> **CPOL Top Pages** -> **Tools** -> **Admin Tools** -> **HQ ACPERS Manuals** -> **Automated Products Guide (APG)**.

1.1.1. Scope

The APG identifies, lists, and describes the standard automated products that are generated by HQACPERS Version 2.0 and how to access them

Information is also provided describing the criteria for and how customers can request special/ad-hoc products.

1.1.2. Audience

The information in the APG is specifically directed towards the needs of customers of HQACPERS products. It also provides guidance for IT specialists who produce and manage these products.

1.1.3. Organization of Content

The contents of this manual are organized into numbered sections according to the general categories that are outlined in the Table of Contents. The sections are further organized into sub-sections. The first number in a sub-section corresponds to the number of its parent section, e.g., sub-section 1.1 is in Section 1.

According to DOD/Army standard correspondence practices, most acronyms will be preceded by their clear text definition when first used in the text of each section of this manual. This practice may be repeated from sub-section to sub-section if considered appropriate to ensure clarity. On the other hand, for brevity purposes, other acronyms, such as those that may appear only in diagrams, will not be accompanied by definitions in the text. Definitions of common acronyms associated with HQACPERS are provided in sub-section 1.11.

Throughout this manual, when the term HQACPERS is used without qualification, reference to Version 2.0 and the HP UNIX operating environment is assumed. Similarly, when the term HQACPERS Database is used, reference to the Oracle database is implied.

1.1.4. Points of Contact

User comments and recommendations are welcome. Please submit them to the following mailing or e-mail address:

Legacy Reporting Support (HQACPERS) Team
Legacy Refresh & Reporting Group
Software Integration Branch (SIB)
Civilian Information Services Division (CISD)
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1.2. HQACPERS OVERVIEW

1.2.1. System Description

HQACPERS is a huge information system that provides current and historical data to support civilian personnel strength reporting and management information requirements of civilian personnel managers and specialists within DOD; the Army's Office of the Assistant G-1 for Civilian Personnel Policy; U.S. Army Human Resources Command (HRC); Headquarters, Department of the Army (HQDA); and Army Command communities. The system maintains information for around 300,000 current civilian employees. The data repository also has historical information about all employees - active, inactive, and separated - that date back to 1991 when HQACPERS was first implemented, and for some employees as far back as 1984.

For detailed system and database technical information about HQACPERS refer to the **HQACPERS Data Element Dictionary (DED)**. The DED also includes data element descriptions. It is located in the same location on the Army Civilian Personnel Online (CPOL) website as is this document.

1.2.2. HQACPERS Data

All HQACPERS products described in this publication are generated from the HQACPERS data repository. HQACPERS maintains HQ level data for Appropriated Fund (AF), Non-Appropriated Fund (NAF), and Local National (LN) Army civilian employees, as well as Non-Army employees who are serviced by Army personnel offices. This includes data for:

- Appropriated Fund (AF) Employees (Title 5 USC). Current and historical data for active, inactive, and separated employees of this type are maintained in the database.
- Direct-Hire and Indirect-Hire Local National (LN) Employees. Current data is maintained in the database. Historical data is maintained in files.
- Army National Guard Employees (Title 32 USC). Current data is maintained in the database. Historical data is maintained in files.
- NAF Employees. Current data is maintained in the database. Historical data is maintained in files.
- Federal civilian positions.

This data includes:

- Employee biographic and career information history.
- Employee performance measurement history.
- Employee training history.
- Employee awards history.
- Employees in the Special Employment Program (SPEP).
- Employee position history information.

Other information available in the system covers:

- Members of the Army Acquisition Workforce and Corps.
- Registrants in the Army Civilian Career Evaluation System (ACCESS).
- Employees deployed to an active Theater of Operations in support of DoD contingency operations.

1.3. INFORMATION CLASSIFICATION AND SECURITY

HQACPERS does not maintain classified information. The system does maintain sensitive data, to include personal employee information that falls under the provisions of the Privacy Act. In addition, some data when formatted in reports and extract files that pertain to specific units or commands will be restricted to the unit or command concerned. Care is taken to protect data in accordance with Federal law and DoD regulations as implemented by the Army Information Assurance Program (AIAP).

Authorized users can access data in the HQACPERS database by using the Business Objects Army (BOA) ad-hoc reports and query tool. BOA data access security is imposed at record level based on each user's assignment and organizational component.

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HQACPERS reports suitable for publication in the public domain are posted on the Army Civilian Personnel Online (CPOL) website in a special password protected reports section. Reports and data extract files containing restricted and sensitive data are stored on a password protected Sensitive But Unclassified (SBU) server, access to which is restricted to personnel on a strict need-to-know basis. A few priority or sensitive reports are delivered personally to designated authorized customers.

1.4. STANDARD PRODUCT TYPES

HQACPERS generates two types of standard products on a scheduled basis, such as weekly, monthly, semi-annually, and annually. These products are:

1.4.1. Reports.

Standard formatted reports present information and statistics in a readable manner. They include titles, column headers, and a mixture of clear-text explanations and codes. Section 2 of this document provides detailed descriptions of the standard reports that are available.

1.4.2. Data Extract Files.

Extract files contain fixed length or variable length data records containing codes and text pulled from HQACPERS database tables. They are not readable without the aid of a record layout description.

Extract files are used by local office applications. They are not listed in the APG as they are formatted and generated to support long-term requirements of specific customers on a regular, scheduled basis. The requirements for each file are described in formal **System Interface Agreements (SIAs)** concluded with the office concerned.

See Subsection 1.1.4. for the designated Points of Contact to initiate and coordinate System Interface Agreements.

1.5. SPECIAL PRODUCTS/AD-HOC REPORTS

The HQACPERS Universe of the Business Objects Army (BOA) system is available to users to generate ad-hoc reports from the HQACPERS database on their own.

Nevertheless, HQACPERS continues to support customers requiring special one-time or non-standard reports or data extract files, providing that the products requested meet the following criteria:

- May be generated from information in the HQACPERS data repository.
- Cannot be generated by the customer using the HQACPERS Business Objects Army (BOA) ad-hoc query and reporting system.
- Are within system and practical workload capabilities.
- Do not duplicate information already published in standard products.

In addition the person or persons receiving the products must be authorized to view the data, has a need to know, and release of the information conforms to the Freedom of Information Act.

The request may require approval of the **Configuration Control Committee (CCC)** or **Configuration Control Board (CCB)**, depending on the level of effort necessary.

See Subsection 1.1.4. for the designated Points of Contact to initiate and coordinate requests for special products/ad-hoc reports.

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1.6. PRODUCT DISTRIBUTION

1.6.1. Public Domain Products - CPOL Website.

Standard reports that contain information suitable for Army-wide knowledge and do not contain sensitive information are published on the Civilian Personnel Online (CPOL) website in the HQACPERS Reports section.

The CPOL HQACPERS Reports section is at <http://cpol.army.mil/>. On reaching the CPOL main page, select **References & Tools -> CPOL Top Pages -> Tools -> Admin Tools -> HQ ACPERS Reports.**

A special password is required to access the CPOL HQACPERS Reports section. Users must coordinate with their system administrator and submit a System Access Nomination and Authorization Request (SANAR) form to acquire access.

1.6.2. Restricted/Sensitive Information and Special Handling Products - SBU Server.

Data extract files and some reports contain restricted or sensitive information that cannot be released in the public domain. These products are distributed only to authorized individuals on a need to know basis. Distribution of this type is accomplished primarily by posting the products on a password protected Sensitive but Unclassified (SBU) Server. A few restricted or sensitive products are delivered directly to the person concerned.

Some products may require special handling. Special handling products are defined as those containing information suitable for Army-wide knowledge but require immediate distribution to specific customers. Special handling products may be posted on both CPOL (see 1.6.1 above) and the SBU Server.

Authorization to access the SBU server is coordinated with the System Interface Agreement (SIA) concluded in accordance with Subsection 1.4.2.

**SECTION 2
STANDARD REPORTS**

2.1. STANDARD REPORT IDENTIFICATION, CATEGORIES, AND GENERATION SCHEDULE

2.1.1. Product Control Numbers (PCN)

The PCN identifies an individual report. Each report is assigned a unique PCN. HQACPERS PCNs begin with ZMA- or ZMD- followed by a three-four number or character code. An example of a PCN is **ZMA-5HA**, which is assigned to the report **Demographic Minority Report by Pay Grade/Level, Personnel Office (POI) Summaries**. No other product generated by HQACPERS is assigned the same PCN.

PCNs are assigned without regard to Requirements Control (RCS) or Product Categories, although effort is taken maintain functional relationships if possible. The next available PCN is assigned to a product when it is created.

Currently HQACPERS generates 142 standard reports.

2.1.2. Requirements Control Symbols (RCS)

The RCS is control number assigned to identify a family of reports. Therefore multiple reports may be assigned the same RCS, but a single report may be assigned only one RCS. The 142 standard HQACPERS reports are distributed between 12 RCSs:

<u>RCS</u>	<u>Reports</u>
234EEO	2
279EEO	47
CSGPA1103	70
DCSPER320	2
DCSPER322	2
DCSPER362	3
DCSPER492	1
DCSPER494	3
DCSPER565	2
DCSPER592	1
SAOSA185	1
SF113A	8
142	

2.1.3. Categories

Reports are also grouped into subject categories. A subject category may include reports from multiple RCSs. Also, unlike with a PCN or RCS, an individual report may be assigned to more than one category. Currently, HQACPERS standard reports are listed under the following 19 categories:

<u>Category</u>	<u>Reports</u>
Awards	1
Career Programs/Special Programs	17
Customized Data Products	4
Equal Employment Opportunity, Minority, Disability, Gender	55
Financial, Payroll	1
Injury & Unemployment	1
Interns and CO-OP	1
Mobilization	4
National Guard	1
Non-Appropriated Fund	4
Occupational Series Distribution	7
Occupations	5
Personnel Actions, Gains & Losses	3
Privacy Act Data	16
Profile Reports (Resource Guidance Reports)	8
Reduction in Force (RIF)	4
Retirement, Voluntary Separations (VERS, VSIP)	8
Strength & Employment Counts	21
Supervisors & Senior Level Employees	5

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2.1.4. Scheduled Generation Frequencies

Current standard reports are generated at scheduled intervals as indicated below:

<u>Frequency</u>	<u>Abbreviation</u>	<u>Reports</u>
Monthly	Mon	50
Quarterly	Qtr	81
Semi-Annual	SmAnn	2
Annual	Ann	9
		142

2.2. STANDARD REPORT DESCRIPTIONS

Descriptions of the 142 standard reports currently generated by HQACPERS are provided below. The descriptions are listed in order of Product Control Number (PCN). (See Appendices B, C, and D for indexes of reports listed by category, scheduled generation frequency, and distribution methods.)

Each report description includes the report's title, Resource Control Symbol (RCS), generation frequency, whether or not it contains sensitive Privacy Act information, distribution method, category(ies), and a description of the information it contains. Two asterisks (**) after a PCN flags a report as having 100 or more pages.

PCN: ZMA-10A EEO PART 1, SECTION 1A, ARMY WORKFORCE DISTRIBUTION BY WORK SCHEDULE WITHIN PAY PLAN, DA SUMMARY, APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Appropriated Fund Army workforce by work schedule within pay plan, broken-down by gender and ethnic groups.

For each pay plan/work schedule, counts and percentages for ethnic groups are provided as follows (the associated Race National Origin (RNO) Code is in parenthesis): Total (all codes); White (E,Y); Minorities (Not E,Y); Black (C); Hisp (D), Asian Amer/Pac Isl (B); Amer Ind/Alask Nat (A); Asian (F); Chinese (G); Filipino (H); Guamanian (J); Hawaiian (K); Japanese (L); Korean (M); Samoan (N); Vietnamese (P); Other Pac (Q).

PCN: ZMA-11A EEO PART 1, SECTION 2A, ARMY WORKFORCE PROFILE BY GRADE/PAY LEVEL, APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Appropriated Fund Army workforce by pay grade/level, broken-down by gender and ethnic groups.

PCN: ZMA-11B EEO PART 1, SECTION 3A, ARMY WORKFORCE PROFILE BY OCCUPATIONAL SERIES, DA SUMMARY, APPROPRIATED FUND EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Appropriated Fund Army workforce by occupational series, broken-down by gender and ethnic groups.

PCN: ZMA-11C EEO PART 1, SECTION 3C1, ARMY WORKFORCE PROFILE BY PATCO, GRADE (GR) GROUPING (GPR), AND OCCUPATIONAL SERIES, DA SUMMARY, APPROPRIATED FUND EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Appropriated Fund Army workforce by PATCO, grade (GR), grouping (GPR), and occupational series broken-down by gender and ethnic groups.

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PCN: ZMA-11D EEO PART 1, SECTION 6A, ARMY WORKFORCE PROFILE BY PATCO, GRADE (GR) GROUPING (GPR) AND OCCUPATIONAL SERIES UNDER-REPRESENTATION, DA SUMMARY, APPROPRIATED FUND EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about gender and minority under representation in the Appropriated Fund Army workforce by PATCO, grade (GR) grouping (GPR), and occupational series, broken-down by gender and ethnic groups.

PCN: ZMA-11E EEO PART 1, SECTION 6C, ARMY WORKFORCE PROFILE BY PATCO AND GRADE GROUPING UNDER-REPRESENTATION, DA SUMMARY, APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about gender and minority under representation in the Appropriated Fund Army workforce by PATCO and grade grouping (GPR), broken-down by gender and ethnic groups.

PCN: ZMA-11F EEO PART 1, SECTION 7A, ARMY WORKFORCE PROFILE BY HANDICAP AND DISABLED WITHIN PAY PLAN/PAY GRADE, DA SUMMARY, APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the handicapped and disabled Appropriated Fund Army workforce by handicap and disabled categories, broken-down by pay plan/grade and gender.

PCN: ZMA-11G EEO PART 1, SECTION 8A, ARMY WORKFORCE PROFILE BY SEVERELY HANDICAP CATEGORIES WITHIN PAY PLAN/PAY GRADE, DA SUMMARY, APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Appropriated Fund Army workforce who are severely handicapped by handicap categories, broken-down by pay plan/grade and gender.

PCN: ZMA-11H EEO PART 1, SECTION 9A, ARMY WORKFORCE PROFILE BY CAREER PROGRAM, DA SUMMARY, APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Appropriated Fund Army workforce by career program, broken-down by gender and ethnic groups.

PCN: ZMA-11I EEO PART 1, SECTION 10A/10B, ARMY WORKFORCE PROFILE BY OCCUPATION, DA SUMMARY, APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Appropriated Fund Army workforce by occupation, broken-down by handicap categories and ethnic groups.

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PCN: ZMA-11J EEO PART 1, SECTION 11A, EEO MONITORING SYSTEM PROFILE REPORT, DA SUMMARY, APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA Summary statistics about the Appropriated Fund Army workforce by pay plan, handicap category, ethnic group, and work schedule, broken down by gender.

PCN: ZMA-11K1A* EEO PART 2, SECTION 6A(1 OF 2), ARMY WORKFORCE PROFILE BY PATCO AND GRADE GROUPING UNDER-REPRESENTATION, COMMAND SUMMARIES, APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This is the first half of a report that provides under representation command statistics about the Appropriated Fund Army workforce by PATCO and grade grouping, broken down by gender and ethnic groups. See PCN ZM11K1B for the second half of this report.

PCN: ZMA-11K1B* EEO PART 2, SECTION 6A(2 OF 2), ARMY WORKFORCE PROFILE BY PATCO AND GRADE GROUPING UNDER-REPRESENTATION, COMMAND SUMMARIES APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This is the second half of a report the provides under representation command statistics about the Appropriated Fund Army workforce by PATCO and grade grouping, broken down by gender and ethnic groups. See PCN ZM11K1A for the first half of this report.

PCN: ZMA-11L EEO PART 1, SECTION 12A, ARMY WORKFORCE PROFILE BY PAY PLAN (GR) GROUPING (GPR) AND CIVILIAN PERFORMANCE RATING, DA SUMMARY, APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Appropriated Fund Army workforce by grade (GR) grouping (GPR) and civilian performance rating, broken-down by gender and ethnic groups.

PCN: ZMA-11M EEO PART 1, SECTION 3D, ARMY WORKFORCE PROFILE BY TEN MOST POPULOUS OCCUPATION SERIES/OCCUPATIONAL LEVELS, DA SUMMARY, APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the 10 most populous occupation series/occupational levels filled by the Appropriated Fund Army workforce, broken-down by gender and ethnic groups.

PCN: ZMA-12C EEO PART 1, SECTION 4A, ARMY WORKFORCE PROFILE - PERSONNEL TRANSACTIONS BY OCCUPATIONAL CATEGORY, DA SUMMARY, APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Appropriated Fund Army workforce by occupational category (PATCO) and type of personnel transactions (Nature of Action (NOA)) processed, broken down by gender and ethnic groups.

PCN: ZMA-12D EEO PART 1, SECTION 4B, ARMY WORKFORCE PROFILE - PERSONNEL TRANSACTIONS BY WAGE SYSTEM, DA SUMMARY, APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Appropriated Fund Army workforce by wage system (pay plans) and type of personnel transactions (Nature of Action (NOA)) processed, broken down by gender and ethnic groups.

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PCN: ZMA-12E EEO PART 1, SECTION 9B, ARMY WORKFORCE PROFILE - PERSONNEL TRANSACTIONS BY CAREER PROGRAM, DA SUMMARY, APPROPRIATED FUND EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Appropriated Fund Army workforce by career program and type of personnel transactions (Nature of Action (NOA)) processed, broken down by gender and ethnic groups.

PCN: ZMA-12F EEO PART 2, SECTION 4A, ARMY WORKFORCE PROFILE - PERSONNEL TRANSACTIONS BY OCCUPATIONAL CATEGORY, COMMAND SUMMARIES, APPROPRIATED FUND EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about the Appropriated Fund Army workforce by occupational category (PATCOB) and type of personnel transactions (Nature of Action (NOA)) processed, broken down by gender and ethnic groups.

PCN: ZMA-12G EEO PART 2, SECTION 4B, ARMY WORKFORCE PROFILE - PERSONNEL TRANSACTIONS BY WAGE SYSTEM, COMMAND SUMMARIES, APPROPRIATED FUND EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about the Appropriated Fund Army workforce by wage system (or pay plan) and type of personnel transactions (Nature of Action (NOA)) processed, broken down by gender and ethnic groups.

PCN: ZMA-12H EEO PART 2, SECTION 9B, ARMY WORKFORCE PROFILE - PERSONNEL TRANSACTIONS BY CAREER PROGRAM, COMMAND SUMMARIES, APPROPRIATED FUND EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about the Appropriated Fund Army workforce by career program and type of personnel transactions (Nature of Action (NOA)) processed, broken down by gender and ethnic groups.

PCN: ZMA-13A EEO PART 1, SECTION 5A, ARMY WORKFORCE PROFILE - TRAINING, DA SUMMARY, APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Appropriated Fund Army workforce by type of training, broken down by gender and ethnic groups.

PCN: ZMA-13B EEO PART 2, SECTION 5A, ARMY WORKFORCE PROFILE - TRAINING, COMMAND SUMMARIES, APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about the Appropriated Fund Army workforce by type of training, broken down by gender and ethnic groups.

PCN: ZMA-14A EEO PART 1, SECTION 1B, ARMY WORKFORCE DISTRIBUTION BY WORK SCHEDULE WITHIN PAY PLAN, DA SUMMARY, NAF EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Non-Appropriated Fund (NAF) Army workforce by work schedule within pay plan, broken down by gender and ethnic groups.

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PCN: ZMA-14B EEO PART 1, SECTION 2B, ARMY WORKFORCE PROFILE BY GRADE/PAY LEVEL, DA SUMMARY, NAF EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Non-Appropriated Fund (NAF) Army workforce by grade/pay level, broken down by gender and ethnic groups.

PCN: ZMA-14C EEO PART 1, SECTION 3B, ARMY WORKFORCE PROFILE BY OCCUPATIONAL SERIES/LEVEL, DA SUMMARY, NAF EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Non-Appropriated Fund (NAF) Army workforce by occupational series/level, broken down by gender and ethnic groups.

PCN: ZMA-14D EEO PART 1, SECTION 11B, EEO MONITORING SYSTEM PROFILE REPORT, DA SUMMARY, NAF EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Non-Appropriated Fund (NAF) Army workforce by pay plan, handicap category, ethnic group, and work schedule, broken down by gender.

PCN: ZMA-14E EEO PART 2, SECTION 1B, ARMY WORKFORCE DISTRIBUTION BY WORK SCHEDULE WITHIN PAY PLAN, COMMAND SUMMARIES, NAF EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about the Non-Appropriated Fund (NAF) Army workforce by work schedule within pay plans, broken-down by gender and ethnic groups.

PCN: ZMA-14F EEO PART 2, SECTION 2B, ARMY WORKFORCE PROFILE BY GRADE/PAY LEVEL, COMMAND SUMMARIES, NAF EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about the Non-Appropriated Fund (NAF) Army workforce by grade/pay level, broken down by gender and ethnic groups.

PCN: ZMA-14G EEO PART 2, SECTION 3B, ARMY WORKFORCE PROFILE BY OCCUPATION SERIES AND OCCUPATIONAL LEVELS, COMMAND SUMMARIES, NAF EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about the Non-Appropriated Fund (NAF) Army workforce by occupation series and occupational levels, broken down by gender and ethnic groups.

PCN: ZMA-14H EEO PART 2, SECTION 11B, EEO MONITORING SYSTEM PROFILE REPORT, COMMAND SUMMARIES, NAF EMPLOYEES

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about the Non-Appropriated Fund (NAF) Army workforce by pay plan, handicap category, ethnic group, and work schedule, broken down by gender.

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PCN: ZMA-15A EEO PART 2, SECTION 1A, ARMY WORKFORCE DISTRIBUTION BY WORK SCHEDULE WITHIN PAY PLANS, COMMAND SUMMARIES, APPROPRIATED FUND EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about the Appropriated Fund Army workforce by work schedule within pay plans, broken-down by gender and ethnic groups.

PCN: ZMA-15B EEO PART 2, SECTION 2A, ARMY WORKFORCE PROFILE BY COMMAND AND GRADE/PAY LEVEL, COMMAND SUMMARIES, APPROPRIATED FUND EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about the Appropriated Fund Army workforce by grade/pay level, broken down by gender and ethnic groups.

PCN: ZMA-15C EEO PART 2, SECTION 3A, ARMY WORKFORCE PROFILE BY OCCUPATION SERIES/OCCUPATIONAL LEVELS, COMMAND SUMMARIES, APPROPRIATED FUND EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about the Appropriated Fund Army workforce by occupation series/occupational levels, broken down by gender and ethnic groups.

PCN: ZMA-15D EEO PART 2, SECTION 3C1, ARMY WORKFORCE PROFILE BY PATCO, GRADE (GR) GROUPING (GPR), AND OCCUPATIONAL SERIES, COMMAND SUMMARIES, APPROPRIATED FUND EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about the Appropriated Fund Army workforce by PATCO, grade (GR) grouping (GPR), and occupational series, broken down by gender and ethnic groups.

PCN: ZMA-15E EEO PART 2, SECTION 6C, ARMY WORKFORCE PROFILE BY PATCO, AND GRADE (GR) GROUPING (GPR) UNDER-REPRESENTATION, COMMAND SUMMARIES, APPROPRIATED FUND EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about gender and minority under representation in the Appropriated Fund Army workforce by PATCO and grade (GR) grouping (GPR), broken-down by gender and ethnic groups.

PCN: ZMA-15F EEO PART 2, SECTION 7A, ARMY WORKFORCE PROFILE BY HANDICAP AND DISABLED VETERANS BY PAY PLAN/PAY GRADE, COMMAND SUMMARIES, APPROPRIATED FUND EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about the handicapped and disabled veterans in the Appropriated Fund Army workforce by handicap and disabled categories, broken-down by pay plan/grade and gender.

PCN: ZMA-15G EEO PART 2, SECTION 8A, ARMY WORKFORCE PROFILE BY SEVERELY HANDICAP CATEGORIES AND PAY PLAN/GRADES, COMMAND SUMMARIES, APPROPRIATED FUND EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about severely handicapped employees in the Appropriated Fund Army workforce by handicap categories, broken-down by pay plan/grade and gender.

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PCN: ZMA-15H EEO PART 2, SECTION 9A, ARMY WORKFORCE PROFILE BY CAREER PROGRAM, COMMAND SUMMARIES, APPROPRIATED FUND EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about the Appropriated Fund Army workforce by career program, broken-down by gender and ethnic groups.

PCN: ZMA-15I EEO PART 2, SECTION 10A/10B, ARMY WORKFORCE PROFILE BY TYPE OF OCCUPATION AND HANDICAP CATEGORIES, COMMAND SUMMARIES, APPROPRIATED FUND EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about the Appropriated Fund Army workforce by type of occupation and handicap categories.

PCN: ZMA-15J EEO PART 2, SECTION 11A, EEO MONITORING SYSTEM PROFILE, COMMAND SUMMARIES, APPROPRIATED FUND EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about the Appropriated Fund Army workforce by pay plan, handicap category, ethnic group, and work schedule, broken down by gender.

PCN: ZMA-15K EEO PART 2, SECTION 12A, ARMY WORKFORCE PROFILE BY PAY PLAN, GRADE(GR) GROUPING (GRP), AND CIVILIAN PERFORMANCE RATING, COMMAND SUMMARIES, APPROPRIATED FUND EMPLOYEES**

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides command statistics about the Appropriated Fund Army workforce by pay plan, grade (GR) grouping (GRP), and civilian performance rating, broken down by gender and ethnic groups.

PCN: ZMA-20A ANALYSIS OF PERMANENT WORKFORCE SUMMARY: REPORT OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAMS FOR EMPLOYMENT OF HANDICAPPED INDIVIDUALS

RCS: 234EEO; Frequency: Ann; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of two annual fiscal year reports of the RCS 234EEO series generated for the Equal Employment Opportunity Commission (EEOC). This report provides statistics used for analyzing the effectiveness of affirmative action programs of the permanent civilian workforce. (The other RCS 234EEO annual report is PCN ZMA-20B EEO Analysis of Temporary Workforce Summary). The report includes the total workforce population, the number of handicapped personnel, followed by counts and percentages in various categories.

PCN: ZMA-20B ANALYSIS OF TEMPORARY WORKFORCE SUMMARY: REPORT OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAMS FOR EMPLOYMENT OF HANDICAPPED INDIVIDUALS.

RCS: 234EEO; Frequency: Ann; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of two annual fiscal year reports of the RCS 234EEO series generated for the Equal Employment Opportunity Commission (EEOC). This report provides statistics used for analyzing the effectiveness of affirmative action programs of the temporary civilian workforce. (The other RCS 234EEO annual report is PCN ZMA-20A EEO Analysis of Permanent Workforce Summary). The report includes the total workforce population, the number of handicapped personnel, followed by counts and percentages in various categories.

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PCN: ZMA-21A EEO PART 1, SECTION 22, ARMY WORKFORCE PROFILE BY PAY PLAN AND GRADE/PAY LEVEL, DA SUMMARY, APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Ann; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Appropriated Fund Army workforce by pay plan and grade/pay level, broken down by gender and ethnic groups.

PCN: ZMA-21C EEO PART 1, SECTION 32, ARMY WORKFORCE PROFILE BY PATCOB, DA SUMMARY, APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Ann; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Appropriated Fund Army workforce by PATCOB, broken down by gender and ethnic groups.

PCN: ZMA-21H EEO PART 1, SECTION 92, ARMY WORKFORCE PROFILE ALL CAREER PROGRAMS, DA SUMMARY, APPROPRIATED FUND EMPLOYEES

RCS: 279EEO; Frequency: Ann; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This is one of many RCS 279EEO series quarterly reports generated for the Equal Employment Opportunity Commission (EEOC). This report provides DA summary statistics about the Appropriated Fund Army workforce by career program, broken down by gender and ethnic groups.

PCN: ZMA-22A CPMF OCCUPATION SERIES LIST

RCS: DCSPER362; Frequency: Ann; Privacy Act: No; Distribution: CPOL
Category(ies): Occupations

This report lists the Occupational Series Codes assigned to active and inactive appropriated fund Army employees, and the number of employees in each series. Invalid Occupational Series Codes reported by personnel offices are prefixed by an asterisk (*).

PCN: ZMA-22B OCC SERIES INVENTORY OF CIVILIAN POSITIONS BY PAY PLAN, SERIES, CPO**

RCS: DCSPER362; Frequency: Ann; Privacy Act: No; Distribution: CPOL
Category(ies): Occupations

This report lists the occupational series of civilian positions by pay plan, occupational series, and Civilian Personnel Office (CCPO-ID).

PCN: ZMA-22C OCC SERIES INVENTORY OF CIVILIAN POSITIONS BY PAY PLAN, SERIES, SEX**

RCS: DCSPER362; Frequency: Ann; Privacy Act: No; Distribution: CPOL
Category(ies): Occupations

This report lists the occupational series of civilian positions by pay plan, occupational series, and sex.

PCN: ZMA-28A HQACPERS U.S. CITIZENS PROFILE REPORT**

RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

This report provides counts of the number of employees in each authorized code of major data elements for the appropriated fund civilian workforce by Personnel Office Identifier (POI) and then by Command. At the bottom of each data element column there are two additional counts reflecting the number of blanks (BK) and the number of invalid code (IN) for the particular data element. Separated employees (Active Indicator = 6) are not reflected in the counts.

The report summarizes the counts by POI, Command Code, Total Army and Total ACPERS. The Total Army report only reflects Army's employees. The ACPERS summary reflects all records on file including other DOD agencies.

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PCN: ZMA-29B CAREER PROGRAM POSITION CHANGES

RCS: DCSPER492; Frequency: Mon; Privacy Act: Yes; Distribution: SBU Server
Category(ies): Career Programs/Special Programs; Privacy Act Data

This is a tracking report of actions that occurred within a given period of time for employees under career programs.

PCN: ZMA-32A COMMAND STRENGTH REPORT - TOTAL EMPLOYMENT - U.S. CITIZENS**

RCS: DCSPER322; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

This is Part 1 of the DCSPER322 series Command Strength Reports. See Report PCN ZMA-32B for Parts 3, 4, and 5.

This report provides full time and part time employee strengths of each Army command. In doing so combined reports are produced for: (1) Army Material Command subordinate commands ('X' commands); (2) U.S. Army Europe subordinate commands ('E' commands); (3) the Military District of Washington(MDW), MDW Military Function employees, and MDW Cemeterial Function employees; and (4) the Corps of Engineers (CE), CE Military Function employees, and CE Civil Function employees.

Command strengths are broken down into the following categories: (1) GS World Wide Total; (2) CFWS Employees World Wide; (3) Other Wage Categories; (4) Other Pay Categories; and (5) Total All Employees. Each category is broken down into (a) U.S. Territories; (b) Foreign Countries; (c) DCMA; and 50 U.S. States Less DCMA.

See Appendix E of the HQACPERS Automated Products Guide for a detailed description of the DCSPER322 Report Series.

PCN: ZMA-32B COMMAND STRENGTH REPORT - PARTS 3, 4 & 5**

RCS: DCSPER322; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

This is Parts 3, 4, and 5 of the DCSPER322 series Command Strength Reports. See Report PCN ZMA-32A for Part 1.

This report provides full time and part time employee strengths by POI, Area (U.S. Territories, Foreign Countries, DCMA, and 50 U.S. States Less DCMA), and UIC within each Army command. Each part provides the information described below:

- * Part 3 is sorted by command code, POI, geographic area, and UIC. A separate report is provided for each command.
- * Part 4 is sorted by POI, command code, geographic area, UIC, and functional designator. A separate report is provided for each POI.
- * Part 5 is by command code, UIC, and POI. A separate report is provided for each command.

In processing commands: (1) all Army Material Command subordinate commands ('X' commands) combined; (2) all U.S. Army Europe subordinate commands ('E' commands) combined; (3) all of Military District of Washington(MDW), MDW Military Function employees, and MDW Cemeterial Function employees; and (4) all Corps of Engineers (CE), CE Military Function employees, and CE Civil Function employees.

See Appendix E of the HQACPERS Automated Products Guide for a detailed description of the DCSPER322 Report Series.

PCN: ZMA-33A COMMAND POSITION MANAGEMENT REPORT 1**

RCS: DCSPER494; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

This report provides strengths of full time employees for pay grades in General Schedule, Wage Supervisory, Wage Leader, Wage Grade, and Demo Play Plan types of positions. Counts for each type are given by Command Code and Functional Code.

See Appendix F of the HQACPERS Automated Products Guide for a detailed description of the DCSPER494 Report Series.

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PCN: ZMA-33B COMMAND POSITION MANAGEMENT REPORT 2 BY COMMAND/UIC**
RCS: DCSPER494; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

This report provides strengths of full time employees for pay grades in General Schedule Positions, Wage Supervisory, Wage Leader, Wage Grade, and Demo Play Plan types of positions. Counts for each type are broken down by Command Code, UIC, and Functional Code.

See Appendix F of the HQACPERS Automated Products Guide for a detailed description of the DCSPER494 Report Series.

PCN: ZMA-33C COMMAND POSITION MANAGEMENT REPORT 3 BY COMMAND/UIC FOR PERMANENT EMPLOYEES ONLY**
RCS: DCSPER494; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

This report provides strengths of permanent full time employees for pay grades in General Schedule Positions, Wage Supervisory, Wage Leader, Wage Grade, and Demo Play Plan types of positions. Counts for each type are broken down by Command Code, UIC, and Functional Code.

See Appendix F of the HQACPERS Automated Products Guide for a detailed description of the DCSPER494 Report Series.

PCN: ZMA-35A U.S. CITIZENS - ACTIVE FTP - SENIOR LEVEL HISTORICAL COUNTS BY COMMAND/FUNCTION**
RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Supervisors & Senior Level Employees

This report provides historical strength counts of active appropriated senior level Army and National Guard employees in pay grades 14/15 by command and functional designator. The data goes back to 1989 and is presented in monthly intervals up to the present.

PCN: ZMA-3AA PROCESSED NOA MONTHLY REPORT BY POI
RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Personnel Actions, Gains & Losses

This report reflects the Nature of Action (NOA) codes processed each month by each Personnel Office (POI). A summary page is provided for all processed NOAs for appropriated fund employee transactions.

PCN: ZMA-3AB PROCESSED NOA MONTHLY REPORT BY COMMAND
RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Personnel Actions, Gains & Losses

This report reflects the Nature of Action (NOA) codes processed each month by each command. A summary page is provided for all processed NOAs for appropriated fund employees.

PCN: ZMA-3BA NPR RELATED OCCUPATIONAL GROUPS BY COMMAND, MILITARY FUNCTIONS - ACTIVE EMPLOYEES
RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Occupations

This report combines NPR related occupations into three main groups - Personnel Management Processes, Financial Management Processes, and Procurement Processes. The report provides counts of US Citizens (includes both Appropriated Fund and National Guard), Direct Hire Local National (LN), and Indirect Hire LN employees in military functions for each occupational series code in each group. It is sorted by command code and has a DA wide summary page.

PCN: ZMA-3BB SUPERVISORY STATUS COUNTS - MILITARY FUNCTIONS - ACTIVE EMPLOYEES - BY COMMAND
RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Supervisors & Senior Level Employees

This report provides statistics by command concerning the number of supervisors/non-supervisors and ratios of active Army appropriated fund employees in military functions. The employee counts for each command are broken down by U.S. Citizens (including National Guard), direct hire local nationals, and indirect hire local nationals in each supervisory status.

PCN: ZMA-3CA U.S. CITIZEN EMPLOYEES BY CCPO-ID
RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Mobilization

This report provides counts of U.S. citizen employees by CCPO-ID, Region, and Personnel Office Identifier (POI) code.

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PCN: ZMA-3EA U.S. CITIZENS - MILITARY FUNCTIONS - ACTIVE FTP - SENIOR LEVEL EMPLOYEE COUNTS
RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Supervisors & Senior Level Employees

This report provides strength counts of active appropriated fund senior level Army and National Guard employees in pay grades 14/15 assigned military functions. It consists of three parts:
1 - Senior Level Employee Counts by Command/UIC. This part provides counts by Unit-ID Code (UIC) within each command, broken down by grades 14 and 15 and special pay plans.
2 - Senior Level Employee Counts by Command. This part provides command counts broken down by grades 14 and 15, and special pay plans.
3 - Senior Level Employee Counts by PATCOB. This part provides counts by Occupational Category Code (PATCOB).

PCN: ZMA-3FA CAREER PROGRAM OCC SERIES MINORITY REPORT - ALL CAREER PROGRAMS AND OCCUPATIONAL SERIES.
RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL and SBU Server
Category(ies): Career Programs/Special Programs

A report covering minorities in all career programs and occupational series. Each data row provides gender statistics by Pay Grade of ethnic groups for: ALL EMPLOYEES; BLACK; HISPANIC; AMIN/ALMA; AS/PI; TOTAL MINORITY; and OTHER. A program total is provided at the end of the report.

PCN: ZMA-3GA U.S. ARMY EMPLOYEES ELIGIBLE FOR RETIREMENT, ALL APPROPRIATED FUND EMPLOYEES OR MILITARY APPROPRIATIONS ONLY
RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Retirement, Voluntary Separations (VERS, VSIP)

This report provides counts of Army appropriated fund employees or military appropriations eligible to retire within the next three years. Counts are broken down into total personnel for CSRS/FSRS coverage, those eligible for reduced annuities, and those eligible for reduced annuities (VERA, DSR).

PCN: ZMA-3HA LOCAL NATIONAL BY COMMAND-UIC-POI
RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

This report provides counts of Local National (LN) employees by command, Unit Identification Code (UIC), and Personnel Office Identifier (POI). For each command, UIC, and POI the counts are broken down as follows: direct hire total and full time permanent LN employees; indirect hire LN employees; and total.

PCN: ZMA-3KA UIC COUNTS
RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

A report indicating the counts of active Appropriated Fund employees by Unit Identification Code (UIC).

PCN: ZMA-3LA AMC U.S. CITIZENS WORKING OUTSIDE CONUS
RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Customized Data Products

A report indicated the number of Army Material Command (AMC) employees working outside the continental U.S. (OCONUS) by Unit ID Code (UIC). A report line indicates the employee count for each GSA State/Country (Duty Station Code) in a UIC, followed by a total for the UIC concerned. The population includes Appropriated Fund, Non-Appropriated Fund (NAF), and Local National (LN) employees.

PCN: ZMA-3MA NON-APPROPRIATED FUND STRENGTH REPORT BY COMMAND
RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Non-Appropriated Fund

The is strength report of Non-Appropriated Fund (NAF) employees sorted by command. Each command's total strength is further broken-down into regular full and part time, flex, temporary full and part time, intermittent, others, off duty military, and overseas family members.

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PCN: ZMA-3RA U.S. CITIZENS - MILITARY FUNCTION - ACTIVE FTP - SENIOR LEVEL EMPLOYEE COUNTS BY ROC

RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Supervisors & Senior Level Employees

This report provides strength counts of active appropriated fund senior level Army and National Guard employees in pay grades 14/15 assigned military functions by Resource Organization Code (ROC). Counts for each ROC are broken-down by grades 14 and 15 and special pay plans.

PCN: ZMA-3SA NPR RELATED OCCUPATIONAL GROUPS BY ROC, MILITARY FUNCTIONS - ACTIVE EMPLOYEES**

RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Occupations

This report combines NPR related occupations into three main groups - Personnel Management Processes, Financial Management Processes, and Procurement Processes. The report provides counts of US Citizens (includes both Appropriated Fund and National Guard), Direct Hire Local National (LN), and Indirect Hire LN employees in military functions for each occupational series code in each group. It is sorted by Resource Organization Code (ROC) and has a DA wide summary page.

PCN: ZMA-3SB SUPERVISORY STATUS COUNTS - MILITARY FUNCTIONS - ACTIVE EMPLOYEES - BY ROC

RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Supervisors & Senior Level Employees

This report provides statistics by Resource Organization Code (ROC) concerning the number of supervisors/non-supervisors and ratios of active appropriated fund Army employees in military functions. The employee counts for each ROC are broken down by U.S. citizen (including National Guard), direct hire local nationals, and indirect hire local nationals in each supervisory status.

PCN: ZMA-3UA1 CAREER PROGRAM 12 (CP12) - PERMANENT, FULL TIME ACCESSIONS BY OCCUPATIONAL SERIES.

RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Occupational Series Distribution

This report provides accession counts for permanent, full time, general schedule employees in military functions for Career Program 12. The report is sorted by Occupational Series.

PCN: ZMA-3UB1 CAREER PROGRAM 12 (CP12) - PERMANENT, FULL TIME RESIGNATIONS BY OCCUPATIONAL SERIES

RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Occupational Series Distribution

This report provides resignation counts for permanent, full time, general schedule employees in military functions for Career Program 12. The report is sorted by Occupational Series.

PCN: ZMA-3UC1 CAREER PROGRAM 12 (CP12) - PERMANENT, FULL TIME STRENGTH BY OCCUPATIONAL SERIES

RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Occupational Series Distribution

This report provides strength counts for permanent, full time, general schedule employees in military functions for Career Program 12. The report is sorted by Occupational Series.

PCN: ZMA-3UD1 CAREER PROGRAM 12 (CP12) - PERMANENT, FULL TIME LOSSES BY AGE GROUP

RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Occupational Series Distribution

This report provides total loss counts by age groups for permanent, full time, general schedule employees in military functions for Career Program 12. The age groups are 00-29, 30-34, 35-39, 40-44, 45-49, 50-59, 60-90.

PCN: ZMA-3UE1 CAREER PROGRAM 12 (CP12) - PERMANENT, FULL TIME VOLUNTARY RETIREMENTS BY AGE GROUP

RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Occupational Series Distribution

This report provides voluntary retirement counts by age groups for permanent, full time, general schedule employees in military functions for Career Program 12. The age groups are 00-29, 30-34, 35-39, 40-44, 45-49, 50-59, 60-90.

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PCN: ZMA-3UF1 CAREER PROGRAM 12 (CP12) - PERMANENT, FULL TIME SPECIAL OPTION RETIREMENTS BY AGE GROUP

RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Occupational Series Distribution

This report provides special option retirement counts by age groups for permanent, full time, general schedule employees in military functions for Career Program 12. The age groups are 00-29, 30-34, 35-39, 40-44, 45-49, 50-59, 60-90.

PCN: ZMA-3UG1 CAREER PROGRAM 12 (CP12) - PERMANENT, FULL TIME VOLUNTARY RETIREMENTS AND RESIGNATIONS BY AGE GROUP

RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Occupational Series Distribution

This report provides voluntary retirement and resignation counts by age group for permanent, full time, general schedule employees in military functions for Career Program 12. The age groups are 00-29, 30-34, 35-39, 40-44, 45-49, 50-59, 60-90.

PCN: ZMA-43A EEO HIGH GRADE MINORITY STATISTICS WITH TARGETED DISABILITIES, ARMY WIDE

RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This report provides Army wide statistics about minority employees in high pay grades with targeted disabilities by pay grade, broken down ethnic groups.

PCN: ZMA-52A CAREER PROGRAM OCC SERIES MINORITY REPORT - CAREER PROGRAM 11 (CP11) OCCUPATIONAL SERIES 0110

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL and SBU Server
Category(ies): Career Programs/Special Programs; Equal Employment Opportunity, Minority, Disability, Gender

A report covering minorities in Career Program 11 and Occupational Series 0110. Each data row provides gender statistics by Pay Grade of ethnic groups for: ALL EMPLOYEES; BLACK; HISPANIC; AMIN/ALMA; AS/PI; TOTAL MINORITY; and OTHER. A program total is provided at the end of the report.

PCN: ZMA-55A MINORITY LISTING CAREER PROGRAM ENROLLMENT

RCS: SAOSA185; Frequency: Qtr; Privacy Act: Yes; Distribution: SBU Server
Category(ies): Career Programs/Special Programs; Privacy Act Data

This report is a roster of the Army's U.S. citizens workforce sorted by employee name.

PCN: ZMA-57A EMPLOYEE NAME

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: Yes; Distribution: SBU Server
Category(ies): Customized Data Products; Privacy Act Data

A quarterly roster of employees extracted from the HQACPERS Civilian Personnel Master File (CPMF) database table. The roster is sorted by name.

PCN: ZMA-58A CIVILIAN PERSONNEL STRENGTH SUMMARIES - PART 1 BY DUTY STATION AGENCY/COMMAND AND POI

RCS: DCSPER320; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

The DCSPER320 report is the official source of information concerning the duty station or location of the Army's Appropriated Fund workforce. It provides the Secretary of the Defense, Secretary of the Army, OPM, Congress, and commands with a report showing how many and where the civilian workforce is located. The report reflects all active employees (Active Indicator = '1' or '2'), except those working without compensation (Pay Basis = 'WC'). Part 1 summarizes the total number of active employees by agency/command and personnel office (POI).

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PCN: ZMA-58B CIVILIAN PERSONNEL STRENGTH SUMMARIES - PART 2 BY DUTY STATION STATE/COUNTRY LOCATION**

RCS: DCSPER320; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

The DCSPER320 report is the official source of information concerning the duty station or location of the Army's Appropriated Fund workforce. It provides the Secretary of the Defense, Secretary of the Army, OPM, Congress, and commands with a report showing how many and where the civilian workforce is located. The report reflects all active employees (Active Indicator = '1' or '2'), except those working without compensation (Pay Basis = 'WC'). Part 2 summarizes the total number of active employees at each duty station in each U.S. state, U.S. territory, and foreign country.

PCN: ZMA-59A COOPERATIVE EDUCATION PROGRAM REPORT

RCS: DCSPER592; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Injury & Unemployment

This report provides gender and ethnicity statistics about employees in the Cooperative (CO-OP) Education Program. It is divided into two parts: Part I provides statistics for military functions; Part II provides statistics for civil functions.

PCN: ZMA-5AA RIF MINORITY INVOLUNTARY SEPARATION REPORT

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: Yes; Distribution: SBU Server
Category(ies): Privacy Act Data; Reduction in Force (RIF)

A roster of employees who were separated due to reduction in force (RIF) involuntarily (NOA 356). This report is sorted by command.

PCN: ZMA-5BA NON-APPROPRIATED FUND EMPLOYMENT CATEGORIES (BY GSA LOCATION (DUTY STATION) CODE AND CCPO-ID)**

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Non-Appropriated Fund

A strength report of Non-Appropriated Fund (NAF) categories broken-down by GSA Location (Duty Station) Code, CCPO-ID, and Pay Plan. Each Pay Plan includes employee counts for regular full time, regular part time, flex, temporary full time, temporary part time, intermittent, no category, and total employees.

PCN: ZMA-5DA NON-APPROPRIATED FUND EMPLOYEES BY OCCUPATION**

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Non-Appropriated Fund

This is a strength report of Non-Appropriated Fund (NAF) employees by occupation. The report is ordered by command, Personnel Office Identifier (POI), and pay plan. Data for each position in a pay plan includes the position title, occupational series code, pay grade, and number of employees.

PCN: ZMA-5DB NON-APPROPRIATED FUND BY EMPLOYMENT CATEGORIES (BY COMMAND AND POI)**

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Non-Appropriated Fund

A strength report of Non-Appropriated Fund (NAF) employment categories broken-down by Command Code, Personnel Office Identifier (POI), and Pay Plan. Each Pay Plan includes employee counts for regular full time, regular part time, flex, temporary full time, temporary part time, intermittent, no category, and total employees.

PCN: ZMA-5FA TIME OFF AWARDS REPORT

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Awards

A report reflecting the number of time off awards (NOA 872) presented to employees in selected Army commands. It is sorted by Command Code. Each data row includes: Command Code and Description and counts for TOA Number, Number of Hours, 8 Hours or Less, and More than 8 Hours. A DA summary is at the end of the report.

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PCN: ZMA-5GA NOA ACTIONS REPORT BY COMMAND (NOA 312, 330, 385, 450, AND 452)
RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Personnel Actions, Gains & Losses

This report provides counts of transactions processed by command for the following Nature of Action (NOA) codes:

- 312 - Resignation in lieu of involuntary action (ILIA)
- 330 - Removal
- 385 - Termination during Probation/Trial Period
- 450 - Suspension NTE
- 452 - Suspension Indefinite

PCN: ZMA-5HA DEMOGRAPHIC MINORITY REPORT BY PAY GRADE/LEVEL, PERSONNEL OFFICE (POI) SUMMARIES
RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

The report provides demographic minority statistics by personnel office and pay grade/level, broken down by gender and ethnic group.

PCN: ZMA-5HB RIF TARGETED DISABILITIES MINORITY REPORT INVOLUNTARY SEPARATIONS, PERSONNEL OFFICE (POI) SUMMARIES.

RCS: 279EEO; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender; Reduction in Force (RIF)

A report providing statistics about minority employees with targeted disabilities who were involuntarily separated (RIF, NOA 356), sorted by Personnel Office Identifier (POI). Statistics are broken down by gender and ethnic groups within pay grade/level. (The report specifically covers POIs 2962, 2228, 2289, and 4170. It also includes a summary for all POIs.)

PCN: ZMA-5IA MILITARY STATUS/KEY EMPLOYEE BY COMMAND

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Mobilization

This report provides counts by command of key employees in various reserve and retired military categories. The report consists of two parts: Part 1 provides reserve category statistics; Part 2 provides retired military (under age 60) statistics.

PCN: ZMA-5JA CAREER PROGRAM 11 (CP11) PERSONNEL BY OCCUPATION SERIES AND PAY GRADE

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: Yes; Distribution: SBU Server
Category(ies): Career Programs/Special Programs; Privacy Act Data

A roster of employees under Career Program 11 ordered by Occupation Series and Pay Grade.

PCN: ZMA-5KA MILITARY STATUS/KEY EMPLOYEE SUMMARY BY POI

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Mobilization

This report provides counts by Personnel Office Identifier (POI) of key employees in various reserve and retired military categories. The report consists of two parts: Part 1 provides reserve category statistics; Part 2 provides retired military (under age 60) statistics.

PCN: ZMA-5LA COUNT OF FAMILY MEMBERS IN FOREIGN COUNTRIES

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Mobilization

This report provides counts of the number of employees claiming family members who accompanied them to foreign countries. The report is sorted by GSA (Duty Station) State/Country Code.

PCN: ZMA-5MA1 RESOURCE GUIDANCE REPORT 1: ACTIVE ARMY, US, MIL, GS/GM, FTP

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Profile Reports (Resource Guidance Reports)

A profile report of occupations filled for each command. The population of this report is active Army Appropriated Fund full time (FTP) permanent employees in military functions and pay plans GS or GM.

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PCN: ZMA-5MA3 RESOURCE GUIDANCE REPORT 3: ACTIVE ARMY, US, CIV, GS/GM, FTP

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Profile Reports (Resource Guidance Reports)

A profile report of occupations filled for each command. The population of this report is active Army Appropriated Fund full time (FTP) permanent employees in civilian functions and pay plans GS or GM.

PCN: ZMA-5MA4 RESOURCE GUIDANCE REPORT 4: ACTIVE ARMY, US, CIV, GS/GM, NON FTP

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Profile Reports (Resource Guidance Reports)

A profile report of occupations filled for each command. The population of this report is active Army Appropriated Fund non-full time (NON FTP) permanent employees in civilian functions and pay plans GS or GM.

PCN: ZMA-5MA5 RESOURCE GUIDANCE REPORT 5: ACTIVE ARMY, US, GS/GM, FTP, AGENCY/COMMAND CODES

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Profile Reports (Resource Guidance Reports)

A profile report of occupations filled for each command. The population of this report is active Army Appropriated Fund full time (FTP) permanent employees in pay plans GS or GM. They are listed by Agency/Command Codes.

PCN: ZMA-5MA6 RESOURCE GUIDANCE REPORT 6: ACTIVE ARMY, US, GS/GM, NON FTP, AGENCY/COMMAND CODES

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Profile Reports (Resource Guidance Reports)

A profile report of occupations filled for each command. The population of this report is active Army Appropriated Fund non-full time (NON FTP) permanent employees in pay plans GS or GM. They are listed by Agency/Command Codes.

PCN: ZMA-5MA7 RESOURCE GUIDANCE REPORT 7: ACTIVE ARMY, LN, FTP, AGENCY/COMMAND CODES

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Profile Reports (Resource Guidance Reports)

A profile report of occupations filled for each command. The population of this report is active Army Local Nationals (LN) full time (FTP) employees. They are listed by Agency/Command Codes.

PCN: ZMA-5MA8 RESOURCE GUIDANCE REPORT 8: ACTIVE ARMY, LN, NON FTP, AGENCY/COMMAND CODES

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Profile Reports (Resource Guidance Reports)

A profile report of occupations filled for each command. The population of this report is active Army Local Nationals (LN) non-full time (NON FTP) employees. They are listed by Agency/Command Codes.

PCN: ZMA-5MB RESOURCE GUIDANCE REPORT 2: ACTIVE ARMY, US, MIL, GS/GM, NON FTP

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Profile Reports (Resource Guidance Reports)

A profile report of occupations filled for each command. The population of this report is active Army Appropriated Fund non-full time (NON FTP) permanent employees in military functions and pay plans GS or GM.

PCN: ZMA-5NA GS/GM/ES/NH/DB SERIES 1515/CP16 BY COMMAND

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: SBU Server
Category(ies): Career Programs/Special Programs

A report reflecting counts by command of employees in Career Program 16, Occupational Series 1515, and Pay Plans GS, GM, ES, NH, or DB.

PCN: ZMA-5NB GS/GM/ES/NH/DB SERIES 1515/CP16 BY COMMAND/PAY GRADE

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: SBU Server
Category(ies): Career Programs/Special Programs

A report reflecting counts by command and pay grade of employees in Career Program 16, Occupation Series 1515, and Pay Plans GS, GM, ES, NH, DB.

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PCN: ZMA-5NC GS/GM/ES/NH/DB SERIES 1515/CP16 BY COMMAND/EDUCATION LEVEL
RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: SBU Server
Category(ies): Career Programs/Special Programs

A report reflecting counts by command and educational level of employees with a bachelors degree or higher in Career Program 16, Occupation Series 1515, and Pay Plans GS, GM, ES, NH, or DB.

PCN: ZMA-5ND GS/GM/ES/NH/DB SERIES 1515/CP16 MINORITIES BY POI
RCS: CSGPA1103; Frequency: Qtr; Privacy Act: Yes; Distribution: SBU Server
Category(ies): Career Programs/Special Programs; Equal Employment Opportunity, Minority, Disability, Gender; Privacy Act Data

A roster of minority employees by Personnel Office Identifier (POI) in Career Program 16, Occupation Series 1515, and Pay Plans GS, GM, ES, NH, and DB.

PCN: ZMA-5NE GS/GM/ES/NH/DB SERIES 1515/CP16 FEMALES BY POI
RCS: CSGPA1103; Frequency: Qtr; Privacy Act: Yes; Distribution: SBU Server
Category(ies): Career Programs/Special Programs; Equal Employment Opportunity, Minority, Disability, Gender; Privacy Act Data

A roster of female employees by Personnel Office Identifier (POI) in Career Program 16, Occupation Series 1515, and Pay Plans GS, GM, ES, NH, and DB.

PCN: ZMA-5NF GS/GM/ES/NH/DB SERIES 1515/CP16 INTERNS BY COMMAND
RCS: CSGPA1103; Frequency: Qtr; Privacy Act: Yes; Distribution: SBU Server
Category(ies): Career Programs/Special Programs; Interns and CO-OP; Privacy Act Data

A roster by command of interns in Career Program 16, Occupation Series 1515, and Pay Plans GS, GM, ES, NH, and DB.

PCN: ZMA-5NG GS/GM/ES/NH/DB SERIES 1515/CP16 RETIREMENT ELIGIBLES BY COMMAND
RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: SBU Server
Category(ies): Career Programs/Special Programs

A report reflecting counts by command of employees eligible to retire in Career Program 16, Occupation Series 1515, and Pay Plans GS, GM, ES, NH, and DB.

PCN: ZMA-5NH TOTAL GS/GM/SES/NH/DB SERIES 1515/CP16 BY COMMAND
RCS: CSGPA1103; Frequency: Qtr; Privacy Act: Yes; Distribution: SBU Server
Category(ies): Career Programs/Special Programs; Privacy Act Data

A roster by command of employees in Career Program 16, Occupation Series 1515, and Pay Plans GS, GM, ES, NH, and DB.

PCN: ZMA-5NI TOTAL GS/GM/SES/NH/DB SERIES ALL/CP16 BY COMMAND
RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: SBU Server
Category(ies): Career Programs/Special Programs

A report reflecting counts by command of employees in Career Program 16, all Occupation Series, and Pay Plans GS, GM, ES, NH, and DB.

PCN: ZMA-5TA EEO MINORITY STATISTICS W00SSA - ASA(M&RA) BY OCCUPATIONAL SERIES AND PAY GRADE**
RCS: DCSPER565; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Equal Employment Opportunity, Minority, Disability, Gender

This report provides DA EEO minority employee statistics by occupational series and pay grade, broken down by gender and ethnic groups.

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PCN: ZMA-5YA CAREER PROGRAM 12 (CP12) CAREERISTS BY EDUCATION LEVEL REPORT

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Career Programs/Special Programs

This report provides numbers of Career Program 12 employees in Educational Levels 10 (Associate Degree) through 22 (Post Doctorate). It is sorted by Educational Level.

PCN: ZMA-5YB CAREER PROGRAM 12 (CP12) CAREERISTS BY PAY GRADE REPORT

RCS: CSGPA1103; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Career Programs/Special Programs

This report provides numbers of Career Program 12 employees in Pay Grades 00, 03, 04, 07, 09, 11, 12, 13, 14, and 15. It is sorted by Pay Grade.

PCN: ZMA-61B CAREER PROGRAM MINORITY STATISTICS, CAREER PROGRAM 10

RCS: DCSPER565; Frequency: Qtr; Privacy Act: No; Distribution: CPOL
Category(ies): Career Programs/Special Programs; Equal Employment Opportunity, Minority, Disability, Gender

A report providing statistics for minority employees in Career Program 10 by pay grade/level, broken down by gender and ethnic group.

PCN: ZMA-74A ON BOARD STRENGTH

RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

On board strength for employees in POI '2043' and UIC 'W40W##' in various categories such as CONUS, permanent, temporary, etc.. For each category strengths are broken down by wage grade, GS/GM grades, direct hire and indirect hire.

PCN: ZMA-75A SERVICING POPULATION REPORT

RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

A report indicating separate and consolidated total strengths for Appropriated Fund (AF), Non-Appropriated Fund (NAF), and Local National (LN) Army and non-Army employees. It is organized into four parts:

- Part 1: AF Fund by POI
- Part 2: LN by Command
- Part 3: NAF by Command
- Part 4: Combined AF, LN, and NAF by Command

PCN: ZMA-80A S2N MATCHES REPORT

RCS: CSGPA1103; Frequency: Mon; Privacy Act: Yes; Distribution: SBU Server
Category(ies): Customized Data Products; Privacy Act Data

This report is a roster of employees in the Welfare to Work program (S2N) by S2N Code and command. Employees are sorted by SSN.

PCN: ZMA-82D MONTHLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT

RCS: SF113A; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Financial, Payroll; National Guard; Strength & Employment Counts

This report includes the automated SF113A (Department of the Army Standard Form 113A) and related supporting reports covering Army employees. The report consists of the following parts:

- * PART 1 - Standard Form 113A (SF113A) Consolidated Report
- * PART 2 - SF113A by Command Report
- * PART 4 - SF113A Command Summary Report
- * PART 5 - Summary of Foreign Countries and Territories
- * PART 11 - Summer Employees, YOBS, Federal Junior Fellowship Employees
- * PART 12 = Stay-in-School Employees, SEYS

See Appendix G of the HQACPERS Automated Products Guide for a detailed description of the SF113A Report Series.

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PCN: ZMA-82E UNMATCHED UIC TO ROC

RCS: SF113A; Frequency: Mon; Privacy Act: Yes; Distribution: SBU Server
Category(ies): Customized Data Products; Privacy Act Data

This report lists the employee records that contain a Unit Identification Code (UIC) that doesn't match to a Resource Organization Code (ROC) in the UIC-ROC Crosswalk database table. This report is sent to the Pentagon for informational purposes. Within each UIC employee records are listed by SSN.

See Appendix G of the HQACPERS Automated Products Guide for a detailed description of the SF113A Report Series.

PCN: ZMA-82G DOD DEPENDENT SCHOOLS REPORT

RCS: SF113A; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

This report lists the automated SF113A and related supporting reports for selected DOD dependent school employees serviced by Army personnel offices. The parts of this report are:

PART 1 - Standard Form 113A (DOD Employees)
PART 5 - Summary of Foreign Countries and Territories

Produced for DD04 - DISA, DD34 - DECA, DD35 - DFAS.

See Appendix G of the HQACPERS Automated Products Guide for a detailed description of the SF113A Report Series.

PCN: ZMA-82J TOTAL MILITARY STRENGTH BY ROC/UIC**

RCS: SF113A; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

A report that reflects Army military strength (Function = 1) by Resource Organization Code (ROC) and Unit Identification Code (UIC). For each UIC in a ROC it provides counts for: total strength, US strength; full time permanent and temporary employees; part time permanent and temporary employees, and various types of local national employees. Family member statistics are also included.

See Appendix G of the HQACPERS Automated Products Guide for a detailed description of the SF113A Report Series.

PCN: ZMA-82K MONTHLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT BY ROC

RCS: SF113A; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

This report is Part 3 of Standard Form 113-A (SF113A) by Resource Organization Code (CODE). For each ROC the report provides employee counts by various employment categories (full time, part time, U.S. citizens, etc.), broken down by total employees and those in U.S. Territories, in Foreign Countries, in the D.C. Military Area (DCMA), and in the United States (less DCMA).

See Appendix G of the HQACPERS Automated Products Guide for a detailed description of the SF113A Report Series.

PCN: ZMA-82M STRENGTH TRANSACTIONS BY APPOINTMENT CATEGORY

RCS: SF113A; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

This report summarizes the Army's strength transactions by appointment categories (permanent, temporary, and indefinite) and by functional designator (military, civil), broken down by Army commands. For each command counts are provided for accessions, losses, and LWOP.

See Appendix G of the HQACPERS Automated Products Guide for a detailed description of the SF113A Report Series.

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PCN: ZMA-82P SUPPLEMENTAL STRENGTH REPORTS #10, #5, #4, #1, #6, #3, #9, #2, #7, AND #11
RCS: SF113A; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

This report combines the following supplemental strength reports into a single document. They are included in the order listed:

#10 U.S. Direct Hires by Command/Country - Military Functions

#5 Direct Hire Local Nationals (LN) by Command/County - Military Functions

See Appendix G of the HQACPERS Automated Products Guide for a detailed description of the SF113A Report Series.

#4 Indirect Hire LN by Command/Country - Military Functions

#1 LN Indirect Hire Empl and Related Payrolls by Country - Military Functions

#6 Non-Citizen Full Time Permanent Employees by Command - Military Functions

#3 Direct Hires in Foreign Countries and Territories - Military Functions

#9 Direct Summer Hires by Command - Military Functions

#2 Command Summary Direct Hire by Command - Total Strength

#7 Command Summary Direct Hire by Command - Military Functions

#11 Army Reserve Technicians by Command

See Appendix G of the HQACPERS Automated Products Guide for a detailed description of the SF113A Report Series.

PCN: ZMA-82Q SUPPLEMENTAL STRENGTH REPORT #8 - TOTAL STRENGTH APPROPRIATED FUND EMPLOYEES
RCS: SF113A; Frequency: Mon; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

This report provides appropriated fund employee strength broken down by the following categories: total strength; U.S. citizens world-wide; non-U.S. citizens; and U.S. citizens outside CONUS. Changes from the previous fiscal year are also included for each category.

See Appendix G of the HQACPERS Automated Products Guide for a detailed description of the SF113A Report Series.

PCN: ZMA-84A U.S. ARMY RETIREMENT CLAIMS PROCESSING TIMELINESS REPORT BY REGION/CCPO-ID**
RCS: CSGPA1103; Frequency: Mon; Privacy Act: Yes; Distribution: SBU Server
Category(ies): Privacy Act Data; Retirement, Voluntary Separations (VERS, VSIP)

This report provides a roster of retirees, indicating the timeliness of when their retirement (separation) packages are processed at different personnel offices. The information for each employee listed includes name, register number, PON, CCPO-ID, Type Claim, EDOA, Recv CPO, Sent PRO, Number of Days in Mail, Sent OPM, Number of Days Pro, and Elapsed Time. Employees are listed alphabetically within region and CPOC.

PCN: ZMA-84B U.S. ARMY REGIONS RANKED BY OVERALL TIMELINESS OF RETIREMENT CLAIMS PROCESSED
RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL and SBU Server
Category(ies): Retirement, Voluntary Separations (VERS, VSIP)

This report ranks army regions by the overall timeliness of retirement claims processed. Statistics for each region include number of claims processed, and the percentages of those associated with retirements, disabilities, refunds, deaths, and overall.

PCN: ZMA-85B UNMATCHED 825 RECORDS - ALL PAY PLANS
RCS: CSGPA1103; Frequency: Mon; Privacy Act: Yes; Distribution: SBU Server
Category(ies): Privacy Act Data; Retirement, Voluntary Separations (VERS, VSIP)

A report comparing unmatched VSIP transactions (NOA 825) to selected separation transactions (NOA 302, 303, 304, 312, 317).

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PCN: ZMA-85C VSIP TAKERS BY COMMAND, GRADE, AND CATEGORY - ALL PAY PLANS

RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL and SBU Server
Category(ies): Retirement, Voluntary Separations (VERS, VSIP)

The report provides counts of VSIP transactions (NOA 825) by command, pay grade, and category for all pay plans.

PCN: ZMA-85D VSIP TAKERS BY COMMAND, GRADE, AND OCCUPATIONAL SERIES, ALL PAY PLANS

RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL and SBU Server
Category(ies): Retirement, Voluntary Separations (VERS, VSIP)

The report provides counts of VSIP transactions (NOA 825) by command, pay grade, and occupational series for all pay plans.

PCN: ZMA-85E VSIP TAKERS BY COMMAND, GRADE, AND AGE GROUP - ALL PAY PLANS

RCS: CSGPA1103; Frequency: Mon; Privacy Act: No; Distribution: CPOL and SBU Server
Category(ies): Retirement, Voluntary Separations (VERS, VSIP)

The report provides counts of VSIP transactions (NOA 825) by command, pay grade, and age group for all pay plans.

PCN: ZMA-86A RIF INVOLUNTARY SEPARATION REPORT

RCS: CSGPA1103; Frequency: Mon; Privacy Act: Yes; Distribution: SBU Server
Category(ies): Privacy Act Data; Reduction in Force (RIF)

A report listing employees who were involuntarily separated due to reduction in force (RIF) actions (NOA 356).

PCN: ZMA-87A VOLUNTARY EARLY RETIREMENT AUTHORITY

RCS: CSGPA1103; Frequency: Mon; Privacy Act: Yes; Distribution: SBU Server
Category(ies): Privacy Act Data; Retirement, Voluntary Separations (VERS, VSIP)

A report listing employees who took voluntary retirement in the month concerned.

PCN: ZMA-88A ANNUAL INVOLUNTARY SEPARATION REPORT BY COMMAND

RCS: CSGPA1103; Frequency: Ann; Privacy Act: Yes; Distribution: SBU Server
Category(ies): Privacy Act Data; Reduction in Force (RIF)

An annual report listing employees who were involuntarily separated due reduction in force (RIF) actions (NOA 356).

PCN: ZMA-8BA SERVICED POPULATION REPORT

RCS: CSGPA1103; Frequency: SmAnn; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

A report indicating strengths by parent commands.

PCN: ZMA-8CA APPROPRIATED FUND CPAC REPORT**

RCS: CSGPA1103; Frequency: SmAnn; Privacy Act: No; Distribution: CPOL
Category(ies): Strength & Employment Counts

This report provides strength for each CPAC by parent command and CCPO-ID, broken down by military and cemeterial functions and civil functions. With each functions strengths are provide for each command.

**SECTION 3
TERMS AND BUSINESS RULES**

This section lists and defines data terminology used by HQACPERS. It also identifies the business rules applied in accessing data and generating HQACPERS products. Clear text data tiles are used.

Refer to the following documents for additional information:

- **HQACPERS Data Element Dictionary (DED)** - The DED provides detailed technical information and descriptions of HQACERS database tables and data elements.
- **HQACPERS Lookup Codes Dictionary (LCD)** - The LCD provides current code values and descriptions of all the code-sets maintained in the HQACPERS database. These codes appear in HQACPERS products. All the codes referred to in this section may be found in the LCD.

Both of the above documents are available in the same section on the Army Civilian Personnel Online (CPOL) website as is this document.

3.1. ABOUT SSN'S, PERSON ID'S, AND EMPLOYEE POSITIONS

The vast majority of Army civilian workforce is assigned a single job, or position. But there a few who hold more than one position.

HQACPERS 2.0 has improved capabilities for maintaining the records of employees who hold more than one position. This is accomplished by use of a **Person ID** in addition to the **Social Security Number (SSN)**.

Employee records now contain both a Person ID and Social Security Number (SSN). The Person ID is assigned to those records associated with a specific position, and the employee's SSN is the common key that joins all of an employee's records together. In other words, an employee may be assigned multiple Person IDs (one for each position held) but will have only one SSN. Consequently, using Person ID as the lookup key will yield only those records associated with a single position; using SSN as the lookup key will yield all of an employee's records.

In addition, an employee may hold positions in different funding/employee types. For example, an employee holding one or more Local National (LN) positions may also work in one or more Non-Appropriated Fund (NAF) jobs. In this case the employee will have records in the Local National database table and the NAF database table, as well as corresponding LN and NAF records in the Combined Strength Table. As Person ID is unique to a distinct position, this employee now has unique Position IDs for each LN position and a different set of unique Person IDs for each NAF position. The employee's SSN remains common for all the positions held in both tables.

In summary, Person ID is not the global, unique key that identifies an employee; instead it applies only to a particular position held by an employee. An employee holding down multiple positions will have multiple Person IDs. For data imported directly from DCPDS, HQACPERS uses the same Person ID assigned by DCPDS. HQACPERS generates Person IDs for data imported from all other sources. **SSN remains as the global, unique employee identifier.**

(**EXCEPTION:** Person ID is not used in National Guard employee records in the National Guard database table. As employees can be assigned only one National Guard position, SSN is used is the lookup key in this database table. HQACPERS, however, assigns Person IDs to National Guard records in the Combined Strength database table for data integrity purposes.)

3.2. TERMS AND BUSINESS RULES INDEX/CROSS REFERENCE

The following provides an index/cross reference to the terms and business rules that are described in subparagraphs 3.3.001 - 3.3.101.

<u>Subpara Term/Business Rule</u>	<u>Cross Reference</u>
3.3.001. Accountable Employment	(See also Direct-Hire Accountable Employment, Army Employment)
3.3.002 Active Employment	(See also Inactive Employment, Accountable Employment)

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<u>Subpara</u>	<u>Term/Business Rule</u>	<u>Cross Reference</u>
3.3.003	Active Indicator	(See also Active Employment, Inactive Employment)
3.3.004	Active-Pay Status	(See Active Employment)
3.3.005	Agency Code	
3.3.006	Agency Subelement Flag	(See Army Command, Command)
3.3.007	Appointment Category	(See also Appointment Type)
3.3.008	Appointment Type	(See also Permanent Appointments, Temporary Appointments, Indefinite Appointments, Appointment Category)
3.3.009	Appropriated Fund (AF) Employees	(See also NAF Employees)
3.3.010	Appropriation Category	(See Functional Designator)
3.3.011	Army Command	(See also Agency Subelement Flag)
3.3.012	Army Employment	(See also Accountable Employment, Direct-Hire Accountable Employment, Serviced Employment)
3.3.013	Army Population	(See Army Employment)
3.3.014	Cancellation-Of-Loss (Reactivation) Actions	(See also Gain Actions)
3.3.015	Career Program	
3.3.016	Command	(See Army Command)
3.3.017	Direct-Hire Accountable Employment	(See also Accountable Employment, Army Employment)
3.3.018	Direct-Hire Local Nationals	(See non-U.S. Citizens)
3.3.019	District of Columbia Metropolitan Area (DCMA)	(See also Outside of DCMA)
3.3.020	Employee Tenure	
3.3.021	Employee Type	
3.3.022	Federal Wage System (FWS) Employees	(See Wage System)
3.3.023	Foreign Countries	(See GSA Location/Duty Station)
3.3.024	Local National (FN) Employees	(See Non-U.S. Citizens)
3.3.025	Full Time Employee	(See also Part Time Employee, Intermittent Employee)
3.3.026	Function	(See Functional Designator)
3.3.027	Functional Designator	
3.3.028	Gain Actions	(See also Loss Actions)
3.3.029	General Schedule	(See also Major Pay System)
3.3.030	Geographic Area	(See also GSA Location/Duty Station, Strength Area)
3.3.031	GSA Location/Duty Station	
3.3.032	Inactive Employment	(See also Active Employment)

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<u>Subpara</u>	<u>Term/Business Rule</u>	<u>Cross Reference</u>
3.3.033	Indefinite Appointment Actions	(See also Gain Actions)
3.3.034	Indefinite Appointments	(See also Permanent Appointments, Temporary Appointments)
3.3.035	Indirect-Hire Local Nationals	(See non-U.S. Citizens)
3.3.036	Intermittent Employee	(See also Full Time Employee, Part Time Employee)
3.3.037	Intermittent-Working	(See Intermittent Employee)
3.3.038	Leave-Without-Pay (LWOP) Actions	(See also Return-To-Duty from LWOP)
3.3.039	Local National (LN) Employees	(See Non-U.S. Citizens)
3.3.040	Loss Actions	(See also Gain Actions)
3.3.041	Loss/Separated Employees	
3.3.042	Loss To Indefinite Appointment Actions	(See also Loss Actions)
3.3.043	Loss To Permanent Appointment Actions	(See also Loss Actions)
3.3.044	Loss To Summer Hire Actions	(See also Loss Actions)
3.3.045	Loss To Temporary Appointment Actions	(See also Loss Actions)
3.3.046	Loss To Term Appointment Actions	(See also Loss Actions)
3.3.047	Major Command (MACOM)	(See Army Command)
3.3.048	Major Pay System	(See also Pay Plan)
3.3.049	Major Subordinate Command (MSC)	(See Army Command)
3.3.050	Military Technicians	
3.3.051	Movement-Into-Command Actions	(See also Gain Actions)
3.3.052	Movement-Out-Of-Command Actions	(See also Loss Actions)
3.3.053	National Guard Employment	(See also Employee Type)
3.3.054	Non-Appropriated Fund (NAF) Employees	(See also Appropriated Fund Employees)
3.3.055	Non-Pay Status	(See Inactive Employment)
3.3.056	Non-U.S. Citizens	(See also U.S. Citizens, U.S. Citizenship Code)
3.3.057	Occupational Series	
3.3.058	Outside of D.C. Metropolitan Area (DCMA)	(See also DCMA)
3.3.059	Part Time Employee	(See also Full Time Employee, Intermittent Employee)
3.3.060	Pay Plan	(See also General Schedule, Wage System, Major Pay System)
3.3.061	Pay Status	(See Active Employment, Inactive Employment)
3.3.062	Permanent Appointments	(See also Temporary Appointments, Indefinite Appointments)
3.3.063	Permanent Appointment Actions	(See also Gain Actions)

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<u>Subpara</u>	<u>Term/Business Rule</u>	<u>Cross Reference</u>
3.3.064	Person ID	(See Also Social Security Number (SSN))
3.3.065	Personnel Office Identifier	
3.3.066	Place on Leave-Without-Pay	(See Leave-Without-Pay Actions)
3.3.067	Privacy Act	
3.3.068	Race/National Origin (RNO)	
3.3.069	Regular Employment	(See also Special Employment)
3.3.070	Resource Organization Code (ROC)	
3.3.071	Return-To-Duty Actions	(See also Gain Actions)
3.3.072	Return-To-Duty From LWOP Actions	(See also Leave-Without-Pay Actions)
3.3.073	Senior Level Employment Separated	(See Loss or Separated)
3.3.074	Serviced Employment	(See also Army Employment)
3.3.075	SF-113A Employment	(See Direct-Hire Accountable Employment)
3.3.076	Social Security Number (SSN)	(See Also Person ID)
3.3.077	Special Employment	(See also Regular Employment)
3.3.078	Strength Accountable	(See Accountable Employment, Active Indicator)
3.3.079	Strength Area	
3.3.080	Summer Hire Gain Actions	(See also Gain Actions)
3.3.081	Summer Hires	(See Active Indicator, Summer Hire Gain Actions)
3.3.082	Temporary Appointment Actions	(See also Gain Actions)
3.3.083	Temporary Appointments	(See also Permanent Appointments, Indefinite Appointments)
3.3.084	Tenure	(See Employee Tenure)
3.3.085	Term Appointment Actions	(See also Gain Actions)
3.3.086	Total Active Employment	(See Accountable Employment)
3.3.087	Total Employment	(See Army Employment)
3.3.088	Total Gains	(See Gain Actions)
3.3.089	Total Losses	(See Loss Actions)
3.3.090	Type of Appointment	(See Appointment Type)
3.3.091	Unit Identification Code (UIC)	
3.3.092	U.S. Citizens	(See also Non-U.S. Citizens, U.S. Citizenship Code)
3.3.093	U.S. Citizenship Code	
3.3.094	U.S. Citizen Gains & Losses	(See Gain Actions, Loss Actions)
3.3.095	U.S. States	(See also GSA Location/Duty Station)

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3.3.096 U.S. Territories

(See also GSA Location/Duty Station)

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<u>Subpara Term/Business Rule</u>	<u>Cross Reference</u>
3.3.097 Wage Grade	(See Wage System)
3.3.098 Wage System	(See also Pay Plan)
3.3.099 Work Schedule	(See also Full Time Employee, Part Time Employee, Intermittent Employee, Work Schedule Rollup)
3.3.100 Work Schedule Rollup	(See also Work Schedule)
3.3.101 Workforce	(See Army Employment)

3.3. TERMS AND BUSINESS RULES

The following terms and business rules are listed in alphabetical order.

3.3.001. Accountable Employment

This term includes all Department of the Army employees (Agency Code = AR) who are paid out of the appropriated fund and are **strength accountable**, i.e., in an **Active-Pay Status**, as described in the table below.

Note: Corresponds to the figures reported on line 1 of the SF-113A Report with Indirect-Hire Local National employees included.

This population includes:	(1) Active Direct Hire U.S. Citizens, including intermittent employees who worked during the reporting month and employees on leave-with-pay (Employee Type = 1, Active Indicator = 1, 2).
	(2) Direct Hire Local Nationals (Employee Type = 4).
	(3) Indirect Hire Local Nationals (Employee Type = 5).
	(4) National Guard Bureau Civilian Technicians (Employee Type = 8).
This population excludes:	(1) Non-Army employees serviced by <u>Army</u> personnel offices (Employee Type = 2, 3).
	(2) NAF employees (Employee Type = 6, 7).
	(3) U.S. citizen Intermittent work schedule employees who <u>did not</u> work during the reporting month (Employee Type = 1, Work Schedule I or J, Active Indicator = 4). [see Note A]
	(4) U.S. citizen employees in an Inactive (non-pay) status (Employee Type = 1, Active Indicator = 4). [see Note A]
	(5) U.S. citizen employees without compensation (Employee Type = 1, Pay Basis = WC). [see Note A]
	(6) U.S. citizen employees in a Loss (separated) status (Employee Type = 1, Active Indicator = 6).

Note A: Employees in these categories are collectively referred to as **Inactive Employment**.

[see also **Direct-Hire Accountable Employment, Army Employment, Active Indicator.**]

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3.3.002. Active Employment

Employees currently on the Army rolls in the position held who is in an active pay status (i.e., not in an inactive (loss) status), including those on leave-with-pay and intermittent employees that worked during the reporting month.

This population Includes:	(1) Regular Employment (Active Indicator = 1). Applies to <u>most</u> U.S. citizens and <u>all</u> local nationals (i.e., current non-U.S. employees are <u>always</u> Regular Active Pay). Includes Summer Hires.
	(2) Special Employment (Active Indicator = 2). Applies to selected U.S. citizens only.

[see also **Inactive Employment, Regular Employment, Special Employment, Accountable Employment, Active Indicator.**]

3.3.003. Active Indicator

Indicates whether an employee is in an active pay status, a non-pay status, or is separated (a loss) in the position held. If an employee holds more than one position, the employee must be separated from all positions held before the employee is considered separated from the work force.

Code	Definition
1	Active Pay - Regular Employment (see Note A) <u>Includes</u> Summer Hire employees. Set as follows: Nature of Action = 932 and Work Schedule = I or J and Personnel Action Effective Year and Month = Current Year and Month OR Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Duty Status not = 89 OR Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Duty Status not = 89
2	Active Pay - Special Employment Categories (see Note A) <u>Includes</u> all special employment program employees <u>except</u> Summer Hire Employees. Set as follows: Nature of Action = 462 OR Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Pay Plan = YV and Appointment Authority = WVM or ZVM OR Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Pay Plan = GW, WW or YW and Appointment Authority = WWM or ZWM OR Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Pay Plan = SZ and Occupational Series = 3506 OR Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Appointment Authority = YAM OR

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2 contd	<p>Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Appointment Authority = Y1M, Y2M, Y3M, YAM, YBM or YGM OR Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Duty Status = 89 OR Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Special Program Identifier = 88 and Appointment Authority = J8P, J8R, J8T or J8V and Pay Plan = CZ or GS and Pay Grade = 1 OR Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Special Program Identifier = 88 and Appointment Authority = J8P, J8R, J8T or J8V and Pay Plan = SZ, WB, WD, WG, WK, WM, WT, WU, WY, WZ or XP and Pay Grade < 4 OR Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Special Program Identifier = 90 and Appointment Authority = J8P, J8R, J8T, J8V or MBM and Pay Plan = CZ or GS and Pay Grade < 4 OR Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Special Program Identifier = 90 and Appointment Authority = MBM, J8P, J8R, J8T or J8V and Pay Plan = SZ, WB, WD, WG, WK, WM, WT, WU, WY, WZ or XP and Pay Grade < 5 OR Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Duty Status = 89 OR Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Pay Plan = YV and Appointment Authority = WVM or ZVM OR Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Pay Plan = GW, WW or YW and Appointment Authority = WWM or ZWM OR Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Pay Plan = SZ and Occupational Series = 3506 OR Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Appointment Authority = YAM OR Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Special Program Identifier = 88 and Appointment Authority = J8P, J8R, J8T or J8V and Pay Plan = SZ, WB, WD, WG, WK, WM, WT, WU, WY, WZ or XP and Pay Grade < 4 OR Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Special Program Identifier = 88 and Appointment Authority = J8P, J8R, J8T or J8V and Pay Plan = CZ or GS and Pay Grade = 1 OR Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Special Program Identifier = 90 and Appointment Authority = J8P, J8R, J8T, J8V or MBM and Pay Plan = CZ or GS and Pay Grade < 4 OR Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Special Program Identifier = 90 and Appointment Authority = J8P, J8R, J8T, J8V or MBM and Pay Plan = SZ, WB, WD, WG, WK, WM, WT, WU, WY, WZ or XP and Pay Grade < 5</p>
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2 conrtd	OR
	Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Appointment Authority = Y1M, Y2M, Y3M, YBM or YGM
	OR
	Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Duty Status = 89
4	Inactive - Non-Strength Accountable (see Note B). Set as follows:
	Work Schedule = I or J and employee current Active Indicator > 5
	OR
	Pay Basis Code = WC
	OR
	Nature of Action = 430 or 452 or 472 or 473
	OR
	Nature of Action = 450 or 460 and Duty Status = 25 or 30
	OR
	Nature of Action = 450 or 460 and LWOP Not To Exceed Date - LWOP Date > 30
	OR
	Nature of Action = 932 and Work Schedule = I or J and Personnel Action Effective Year and Month not = Current Year and Month
6	Separated/Loss (see Note C). Set as follows:
	Nature of Action = 3xx or 971
	OR
	Nature of Action > 199 and employee current Active Indicator = 6

Note A: These employees are included in "Active Employment" and are "Strength Accountable".

Note B: These employees are included in "Inactive Employment".

Note C: These former employees are normally excluded from all reports except those showing separation statistics, for example, counts of retirement actions.

[see also Active Employment, Inactive Employment.]

3.3.005. Agency Code

Identifies the United States Government Agency, which employs an individual. All Department of Army employees have Agency Code = AR. Only AR employees are counted in Army Strength Reports, with the exception of those reports showing serviced employment.

Current code values for all Agencies are listed in the HQ ACPERS Lookup Codes Dictionary (LCD) in the code-set named AGCY_CODE.

3.3.006. Agency Subelement Flag

This is synonymous with Command Code. [see Army Command, Command]

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3.3.007 Appointment Category

Identifies which rollup group the employee's current appointment falls under. Many Army strength counts are broken out by appointment category.

Code	Definition
P	Employees with Permanent Appointments
T	Employees with Temporary Appointments
I	Employees with Indefinite Appointments

Current code values for all Agencies are listed in the **HQ ACPERS Lookup Codes Dictionary (LCD)** in the code-set named **APPOINTMENT_CATEGORY**.

[see also **Appointment Type**.]

3.3.008. Appointment Type

A coded value identifying the nature of the employee's current appointment. Used in conjunction with Nature of Action code to calculate various strength statistics. Some sample code values are listed below.

Code	Definition
1A	Competitive - Career
1B	Career executive assignment - Career
1C	Excepted - Career
1D	Canal Zone - Career
1L	Non-Career executive assignment

Current code values for Appointment Types are listed in the **HQ ACPERS Lookup Codes Dictionary (LCD)** in the code-set named **APP_TYPE**.

[See **Permanent Appointments, Temporary Appointments, Indefinite Appointments, Appointment Category**.]

3.3.009. Appropriated Fund (AF) Employees

Employees paid from the Appropriated Fund. This group of employees includes direct hire U.S. Citizens and direct/indirect hire Local national employees.

[see also **NAF Employees**.]

3.3.010. Appropriation Category

This is synonymous with Functional Designator. [see **Functional Designator**]

3.3.011. Army Command

A coded value identifying the administrative subdivision (i.e., Army subelement) in which a person is employed. Most Army statistical reports display counts broken out by Command.

Note: All U.S. Army commands begin with a letter; the second position can be a letter or number.
All U.S. Army Materiel Command sub-commands begin with the letter "X".
All U.S. Army Europe sub-commands begin with the letter "E".

Current code values for Army Commands are listed in the **HQ ACPERS Lookup Codes Dictionary (LCD)** in the code-set named **AGCY_SUB_ELM_FLAG**.

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3.3.012. Army Employment

This term includes all Department of the Army employees (Agency Code = AR) who are paid out of appropriated and non-appropriated funds, as described in the table below.

This set of employees is often referred to as the Army "Population" or "Workforce". It covers Army employees serviced by both Army and non-Army personnel offices.

This population includes:	(1) Active Direct Hire U.S. Citizens, including intermittent employees who worked during the reporting month and employees on leave-with-pay (Employee Type = 1, Active Indicator 1, 2).
	(2) Direct Hire Local Nationals (Employee Type = 4).
	(3) Indirect Hire Local Nationals (Employee Type = 5).
	(4) National Guard Bureau Civilian Technicians (Employee Type = 8).
	(5) NAF employees (Employee Type = 6, 7). [see Note B]
	(6) U.S. citizen Intermittent work schedule employees who <u>did not</u> work during the reporting month (Employee Type = 1, Work Schedule I or J, Active Indicator = 4). [see Note A]
	(7) U.S. citizen employees in an Inactive (non-pay) status (Employee Type = 1, Active Indicator = 4). [see Note A]
	(8) U.S. citizen employees without compensation (Employee Type = 1, Pay Basis = WC). [see Note A]
This population excludes:	(1) U.S. citizen employees in a Loss (separated) status (Employee Type = 1, Active Indicator = 6).
	(2) Non-Army employees serviced by <u>Army</u> personnel offices (Employee Type = 2, 3).

Note A: Employees in these categories are collectively referred to as **Inactive Employment**.

Note B: NAF employees are often excluded from reports displaying total Army employment; reports will normally be labeled "appropriated fund" to clarify this.

[see also **Accountable Employment, Direct-Hire Accountable Employment, Serviced Employment.**]

3.3.013. Army Population

Determined by same business rules as Army Employment. [see **Army Employment**]

3.3.014. Cancellation-Of-Loss (Reactivation) Actions

Counts of the number of Army U.S. Citizen "gain" personnel actions with a cancellation-of-loss nature of action and an effective date that falls within the reporting month. Includes actions with:

This:	1st Nature Of Action = 001 (Cancellation Action)
And:	2nd Nature Of Action = 300 through 399 (Loss Action)

[see also **Gain Actions.**]

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3.3.015. Career Program

A code value that indicates coverage in a Department of the Army career program as determined by virtue of the position, occupational series, and grade an employee occupies. Selected Army strength reports include counts broken out by Career Program.

Current code values for Career Programs are listed in the **HQ ACPERS Lookup Codes Dictionary (LCD)** in the code-set named AR_PSN_CAR_PGM_CD.

3.3.016. Command

Code values of the commands in all agencies and Armed forces maintained in the HQACPERS database are listed in the HQACPERS **Lookup Codes Dictionary (LCD)** in the code-set named AGCY_SUB. Code values for Army commands only are in the code-set named AGCY_SUB_ELM_FLAG.

[see also **Army Command**]

3.3.017. Direct-Hire Accountable Employment

This term includes all Department of the Army employees (Agency Code = AR) who are direct-hire, paid out of the appropriated fund, and **strength accountable**, i.e., in an **Active-Pay Status**, as described in the table below.

Note: Corresponds to the figures reported on line 1 of the SF-113A Report.

This population includes:	(1) Active Direct Hire U.S. Citizens, including intermittent employees who worked during the reporting month and employees on leave-with-pay (Employee Type = 1, Active Indicator = 1, 2).
	(2) Direct Hire Local Nationals (Employee Type = 4).
	(3) National Guard Bureau Civilian Technicians (Employee Type = 8).
This population excludes:	(1) Non-Army employees serviced by <u>Army</u> personnel offices (Employee Type = 2, 3).
	(2) NAF employees (Employee Type = 6, 7).
	(3) Indirect Hire Local Nationals (Employee Type = 5).
	(4) U.S. citizen Intermittent work schedule employees who <u>did not</u> work during the reporting month (Employee Type = 1, Work Schedule I or J, Active Indicator = 4). [see Note A]
	(5) U.S. citizen employees in an Inactive (non-pay) status (Employee Type = 1, Active Indicator = 4). [see Note A]
	(6) U.S. citizen employees without compensation (Employee Type = 1, Pay Basis = WC). [see Note A]
	(7) U.S. citizen employees in a Loss (separated) status (Employee Type = 1, Active Indicator = 6).

Note A: Employees in these categories are collectively referred to as **Inactive Employment**.

[see also **Accountable Employment, Army Employment.**]

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3.3.018. Direct-Hire Local Nationals

[See non-U.S. Citizens]

3.3.019. District of Columbia Metropolitan Area (DCMA)

Includes GSA State/County Codes as follows:

GSA State 11 - Washington D.C.

GSA State 24 - Maryland, plus one of the following GSA Counties:

009 - Calvert
017 - Charles
021 - Frederick
031 - Montgomery
033 - Prince George's

GSA State 51 - Virginia, plus one of the following GSA Counties

013 - Arlington
043 - Clarke
047 - Culpeper
059 - Fairfax
061 - Fauquier
099 - King George
107 - Loudoun
153 - Prince William
177 - Spotsylvania
179 - Stafford
187 - Warren
510 - Alexandria City
600 - Fairfax City
610 - Falls Church City
630 - Fredericksburg City
683 - Manassas City
685 - Manassas Park City

GSA State 54 - West Virginia, plus one of the following GSA Counties:

003 - Berkeley
037 - Jefferson

[see also **Outside of DCMA.**]

3.3.020. Employee Tenure

Identifies the retention group in which an employee is placed based on the type of appointment when there is a Reduction-In-Force (RIF). Signifies the current employment status which reflects the type of appointment, probationary standing, retirement opportunities, and retention priority during a RIF for either competitive or exception service civilian employees.

Code	Definition
0	Non-Competing Employees.
1	Group 1 -- Career Employee, Non-U.S. Citizen Employees With Permanent Tenure.
2	Group 2 -- Career Conditional Employee, Career Employee Serving Probation / Trial Period, Non-U.S. Citizen Employee Serving Trial Period.
3	Group 3 -- Appointed Employee, Employee With Temporary / Non-Status / TAPER / Status Quo or Special Tenure.

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3.3.021. Employee Type

Identifies the category of a civilian employee for strength accounting purposes.

Code	Definition
1	Appropriated-Fund U.S. Citizens -- Army Employees
2	Appropriated-Fund U.S. Citizens -- DoD (non-Army) Employees Note: These employees are not counted in Army reports except those showing <u>serviced</u> employment.
3	Appropriated-Fund U.S. Citizens -- non-DoD Employees Note: These employees are not counted in Army reports except those showing <u>serviced</u> employment
4	Appropriated-Fund non-U.S. Citizen Employee - Direct Hire
5	Appropriated-Fund non-U.S. Citizen Employee - Indirect Hire
6	Non-Appropriated Fund (NAF) U.S. Citizens
7	Non-Appropriated Fund (NAF) Non-U.S. Citizens
8	National Guard Bureau Civilian Technicians (Title 32)

3.3.022. Federal Wage System (FWS) Employees

[See Wage System]

3.3.023 Foreign Countries

The first two positions of the GSA Location/Duty Station Code identify a country, U.S. State, or U.S Territory. Values that are numeric denote U.S. states, and those that have character data identify U.S. territories and foreign countries. In the later case, if position 2 is a 'Q' the code identifies a U.S. territory, otherwise the code designates a country.

[see also GSA Location/Duty Station]

3.3.024. Local National (LN) Employees

[See Non-U.S. Citizens]

3.3.025. Full Time Employee

Work Schedule = F or G.

[see also Part Time Employee, Intermittent Employee.]

3.3.026. Function

[See Functional Designator]

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3.3.027. Functional Designator

The broad appropriation category from which an employee is paid. Many Army strength counts are broken out by function.

Note: When all function values are rolled into a single figure, this is referred to as "combined appropriations" or "all functions".

Code	Definition
1	Military Functions. Identifies employees paid under military appropriations. Most civilian employees fall under this category. <u>Note:</u> All non-U.S. citizen employees and National Guard Bureau Civilian Technicians fall within this category.
2	Civil Functions. Identifies employees paid under civil appropriations -- civil works jobs. Applies to Corps of Engineers (COE) only. <u>Note:</u> A percentage of USACE (COE) employees fall under military functions instead of civil. <u>Note:</u> Civil applies to U.S. citizens only.
3	Cemeterial Functions. Identifies employees paid under military appropriations -- Cemeterial job functions. Applies to Military District of Washington (MDW) employees only. <u>Note:</u> Most MDW employees fall under military functions instead of Cemeterial. <u>Note:</u> Cemeterial applies to U.S. citizens only.

3.3.028. Gain Actions

Counts of the number of Army U.S. Citizen "gain" personnel actions with an effective date that falls within the reporting month.

The "Total Gains" count contains a rollup of the following counts:

- (1) Permanent Appointment Actions [Note B].
- (2) Temporary Appointment Actions [Note B].
- (3) Indefinite Appointment Actions [Note B].
- (4) Return-To-Duty Actions.
- (5) Cancellation-Of-Loss (Reactivation) Actions.
- (6) Movement-Into-Command Actions [Note A].

Note A: Movements do not apply to the Army-wide count of gain actions.

Note B: **Term Appointment Actions** and **Summer Hire Actions** are reflected in the "Total Gains" count as part of the **Permanent**, **Temporary**, or **Indefinite Appointment Actions** totals.

Individual glossary topics are included for each type of gain action listed above.

[see also **Loss Actions**.]

3.3.029. General Schedule

Pay Plan = GS - General Schedule or GM - General Merit'.

[see also **Major Pay System**, **Pay Plan**.]

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3.3.030. Geographic Area

A code that indicates the major worldwide geographic area in which an individual is assigned (employed). Also called "Duty Station Area". Selected Army reports display counts broken out by geographic area.

Code	Definition
D	Identifies employees assigned within the District of Columbia Metropolitan Area (DCMA). See glossary topic DCMA for code values.
N	Identifies employees assigned within the United States, but outside of the D.C. Metropolitan Area. See glossary topic Outside of DCMA for code values.
F	Identifies employees assigned to foreign countries, not including United States territories. See glossary topics Foreign Countries and Territories for code values.
S	Identifies employees assigned within the United States. Includes all employees with code values "D" and "N". See glossary topic U.S. States for code values.
U	Identifies employees assigned to United States territories. See glossary topic Territories for code values.

[see also **GSA Location/Duty Station, Strength Area**]

3.3.031 GSA Location/Duty Station

This code is provided by the General Services Administration (which calls it the GSA Location Code) and passed on to HQACPERS via OPM (which calls it the Duty Station Code). Regardless of the data name used, it is a nine character code that identifies locations to include country/state, county, and city names. To simplify discussion, the term GSA will be used in the following examples.

The Duty Station/GSA Location Code is broken down as follows:

GSA State/Country Positions 1-2
 GSA City Positions 3-6
 GSA County Positions 7-9

GSA State/Country values that are numeric denote U.S. states, and those that have character data identify U.S. territories and foreign countries. In the later case, if position 2 is a 'Q' the code identifies a U.S. territory, otherwise the code designates a country.

If the GSA City and GSA County Codes are all zeroes, the description is the name of a U.S. State, U.S. Territory, or country; if only the City Code is all zeroes the description is the county name; otherwise the description is the city name (NOTE: County descriptions are provided for U.S. States only.)

These rules are illustrated in the following examples:

Code	State/Country	City	County
A U.S. State			
510000000	Virginia		
510000179	Virginia		Stafford
511051179	Virginia	Garrisonville	Stafford
A U.S. Territory			
RQ0000000	Puerto Rico		
RQ0930000	Puerto Rico	San Juan	
A Foreign Country			
SP0000000	Spain		
RQ0930000	Spain	Madrid	

Current values for Duty Station/GSA Location Codes are listed in the **HQACPERS Lookup Codes Dictionary (LCD)** in the code-set named GSA_GEOLOC.

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3.3.032. Inactive Employment

U.S. Citizen employees in an inactive pay status (Employee Type = 1, Active Indicator = 4). Also referred to as Non-Pay Status Employment.

Note: Non-U.S. citizens are always in an active pay status (Active Indicator = 1).

The inactive status includes the following types of employees:

- (1) Employees on Leave-Without-Pay (LWOP) for 30 days or more, and employees on Suspension or Furlough.
- (2) Employee paid by Department of Labor due to on-the-job injury.
- (3) Employees without compensation (Pay Basis = WC).
- (4) Intermittent work schedule employees who did not work during the reporting month (Work Schedule = I or J).

[see also **Active Employment, Active Indicator.**]

3.3.033. Indefinite Appointment Actions

Counts of the number of Army U.S. Citizen "gain" personnel actions with an indefinite appointment and an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 100 through 199 (Accessions)
And Either:	Employee Tenure = 3, plus Type of Appointment = 4C, 4G, 4H, 4J
Or:	Employee Tenure = 0, plus Type of Appointment = 5E (Senior Executive Service)
Plus:	Includes all gain actions that do not meet the criteria for any other appointment category <u>and</u> have Employee Tenure = 3

[see also **Gain Actions.**]

3.3.034. Indefinite Appointments

Includes employees in the categories in the table below.

Category	Conditions
Regular	Employee Tenure = 3, plus Type of Appointment = 4C, 4G, 4H, 4J
Senior Executive Service (SES)	Employee Tenure = 0, plus Type of Appointment = 5E

[see also **Permanent Appointments, Temporary Appointments.**]

3.3.035. Indirect Hire Local Nationals

[See non-U.S. Citizen]

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3.3.036. Intermittent Employee

Work Schedule = I or J (see table below).

Category	Conditions
Intermittents Who Worked During the Reporting Month	Work Schedule = I or J, plus Active Indicator = 1
Intermittents Who Did Not Work During the Reporting Month	Work Schedule = I or J, plus Active Indicator = 4

[see also **Full Time Employee, Part Time Employee.**]

3.3.037. Intermittent Employee

[See **Intermittent Employee**]

3.3.038. Leave-Without-Pay (LWOP) Actions

Counts of the number of Army U.S. Citizen "place on LWOP" personnel actions with an effective date that falls within the reporting month. An action is counted under this category when an employee is placed on leave-without-pay for 30 days or more, i.e., is placed in a "non-pay" status.

Note: An action will be counted under **Return-To-Duty From LWOP** when an employee is moved from "non-pay" to "active-pay" status.

Includes actions with:

This:	Nature Of Action = 460 (Leave-Without-Pay Not-To-Exceed Date)
And:	Active Indicator = 4 (Non-Pay Status)
And:	Type of Appointment = 1A, 1C, 1D, 2A, 2C, 2D, 2F, 4C, 4E, 4F, 4G, 4H, 4J, 4K, 5A, 5B, 5E, 5F

[see also **Return-To-Duty from LWOP.**]

3.3.039. Local National (LN) Employees

[See **Non-U.S. Citizens**]

3.3.040. Loss Actions

Counts of the number of Army U.S. Citizen "loss" personnel actions with an effective date that falls within the reporting month.

The "Total Losses" count contains a rollup of the following counts:	
(1)	Permanent Appointment Actions [Note B].
(2)	Temporary Appointment Actions [Note B].
(3)	Indefinite Appointment Actions [Note B].
(4)	Movement-Into-Command Actions [Note A].

Note A: Movements do not apply to the Army-wide count of loss actions.

Note B: **Loss To Term Appointment Actions** and **Loss To Summer Hire Actions** are reflected in the "Total Losses" count as part of the **Loss To Permanent, Loss To Temporary, or Loss To Indefinite Appointment Actions** totals.

Note C: All positions held by an employee must be flagged as a loss action before an employee is considered separated from the Army workforce.

Individual business rules are included for each type of loss action listed above.
 [see also **Gain Actions.**]

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3.3.041. Loss/Separated Employees

When all positions held by an employees have (Active Indicator = 6), then the employee has been separated from the Army workforce. These 'former' employee records are maintained for historical data purposes, for example, computing the number of retirement actions for the past year.

3.3.042. Loss To Indefinite Appointment Actions

Counts of the number of Army U.S. Citizen "loss" personnel actions to an indefinite appointment with an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 300 through 399 (Losses)
And Either:	Employee Tenure = 3, plus Type of Appointment = 4C, 4G, 4H, 4J
Or:	Employee Tenure = 0, plus Type of Appointment = 5E (Senior Executive Service)
Plus:	Includes all loss actions that do not meet the criteria for any other loss category <u>and</u> have Employee Tenure = 3

[see also **Loss Actions.**]

3.3.043. Loss To Permanent Appointment Actions

Counts of the number of Army U.S. Citizen "loss" personnel actions to a permanent appointment with an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 300 through 399 (Losses)
And Either:	Employee Tenure = 1 or 2, plus Type of Appointment = 1A, 1C, 1D, 2A, 2C, 2D, 2F, 4E, 4F or 4K
Or:	Employee Tenure = 0, plus Type of Appointment = 5A or 5B (Senior Executive Service)
Plus:	Includes all loss actions that do not meet the criteria for any other loss category <u>and</u> have Employee Tenure = 1 or 2

[see also **Loss Actions.**]

3.3.044. Loss To Summer Hire Actions

Counts of the number of Army U.S. Citizen "loss" personnel actions to a summer hire appointment with an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 312, 317 (Resignations), or Nature Of Action = 350 (Death), or Nature Of Action = 355, 356, 357 (Terminations), or Nature Of Action = 386 (Discharge)
And:	Employee Tenure = 0
And:	Type of Appointment = 3A, 3C, 3D, 3J, 4C
And:	Special Program Identifier = 97, 98, 99 (Summer Employment)

Note: "Summer Hire Losses" are reflected in the "Total Losses" count as part of the Temporary or Indefinite Loss Categories.

[see also **Loss Actions.**]

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3.3.045. Loss To Temporary Appointment Actions

Counts of the number of Army U.S. Citizen "loss" personnel actions to a temporary appointment with an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 300 through 399 (Losses)
And:	Employee Tenure = 0 or 3, plus Type of Appointment = 3A, 3C, 3D, 3E, 3F, 3H, 3J, 4A, 4D, 4M, 5C, 5D or 5F
Plus:	Includes all loss actions that do not meet the criteria for any other loss category <u>and</u> have Employee Tenure = 0

[see also **Loss Actions.**]

3.3.046. Loss To Term Appointment Actions

Counts of the number of Army U.S. Citizen "loss" personnel actions to a term appointment with an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 300, 301, 302, 303, 304 (Retirements), or Nature Of Action = 312, 317 (Resignations), or Nature Of Action = 350 (Death), or Nature Of Action = 354, 355, 356, 357 (Terminations)
And:	Employee Tenure = 0 or 3
And:	Type of Appointment = 3E, 3F, 5C

Note: "Term Appointment Losses" are reflected in the "Total Losses" count as part of the Temporary or Indefinite Loss Categories.

[see also **Loss Actions.**]

3.3.047. Major Command (MACOM)

The term "Major Command" is now obsolete in the Army. It may still appear in some HQACPERS products until such time as they are updated.

[see **Army Command**]

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3.3.050. Military Technician

Appropriated Fund Dual Status and Non-Dual Status Reserve Technicians serviced by Fort Richardson, AK and the Rock Island Arsenal, IL.

This:	Agency Code = 'AR'
And:	Reserve Category = '6', '7', '8' or '9'
And:	POI = '2211' or '2241'

3.3.051. Movement-Into-Command Actions

Counts of the number of Army U.S. Citizen personnel actions that meet the criteria for a movement and have an effective date that falls within the reporting month. Movement actions identify employees that moved from one Army command to another. Includes actions with:

This:	Any Nature Of Action
And:	The "From" Command Code on the personnel action is not blank
And:	The "From" Command Code on the personnel action is not the same as the "To" Command Code on the personnel action

Note A: Each "movement" personnel action will be counted twice--once under "movement into command" with the totals for the gaining command, and once under "movement out of command" with the totals for the losing command.

Note B: There are no "movement into command" or "movement out of command" counts for Army-wide totals.

Note C: The movement totals for Army Material Command-wide and Europe-wide counts exclude movements from one AMC/Europe sub-Command to another.

[see also **Gain Actions.**]

3.3.052. Movement-Out-Of-Command Actions

The criteria for counting movements-out-of-command are identical to counting movements-into-command. See **Movement-Into-Command Actions.**

[see also **Loss Actions.**]

3.3.053. National Guard Employment

United States citizens, paid under appropriated funds from Military Appropriations (see **Functional Designator**). Army National Guard Bureau civilian employees are divided into two categories:

Employees of the National Guard Computer Center, the National Guard Personnel Center, and the National Guard Operations Center (Title 5)	Employee Type = 1, Command Code = GB
National Guard Bureau Civilian Technicians (Title 32)	Employee Type = 8, Command Code = NG

[see also **Employee Type.**]

3.3.054. Non-Appropriated Fund (NAF) Employees

Employees paid from the non-appropriated fund. There is no distinction between direct or indirect hires for NAF employees.

[see also **Appropriated Fund Employees.**]

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3.3.055. Non-Pay Status

[see **Inactive Employment**]

3.3.056. Non-U.S. Citizens

Non-United States citizens, paid under appropriated funds, hired by the United States Government to support Army's activities in their home countries. These employees could be hired directly by the Army ("Direct Hire"), or indirectly through contracts or agreements with other foreign governments ("Indirect Hire").

Note: Direct Hires are Employee Type = 4.
Indirect Hires are Employee Type = 5.

Note: All non-U.S. Citizens are paid from Military Appropriations (see **Functional Designator**).

Note: All current non-U.S. Citizens are in a regular, active pay status (Active Indicator = 1).

[see also **U.S. Citizens, U.S. Citizenship Code.**]

3.3.057. Occupational Series

Identifies an employee's occupation (a subdivision of an occupational family or group consisting of one or more classes of positions similar to a specialized line of work but differing in difficulty or responsibility of work and therefore in class). Identifies the specific occupation an employee is assigned to by a personnel action. Selected Army reports display statistical counts broken out by Occupational Series.

Current code values for Occupational Series are listed in the **HQ ACPERS Lookup Codes Dictionary (LCD)** in the code-set named OCUPTNL_SRS.

3.3.058. Outside of District of Columbia Metropolitan Area (DCMA)

Includes State/County codes located in the U.S. (GSA Location Code = 00 through 99) but outside the District of Columbia Metropolitan Area (see **District of Columbia Metropolitan Area**).

[see also **DCMA.**]

3.3.059. Part Time Employee

Work Schedule = P, Q, S or T.

[see also **Full Time Employee, Intermittent Employee.**]

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3.3.060. Pay Plan

Identifies the pay plan prescribed by law or other authoritative source that governs the compensation paid an employee. Selected Army reports display statistical counts broken out by Pay Plan, often in conjunction with Pay Grade.

For a complete list of current code values, consult the **HQ ACPERS Lookup Codes Dictionary (LCD)** in the code-set named CURR_PAY_PLAN.

[see also **Major Pay System, General Schedule, Wage System.**]

3.3.061. Pay Status

[see **Active Employment, Inactive Employment**]

3.3.062. Permanent Appointments

Includes employees in the categories in the table below.

Category	Conditions
Regular	Employee Tenure = 1 or 2, plus Type of Appointment = 1A, 1C, 1D, 2A, 2C, 2D, 2F, 4E, 4F or 4K
Senior Executive Service (SES)	Employee Tenure = 0, plus Type of Appointment = 5A or 5B

[see also **Temporary Appointments, Indefinite Appointments.**]

3.3.063. Permanent Appointment Actions

Counts of the number of Army U.S. Citizen "gain" personnel actions with a permanent appointment and an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 100 through 199 (Accessions)
And Either:	Employee Tenure = 1 or 2, plus Type of Appointment = 1A, 1C, 1D, 2A, 2C, 2D, 2F, 4E, 4F or 4K
Or:	Employee Tenure = 0, plus Type of Appointment = 5A or 5B (Senior Executive Service)
Plus:	Includes all gain actions that do not meet the criteria for any other appointment category <u>and</u> have Employee Tenure = 1 or 2

[see also **Gain Actions.**]

3.3.064. Person ID

A numeric code value that is assigned to the personnel records of each position held by an employee. If an employee holds only one position, the employee will have only one Person ID.

[see also **Social Security Number (SSN)**]

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3.3.065. Personnel Office Identifier (POI)

A 4-digit code used to identify the Federal Civilian Personnel Office authorized to appoint and separate an employee. Also prepares personnel actions, maintains official personnel records, and administers programs for staff compensation, training and development, benefits and awards, and employee and labor relations. The specific personnel office that supports an employee is referred to as the "Servicing Personnel Office". Selected Army reports display statistical counts broken out by POI.

Note: POI was previously titled "Submitting Office Number (SON)".

Current POI code values are listed in the **HQ ACPERS Lookup Codes Dictionary (LCD)** in the code-set named PAS_PERS_OFF_ID.

3.3.067. Privacy Act.

The public law enacted by Congress the identifies what constitutes personal information about an individual (i.e., name, Social Security Number, address, etc.) and prohibits its unauthorized release to the public domain, or to agencies, institutions, and anyone not authorized to view or receive it.

3.3.068. Race/National Origin (RNO)

Identifies the basic racial and national origin category of an employee. Selected Army reports display statistical counts broken out by RNO.

Current RNO code values are listed in the **HQ ACPERS Lookup Codes Dictionary (LCD)** in the code-set named RACE_NATIONAL_ORIGIN.

3.3.069. Regular Employment

U.S. citizen employees in an active pay status (Active Indicator = 1), who are not employed in a special employment category.

[see also **Special Employment, Active Indicator.**]

3.3.070. Resource Organization Code (ROC)

An indicator of the resource organization to which an employee is assigned. Selected Army reports display statistical counts broken out by ROC.

Current RUC values are listed in the **HQ ACPERS Lookup Codes Dictionary (LCD)** in the code-set named RESOURCE_ORG_CODE.

3.3.071. Return-To-Duty Actions

Counts of the number of Army U.S. Citizen "gain" personnel actions with a return-to-duty nature of action and an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 280	(Placement In Pay Status)
Or:	Nature Of Action = 292	(Return-To-Duty)
Or:	Nature Of Action = 293	(Return To Pay Status)

[see also **Gain Actions.**]

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3.3.072. Return-To-Duty From Leave-Without-Pay (LWOP) Actions

Counts of the number of Army U.S. Citizen "return to duty from LWOP" personnel actions with an effective date that falls within the reporting month. An action is counted under this category when an employee is moved from "non-pay" to "active-pay" status. Includes actions with:

This:	Nature Of Action = 292 (Return To Duty)
And:	1st Legal Authority = NYM (Reg. 334.101), or 1st Legal Authority = Q3K (5 CFR Part 353), or 1st Legal Authority = AQM (MSPB Directive-Inj), or 1st Legal Authority = DAM (FPM Chap. 630)
And:	Type of Appointment = 1A, 1C, 1D, 2A, 2C, 2D, 2F, 4C, 4E, 4F, 4G, 4H, 4J, 4K, 5A, 5B, 5E, 5F

[see also **Leave-Without-Pay Actions.**]

3.3.073. Senior Level Employment

This term includes all Department of the Army U.S. citizens, paid out of appropriated funds, serving in higher-level pay grades, who meet all of the following criteria:

This:	Active-pay, Direct-Hire Army U.S. Citizens (Agency Code = AR, Employee Type = 1, Active Indicator = 1 or 2); --Or-- Active-Pay, National Guard Bureau Civilian Technicians (Agency Code = AR, Employee Type = 8, Active Indicator = 1 or 2).
And:	Full-Time Employment (Work Schedule = F or G).
And:	Permanent Tenure (Employee Tenure = 1 or 2). Note: SES and Executive Schedule employees (Pay Plan = ES or EX) should be counted as permanent tenure employees.
And:	Military Appropriations (Function Designator = 1).
And:	Pay Plan = GS, GM, GG, CZ --And-- Pay Grade = 14 or 15; --Or-- Pay Plan = ES --And-- Type of Appointment = 5A or 5B; --Or-- Pay Plan = CA, EX, IE, IP, ST; --Or-- Any Pay Plan other than GS, GM, GG, CZ, ES, CA, EX, IE, IP or ST that has a <u>base per annum</u> salary, as follows: If Reporting Year = 1989, Salary > \$48,591.99; If Reporting Year = 1990, Salary > \$50,341.99; If Reporting Year = 1991, Salary > \$52,405.99; If Reporting Year = 1992, Salary > \$54,606.99; If Reporting Year = 1993, Salary > \$56,626.99; If Reporting Year = 1994, Salary > \$58,375.99; If Reporting Year = 1995, Salary > \$59,922.99; If Reporting Year = 1996, Salary > \$58,913.99; If Reporting Year = 1997, Salary > \$66,301.99; If Reporting Year = 1998, Salary > \$67,826.99; If Reporting Year = 1999, Salary > \$69,959.99; If Reporting Year = 2000, Salary > \$72,585.99; If Reporting Year = 2001, Salary > \$74,552.99; If Reporting Year = 2002, Salary > \$77,228.99. Note: Base salary excludes locality pay and all other special pay adjustments.

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3.3.074. Serviced Employment

This term includes all Federal employees who are serviced by Army civilian personnel offices. This group covers both appropriated-fund and NAF employees.

Also called the "serviced population" or the "serviced workforce".

This population includes:	(1) <u>Army</u> U.S. Citizens and non-U.S. Citizens (Employee Type = 1, 4, 5, 6, 7) who are serviced by an <u>Army</u> civilian personnel office (determined by Personnel Office ID).
	(2) <u>Non-Army</u> employees (Employee Type = 2, 3, 4, 5, 7) who are serviced by an <u>Army</u> civilian personnel office.
	Note: All non-Army employees in the HQ ACPERS database are serviced by Army.

This population excludes:	(1) <u>Army</u> U.S. Citizens and non-U.S. Citizens (Employee Type = 1, 4, 5, 6, 7) who are serviced by a <u>non-Army</u> civilian personnel office (determined by Personnel Office ID).
	(2) Employees in a Loss (separated) status (Active Indicator =6).
	(3) National Guard Bureau Civilian Technicians (Employee Type = 8).

[see also Army Employment, Employee Type.]

3.3.075. SF-133A Employment

[see Direct-Hire Accountable Employment]

3.3.076. Social Security Number (SSN)

An identification number assigned to U.S. Citizens by the Federal Social Security System. In HQACPERS the system generates and assigns pseudo SSN's to Local Nationals (LN) for data integrity and lookup purposes.

Using the SSN to lookup employee records will retrieve data from all positions held by an employee. Using Person ID will retrieve only those records associated with a specific position held by an employee.

[see also Person ID]

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SECTION 3 - TERMS AND BUSINESS RULES

3.3.077. Special Employment

U.S. citizen employees in an active pay status (Active Indicator = 2), who are employed in a special employment category, as outlined in the table below.

Category	Conditions
Summer Aide	Pay Plan = YV, plus Appointment Authority = WVM or ZVM
Employee Stay-In-School (SIS) Campaign	Pay Plan = YW, GW, or WW, plus Appointment Authority = WWM or ZWM
Panama Student Aide	Pay Plan = SZ, plus Occupational Series = 3506
Federal Junior Fellowship (FJF) Program	Appointment Authority = YAM
Worker-Trainee Opportunity (WTO)	Special Program Identifier = 90, plus Appointment Authority = MBM, J8P, J8R, J8T, or J8V --plus either-- Pay Grade less than 05, plus Pay Plan = SZ, WB, WD, WG, WK, WM, WT, WU, WY, WZ, or XP --or-- Pay Grade less than 04, plus Pay Plan = GS or CZ
Veterans Readjustment Appointment (VRA)	Special Program Identifier = 88, plus Appointment Authority = J8P, J8R, J8T, or J8V --plus either-- Pay Grade less than 04, plus Pay Plan = SZ, WB, WD, WG, WK, WM, WT, WU, WY, WZ, or XP --or-- Pay Grade = 01, plus Pay Plan = GS or CZ
Cooperative Education Programs	Appointment Authority = "Y1M, Y2M, Y3M, YBM, or YGM
Leave With Pay Pending Disability Retirement - or- Optional Retirement Due To Ill Health	Duty Status = 89

[see also **Regular Employment, Active Indicator.**]

3.3.078. Strength Accountable

[see **Accountable Employment, Active Indicator**]

3.3.079. Strength Area

A code that indicates the geographical area where a duty station/installation is located for strength reporting purposes. The GSA_GEOLOC Code (GSA Location/Duty Station Code) is used to determine location and assign the AREA code.

Current Strength Area code values are listed in the **HQ ACPERS Lookup Codes Dictionary (LCD)** in the code-set named AREA.

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3.3.080. Summer Hire Gain Actions

Counts of the number of Army U.S. Citizen "gain" personnel actions with a summer hire nature of action and an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 117 (Summer Appointment Not-To-Exceed Date)
And:	Employee Tenure = 0, plus Type of Appointment = 3A, 3C, 3D, 3J, 4C

Note: "Summer Hire Gains" are reflected in the "Total Gains" count as part of the Temporary or Indefinite Appointment Categories.

[see also **Gain Actions.**]

3.3.081. Summer Hires

[see **Active Indicator, Summer Hire Gain Actions**]

3.3.082. Temporary Appointment Actions

Counts of the number of Army U.S. Citizen "gain" personnel actions with a temporary appointment and an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 100 through 199 (Accessions)
And:	Employee Tenure = 0 or 3, plus Type of Appointment = 3A, 3C, 3D, 3E, 3F, 3H, 3J, 4A, 4D, 4M, 5C, 5D or 5F
Plus:	Includes all gain actions that do not meet the criteria for any other appointment category <u>and</u> have Employee Tenure = 0

[see also **Gain Actions.**]

3.3.083. Temporary Appointments

Includes employees in the categories in the table below.

Category	Conditions
Regular	Employee Tenure = 0 or 3, plus Type of Appointment = 3A, 3C, 3D, 3E, 3F, 3H, 3J, 4A, 4D or 4M
Senior Executive Service (SES)	Employee Tenure = 0, plus Type of Appointment = 5C, 5D or 5F

[see also **Permanent Appointments, Indefinite Appointments.**]

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3.3.084. Tenure

[see **Employee Tenure**]

3.3.085. Term Appointment Actions

Counts of the number of Army U.S. Citizen "gain" personnel actions with a term appointment and an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 108 (Term Appointment Not-To-Exceed Date), or Nature Of Action = 148 (SES Limited Term Appt. Not-To-Exceed Date), or Nature Of Action = 154 (Canal Area Term Appt. Not-To-Exceed Date)
And:	Employee Tenure = 0 or 3, plus Type of Appointment = 3E, 3F, 5C

Note: "Term Appointments" are reflected in the "Total Gains" count as part of the Temporary or Indefinite Appointment Categories.

[see also **Gain Actions.**]

3.3.086. Total Active Employment

[see **Accountable Employment**]

3.3.087. Total Employment

[see **Army Employment**]

3.3.088. Total Gains

[see **Gain Actions**]

3.3.089. Total Losses

[see **Loss Actions**]

3.3.090. Type of Appointment

[see **Appointment Type**]

3.3.091. Unit Identification Code (UIC)

The organizational unit to which an employee is officially assigned by personnel action. Values are defined by Manpower organizations in conjunction with DA Deputy Chief of Staff, Operations (DCSOPS). Codes always start with a "W" for Army employees.

Current UIC values for Army Commands are listed in the **HQ ACPERS Lookup Codes Dictionary (LCD)** in the code-set named UNIT_ID_CODE.

3.3.092. U.S. Citizens

United States citizens, paid under appropriated funds, employed by the United States Government. Non-United States Citizens stationed at the Defense Language Institute (DLI), California are counted as 'U.S. Citizens' for strength accounting purposes, with the exception of the SF-113A Report which includes a separate report line for "Non-Citizens".

[see also **U.S. Citizenship Code, Non-U.S. Citizens**]

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3.3.093. U.S. Citizenship Code

Identifies the citizenship of an employee. Current citizenship codes in usage are:

Code	Definition
1	United States Citizen
5	Non-United States Citizen -- Stationed outside of the United States
8	Non-United States Citizen -- Stationed at the Defense Language Institute (DLI), California. IMPORTANT: These employees are counted as 'U.S. Citizens' for strength accounting purposes, with the exception of the SF-113A Report which includes a separate report line for "Non-Citizens".

Some history records include older citizenship codes that are now inactive. For all codes consult the **HQACPERS Lookup Codes Dictionary (LCD)** in the code-set named CITIZENSHIP.

3.3.094. U.S. Citizen Gains & Losses

[see **Gains Actions, Loss Actions**]

3.3.095 U.S. States

The first two positions of the GSA Location/Duty Station Code identify a country, U.S. State, or U.S. Territory. Values that are numeric denote U.S. states, and those that have character data identify U.S. territories and foreign countries. In the later case, if position 2 is a 'Q' the code identifies a U.S. territory, otherwise the code designates a country. [See also **GSA Location/Duty Station**]

The GSA Location/Duty Station code for U.S. States should not be confused with the U.S. Post Office abbreviation. For example the GSA Location/Duty Station code for Virginia is 51, whereas the Post Office abbreviation is VA.

3.3.096 U.S. Territories

The first two positions of the GSA Location/Duty Station Code identify a country, U.S. State, or U.S. Territory. Values that are numeric denote U.S. states, and those that have character data identify U.S. territories and foreign countries. In the later case, if position 2 is a 'Q' the code identifies a U.S. territory, otherwise the code designates a country. [See also **GSA Location/Duty Station**]

The GSA Location/Duty Station code for U.S. Territories should not be confused with the U.S. Post Office abbreviation. For example the GSA Location/Duty Station code for Virginia is RQ, whereas the Post Office abbreviation is PR.

3.3.097. Wage Grade

[See **Wage System**]

3.3.098. Wage System

All Federal Wage Schedule pay plans starting with the letter W or X.

[see also **Pay Plan, Major Pay System.**]

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3.3.099. Work Schedule

The time basis on which an employee is scheduled to work.

Code	Definition
F	Full Time
G	Full Time Seasonal
I	Intermittent Irregular Schedule
J	Intermittent Seasonal Regular Schedule
P	Part Time
Q	Part Time Seasonal
S	Part Time Job Sharer
T	Part Time Seasonal Job Sharer

[see also **Work Schedule Rollup**, **Full Time Employee**, **Part Time Employee**, **Intermittent Employee**.]

3.3.100. Work Schedule Rollup

Identifies which rollup group the employee's work schedule falls under. Many Army strength counts are broken out by work schedule rollup.

Code	Definition
F	Employees with a Full Time Work Schedule. Includes the following Work Schedules: <div style="margin-left: 40px;"> F Full Time G Full Time Seasonal H Full Time On-Call </div>
P	Employees with a Part Time Work Schedule. Includes the following Work Schedules: <div style="margin-left: 40px;"> P Part Time Q Part Time Seasonal R Part Time On-Call S Part Time Job Sharer T Part Time Seasonal Job Sharer </div>
I	Employees with an Intermittent Work Schedule. Includes the following Work Schedules: <div style="margin-left: 40px;"> I Intermittent - Irregular Schedule J Intermittent - Seasonal Regular Schedule </div>

[see also **Work Schedule**.]

3.3.101. Workforce

[see Army Employment]

**APPENDIX A
SAMPLE SYSTEM INTERFACE AGREEMENT**

Between

Office of the Assistant G-1 for Civilian Personnel, Civilian Information Services Division,
Civilian Software Integration Branch

and

(place Receiving Organization name here)

for the

Headquarters Army Civilian Personnel System (HQ ACPERS) to
(place Receiving Organization System name here)

Sending System Filename: (place name of file(s) here)

Approved by:

1. (Agency Sending the Data)

Agency Name: Office of the Assistant G-1 for Civilian Personnel

Chief, F.A.S.T.			
Title (Functional)	Printed Name	Signature	Date
IT Specialist			
Title (Technical)	Printed Name	Signature	Date
Chief, CSIB			
Title (Commander)	Printed Name	Signature	Date

2. (Agency Receiving the Data)

Agency Name: (place Receiving Organization name here)

IT Specialist			
Title (Functional)	Printed Name	Signature	Date
IT Specialist			
Title (Technical)	Printed Name	Signature	Date
Chief, CIO			
Title (Commander)	Printed Name	Signature	Date

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APPENDIX A - SAMPLE SYSTEM INTERFACE AGREEMENT

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APPENDIX A - SAMPLE SYSTEM INTERFACE AGREEMENT

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Section 1. General Information

1.1 Purpose

The purpose of this document is to formally define the mutual understanding of the functional, technical and physical attributes of the interface established between the HQ ACPERS Version 2.0 system and the (place Receiving Organization System name here) system. This interface will be uniquely identified by its System Interface Agreement (SIA) Name: ACPxxxxxSIA. This name was generated using a three-position sending system code, a three-position receiving system code, a sequential number, and the letters SIA, representing System Interface Agreement.

1.2 Scope

- 1.2.1 This agreement applies to all system users, functional proponents, assigned responsible agencies, developers, maintainers, operators, etc., at the Office of the Assistant G-1 for Civilian Personnel and (place Receiving Organization name here) locations identified in this document.
- 1.2.2 This agreement encompasses requirements pertaining to data (formats, edits, content), physical interface (hardware specifications, system software, pertinent application software, data bases), communications (protocols, line speeds), service levels (frequencies, response times), and security (sensitivity, restrictions).

1.3 Functional Requirement:

(place Receiving Organization's brief detail statement of their Functional Requirement here).

1.4 Interface Overview:

On a monthly basis Office of the Assistant G-1 for Civilian Personnel will place the file on the secure SBU Server at Hoffman for (place Receiving Organization name here) and the file will be used to update (place Receiving Organization System name here).

1.5 Responsibilities

- 1.5.1 Office of the Assistant G-1 for Civilian Personnel is responsible for scheduling the job on a monthly (or specified frequency) basis and ensuring the job runs successfully.
- 1.5.2 (place Receiving Organization name here) is responsible for processing the file on a monthly basis. (place Receiving Organization name here) representatives will maintain an FTP site established for the transfer of the data from the Office of the Assistant G-1 for Civilian Personnel to (place Receiving Organization name here). Office of the Assistant G-1 for Civilian Personnel will provide all information needed to connect to the FTP site (i.e., IP address, userid and password) to authorized (place Receiving Organization name here) POCs.

1.6 Procedural and System Changes

- 1.6.1 Appropriate points of contact (POCs) representing each of these systems must be made aware of all proposed system, data, or procedural changes. They should also be required to sign each iteration of the cover page. If the change is the result of a functional or technical change to only one system, it will be the responsibility of the system that changes to establish implementation dates and coordinate required actions that are acceptable to the other system.
- 1.6.2 The system receiving the data in this interface will be responsible for informing any other system that might be affected by a change to this interface of the proposed changes.

1.7 Interface Agreement Life Cycle Maintenance

The Interface Agreement is a "living document" whether documenting an existing or developing interface. Its continued life-cycle process is vital from identification of the initial interface requirement, through interface development, and continued maintenance. Once implemented, all modifications to the interface will be documented in this agreement and a new cover (signature) page signed and dated by all parties concerned.

- 1.7.1 **Office of the Assistant G-1 for Civilian Personnel Initiated Changes.** Office of the Assistant G-1 for Civilian Personnel processes for modifying an Interface Agreement are as follows:
- a) Civilian Software Integration Branch (CSIB) will follow their standard procedures for making a change to an interface agreement as documented in the System Security Authorization Agreement (SSAA). CSIB will modify the affected sections of the Interface Agreement as necessary per the change to the interface.
 - b) CSIB will send the modified Interface Agreement to (Name of POC).
 - c) IAM will review the agreement for content and notify CSIB of any missing information, which may include collecting information from the functional areas and/or external sources required to complete the document.
 - d) CSIB will obtain all internal and external signatures as required.
 - e) Once the CSIB receives a completed and signed Interface Agreement, a hardcopy of the agreement will be filed in the Civilian Information Services Division and will also be provided to the other agency involved in the agreement. An electronic copy of the agreement will be provided to IAM. IAM will update the System Security Authorization Agreement (SSAA) with all pertinent system interface agreement information.
- 1.7.2 **(Receiving Organization name here) Initiated Changes.** If (place Receiving Organization name here) should require a change to the interface they will contact the functional POC at the Office of the Assistant G-1 for Civilian Personnel to initiate any changes.

Section 2. Sending System (HQ ACPERS) Attributes

2.1 System Description.

The System provides information on Army civilian personnel dynamic and static data; includes strength accounting, employment, award, and performance data. The Headquarters Army Civilian Personnel System (HQ ACPERS Version 2.0) is a reporting system for Army civilians. The Office of the Assistant G-1 for Civilian Personnel maintains the system. . The system reports Army civilian strength to higher headquarters, the Department of Defense, the Office of Personnel Management, and Congress. In addition to strength reporting, the system includes data on employment, training, special employment, performance data, awards, and acquisition data. The system allows users to query the database using Business Objects. Numerous ad hoc reporting requirements are met through extensive off-line sequential files.

2.2 Hardware.

Sending System Hardware: Secure SBU Client Server

HP Proliant BL20 Server with the following specifications: Intel Xeon CPU 3.20 GHz processor, 2.0 GB RAM, 136.71 GB hard drive

2.3 Software.

Sending System Software: F-Secure SSH Client Software 5.4 Build 34

2.4 Interface Attributes.

- 2.4.1 **Local Procedures.** Sending System Procedures (FTP process to place data files on designated secure server in designated folder. Folders are manually checked to ensure correct files are placed in folder.
- 2.4.2 **Communications link.** The data set will be FTP'd to the site below using the logon ID, password and dataset names listed: IP address: xxx.xxx.xxx.xxx; Logon ID: ; Password: ;
File names: (list file name(s) here)

2.5 Service Levels.

Sending System Service Levels (place Receiving Organization name here) will be using F-Secure Software to access server to access the data on a monthly basis. File should be transferred in ASCII format only.

2.6 Points-of-Contact at Office of the Assistant G-1 for Civilian Personnel.

Technical POC

Name: (name here) – (If contractor, please provide name of company here)
Phone: (xxx) xxx-xxxx DSN: xxx-xxxx
Fax: (xxx) xxx-xxxx DSN: xxx-xxxx
Dept: (Organization Name Here)
Address: (Organization Address and Office Symbol here)
(place street, bldg, suite or room # here)
(place city, State and zip code = 4 here)
Email: xxxxx.xxxxxxxxxx@us.army.mil (place AKO email address here only)
Email: xxxxxxxxxxxxxxxx@xxxxx.xxxxx (place any other official email address here)

Technical System Manager POC

Name: (name here) – (If contractor, please provide name of company here)
Phone: (xxx) xxx-xxxx DSN: xxx-xxxx
Fax: (xxx) xxx-xxxx DSN: xxx-xxxx
Dept: (Organization Name Here)
Address: (Organization Address and Office Symbol here)
(place street, bldg, suite or room # here)
(place city, State and zip code = 4 here)
Email: xxxxx.xxxxxxxxxx@us.army.mil (place AKO email address here only)
Email: xxxxxxxxxxxxxxxx@xxxxx.xxxxx (place any other official email address here)

Communications POC

Name: (name here) – (If contractor, please provide name of company here)
Phone: (xxx) xxx-xxxx DSN: xxx-xxxx
Fax: (xxx) xxx-xxxx DSN: xxx-xxxx
Dept: (Organization Name Here)
Address: (Organization Address and Office Symbol here)
(place street, bldg, suite or room # here)
(place city, State and zip code = 4 here)
Email: xxxxx.xxxxxxxxxx@us.army.mil (place AKO email address here only)
Email: xxxxxxxxxxxxxxxx@xxxxx.xxxxx (place any other official email address here)

Functional POC

Name: (POC name here) – (if POC is a Contractor, please provide name of company here)
Phone: (xxx) xxx-xxxx DSN: xxx-xxxx
Fax: (xxx) xxx-xxxx DSN: xxx-xxxx
Dept: (Organization Name Here)
Address: (Organization Address and Office Symbol here)
(place street, bldg, suite or room # here)
(place city, State and zip code = 4 here)
Email: xxxxx.xxxxxxxxxx@us.army.mil (place AKO email address here only)
Email: xxxxxxxxxxxxxxxx@xxxxx.xxxxx (place any other official email address here)

2.7 Security.

The following Information Assurance (IA) requirements apply to operation of the interface:

2.7.1. Personnel who operate the interface will:

2.7.1.1. Acquire and maintain a user-ID and password, for the “Secure SBU” server on the Hoffman Army Civilian Personnel Network (ACPNNet), in compliance with published ACPNet security policy and procedures, AR 25-2, Information Assurance regulation, and other applicable DOD or Army security regulations and directives. Personnel will:

2.7.1.2. Submit a System Access Nomination and Authorization Request (SANAR) to obtain his or her “Secure SBU” user-ID and password; and ensure the SANAR includes:

2.7.1.2.1. His or her (previously obtained) Army Knowledge On-line user-ID.

- 2.7.1.2.2. The static Internet Protocol (IP) address, to which the data will be transmitted.
- 2.7.1.2.3. The file names that will be accessed on the "Secure SBU" server.
- 2.7.1.3. Use F-Secure software (see paragraph 2.7.2.1 below) to encrypt all transmitted Sensitive data.
- 2.7.1.4. Ensure that any removable or non-removable media, used to store transmitted data, is labeled, controlled, and disposed of in compliance with Section VI of AR 25-2.
- 2.7.1.5. Use only equipment, which is formally accredited to process Sensitive UNCLASSIFIED information and is Army Information Assurance Vulnerability Management (IAVM) program compliant, to initiate and receive data transmissions.
- 2.7.1.6. Protect transmitted Sensitive information from unauthorized disclosure, use, modification, or destruction.
- 2.7.1.7. Disclose transmitted Sensitive information only to authorized personnel with a valid need-to-know.
- 2.7.1.8. Disclose transmitted information to the public (for instance, on the Web) only if his or her supporting Freedom of Information Act (FOIA) official has reviewed the information and approved its release in writing.
- 2.7.1.9. Conduct access to ACPNet assets and information in compliance with AR 25-2 and published ACPNet security policy, procedures, and directives.
- 2.7.2. The ACPNet technical staff will:
 - 2.7.2.1. Furnish an F-Secure license(s) and software, as required to support approved SANARs.
 - 2.7.2.2. Configure network assets to permit inbound port 22 from static IP addresses identified on approved SANARs.
 - 2.7.2.3. Grant access to and operate ACPNet assets in compliance with the ACPNet accreditation, AR 25-2, and the Army IAVM program.

2.8 System Problems.

- 2.8.1 **Failure Contingencies.** If the files are unable to be transferred for any reason, Office of the Assistant G-1 for Civilian Personnel representatives will contact POC's for (place Receiving Organization name here) by telephone or email. The first POC to be contacted will be the Technical POC.
- 2.8.2 **Restart.** The technical personnel of the Office of the Assistant G-1 for Civilian Personnel will be responsible to rerun the process.

2.8.3 **Continuity of Operations Plan (COOP).** In the event that the data cannot be transferred via methods described above for an extended period of time, POC's from the Office of the Assistant G-1 for Civilian Personnel and the (place Receiving Organization name here) will agree on an alternate method of secure data transfer. Communication will take place to coordinate efforts to accomplish exchange of data via telephone or email.

2.9 Audit Procedures.

The Technical POC of the Office of the Assistant G-1 for Civilian Personnel listed above will count the number of records included in the file and compare it against the number of records reported and verified by one of the receiving system POC's from (place Receiving Organization name here).

2.10 Data Requirements.

(See appendices A and B)

2.11 Selection Criteria.

(place selection criteria here from program used to create file)

Section 3. Receiving System Attributes

3.1 System Description.

(In this paragraph, provide a system description giving a brief functional overview of the system receiving the data)

3.2 Hardware.

(list Receiving Organization systems hardware & specs here)

3.3 Software.

F-Secure SSH Client Software 5.4 Build 34, and license provided by Office of the Assistant G-1 for Civilian Personnel will be used if alternate method of secure data transfer is required.

3.4 Interface Attributes.

3.4.1 **Local Procedures.** On a monthly (unless specified otherwise) basis (place Receiving Organization name here) retrieves data from Office of the Assistant G-1 for Civilian Personnel ftp site for updating the (place Receiving Organization system here) database for reporting. The user selects the Quick connect via the F-secure client that is installed on a desktop PC. The user logs in with a login id and password. This process pulls the file into the home directory for the user to upload into (place Receiving Organization system here).

3.4.2 **Communications link.** (See Section 2.4.2.)

3.5 Service Levels.

N/A

3.6 Points-of-Contact at (Receiving Organization name here)

Technical POC

Name: (POC name here) – (if POC is a Contractor, please provide name of company here)

Phone: (xxx) xxx-xxxx DSN: xxx-xxxx

Fax: (xxx) xxx-xxxx DSN: xxx-xxxx

Dept: (place Receiving Organization name here)

Address: (place Receiving Organization address and Office Symbol here)

(place street, bldg, suite or room # here)

(place city, State and zip code = 4 here)

Email: xxxxx.xxxxxxxxxx@us.army.mil (place AKO email address here only)

Email: xxxxxxxxxxxxxxxx@xxxxx.xxxxx (place any other official email address here)

Technical System Manager POC

Name: (POC name here) – (if POC is a Contractor, please provide name of company here)
Phone: (xxx) xxx-xxxx DSN: xxx-xxxx
Fax: (xxx) xxx-xxxx DSN: xxx-xxxx
Dept: (place Receiving Organization name here)
Address: (place Receiving Organization address and Office Symbol here)
(place street, bldg, suite or room # here)
(place city, State and zip code = 4 here)
Email: xxxxx.xxxxxxxxxx@us.army.mil (place AKO email address here only)
Email: xxxxxxxxxxxxxxxx@xxxxx.xxxxx (place any other official email address here)

Communications POC

Name: (POC name here) – (if POC is a Contractor, please provide name of company here)
Phone: (xxx) xxx-xxxx DSN: xxx-xxxx
Fax: (xxx) xxx-xxxx DSN: xxx-xxxx
Dept: (place Receiving Organization name here)
Address: (place Receiving Organization address and Office Symbol here)
(place street, bldg, suite or room # here)
(place city, State and zip code = 4 here)
Email: xxxxx.xxxxxxxxxx@us.army.mil (place AKO email address here only)
Email: xxxxxxxxxxxxxxxx@xxxxx.xxxxx (place any other official email address here)

Functional POC

Name: (POC name here) – (if POC is a Contractor, please provide name of company here)
Phone: (xxx) xxx-xxxx DSN: xxx-xxxx
Fax: (xxx) xxx-xxxx DSN: xxx-xxxx
Dept: (place Receiving Organization name here)
Address: (place Receiving Organization address and Office Symbol here)
(place street, bldg, suite or room # here)
(place city, State and zip code = 4 here)
Email: xxxxx.xxxxxxxxxx@us.army.mil (place AKO email address here only)
Email: xxxxxxxxxxxxxxxx@xxxxx.xxxxx (place any other official email address here)

3.7 Security.

(See Section 2.7.)

3.8 System Problems.

- 3.8.1 **Failure Contingencies.** If the files are not received for any reason, (place Receiving Organization name here) representatives will contact POC's for Office of the Assistant G-1 for Civilian Personnel via telephone or email. The first POC to be contacted will be the Technical POC.
- 3.8.2 **Restart.** The technical personnel of Office of the Assistant G-1 for Civilian Personnel will be responsible to rerun the job(s).
- 3.8.3 **COOP.** In the event that the data cannot be transferred via methods described above for an extended period of time, POC's from the (place Receiving Organization name here) and the Office of the

Assistant G-1 for Civilian Personnel will agree and coordinate efforts to accomplish an alternate method of secure data transfer. Communication will take place to coordinate efforts to accomplish exchange of data via telephone or email.

3.9 Audit Procedures.

One of the (place Receiving Organization name here) POC's listed above will count the number of records included in the file and compare it against the number of records reported by the sender.

3.10 Data Requirements

(See Appendices A and B.)

3.11 Selection Criteria

(See Section 2.11.)

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APPENDIX A - SAMPLE SYSTEM INTERFACE AGREEMENT

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APPENDIX A – Sending System Data Descriptions

This Appendix will contain attributes for each data element listed in Appendix B. The required information can be accessed through the link provided below.

The main index page for the Headquarters Army Civilian Personnel System, HQ ACPERS Manuals/Documents is available via this link: <http://cpol.army.mil/library/general/manuals/index.html>

This index page contains links for the following:

- About HQ ACPERS
- Data Element Dictionary (DED) Updated: March 2007
- Lookup Codes Dictionary (LCD) New: March 2007

The required data element descriptions and further information can be found in the Data Element Dictionary (DED) and code values of the data elements can be found in the Lookup Codes Dictionary (LCD) within the documents accessible through the links provided on the main index page.

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APPENDIX A - SAMPLE SYSTEM INTERFACE AGREEMENT

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APPENDIX B - Sending System Record/Transaction Layout

This Appendix will contain a record/transaction layout of the sending system that is pertinent to this interface. This record layout identifies all data elements that are sent to the receiving system.

Reserved for (place file name here) (name of file) – (Frequency)

*(Record layout(s) will be included as an embedded attachment)

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APPENDIX A - SAMPLE SYSTEM INTERFACE AGREEMENT

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APPENDIX C - Receiving System Record/Transaction Layout

This Appendix will contain a record/transaction layout for the receiving system that is pertinent to this interface. This record layout identifies the data elements that are required by the receiving system.

Please refer to Appendix B – Sending System Record/Transaction Layout for record layout(s)

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APPENDIX A - SAMPLE SYSTEM INTERFACE AGREEMENT

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**APPENDIX B
INDEX OF STANDARD REPORTS BY CATEGORY**

Categories are listed in alphabetical order. Within each category reports are listed in order of Resource Control Number (RCS) and Product Control Number (PCN). A report may be included in more than one category. Two asterisks (**) after a PCN flags a report as having 100 or more pages.

Refer to Section 2 of this publication for detailed report descriptions.

AWARDS (ONE REPORT)

RCS: CSGPA1103 PCN: ZMA-5FA Time Off Awards Report
Frequency: Qtr; Privacy Act: No; Distribution: CPOL

CAREER PROGRAMS/SPECIAL PROGRAMS (17 REPORTS)

RCS: CSGPA1103 PCN: ZMA-3FA Career Program Occ Series Minority Report - All Career Programs and Occupational Series
Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU

RCS: CSGPA1103 PCN: ZMA-52A Career Program Occ Series Minority Report - Career Program 11 (CP11) Occupational Series 0110
Frequency: Qtr; Privacy Act: No; Distribution: CPOL; SBU

RCS: CSGPA1103 PCN: ZMA-5JA Career Program 11 (CP11) Personnel by Occupation Series and Pay Grade
Frequency: Qtr; Privacy Act: Yes; Distribution: SBU

RCS: CSGPA1103 PCN: ZMA-5NA GS/GM/ES/NH/DB Series 1515/CP16 by Command
Frequency: Qtr; Privacy Act: No; Distribution: SBU

RCS: CSGPA1103 PCN: ZMA-5NB GS/GM/ES/NH/DB Series 1515/CP16 by Command/Pay Grade
Frequency: Qtr; Privacy Act: No; Distribution: SBU

RCS: CSGPA1103 PCN: ZMA-5NC GS/GM/ES/NH/DB Series 1515/CP16 by Command/Education Level
Frequency: Qtr; Privacy Act: No; Distribution: SBU

RCS: CSGPA1103 PCN: ZMA-5ND GS/GM/ES/NH/DB Series 1515/CP16 Minorities by POI
Frequency: Qtr; Privacy Act: Yes; Distribution: SBU

RCS: CSGPA1103 PCN: ZMA-5NE GS/GM/ES/NH/DB Series 1515/CP16 Females by POI
Frequency: Qtr; Privacy Act: Yes; Distribution: SBU

RCS: CSGPA1103 PCN: ZMA-5NF GS/GM/ES/NH/DB Series 1515/CP16 Interns by Command
Frequency: Qtr; Privacy Act: Yes; Distribution: SBU

RCS: CSGPA1103 PCN: ZMA-5NG GS/GM/ES/NH/DB Series 1515/CP16 Retirement Eligibles by Command
Frequency: Qtr; Privacy Act: No; Distribution: SBU

RCS: CSGPA1103 PCN: ZMA-5NH Total GS/GM/SES/NH/DB Series 1515/CP16 by Command
Frequency: Qtr; Privacy Act: Yes; Distribution: SBU

RCS: CSGPA1103 PCN: ZMA-5NI Total GS/GM/SES/NH/DB Series All/CP16 by Command
Frequency: Qtr; Privacy Act: No; Distribution: SBU

RCS: CSGPA1103 PCN: ZMA-5YA Career Program 12 (CP12) Careerists by Education Level Report
Frequency: Qtr; Privacy Act: No; Distribution: CPOL

RCS: CSGPA1103 PCN: ZMA-5YB Career Program 12 (CP12) Careerists by Pay Grade Report
Frequency: Qtr; Privacy Act: No; Distribution: CPOL

RCS: DCSPER492 PCN: ZMA-29B Career Program Position Changes
Frequency: Mon; Privacy Act: Yes; Distribution: SBU

RCS: DCSPER565 PCN: ZMA-61B Career Program Minority Statistics, Career Program 10
Frequency: Qtr; Privacy Act: No; Distribution: CPOL

RCS: SAOSA185 PCN: ZMA-55A Minority Listing Career Program Enrollment
Frequency: Qtr; Privacy Act: Yes; Distribution: SBU

CUSTOMIZED DATA PRODUCTS (4 REPORTS)

RCS: CSGPA1103 PCN: ZMA-3LA AMC U.S. Citizens Working Outside CONUS
Frequency: Mon; Privacy Act: No; Distribution: CPOL

RCS: CSGPA1103 PCN: ZMA-57A EMPLOYEE NAME
Frequency: Qtr; Privacy Act: Yes; Distribution: SBU

RCS: CSGPA1103 PCN: ZMA-80A S2N Matches Report
Frequency: Mon; Privacy Act: Yes; Distribution: SBU

RCS: SF113A PCN: ZMA-82E Unmatched UIC to ROC
Frequency: Mon; Privacy Act: Yes; Distribution: SBU

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APPENDIX B - INDEX OF STANDARD REPORTS BY CATEGORY

EQUAL EMPLOYMENT OPPORTUNITY, MINORITY, DISABILITY, GENDER (55 REPORTS)

RCS: 234EEO	PCN: ZMA-20A	Analysis of Permanent Workforce Summary: Report of Accomplishments in Affirmative Action Programs for Employment of Handicapped Individuals Frequency: Ann; Privacy Act: No; Distribution: CPOL
RCS: 234EEO	PCN: ZMA-20B	Analysis of Temporary Workforce Summary: Report of Accomplishments in Affirmative Action Programs for Employment of Handicapped Individuals Frequency: Ann; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-10A	EEO Part 1, Section 1A, Army Workforce Distribution by Work Schedule within Pay Plan, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-11A	EEO Part 1, Section 2A, Army Workforce Profile by Grade/Pay Level, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-11B**	EEO Part 1, Section 3A, Army Workforce Profile by Occupational Series, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-11C**	EEO Part 1, Section 3C1, Army Workforce Profile by PATCO, Grade (GR) Grouping (GPR), and Occupational Series, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-11D**	EEO Part 1, Section 6A, Army Workforce Profile by PATCO, Grade (GR) Grouping (GPR) and Occupational Series Under-Representation, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-11E	EEO Part 1, Section 6C, Army Workforce Profile by PATCO and Grade Grouping Under-Representation, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-11F	EEO Part 1, Section 7A, Army Workforce Profile by Handicap and Disabled within Pay Plan/Pay Grade, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-11G	EEO Part 1, Section 8A, Army Workforce Profile by Severely Handicap Categories within Pay Plan/Pay Grade, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-11H	EEO Part 1, Section 9A, Army Workforce Profile by Career Program, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-11I	EEO Part 1, Section 10A/10B, Army Workforce Profile by Occupation, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-11J	EEO Part 1, Section 11A, EEO Monitoring System Profile Report, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-11K1A**	EEO Part 2, Section 6A(1 of 2), Army Workforce Profile by PATCO and Grade Grouping Under-Representation, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-11K1B**	EEO Part 2, Section 6A(2 of 2), Army Workforce Profile by PATCO and Grade Grouping Under-Representation, Command Summaries Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-11L	EEO Part 1, Section 12A, Army Workforce Profile by Pay Plan (GR) Grouping (GPR) and Civilian Performance Rating, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-11M	EEO Part 1, Section 3D, Army Workforce Profile by Ten Most Populous Occupation Series/Occupational Levels, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-12C	EEO Part 1, Section 4A, Army Workforce Profile - Personnel Transactions by Occupational Category, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL

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RCS: 279EEO	PCN: ZMA-12D	EEO Part 1, Section 4B, Army Workforce Profile - Personnel Transactions by Wage System, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-12E**	EEO Part 1, Section 9B, Army Workforce Profile - Personnel Transactions by Career Program, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-12F**	EEO Part 2, Section 4A, Army Workforce Profile - Personnel Transactions by Occupational Category, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-12G**	EEO Part 2, Section 4B, Army Workforce Profile - Personnel Transactions by Wage System, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-12H**	EEO Part 2, Section 9B, Army Workforce Profile - Personnel Transactions by Career Program, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-13A	EEO Part 1, Section 5A, Army Workforce Profile - Training, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-13B	EEO Part 2, Section 5A, Army Workforce Profile - Training, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-14A	EEO Part 1, Section 1B, Army Workforce Distribution by Work Schedule within Pay Plan, DA Summary, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-14B	EEO Part 1, Section 2B, Army Workforce Profile by Grade/Pay Level, DA Summary, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-14C**	EEO Part 1, Section 3B, Army Workforce Profile by Occupational Series/Level, DA Summary, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-14D	EEO Part 1, Section 11B, EEO Monitoring System Profile Report, DA Summary, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-14E	EEO Part 2, Section 1B, Army Workforce Distribution by Work Schedule within Pay Plan, Command Summaries, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-14F	EEO Part 2, Section 2B, Army Workforce Profile by Grade/Pay Level, Command Summaries, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-14G**	EEO Part 2, Section 3B, Army Workforce Profile by Occupation Series and Occupational Levels, Command Summaries, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-14H	EEO Part 2, Section 11B, EEO Monitoring System Profile Report, Command Summaries, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-15A**	EEO Part 2, Section 1A, Army Workforce Distribution by Work Schedule within Pay Plans, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-15B**	EEO Part 2, Section 2A, Army Workforce Profile by Command and Grade/Pay Level, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-15C**	EEO Part 2, Section 3A, Army Workforce Profile by Occupation Series/Occupational Levels, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-15D**	EEO Part 2, Section 3C1, Army Workforce Profile by PATCO, Grade (GR) Grouping (GPR), and Occupational Series, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-15E**	EEO Part 2, Section 6C, Army Workforce Profile by PATCO, and Grade (GR) Grouping (GPR) Under-Representation, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL

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APPENDIX B - INDEX OF STANDARD REPORTS BY CATEGORY

RCS: 279EEO	PCN: ZMA-15F**	EEO Part 2, Section 7A, Army Workforce Profile by Handicap and Disabled Veterans by Pay Plan/Pay Grade, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-15G**	EEO Part 2, Section 8A, Army Workforce Profile by Severely Handicap Categories and Pay Plan/Grades, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-15H**	EEO Part 2, Section 9A, Army Workforce Profile by Career Program, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-15I**	EEO Part 2, Section 10A/10B, Army Workforce Profile by Type of Occupation and Handicap Categories, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-15J**	EEO Part 2, Section 11A, EEO Monitoring System Profile, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-15K**	EEO Part 2, Section 12A, Army Workforce Profile by Pay Plan, Grade (GR) Grouping (GRP), and Civilian Performance Rating, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-21A	EEO Part 1, Section 22, Army Workforce Profile by Pay Plan and Grade/Pay Level, DA Summary, Appropriated Fund Employees Frequency: Ann; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-21C	EEO Part 1, Section 32, Army Workforce Profile by PATCOB, DA Summary, Appropriated Fund Employees Frequency: Ann; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-21H	EEO Part 1, Section 92, Army Workforce Profile All Career Programs, DA Summary, Appropriated Fund Employees Frequency: Ann; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-5HA	Demographic Minority Report by Pay Grade/Level, Personnel Office (POI) Summaries Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: 279EEO	PCN: ZMA-5HB	RIF Targeted Disabilities Minority Report Involuntary Separations, Personnel Office (POI) Summaries Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-43A	EEO High Grade Minority Statistics with Targeted Disabilities, Army Wide Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-52A	Career Program Occ Series Minority Report - Career Program 11 (CP11) Occupational Series 0110 Frequency: Qtr; Privacy Act: No; Distribution: CPOL; SBU
RCS: CSGPA1103	PCN: ZMA-5ND	GS/GM/ES/NH/DB Series 1515/CP16 Minorities by POI Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
RCS: CSGPA1103	PCN: ZMA-5NE	GS/GM/ES/NH/DB Series 1515/CP16 Females by POI Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
RCS: DCSPER565	PCN: ZMA-5TA**	EEO Minority Statistics W00SSA - ASA(M&RA) by Occupational Series and Pay Grade Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: DCSPER565	PCN: ZMA-61B	Career Program Minority Statistics, Career Program 10 Frequency: Qtr; Privacy Act: No; Distribution: CPOL

FINANCIAL, PAYROLL (ONE REPORT)

RCS: SF113A	PCN: ZMA-82D	Monthly Report of Federal Civilian Employment Frequency: Mon; Privacy Act: No; Distribution: CPOL
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INJURY & UNEMPLOYMENT (ONE REPORT)

RCS: DCSPER592	PCN: ZMA-59A	Cooperative Education Program Report Frequency: Qtr; Privacy Act: No; Distribution: CPOL
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INTERNS AND CO-OP (ONE REPORT)

RCS: CSGPA1103	PCN: ZMA-5NF	GS/GM/ES/NH/DB Series 1515/CP16 Interns by Command Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
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APPENDIX B - INDEX OF STANDARD REPORTS BY CATEGORY

MOBILIZATION (4 REPORTS)

RCS: CSGPA1103	PCN: ZMA-3CA	U.S. Citizen Employees by CCPO-ID Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-5IA	Military Status/Key Employee by Command Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-5KA	Military Status/Key Employee Summary by POI Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-5LA	Count of Family Members in Foreign Countries Frequency: Qtr; Privacy Act: No; Distribution: CPOL

NATIONAL GUARD (ONE REPORT)

RCS: SF113A	PCN: ZMA-82D	Monthly Report of Federal Civilian Employment Frequency: Mon; Privacy Act: No; Distribution: CPOL
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NON-APPROPRIATED FUND (4 REPORTS)

RCS: CSGPA1103	PCN: ZMA-3MA	Non-Appropriated Fund Strength Report by Command Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-5BA**	Non-Appropriated Fund Employment Categories (By GSA Location (Duty Station) Code and CCPO-ID) Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-5DA**	Non-Appropriated Fund Employees by Occupation Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-5DB**	Non-Appropriated Fund by Employment Categories (By Command and POI) Frequency: Qtr; Privacy Act: No; Distribution: CPOL

OCCUPATIONAL SERIES DISTRIBUTION (7 REPORTS)

RCS: CSGPA1103	PCN: ZMA-3UA1	Career Program 12 (CP12) - Permanent, Full Time Accessions by Occupational Series Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-3UB1	Career Program 12 (CP12) - Permanent, Full Time Resignations by Occupational Series Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-3UC1	Career Program 12 (CP12) - Permanent, Full Time Strength by Occupational Series Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-3UD1	Career Program 12 (CP12) - Permanent, Full Time Losses by Age Group Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-3UE1	Career Program 12 (CP12) - Permanent, Full Time Voluntary Retirements by Age Group Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-3UF1	Career Program 12 (CP12) - Permanent, Full Time Special Option Retirements by Age Group Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-3UG1	Career Program 12 (CP12) - Permanent, Full Time Voluntary Retirements and Resignations by Age Group Frequency: Mon; Privacy Act: No; Distribution: CPOL

OCCUPATIONS (5 REPORTS)

RCS: CSGPA1103	PCN: ZMA-3BA	NPR Related Occupational Groups By Command, Military Functions - Active Employees Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-3SA**	NPR Related Occupational Groups By ROC, Military Functions - Active Employees Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: DCSPER362	PCN: ZMA-22A	CPMF Occupation Series List Frequency: Ann; Privacy Act: No; Distribution: CPOL
RCS: DCSPER362	PCN: ZMA-22B**	Occ Series Inventory of Civilian Positions by Pay Plan, Series, CPO Frequency: Ann; Privacy Act: No; Distribution: CPOL
RCS: DCSPER362	PCN: ZMA-22C**	Occ Series Inventory of Civilian Positions by Pay Plan, Series, Sex Frequency: Ann; Privacy Act: No; Distribution: CPOL

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APPENDIX B - INDEX OF STANDARD REPORTS BY CATEGORY

PERSONNEL ACTIONS, GAINS & LOSSES (3 REPORTS)

RCS: CSGPA1103	PCN: ZMA-3AA	Processed NOA Monthly Report by POI Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-3AB	Processed NOA Monthly Report by Command Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-5GA	NOA Actions Report by Command (NOA 312, 330, 385, 450, and 452) Frequency: Qtr; Privacy Act: No; Distribution: CPOL

PRIVACY ACT DATA (16 REPORTS)

RCS: CSGPA1103	PCN: ZMA-57A	EMPLOYEE NAME Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
RCS: CSGPA1103	PCN: ZMA-5AA	RIF Minority Involuntary Separation Report Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
RCS: CSGPA1103	PCN: ZMA-5JA	Career Program 11 (CP11) Personnel by Occupation Series and Pay Grade Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
RCS: CSGPA1103	PCN: ZMA-5ND	GS/GM/ES/NH/DB Series 1515/CP16 Minorities by POI Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
RCS: CSGPA1103	PCN: ZMA-5NE	GS/GM/ES/NH/DB Series 1515/CP16 Females by POI Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
RCS: CSGPA1103	PCN: ZMA-5NF	GS/GM/ES/NH/DB Series 1515/CP16 Interns by Command Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
RCS: CSGPA1103	PCN: ZMA-5NH	Total GS/GM/SES/NH/DB Series 1515/CP16 by Command Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
RCS: CSGPA1103	PCN: ZMA-80A	S2N Matches Report Frequency: Mon; Privacy Act: Yes; Distribution: SBU
RCS: CSGPA1103	PCN: ZMA-84A**	U.S. Army Retirement Claims Processing Timeliness Report by Region/CCPO-ID Frequency: Mon; Privacy Act: Yes; Distribution: SBU
RCS: CSGPA1103	PCN: ZMA-85B	Unmatched 825 Records - All Pay Plans Frequency: Mon; Privacy Act: Yes; Distribution: SBU
RCS: CSGPA1103	PCN: ZMA-86A	RIF Involuntary Separation Report Frequency: Mon; Privacy Act: Yes; Distribution: SBU
RCS: CSGPA1103	PCN: ZMA-87A	Voluntary Early Retirement Authority Frequency: Mon; Privacy Act: Yes; Distribution: SBU
RCS: CSGPA1103	PCN: ZMA-88A	Annual Involuntary Separation Report by Command Frequency: Ann; Privacy Act: Yes; Distribution: SBU
RCS: DCSPER492	PCN: ZMA-29B	Career Program Position Changes Frequency: Mon; Privacy Act: Yes; Distribution: SBU
RCS: SAOSA185	PCN: ZMA-55A	Minority Listing Career Program Enrollment Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
RCS: SF113A	PCN: ZMA-82E	Unmatched UIC to ROC Frequency: Mon; Privacy Act: Yes; Distribution: SBU

PROFILE REPORTS (RESOURCE GUIDANCE REPORTS) (8 REPORTS)

RCS: CSGPA1103	PCN: ZMA-5MA1	Resource Guidance Report 1: Active Army, US, MIL, GS/GM, FTP Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-5MA3	Resource Guidance Report 3: Active Army, US, CIV, GS/GM, FTP Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-5MA4	Resource Guidance Report 4: Active Army, US, CIV, GS/GM, NON FTP Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-5MA5	Resource Guidance Report 5: Active Army, US, GS/GM, FTP, Agency/Command Codes Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-5MA6	Resource Guidance Report 6: Active Army, US, GS/GM, NON FTP, Agency/Command Codes Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-5MA7	Resource Guidance Report 7: Active Army, LN, FTP, Agency/Command Codes Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-5MA8	Resource Guidance Report 8: Active Army, LN, NON FTP, Agency/Command Codes Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-5MB	Resource Guidance Report 2: Active Army, US, MIL, GS/GM, NON FTP Frequency: Qtr; Privacy Act: No; Distribution: CPOL

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REDUCTION IN FORCE (RIF) (4 REPORTS)

RCS: 279EEO	PCN: ZMA-5HB	RIF Targeted Disabilities Minority Report Involuntary Separations, Personnel Office (POI) Summaries Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-5AA	RIF Minority Involuntary Separation Report Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
RCS: CSGPA1103	PCN: ZMA-86A	RIF Involuntary Separation Report Frequency: Mon; Privacy Act: Yes; Distribution: SBU
RCS: CSGPA1103	PCN: ZMA-88A	Annual Involuntary Separation Report by Command Frequency: Ann; Privacy Act: Yes; Distribution: SBU

RETIREMENT, VOLUNTARY SEPARATIONS (VERS, VSIP) (8 REPORTS)

RCS: CSGPA1103	PCN: ZMA-3GA	U.S. Army Employees Eligible for Retirement, All Appropriated Fund Employees or Military Appropriations Only Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-84A**	U.S. Army Retirement Claims Processing Timeliness Report by Region/CCPO-ID Frequency: Mon; Privacy Act: Yes; Distribution: SBU
RCS: CSGPA1103	PCN: ZMA-84B	U.S. Army Regions Ranked by Overall Timeliness of Retirement Claims Processed Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
RCS: CSGPA1103	PCN: ZMA-85B	Unmatched 825 Records - All Pay Plans Frequency: Mon; Privacy Act: Yes; Distribution: SBU
RCS: CSGPA1103	PCN: ZMA-85C	VSIP Takers by Command, Grade, and Category - All Pay Plans Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
RCS: CSGPA1103	PCN: ZMA-85D	VSIP Takers by Command, Grade, and Occupational Series, All Pay Plans Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
RCS: CSGPA1103	PCN: ZMA-85E	VSIP Takers by Command, Grade, and Age Group - All Pay Plans Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
RCS: CSGPA1103	PCN: ZMA-87A	Voluntary Early Retirement Authority Frequency: Mon; Privacy Act: Yes; Distribution: SBU

STRENGTH & EMPLOYMENT COUNTS (21 REPORTS)

RCS: CSGPA1103	PCN: ZMA-28A**	HQACPERs U.S. Citizens Profile Report Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-3HA	Local National by Command-UIC-POI Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-3KA	UIC Counts Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-74A	On Board Strength Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-75A	Servicing Population Report Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-8BA	Serviced Population Report Frequency: SmAnn; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-8CA**	Appropriated Fund CPAC Report Frequency: SmAnn; Privacy Act: No; Distribution: CPOL
RCS: DCSPER320	PCN: ZMA-58A	Civilian Personnel Strength Summaries - Part 1 by Duty Station Agency/Command and POI Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: DCSPER320	PCN: ZMA-58B**	Civilian Personnel Strength Summaries - Part 2 by Duty Station State/Country Location Frequency: Qtr; Privacy Act: No; Distribution: CPOL
RCS: DCSPER322	PCN: ZMA-32A**	Command Strength Report - Total Employment - U.S. Citizens Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: DCSPER322	PCN: ZMA-32B**	Command Strength Report - Parts 3, 4 & 5 Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: DCSPER494	PCN: ZMA-33A**	Command Position Management Report 1 Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: DCSPER494	PCN: ZMA-33B**	Command Position Management Report 2 by Command/UIC Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: DCSPER494	PCN: ZMA-33C**	Command Position Management Report 3 by Command/UIC for Permanent Employees Only Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: SF113A	PCN: ZMA-82D	Monthly Report of Federal Civilian Employment Frequency: Mon; Privacy Act: No; Distribution: CPOL

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RCS: SF113A	PCN: ZMA-82G	DOD Dependent Schools Report Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: SF113A	PCN: ZMA-82J**	Total Military Strength by ROC/UIC Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: SF113A	PCN: ZMA-82K	Monthly Report of Federal Civilian Employment by ROC Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: SF113A	PCN: ZMA-82M	Strength Transactions by Appointment Category Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: SF113A	PCN: ZMA-82P	Supplemental Strength Reports #10, #5, #4, #1, #6, #3, #9, #2, #7, and #11 Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: SF113A	PCN: ZMA-82Q	Supplemental Strength Report #8 - Total Strength Appropriated Fund Employees Frequency: Mon; Privacy Act: No; Distribution: CPOL

SUPERVISORS & SENIOR LEVEL EMPLOYEES (5 REPORTS)

RCS: CSGPA1103	PCN: ZMA-35A**	U.S. Citizens - Active FTP - Senior Level Historical Counts by Command/Function Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-3BB	Supervisory Status Counts - Military Functions - Active Employees - By Command Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-3EA	U.S. Citizens - Military Functions - Active FTP - Senior Level Employee Counts Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-3RA	U.S. Citizens - Military Function - Active FTP - Senior Level Employee Counts by ROC Frequency: Mon; Privacy Act: No; Distribution: CPOL
RCS: CSGPA1103	PCN: ZMA-3SB	Supervisory Status Counts - Military Functions - Active Employees - By ROC Frequency: Mon; Privacy Act: No; Distribution: CPOL

APPENDIX C
INDEX OF STANDARD REPORTS BY GENERATION FREQUENCY

Within each generation frequency reports are listed in order of Product Control Number (PCN). Each report has one frequency assigned. Two asterisks (**) after a PCN flags a report as having 100 or more pages.

Refer to Section 2 of this publication for detailed report descriptions.

MONTHLY (50 REPORTS)

PCN: ZMA-28A**	RCS: CSGPA1103	HQACPERS U.S. Citizens Profile Report Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-29B	RCS: DCSPER492	Career Program Position Changes Frequency: Mon; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-32A**	RCS: DCSPER322	Command Strength Report - Total Employment - U.S. Citizens Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-32B**	RCS: DCSPER322	Command Strength Report - Parts 3, 4 & 5 Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-33A**	RCS: DCSPER494	Command Position Management Report 1 Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-33B**	RCS: DCSPER494	Command Position Management Report 2 by Command/UIC Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-33C**	RCS: DCSPER494	Command Position Management Report 3 by Command/UIC for Permanent Employees Only Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-35A**	RCS: CSGPA1103	U.S. Citizens - Active FTP - Senior Level Historical Counts by Command/Function Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3AA	RCS: CSGPA1103	Processed NOA Monthly Report by POI Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3AB	RCS: CSGPA1103	Processed NOA Monthly Report by Command Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3BA	RCS: CSGPA1103	NPR Related Occupational Groups By Command, Military Functions - Active Employees Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3BB	RCS: CSGPA1103	Supervisory Status Counts - Military Functions - Active Employees - By Command Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3CA	RCS: CSGPA1103	U.S. Citizen Employees by CCPO-ID Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3EA	RCS: CSGPA1103	U.S. Citizens - Military Functions - Active FTP - Senior Level Employee Counts Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3FA	RCS: CSGPA1103	Career Program Occ Series Minority Report - All Career Programs and Occupational Series Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
PCN: ZMA-3GA	RCS: CSGPA1103	U.S. Army Employees Eligible for Retirement, All Appropriated Fund Employees or Military Appropriations Only Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3HA	RCS: CSGPA1103	Local National by Command-UIC-POI Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3KA	RCS: CSGPA1103	UIC Counts Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3LA	RCS: CSGPA1103	AMC U.S. Citizens Working Outside CONUS Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3MA	RCS: CSGPA1103	Non-Appropriated Fund Strength Report by Command Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3RA	RCS: CSGPA1103	U.S. Citizens - Military Function - Active FTP - Senior Level Employee Counts by ROC Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3SA**	RCS: CSGPA1103	NPR Related Occupational Groups By ROC, Military Functions - Active Employees Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3SB	RCS: CSGPA1103	Supervisory Status Counts - Military Functions - Active Employees - By ROC Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3UA1	RCS: CSGPA1103	Career Program 12 (CP12) - Permanent, Full Time Accessions by Occupational Series Frequency: Mon; Privacy Act: No; Distribution: CPOL

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PCN: ZMA-3UB1	RCS: CSGPA1103	Career Program 12 (CP12) - Permanent, Full Time Resignations by Occupational Series Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3UC1	RCS: CSGPA1103	Career Program 12 (CP12) - Permanent, Full Time Strength by Occupational Series Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3UD1	RCS: CSGPA1103	Career Program 12 (CP12) - Permanent, Full Time Losses by Age Group Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3UE1	RCS: CSGPA1103	Career Program 12 (CP12) - Permanent, Full Time Voluntary Retirements by Age Group Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3UF1	RCS: CSGPA1103	Career Program 12 (CP12) - Permanent, Full Time Special Option Retirements by Age Group Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3UG1	RCS: CSGPA1103	Career Program 12 (CP12) - Permanent, Full Time Voluntary Retirements and Resignations by Age Group Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-43A	RCS: CSGPA1103	EEO High Grade Minority Statistics with Targeted Disabilities, Army Wide Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-74A	RCS: CSGPA1103	On Board Strength Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-75A	RCS: CSGPA1103	Servicing Population Report Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-80A	RCS: CSGPA1103	S2N Matches Report Frequency: Mon; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-82D	RCS: SF113A	Monthly Report of Federal Civilian Employment Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-82E	RCS: SF113A	Unmatched UIC to ROC Frequency: Mon; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-82G	RCS: SF113A	DOD Dependent Schools Report Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-82J**	RCS: SF113A	Total Military Strength by ROC/UIC Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-82K	RCS: SF113A	Monthly Report of Federal Civilian Employment by ROC Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-82M	RCS: SF113A	Strength Transactions by Appointment Category Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-82P	RCS: SF113A	Supplemental Strength Reports #10, #5, #4, #1, #6, #3, #9, #2, #7, and #11 Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-82Q	RCS: SF113A	Supplemental Strength Report #8 - Total Strength Appropriated Fund Employees Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-84A**	RCS: CSGPA1103	U.S. Army Retirement Claims Processing Timeliness Report by Region/CCPO-ID Frequency: Mon; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-84B	RCS: CSGPA1103	U.S. Army Regions Ranked by Overall Timeliness of Retirement Claims Processed Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
PCN: ZMA-85B	RCS: CSGPA1103	Unmatched 825 Records - All Pay Plans Frequency: Mon; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-85C	RCS: CSGPA1103	VSIP Takers by Command, Grade, and Category - All Pay Plans Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
PCN: ZMA-85D	RCS: CSGPA1103	VSIP Takers by Command, Grade, and Occupational Series, All Pay Plans Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
PCN: ZMA-85E	RCS: CSGPA1103	VSIP Takers by Command, Grade, and Age Group - All Pay Plans Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
PCN: ZMA-86A	RCS: CSGPA1103	RIF Involuntary Separation Report Frequency: Mon; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-87A	RCS: CSGPA1103	Voluntary Early Retirement Authority Frequency: Mon; Privacy Act: Yes; Distribution: SBU

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APPENDIX C - INDEX OF STANDARD REPORTS BY GENERATION FREQUENCY

QUARTERLY (81 REPORTS)

PCN: ZMA-10A	RCS: 279EEO	EEO Part 1, Section 1A, Army Workforce Distribution by Work Schedule within Pay Plan, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11A	RCS: 279EEO	EEO Part 1, Section 2A, Army Workforce Profile by Grade/Pay Level, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11B**	RCS: 279EEO	EEO Part 1, Section 3A, Army Workforce Profile by Occupational Series, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11C**	RCS: 279EEO	EEO Part 1, Section 3C1, Army Workforce Profile by PATCO, Grade (GR) Grouping (GPR), and Occupational Series, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11D**	RCS: 279EEO	EEO Part 1, Section 6A, Army Workforce Profile by PATCO, Grade (GR) Grouping (GPR) and Occupational Series Under-Representation, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11E	RCS: 279EEO	EEO Part 1, Section 6C, Army Workforce Profile by PATCO and Grade Grouping Under-Representation, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11F	RCS: 279EEO	EEO Part 1, Section 7A, Army Workforce Profile by Handicap and Disabled within Pay Plan/Pay Grade, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11G	RCS: 279EEO	EEO Part 1, Section 8A, Army Workforce Profile by Severely Handicap Categories within Pay Plan/Pay Grade, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11H	RCS: 279EEO	EEO Part 1, Section 9A, Army Workforce Profile by Career Program, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11I	RCS: 279EEO	EEO Part 1, Section 10A/10B, Army Workforce Profile by Occupation, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11J	RCS: 279EEO	EEO Part 1, Section 11A, EEO Monitoring System Profile Report, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11K1A**	RCS: 279EEO	EEO Part 2, Section 6A(1 of 2), Army Workforce Profile by PATCO and Grade Grouping Under-Representation, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11K1B**	RCS: 279EEO	EEO Part 2, Section 6A(2 of 2), Army Workforce Profile by PATCO and Grade Grouping Under-Representation, Command Summaries Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11L	RCS: 279EEO	EEO Part 1, Section 12A, Army Workforce Profile by Pay Plan (GR) Grouping (GPR) and Civilian Performance Rating, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11M	RCS: 279EEO	EEO Part 1, Section 3D, Army Workforce Profile by Ten Most Populous Occupation Series/Occupational Levels, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-12C	RCS: 279EEO	EEO Part 1, Section 4A, Army Workforce Profile - Personnel Transactions by Occupational Category, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-12D	RCS: 279EEO	EEO Part 1, Section 4B, Army Workforce Profile - Personnel Transactions by Wage System, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-12E**	RCS: 279EEO	EEO Part 1, Section 9B, Army Workforce Profile - Personnel Transactions by Career Program, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL

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PCN: ZMA-12F**	RCS: 279EEO	EEO Part 2, Section 4A, Army Workforce Profile - Personnel Transactions by Occupational Category, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-12G**	RCS: 279EEO	EEO Part 2, Section 4B, Army Workforce Profile - Personnel Transactions by Wage System, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-12H**	RCS: 279EEO	EEO Part 2, Section 9B, Army Workforce Profile - Personnel Transactions by Career Program, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-13A	RCS: 279EEO	EEO Part 1, Section 5A, Army Workforce Profile - Training, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-13B	RCS: 279EEO	EEO Part 2, Section 5A, Army Workforce Profile - Training, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-14A	RCS: 279EEO	EEO Part 1, Section 1B, Army Workforce Distribution by Work Schedule within Pay Plan, DA Summary, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-14B	RCS: 279EEO	EEO Part 1, Section 2B, Army Workforce Profile by Grade/Pay Level, DA Summary, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-14C**	RCS: 279EEO	EEO Part 1, Section 3B, Army Workforce Profile by Occupational Series/Level, DA Summary, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-14D	RCS: 279EEO	EEO Part 1, Section 11B, EEO Monitoring System Profile Report, DA Summary, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-14E	RCS: 279EEO	EEO Part 2, Section 1B, Army Workforce Distribution by Work Schedule within Pay Plan, Command Summaries, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-14F	RCS: 279EEO	EEO Part 2, Section 2B, Army Workforce Profile by Grade/Pay Level, Command Summaries, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-14G**	RCS: 279EEO	EEO Part 2, Section 3B, Army Workforce Profile by Occupation Series and Occupational Levels, Command Summaries, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-14H	RCS: 279EEO	EEO Part 2, Section 11B, EEO Monitoring System Profile Report, Command Summaries, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15A**	RCS: 279EEO	EEO Part 2, Section 1A, Army Workforce Distribution by Work Schedule within Pay Plans, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15B**	RCS: 279EEO	EEO Part 2, Section 2A, Army Workforce Profile by Command and Grade/Pay Level, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15C**	RCS: 279EEO	EEO Part 2, Section 3A, Army Workforce Profile by Occupation Series/Occupational Levels, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15D**	RCS: 279EEO	EEO Part 2, Section 3C1, Army Workforce Profile by PATCO, Grade (GR) Grouping (GPR), and Occupational Series, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15E**	RCS: 279EEO	EEO Part 2, Section 6C, Army Workforce Profile by PATCO, and Grade (GR) Grouping (GPR) Under-Representation, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15F**	RCS: 279EEO	EEO Part 2, Section 7A, Army Workforce Profile by Handicap and Disabled Veterans by Pay Plan/Pay Grade, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL

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APPENDIX C - INDEX OF STANDARD REPORTS BY GENERATION FREQUENCY

PCN: ZMA-15G**	RCS: 279EEO	EEO Part 2, Section 8A, Army Workforce Profile by Severely Handicap Categories and Pay Plan/Grades, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15H**	RCS: 279EEO	EEO Part 2, Section 9A, Army Workforce Profile by Career Program, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15I**	RCS: 279EEO	EEO Part 2, Section 10A/10B, Army Workforce Profile by Type of Occupation and Handicap Categories, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15J**	RCS: 279EEO	EEO Part 2, Section 11A, EEO Monitoring System Profile, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15K**	RCS: 279EEO	EEO Part 2, Section 12A, Army Workforce Profile by Pay Plan, Grade(GR) Grouping (GRP), and Civilian Performance Rating, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-52A	RCS: CSGPA1103	Career Program Occ Series Minority Report - Career Program 11 (CP11) Occupational Series 0110 Frequency: Qtr; Privacy Act: No; Distribution: CPOL; SBU
PCN: ZMA-55A	RCS: SAOSA185	Minority Listing Career Program Enrollment Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-57A	RCS: CSGPA1103	EMPLOYEE NAME Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-58A	RCS: DCSPER320	Civilian Personnel Strength Summaries - Part 1 by Duty Station Agency/Command and POI Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-58B**	RCS: DCSPER320	Civilian Personnel Strength Summaries - Part 2 by Duty Station State/Country Location Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-59A	RCS: DCSPER592	Cooperative Education Program Report Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5AA	RCS: CSGPA1103	RIF Minority Involuntary Separation Report Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-5BA**	RCS: CSGPA1103	Non-Appropriated Fund Employment Categories (By GSA Location (Duty Station) Code and CCPO-ID) Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5DA**	RCS: CSGPA1103	Non-Appropriated Fund Employees by Occupation Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5DB**	RCS: CSGPA1103	Non-Appropriated Fund by Employment Categories (By Command and POI) Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5FA	RCS: CSGPA1103	Time Off Awards Report Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5GA	RCS: CSGPA1103	NOA Actions Report by Command (NOA 312, 330, 385, 450, and 452) Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5HA	RCS: 279EEO	Demographic Minority Report by Pay Grade/Level, Personnel Office (POI) Summaries Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5HB	RCS: 279EEO	RIF Targeted Disabilities Minority Report Involuntary Separations, Personnel Office (POI) Summaries Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5IA	RCS: CSGPA1103	Military Status/Key Employee by Command Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5JA	RCS: CSGPA1103	Career Program 11 (CP11) Personnel by Occupation Series and Pay Grade Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-5KA	RCS: CSGPA1103	Military Status/Key Employee Summary by POI Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5LA	RCS: CSGPA1103	Count of Family Members in Foreign Countries Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5MA1	RCS: CSGPA1103	Resource Guidance Report 1: Active Army, US, MIL, GS/GM, FTP Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5MA3	RCS: CSGPA1103	Resource Guidance Report 3: Active Army, US, CIV, GS/GM, FTP Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5MA4	RCS: CSGPA1103	Resource Guidance Report 4: Active Army, US, CIV, GS/GM, NON FTP Frequency: Qtr; Privacy Act: No; Distribution: CPOL

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PCN: ZMA-5MA5	RCS: CSGPA1103	Resource Guidance Report 5: Active Army, US, GS/GM, FTP, Agency/Command Codes Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5MA6	RCS: CSGPA1103	Resource Guidance Report 6: Active Army, US, GS/GM, NON FTP, Agency/Command Codes Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5MA7	RCS: CSGPA1103	Resource Guidance Report 7: Active Army, LN, FTP, Agency/Command Codes Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5MA8	RCS: CSGPA1103	Resource Guidance Report 8: Active Army, LN, NON FTP, Agency/Command Codes Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5MB	RCS: CSGPA1103	Resource Guidance Report 2: Active Army, US, MIL, GS/GM, NON FTP Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5NA	RCS: CSGPA1103	GS/GM/ES/NH/DB Series 1515/CP16 by Command Frequency: Qtr; Privacy Act: No; Distribution: SBU
PCN: ZMA-5NB	RCS: CSGPA1103	GS/GM/ES/NH/DB Series 1515/CP16 by Command/Pay Grade Frequency: Qtr; Privacy Act: No; Distribution: SBU
PCN: ZMA-5NC	RCS: CSGPA1103	GS/GM/ES/NH/DB Series 1515/CP16 by Command/Education Level Frequency: Qtr; Privacy Act: No; Distribution: SBU
PCN: ZMA-5ND	RCS: CSGPA1103	GS/GM/ES/NH/DB Series 1515/CP16 Minorities by POI Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-5NE	RCS: CSGPA1103	GS/GM/ES/NH/DB Series 1515/CP16 Females by POI Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-5NF	RCS: CSGPA1103	GS/GM/ES/NH/DB Series 1515/CP16 Interns by Command Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-5NG	RCS: CSGPA1103	GS/GM/ES/NH/DB Series 1515/CP16 Retirement Eligibles by Command Frequency: Qtr; Privacy Act: No; Distribution: SBU
PCN: ZMA-5NH	RCS: CSGPA1103	Total GS/GM/SES/NH/DB Series 1515/CP16 by Command Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-5NI	RCS: CSGPA1103	Total GS/GM/SES/NH/DB Series All/CP16 by Command Frequency: Qtr; Privacy Act: No; Distribution: SBU
PCN: ZMA-5TA**	RCS: DCSPER565	EEO Minority Statistics W00SSA - ASA(M&RA) by Occupational Series and Pay Grade Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5YA	RCS: CSGPA1103	Career Program 12 (CP12) Careerists by Education Level Report Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5YB	RCS: CSGPA1103	Career Program 12 (CP12) Careerists by Pay Grade Report Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-61B	RCS: DCSPER565	Career Program Minority Statistics, Career Program 10 Frequency: Qtr; Privacy Act: No; Distribution: CPOL

SEMI-ANNUAL (2 REPORTS)

PCN: ZMA-8BA	RCS: CSGPA1103	Serviced Population Report Frequency: SmAnn; Privacy Act: No; Distribution: CPOL
PCN: ZMA-8CA**	RCS: CSGPA1103	Appropriated Fund CPAC Report Frequency: SmAnn; Privacy Act: No; Distribution: CPOL

ANNUAL (9 REPORTS)

PCN: ZMA-20A	RCS: 234EEO	Analysis of Permanent Workforce Summary: Report of Accomplishments in Affirmative Action Programs for Employment of Handicapped Individuals Frequency: Ann; Privacy Act: No; Distribution: CPOL
PCN: ZMA-20B	RCS: 234EEO	Analysis of Temporary Workforce Summary: Report of Accomplishments in Affirmative Action Programs for Employment of Handicapped Individuals Frequency: Ann; Privacy Act: No; Distribution: CPOL
PCN: ZMA-21A	RCS: 279EEO	EEO Part 1, Section 22, Army Workforce Profile by Pay Plan and Grade/Pay Level, DA Summary, Appropriated Fund Employees Frequency: Ann; Privacy Act: No; Distribution: CPOL
PCN: ZMA-21C	RCS: 279EEO	EEO Part 1, Section 32, Army Workforce Profile by PATCOB, DA Summary, Appropriated Fund Employees Frequency: Ann; Privacy Act: No; Distribution: CPOL
PCN: ZMA-21H	RCS: 279EEO	EEO Part 1, Section 92, Army Workforce Profile All Career Programs, DA Summary, Appropriated Fund Employees Frequency: Ann; Privacy Act: No; Distribution: CPOL

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PCN: ZMA-22A	RCS: DCSPER362	CPMF Occupation Series List Frequency: Ann; Privacy Act: No; Distribution: CPOL
PCN: ZMA-22B**	RCS: DCSPER362	Occ Series Inventory of Civilian Positions by Pay Plan, Series, CPO Frequency: Ann; Privacy Act: No; Distribution: CPOL
PCN: ZMA-22C**	RCS: DCSPER362	Occ Series Inventory of Civilian Positions by Pay Plan, Series, Sex Frequency: Ann; Privacy Act: No; Distribution: CPOL
PCN: ZMA-88A	RCS: CSGPA1103	Annual Involuntary Separation Report by Command Frequency: Ann; Privacy Act: Yes; Distribution: SBU

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**APPENDIX D
INDEX OF STANDARD REPORTS BY DISTRIBUTION METHOD**

Within each distribution method, reports are listed in order of Product Control Number (PCN). A report not containing restricted or sensitive information may be posted both on CPOL and the SBU Server when special handling is required. Two asterisks (**) after a PCN flags a report as having 100 or more pages.

Refer to Section 2 of this publication for detailed report descriptions.

POSTED ON CPOL (PUBLIC DOMAIN) (121 REPORTS)

PCN: ZMA-10A	RCS: 279EEO	EEO Part 1, Section 1A, Army Workforce Distribution by Work Schedule within Pay Plan, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11A	RCS: 279EEO	EEO Part 1, Section 2A, Army Workforce Profile by Grade/Pay Level, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11B**	RCS: 279EEO	EEO Part 1, Section 3A, Army Workforce Profile by Occupational Series, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11C**	RCS: 279EEO	EEO Part 1, Section 3C1, Army Workforce Profile by PATCO, Grade (GR) Grouping (GPR), and Occupational Series, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11D**	RCS: 279EEO	EEO Part 1, Section 6A, Army Workforce Profile by PATCO, Grade (GR) Grouping (GPR) and Occupational Series Under-Representation, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11E	RCS: 279EEO	EEO Part 1, Section 6C, Army Workforce Profile by PATCO and Grade Grouping Under-Representation, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11F	RCS: 279EEO	EEO Part 1, Section 7A, Army Workforce Profile by Handicap and Disabled within Pay Plan/Pay Grade, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11G	RCS: 279EEO	EEO Part 1, Section 8A, Army Workforce Profile by Severely Handicap Categories within Pay Plan/Pay Grade, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11H	RCS: 279EEO	EEO Part 1, Section 9A, Army Workforce Profile by Career Program, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11I	RCS: 279EEO	EEO Part 1, Section 10A/10B, Army Workforce Profile by Occupation, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11J	RCS: 279EEO	EEO Part 1, Section 11A, EEO Monitoring System Profile Report, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11K1A**	RCS: 279EEO	EEO Part 2, Section 6A(1 of 2), Army Workforce Profile by PATCO and Grade Grouping Under-Representation, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11K1B**	RCS: 279EEO	EEO Part 2, Section 6A(2 of 2), Army Workforce Profile by PATCO and Grade Grouping Under-Representation, Command Summaries Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11L	RCS: 279EEO	EEO Part 1, Section 12A, Army Workforce Profile by Pay Plan (GR) Grouping (GPR) and Civilian Performance Rating, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-11M	RCS: 279EEO	EEO Part 1, Section 3D, Army Workforce Profile by Ten Most Populous Occupation Series/Occupational Levels, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL

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APPENDIX D - INDEX OF STANDARD REPORTS BY DISTRIBUTION METHOD

PCN: ZMA-12C	RCS: 279EEO	EEO Part 1, Section 4A, Army Workforce Profile - Personnel Transactions by Occupational Category, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-12D	RCS: 279EEO	EEO Part 1, Section 4B, Army Workforce Profile - Personnel Transactions by Wage System, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-12E**	RCS: 279EEO	EEO Part 1, Section 9B, Army Workforce Profile - Personnel Transactions by Career Program, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-12F**	RCS: 279EEO	EEO Part 2, Section 4A, Army Workforce Profile - Personnel Transactions by Occupational Category, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-12G**	RCS: 279EEO	EEO Part 2, Section 4B, Army Workforce Profile - Personnel Transactions by Wage System, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-12H**	RCS: 279EEO	EEO Part 2, Section 9B, Army Workforce Profile - Personnel Transactions by Career Program, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-13A	RCS: 279EEO	EEO Part 1, Section 5A, Army Workforce Profile - Training, DA Summary, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-13B	RCS: 279EEO	EEO Part 2, Section 5A, Army Workforce Profile - Training, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-14A	RCS: 279EEO	EEO Part 1, Section 1B, Army Workforce Distribution by Work Schedule within Pay Plan, DA Summary, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-14B	RCS: 279EEO	EEO Part 1, Section 2B, Army Workforce Profile by Grade/Pay Level, DA Summary, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-14C**	RCS: 279EEO	EEO Part 1, Section 3B, Army Workforce Profile by Occupational Series/Level, DA Summary, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-14D	RCS: 279EEO	EEO Part 1, Section 11B, EEO Monitoring System Profile Report, DA Summary, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-14E	RCS: 279EEO	EEO Part 2, Section 1B, Army Workforce Distribution by Work Schedule within Pay Plan, Command Summaries, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-14F	RCS: 279EEO	EEO Part 2, Section 2B, Army Workforce Profile by Grade/Pay Level, Command Summaries, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-14G**	RCS: 279EEO	EEO Part 2, Section 3B, Army Workforce Profile by Occupation Series and Occupational Levels, Command Summaries, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-14H	RCS: 279EEO	EEO Part 2, Section 11B, EEO Monitoring System Profile Report, Command Summaries, NAF Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15A**	RCS: 279EEO	EEO Part 2, Section 1A, Army Workforce Distribution by Work Schedule within Pay Plans, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15B**	RCS: 279EEO	EEO Part 2, Section 2A, Army Workforce Profile by Command and Grade/Pay Level, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15C**	RCS: 279EEO	EEO Part 2, Section 3A, Army Workforce Profile by Occupation Series/Occupational Levels, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL

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PCN: ZMA-15D**	RCS: 279EEO	EEO Part 2, Section 3C1, Army Workforce Profile by PATCO, Grade (GR) Grouping (GPR), and Occupational Series, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15E**	RCS: 279EEO	EEO Part 2, Section 6C, Army Workforce Profile by PATCO, and Grade (GR) Grouping (GPR) Under-Representation, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15F**	RCS: 279EEO	EEO Part 2, Section 7A, Army Workforce Profile by Handicap and Disabled Veterans by Pay Plan/Pay Grade, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15G**	RCS: 279EEO	EEO Part 2, Section 8A, Army Workforce Profile by Severely Handicap Categories and Pay Plan/Grades, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15H**	RCS: 279EEO	EEO Part 2, Section 9A, Army Workforce Profile by Career Program, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15I**	RCS: 279EEO	EEO Part 2, Section 10A/10B, Army Workforce Profile by Type of Occupation and Handicap Categories, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15J**	RCS: 279EEO	EEO Part 2, Section 11A, EEO Monitoring System Profile, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-15K**	RCS: 279EEO	EEO Part 2, Section 12A, Army Workforce Profile by Pay Plan, Grade(GR) Grouping (GRP), and Civilian Performance Rating, Command Summaries, Appropriated Fund Employees Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-20A	RCS: 234EEO	Analysis of Permanent Workforce Summary: Report of Accomplishments in Affirmative Action Programs for Employment of Handicapped Individuals Frequency: Ann; Privacy Act: No; Distribution: CPOL
PCN: ZMA-20B	RCS: 234EEO	Analysis of Temporary Workforce Summary: Report of Accomplishments in Affirmative Action Programs for Employment of Handicapped Individuals Frequency: Ann; Privacy Act: No; Distribution: CPOL
PCN: ZMA-21A	RCS: 279EEO	EEO Part 1, Section 22, Army Workforce Profile by Pay Plan and Grade/Pay Level, DA Summary, Appropriated Fund Employees Frequency: Ann; Privacy Act: No; Distribution: CPOL
PCN: ZMA-21C	RCS: 279EEO	EEO Part 1, Section 32, Army Workforce Profile by PATCOB, DA Summary, Appropriated Fund Employees Frequency: Ann; Privacy Act: No; Distribution: CPOL
PCN: ZMA-21H	RCS: 279EEO	EEO Part 1, Section 92, Army Workforce Profile All Career Programs, DA Summary, Appropriated Fund Employees Frequency: Ann; Privacy Act: No; Distribution: CPOL
PCN: ZMA-22A	RCS: DCSPER362	CPMF Occupation Series List Frequency: Ann; Privacy Act: No; Distribution: CPOL
PCN: ZMA-22B**	RCS: DCSPER362	Occ Series Inventory of Civilian Positions by Pay Plan, Series, CPO Frequency: Ann; Privacy Act: No; Distribution: CPOL
PCN: ZMA-22C**	RCS: DCSPER362	Occ Series Inventory of Civilian Positions by Pay Plan, Series, Sex Frequency: Ann; Privacy Act: No; Distribution: CPOL
PCN: ZMA-28A**	RCS: CSGPA1103	HQACPERS U.S. Citizens Profile Report Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-32A**	RCS: DCSPER322	Command Strength Report - Total Employment - U.S. Citizens Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-32B**	RCS: DCSPER322	Command Strength Report - Parts 3, 4 & 5 Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-33A**	RCS: DCSPER494	Command Position Management Report 1 Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-33B**	RCS: DCSPER494	Command Position Management Report 2 by Command/UIC Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-33C**	RCS: DCSPER494	Command Position Management Report 3 by Command/UIC for Permanent Employees Only Frequency: Mon; Privacy Act: No; Distribution: CPOL

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PCN: ZMA-35A**	RCS: CSGPA1103	U.S. Citizens - Active FTP - Senior Level Historical Counts by Command/Function Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3AA	RCS: CSGPA1103	Processed NOA Monthly Report by POI Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3AB	RCS: CSGPA1103	Processed NOA Monthly Report by Command Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3BA	RCS: CSGPA1103	NPR Related Occupational Groups By Command, Military Functions - Active Employees Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3BB	RCS: CSGPA1103	Supervisory Status Counts - Military Functions - Active Employees - By Command Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3CA	RCS: CSGPA1103	U.S. Citizen Employees by CCPO-ID Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3EA	RCS: CSGPA1103	U.S. Citizens - Military Functions - Active FTP - Senior Level Employee Counts Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3FA	RCS: CSGPA1103	Career Program Occ Series Minority Report - All Career Programs and Occupational Series Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
PCN: ZMA-3GA	RCS: CSGPA1103	U.S. Army Employees Eligible for Retirement, All Appropriated Fund Employees or Military Appropriations Only Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3HA	RCS: CSGPA1103	Local National by Command-UIC-POI Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3KA	RCS: CSGPA1103	UIC Counts Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3LA	RCS: CSGPA1103	AMC U.S. Citizens Working Outside CONUS Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3MA	RCS: CSGPA1103	Non-Appropriated Fund Strength Report by Command Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3RA	RCS: CSGPA1103	U.S. Citizens - Military Function - Active FTP - Senior Level Employee Counts by ROC Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3SA**	RCS: CSGPA1103	NPR Related Occupational Groups By ROC, Military Functions - Active Employees Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3SB	RCS: CSGPA1103	Supervisory Status Counts - Military Functions - Active Employees - By ROC Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3UA1	RCS: CSGPA1103	Career Program 12 (CP12) - Permanent, Full Time Accessions by Occupational Series Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3UB1	RCS: CSGPA1103	Career Program 12 (CP12) - Permanent, Full Time Resignations by Occupational Series Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3UC1	RCS: CSGPA1103	Career Program 12 (CP12) - Permanent, Full Time Strength by Occupational Series Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3UD1	RCS: CSGPA1103	Career Program 12 (CP12) - Permanent, Full Time Losses by Age Group Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3UE1	RCS: CSGPA1103	Career Program 12 (CP12) - Permanent, Full Time Voluntary Retirements by Age Group Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3UF1	RCS: CSGPA1103	Career Program 12 (CP12) - Permanent, Full Time Special Option Retirements by Age Group Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-3UG1	RCS: CSGPA1103	Career Program 12 (CP12) - Permanent, Full Time Voluntary Retirements and Resignations by Age Group Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-43A	RCS: CSGPA1103	EEO High Grade Minority Statistics with Targeted Disabilities, Army Wide Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-52A	RCS: CSGPA1103	Career Program Occ Series Minority Report - Career Program 11 (CP11) Occupational Series 0110 Frequency: Qtr; Privacy Act: No; Distribution: CPOL; SBU

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PCN: ZMA-58A	RCS: DCSPER320	Civilian Personnel Strength Summaries - Part 1 by Duty Station Agency/Command and POI Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-58B**	RCS: DCSPER320	Civilian Personnel Strength Summaries - Part 2 by Duty Station State/Country Location Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-59A	RCS: DCSPER592	Cooperative Education Program Report Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5BA**	RCS: CSGPA1103	Non-Appropriated Fund Employment Categories (By GSA Location (Duty Station) Code and CCPO-ID) Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5DA**	RCS: CSGPA1103	Non-Appropriated Fund Employees by Occupation Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5DB**	RCS: CSGPA1103	Non-Appropriated Fund by Employment Categories (By Command and POI) Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5FA	RCS: CSGPA1103	Time Off Awards Report Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5GA	RCS: CSGPA1103	NOA Actions Report by Command (NOA 312, 330, 385, 450, and 452) Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5HA	RCS: 279EEO	Demographic Minority Report by Pay Grade/Level, Personnel Office (POI) Summaries Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5HB	RCS: 279EEO	RIF Targeted Disabilities Minority Report Involuntary Separations, Personnel Office (POI) Summaries Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5IA	RCS: CSGPA1103	Military Status/Key Employee by Command Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5KA	RCS: CSGPA1103	Military Status/Key Employee Summary by POI Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5LA	RCS: CSGPA1103	Count of Family Members in Foreign Countries Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5MA1	RCS: CSGPA1103	Resource Guidance Report 1: Active Army, US, MIL, GS/GM, FTP Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5MA3	RCS: CSGPA1103	Resource Guidance Report 3: Active Army, US, CIV, GS/GM, FTP Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5MA4	RCS: CSGPA1103	Resource Guidance Report 4: Active Army, US, CIV, GS/GM, NON FTP Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5MA5	RCS: CSGPA1103	Resource Guidance Report 5: Active Army, US, GS/GM, FTP, Agency/Command Codes Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5MA6	RCS: CSGPA1103	Resource Guidance Report 6: Active Army, US, GS/GM, NON FTP, Agency/Command Codes Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5MA7	RCS: CSGPA1103	Resource Guidance Report 7: Active Army, LN, FTP, Agency/Command Codes Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5MA8	RCS: CSGPA1103	Resource Guidance Report 8: Active Army, LN, NON FTP, Agency/Command Codes Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5MB	RCS: CSGPA1103	Resource Guidance Report 2: Active Army, US, MIL, GS/GM, NON FTP Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5TA**	RCS: DCSPER565	EEO Minority Statistics W00SSA - ASA(M&RA) by Occupational Series and Pay Grade Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5YA	RCS: CSGPA1103	Career Program 12 (CP12) Careerists by Education Level Report Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-5YB	RCS: CSGPA1103	Career Program 12 (CP12) Careerists by Pay Grade Report Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-61B	RCS: DCSPER565	Career Program Minority Statistics, Career Program 10 Frequency: Qtr; Privacy Act: No; Distribution: CPOL
PCN: ZMA-74A	RCS: CSGPA1103	On Board Strength Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-75A	RCS: CSGPA1103	Servicing Population Report Frequency: Mon; Privacy Act: No; Distribution: CPOL

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PCN: ZMA-82D	RCS: SF113A	Monthly Report of Federal Civilian Employment Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-82G	RCS: SF113A	DOD Dependent Schools Report Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-82J**	RCS: SF113A	Total Military Strength by ROC/UIC Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-82K	RCS: SF113A	Monthly Report of Federal Civilian Employment by ROC Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-82M	RCS: SF113A	Strength Transactions by Appointment Category Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-82P	RCS: SF113A	Supplemental Strength Reports #10, #5, #4, #1, #6, #3, #9, #2, #7, and #11 Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-82Q	RCS: SF113A	Supplemental Strength Report #8 - Total Strength Appropriated Fund Employees Frequency: Mon; Privacy Act: No; Distribution: CPOL
PCN: ZMA-84B	RCS: CSGPA1103	U.S. Army Regions Ranked by Overall Timeliness of Retirement Claims Processed Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
PCN: ZMA-85C	RCS: CSGPA1103	VSIP Takers by Command, Grade, and Category - All Pay Plans Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
PCN: ZMA-85D	RCS: CSGPA1103	VSIP Takers by Command, Grade, and Occupational Series, All Pay Plans Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
PCN: ZMA-85E	RCS: CSGPA1103	VSIP Takers by Command, Grade, and Age Group - All Pay Plans Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
PCN: ZMA-8BA	RCS: CSGPA1103	Serviced Population Report Frequency: SmAnn; Privacy Act: No; Distribution: CPOL
PCN: ZMA-8CA**	RCS: CSGPA1103	Appropriated Fund CPAC Report Frequency: SmAnn; Privacy Act: No; Distribution: CPOL

POSTED ON SBU SERVER (SPECIAL HANDLING/RESTRICTED/PRIVACY ACT) (27 REPORTS)

PCN: ZMA-29B	RCS: DCSPER492	Career Program Position Changes Frequency: Mon; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-3FA	RCS: CSGPA1103	Career Program Occ Series Minority Report - All Career Programs and Occupational Series Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
PCN: ZMA-52A	RCS: CSGPA1103	Career Program Occ Series Minority Report - Career Program 11 (CP11) Occupational Series 0110 Frequency: Qtr; Privacy Act: No; Distribution: CPOL; SBU
PCN: ZMA-55A	RCS: SAOSA185	Minority Listing Career Program Enrollment Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-57A	RCS: CSGPA1103	EMPLOYEE NAME Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-5AA	RCS: CSGPA1103	RIF Minority Involuntary Separation Report Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-5JA	RCS: CSGPA1103	Career Program 11 (CP11) Personnel by Occupation Series and Pay Grade Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-5NA	RCS: CSGPA1103	GS/GM/ES/NH/DB Series 1515/CP16 by Command Frequency: Qtr; Privacy Act: No; Distribution: SBU
PCN: ZMA-5NB	RCS: CSGPA1103	GS/GM/ES/NH/DB Series 1515/CP16 by Command/Pay Grade Frequency: Qtr; Privacy Act: No; Distribution: SBU
PCN: ZMA-5NC	RCS: CSGPA1103	GS/GM/ES/NH/DB Series 1515/CP16 by Command/Education Level Frequency: Qtr; Privacy Act: No; Distribution: SBU
PCN: ZMA-5ND	RCS: CSGPA1103	GS/GM/ES/NH/DB Series 1515/CP16 Minorities by POI Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-5NE	RCS: CSGPA1103	GS/GM/ES/NH/DB Series 1515/CP16 Females by POI Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-5NF	RCS: CSGPA1103	GS/GM/ES/NH/DB Series 1515/CP16 Interns by Command Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-5NG	RCS: CSGPA1103	GS/GM/ES/NH/DB Series 1515/CP16 Retirement Eligibles by Command Frequency: Qtr; Privacy Act: No; Distribution: SBU
PCN: ZMA-5NH	RCS: CSGPA1103	Total GS/GM/SES/NH/DB Series 1515/CP16 by Command Frequency: Qtr; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-5NI	RCS: CSGPA1103	Total GS/GM/SES/NH/DB Series All/CP16 by Command Frequency: Qtr; Privacy Act: No; Distribution: SBU

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PCN: ZMA-80A	RCS: CSGPA1103	S2N Matches Report Frequency: Mon; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-82E	RCS: SF113A	Unmatched UIC to ROC Frequency: Mon; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-84A**	RCS: CSGPA1103	U.S. Army Retirement Claims Processing Timeliness Report by Region/CCPO-ID Frequency: Mon; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-84B	RCS: CSGPA1103	U.S. Army Regions Ranked by Overall Timeliness of Retirement Claims Processed Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
PCN: ZMA-85B	RCS: CSGPA1103	Unmatched 825 Records - All Pay Plans Frequency: Mon; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-85C	RCS: CSGPA1103	VSIP Takers by Command, Grade, and Category - All Pay Plans Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
PCN: ZMA-85D	RCS: CSGPA1103	VSIP Takers by Command, Grade, and Occupational Series, All Pay Plans Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
PCN: ZMA-85E	RCS: CSGPA1103	VSIP Takers by Command, Grade, and Age Group - All Pay Plans Frequency: Mon; Privacy Act: No; Distribution: CPOL; SBU
PCN: ZMA-86A	RCS: CSGPA1103	RIF Involuntary Separation Report Frequency: Mon; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-87A	RCS: CSGPA1103	Voluntary Early Retirement Authority Frequency: Mon; Privacy Act: Yes; Distribution: SBU
PCN: ZMA-88A	RCS: CSGPA1103	Annual Involuntary Separation Report by Command Frequency: Ann; Privacy Act: Yes; Distribution: SBU

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APPENDIX E
DCSPER322 SERIES COMMAND STRENGTH REPORT

This Appendix provides a detailed description of The DCSPER322 report series.

This series displays employment statistics of the Army's U.S. Citizen work force. The complete report consists of four parts (parts 1, 3, 4, and 5) and is available on a monthly basis. Because of volume, HQACPERS has organized presentation into two reports that are identified by Product Control Numbers PCN) ZMA-32A and ZMA-32B.

DCSPER322 counts all Department of the Army employees (Agency Code = 'AR') who are United States citizens paid out of the appropriated fund, including intermittent employees. The report includes active-pay and non-pay employees.

The report **excludes**:

- Direct Hire and Indirect Hire Local Nationals
- National Guard Bureau Civilian Technicians
- Employees in a loss status (i.e., separated employees)
- Non-Army Employees
- Non-Appropriated Fund Employees

Note: For exact specifications of the above criteria, see the Glossary of Terms.

The DCSPER322 report calculates the total number of employees in various categories. The following sub-parts are provided:

- PART 1 - Monthly Command Strength Report
- PART 2 - *[there is no PART 2]*
- PART 3 - Monthly Command Strength Report by POI
- PART 4 - Monthly POI Strength Report by Serviced Command
- PART 5 - Monthly Command Strength Report by UIC and Servicing POI

RCS	FREQ	PCN	TITLE
DCSPER322	MON	ZMA-32A	COMMAND STRENGTH REPORT - PART 1 (TOTAL EMPLOYMENT - U.S. CITIZENS)

Part 1 is sorted by command code. It includes a separate report for each Army Command.

- A report is produced for all of Army Materiel Command (all 'X' commands) and all of U.S. Army Europe (all 'E' commands).
- A report is produced for all of Military District of Washington (MDW), MDW Military Function employees, and MDW Cemeterial Function employees.
- A report is produced for all of Corps of Engineers (CE), CE Military Function employees, and CE Civil Function employees.
- A DA-Summary report is produced.

Each section and report page contains many lines and columns of information. Most of the lines on the report are broken out into sub-lines for each geographic area. The geographic areas appearing on the report are:

- U.S. Territories (TERR)
- Foreign Countries (FOR / C)
- D.C. Metropolitan Area (DCMA)
- Outside D.C. Metropolitan Area (O/DCMA)

Note: See Section 3 - Terms and Business Rules for descriptions of DCMA, Outside of DCMA, Foreign Countries, and Territories.

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APPENDIX E - DCSPER322 SERIES COMMAND STRENGTH REPORT DESCRIPTIONS

Below is an explanation of what information is counted in each **column** and **line (row)** of the report. Where a column and line intersect, both sets of criteria rules apply to that count.

SECTION I - TOTAL EMPLOYMENT (report page 1)

Column	Includes Employees meeting all of these Conditions
A - Full-Time Permanent (FTP)	Active Indicator = 1, 2 (active pay) AND Work Schedule = F, G, H AND Appointment Category = P (permanent)
B - Full-Time Temporary (FTT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = F, G, H AND Appointment Category NOT= P (permanent)
C - Full-Time Total	Active Indicator = 1, 2 (active pay) AND Work Schedule = F, G, H
D - Part-Time Permanent (PTP)	Active Indicator = 1, 2 (active pay) AND Work Schedule = P, Q, R, S, T AND Appointment Category = P (permanent)
E - Part-Time Temporary (PTT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = P, Q, R, S, T AND Appointment Category NOT= P (permanent)
F - Part-Time Total	Active Indicator = 1, 2 (active pay) AND Work Schedule = P, Q, R, S, T
G - Intermittents Who Worked (during the reporting month)	Active Indicator = 1, 2 (active pay) AND Work Schedule = I, J
H - Total Paid Employees	Columns C + F + G
I - Intermittents Who Did Not Work (during the reporting month)	Active Indicator = 4 (non-pay) AND Work Schedule = I, J
J - Employees on LWOP, Suspension, Furlough 30+ Days	Active Indicator = 4 (non-pay) AND Work Schedule NOT= I, J
K - Without-Compensation Employees (WOC)	Pay Basis = WC (non-pay)
Total U.S. Citizen Employees (active-pay and non-pay)	Columns H + I + J + K
Line	Includes Employees meeting all of these Conditions
General Schedule (GS) Employees (sub-lines by Geographic Area)	Pay Plan = GS, GM
Civilian Federal Wage System (CFWS) Employees (sub-lines by Geographic Area)	Pay Plan = WG, WL, WS, WT **
Other Federal Wage System Employees (sub-lines by Geographic Area)	Pay Plan beginning with W (except WG, WL, WS, WT) or X **
Other Pay Category Employees (sub-lines by Geographic Area)	Pay Plan NOT= Wx, Xx, GS, GM
All Employees (sub-lines by Geographic Area)	All Pay Plans

** Prior to March 1998, all Federal Wage System employees were counted under "Other Wage Categories".

SECTION II - MISCELLANEOUS TOTALS (at bottom of report page 1)

Line	Includes Employees meeting all of these Conditions
FN Positions filled by U.S. Citizens - Full-Time (FT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = F, G, H AND Position Tenure = L, M
FN Positions filled by U.S. Citizens - Part-Time (PT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = P, Q, R, S, T AND Position Tenure = L, M
FN Positions filled by U.S. Citizens - Intermittents Who Worked (INT) (during the reporting month)	Active Indicator = 1, 2 (active pay) AND Work Schedule = I, J AND Position Tenure = L, M
FN Positions filled by U.S. Citizens - Total (All FN)	Active Indicator = 1, 2 (active pay) AND Position Tenure = L, M

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APPENDIX E - DCSPER322 SERIES COMMAND STRENGTH REPORT DESCRIPTIONS

Federal Junior Fellowship Employees - Full-Time (FT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = F, G, H AND Appointment Authority #1 = YAM
Federal Junior Fellowship Employees - Part-Time (PT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = P, Q, R, S, T AND Appointment Authority #1 = YAM
Federal Junior Fellowship Employees - Intermittents Who Worked (INT) (during the reporting month)	Active Indicator = 1, 2 (active pay) AND Work Schedule = I, J AND Appointment Authority #1 = YAM
Federal Junior Fellowship Employees - Total (TOT)	Active Indicator = 1, 2 (active pay) AND Appointment Authority #1 = YAM

Leave With Pay Pending Disability Retirement Employees	Active Indicator = 2 (special category active pay) AND Duty Status = 89
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Veterans Readjustment Appointment (SPID 88) Employees	Active Indicator = 2 (special category active pay) AND Special Program ID = 88
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Senior Executive Service (SES) Employees	Pay Plan = ES
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GM Pay Plan Employees - Full-Time Permanent (FTP)	Active Indicator = 1, 2 (active pay) AND Work Schedule = F, G, H AND Appointment Category = P (permanent) AND Pay Plan = GM
GM Pay Plan Employees - Full-Time Temporary (FTT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = F, G, H AND Appointment Category NOT= P (permanent) AND Pay Plan = GM
GM Pay Plan Employees - Part-Time Permanent (PTP)	Active Indicator = 1, 2 (active pay) AND Work Schedule = P, Q, R, S, T AND Appointment Category = P (permanent) AND Pay Plan = GM
GM Pay Plan Employees - Part-Time Temporary (PTT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = P, Q, R, S, T AND Appointment Category NOT= P (permanent) AND Pay Plan = GM

SECTION III - SPECIAL EMPLOYMENT (report page 2)

Column	Includes Employees meeting all of these Conditions
A - Full-Time Permanent (FTP)	Active Indicator = 2 (special category active pay) AND Work Schedule = F, G, H AND Appointment Category = P (permanent)
B - Full-Time Temporary (FTT)	Active Indicator = 2 (special category active pay) AND Work Schedule = F, G, H AND Appointment Category NOT= P (permanent)
C - Full-Time Total	Active Indicator = 2 (special category active pay) AND Work Schedule = F, G, H
D - Part-Time Permanent (PTP)	Active Indicator = 2 (special category active pay) AND Work Schedule = P, Q, R, S, T AND Appointment Category = P (permanent)
E - Part-Time Temporary (PTT)	Active Indicator = 2 (special category active pay) AND Work Schedule = P, Q, R, S, T AND Appointment Category NOT= P (permanent)
F - Part-Time Total	Active Indicator = 2 (special category active pay) AND Work Schedule = P, Q, R, S, T
G - Intermittents Who Worked (during the reporting month)	Active Indicator = 2 (special category active pay) AND Work Schedule = I, J
H - Total Paid Employees (special category active-pay)	Columns C + F + G
I - Intermittents Who Did Not Work (during the reporting month)	Column not used
J - Employees on LWOP, Suspension, Furlough 30+ Days	Column not used
K - Without-Compensation Employees (WOC)	Column not used
Total U.S. Citizen Employees (special category active-pay)	Column H

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APPENDIX E - DCSPER322 SERIES COMMAND STRENGTH REPORT DESCRIPTIONS

Line	Includes Employees meeting all of these Conditions
Youth Opportunity Back To School (YOBS) Employees (sub-lines by Geographic Area)	Pay Plan = GW, WW, YW AND Appointment Authority #1 = WWM, ZWM OR Pay Plan = SZ AND Occupational Series = 3506
Summer Aid Employment (SEYS) Employees (sub-lines by Geographic Area)	Pay Plan = YV AND Appointment Authority #1 = WVM, ZVM
Other Non-Ceiling Accountable Employees (sub-lines by Geographic Area)	Employees not counted under YOBS and SEYS above
Total Special Employment Employees (sub-lines by Geographic Area)	All special employment employees

RCS	FREQ	PCN	TITLE
DCSPER322	MON	ZMA-32B	COMMAND STRENGTH REPORT -- PARTS 3, 4, & 5

The three report parts have identical report columns, and differ only in the way they are sorted:

- Part 3 is sorted by command code, personnel office ID, geographic area, and unit ID (UIC). It includes a separate report for each Army Command.
- Part 4 is sorted by personnel office ID, command code, geographic area, unit ID (UIC), and function designator. It includes a separate report for each POI.
- Part 5 is sorted by command code, unit ID (UIC), and personnel office ID. It includes a separate report for each Army Command.

For each report part:

- A report or report line is produced for all of Army Materiel Command (all 'X' commands) and all of U.S. Army Europe (all 'E' commands).
- A report or report line is produced for all of Military District of Washington (MDW), MDW Military Function employees, and MDW Cemeterial Function employees.
- A report or report line is produced for all of Corps of Engineers (CE), CE Military Function employees, and CE Civil Function employees.
- A DA-Summary report or report line is produced.

Each section and report page contains many lines and columns of information. The geographic areas appearing on the report (parts 3 and 4) are:

- U.S. Territories (TERR)
- Foreign Countries (FOR / C)
- D.C. Metropolitan Area (DCMA)
- Outside D.C. Metropolitan Area (O/DCMA)

Below is an explanation of what information is counted in each **column** and **line (row)** of the report. Where a column and line intersect, both sets of criteria rules apply to that count.

MAIN SECTION - TOTAL EMPLOYMENT

Column	Includes Employees meeting all of these Conditions
Full-Time Permanent (FTP)	Matches Column A on ZMA-32A PART 1 report
Full-Time Temporary (FTT)	Matches Column B on ZMA-32A PART 1 report
Part-Time Permanent (PTP)	Matches Column D on ZMA-32A PART 1 report
Part-Time Temporary (PTT)	Matches Column E on ZMA-32A PART 1 report
Intermittents Who Worked (during the reporting month)	Matches Column G on ZMA-32A PART 1 report
Total Paid Employees	Matches Column H on ZMA-32A PART 1 report; (Active Indicator = 1, 2)
Intermittents Who Did Not Work (during the reporting month)	Matches Column I on ZMA-32A PART 1 report
Employees on LWOP, Suspension, Furlough 30+ Days	Matches Column J on ZMA-32A PART 1 report
Without-Compensation Employees (WOC)	Matches Column K on ZMA-32A PART 1 report

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APPENDIX E - DCSPER322 SERIES COMMAND STRENGTH REPORT DESCRIPTIONS

MAIN SECTION - TOTAL EMPLOYMENT (continued)

Column	Includes Employees meeting all of these Conditions
Total Special Employment Category Employees	Active Indicator = 2 (special category active pay)
Total Paid Employees -- General Schedule (GS) Pay Plan	Active Indicator = 1, 2 (active pay) AND Pay Plan = GS, GM
Total Paid Employees -- Wage System (FWS) Pay Plan	Active Indicator = 1, 2 (active pay) AND Pay Plan beginning with W or X
Total Paid Employees -- Other Pay Plans	Active Indicator = 1, 2 (active pay) AND employee not counted under GS or FWS above

SECTION II - MISCELLANEOUS TOTALS (at bottom of final report page)

Line	Includes Employees meeting all of these Conditions
GM Pay Plan Employees - Full-Time Permanent (FTP)	Active Indicator = 1, 2 (active pay) AND Work Schedule = F, G, H AND Appointment Category = P (permanent) AND Pay Plan = GM
GM Pay Plan Employees - Full-Time Temporary (FTT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = F, G, H AND Appointment Category NOT= P (permanent) AND Pay Plan = GM
GM Pay Plan Employees - Part-Time Permanent (PTP)	Active Indicator = 1, 2 (active pay) AND Work Schedule = P, Q, R, S, T AND Appointment Category = P (permanent) AND Pay Plan = GM
GM Pay Plan Employees - Part-Time Temporary (PTT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = P, Q, R, S, T AND Appointment Category NOT= P (permanent) AND Pay Plan = GM
Family Preference Employees - Military Dependents	Active Indicator = 1, 2 (active pay) AND Family Member Preference = A, B, C, D, G, H, K, L, N, O
Family Preference Employees - Civilian Dependents	Active Indicator = 1, 2 (active pay) AND Family Member Preference = E, J, M, P
Veterans Readjustment Appointment (SPID 88) Employees	Active Indicator = 2 (special category active pay) AND Special Program ID = 88

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APPENDIX E - DCSPER322 SERIES COMMAND STRENGTH REPORT DESCRIPTIONS

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APPENDIX F

DCSPER494 SERIES COMMAND POSITION MANAGEMENT REPORT DESCRIPTIONS

This Appendix provides detailed descriptions of the sections that comprise the DCSPER494 report series produced by HQACPERS.

The DCSPER494 report provides counts of Army full-time U.S. citizen employees. It includes separate counts by grade level, plus the total number of positions (employees) for all grade levels and the average grade for all employees.

The report is organized into 3 parts and presented as follows:

RCS	FREQ	PCN	TITLE
DCSPER494	MON	ZMA-33A	PART 1 - COMMAND POSITION MANAGEMENT REPORT 1

This report provides strengths of full time employees for pay grades in General Schedule, Wage Supervisory, Wage Leader, Wage Grade, and Demo Play Plan types of positions. Counts for each type are given by Command Code and Functional Code.

DCSPER494	MON	ZMA-33B	PART 2 - COMMAND POSITION MANAGEMENT REPORT 2
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This report provides strengths of full time employees for pay grades in General Schedule Positions, Wage Supervisory, Wage Leader, Wage Grade, and Demo Play Plan types of positions. Counts for each type are broken down by Command Code, UIC, and Functional Code.

DCSPER494	MON	ZMA-33C	PART 3 - COMMAND POSITION MANAGEMENT REPORT 3
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This report provides strengths of permanent full time employees for pay grades in General Schedule Positions, Wage Supervisory, Wage Leader, Wage Grade, and Demo Play Plan types of positions. Counts for each type are broken down by Command Code, UIC, and Functional Code.

REPORT DESCRIPTION:

Pay Plan Sections: Each part of the DCSPER494 is divided into 4 sections reflecting different pay plans as follows:

- Section 1 - General Schedule Positions (Pay Plan = GS, GM).
- Section 2 - Wage Supervisory Positions (Pay Plan = WS).
- Section 3 - Wage Leader Positions (Pay Plan = WL).
- Section 4 - Wage Grade Positions (Pay Plan = WG).

Report Criteria: The report counts employees meeting all of the following criteria:

- Army appropriated-fund U.S. citizen (Agency Code = AR, Employee Type = 1).
- Active and Inactive (non-pay) status (Active Indicator = 1, 2, or 4).
- Compensated employee (Pay Basis NOT = WC).
- General Schedule or Wage System (Pay Plan = GS, GM, WS, WL, or WG).
- Full-time employee (Work Schedule = F, G, or H).

Columns: TOTAL POS - total count of employees for the report row. GRADE POINTS - sum of pay grades for all employees in the row. AVG GR - average pay grade for all employees in the row, computed to four decimal places.

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APPENDIX F - DCSPER494 SERIES COMMAND POSITION MANAGEMENT REPORT DESCRIPTIONS

Special Counts: At the end of each section, a series of rows for command code "DA" provide Army-wide counts. A series of counts for "PERM", "TEMP" and "LWOP" employees is also provided at the end of each section, as follows:

- PERM - Active pay employees (Active Indicator = 1 or 2) in permanent positions (Position Tenure = P or M).
- TEMP - Active pay employees (Active Indicator = 1 or 2) in temporary positions (Position Tenure = T or L).
- LWOP - Inactive (non-pay) employees (Active Indicator = 4).

NOTE: Each employee is counted in only one of the three categories.

The DCSPER494 report selects active/inactive (Active Indicator = 1, 2 or 4) full-time (Work Schedule = F, G, or H) Army U.S. Citizens workforce. In addition, the report does not include employees without compensation (Pay Basis = WC).

Each part of the DCSPER494 report consists of 4 sections. The report provides counts of employees under each grade and provides total employees, grade points and average grade by command code and other sublevels.

APPENDIX G
SF113A SERIES FEDERAL CIVILIAN EMPLOYMENT REPORT DESCRIPTIONS

This Appendix provides detailed descriptions of the sections that comprise the SF113A report series produced by HQACPERS.

The Standard Form 113A report displays strength statistics covering specific characteristics of the Federal Civilian Workforce, including breakouts by work schedule, type of appointment, position occupied, wage system, citizenship, payroll, and turnover. The report is mandated by the Office of Personnel Management (FPM 298-2) and Department of Defense Instruction DODI 7730.18). This report is the Army's Official Strength report and is available on a monthly basis.

The report counts all Department of the Army employees (Agency Code = 'AR') who are direct-hire, paid out of the appropriated fund, and **strength accountable**, including (but not limited to):

- Intermittent Employees who worked during the reporting month.
- Direct Hire Local Nationals.
- National Guard Bureau Civilian Technicians.

The report **excludes**:

- Employees in a loss status (i.e., separated employees).
- Employees on Suspension, Furlough, or Leave Without Pay (LWOP) Over 30 Days.
- Non-Army Employees.
- Employees without compensation.
- Intermittent work schedule employees who did not work during the reporting month.

For presentation purposes, HQACPERS organizes the SF113A report series into eight reports: ZMA-82D, ZMD-82E, ZMA-82G, ZMA-82J, ZMA-82K, ZMA-82M, ZMA-82P, and ZMA-82Q.

RCS	FREQ	PCN	TITLE
SF113A	MON	ZMA-82D	MONTHLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT

This report lists the automated SF113A and related supporting reports for U.S. Army employees. The following sub-parts are provided:

- PART 1 - Standard Form 113A (SF113A)
- PART 2 - SF113A by Command
- PART 4 - SF113A Command Summary
- PART 5 - Summary of Foreign Countries and Territories
- PART 11 - Summer Employees, YOBS, Federal Junior Fellowship Employees
- PART 12 - Stay-In-School Employees, SEYS

ZMA-82D PART 1 (Federal Civilian Employment)

The SF113A PART 1 report is broken out by **Functional Designator**; it has one page for Military Functions, one for Civil Functions, one for Cemeterial Functions, and a page with figures for all functions combined. See the glossary for the definition of Functional Designator.

Each page and section of PART 1 contains five columns and thirty-one lines of information. The thirty-one lines make up four sections. Below is an explanation of what information is counted in each **column**, section and line.

Column	Conditions
Column A -- Total Employment	Total employees for all locality areas.
Column B -- U.S. Territories	Employees stationed in a United States territory. See Territories in glossary of terms.
Column C -- Foreign Countries	Employees with alphabetic (AA-ZZ) GSA location codes that are not included in column B.
Column D -- District of Columbia Metropolitan Area	Employees with numeric (00-99) GSA location codes stationed in the D.C. Metropolitan Area. See DCMA in glossary of terms.
Column E -- Outside of D.C. Metropolitan Area	Employees with numeric (00-99) GSA location codes that are not included in Column D. See Outside of DCMA in glossary of terms.

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Below is a line by line explanation of the counts on the ZMA-82D SF-113A report.

ZMA-82D SECTION I -- CURRENT STATUS

Line	Conditions
LINE 1 -- Total Employment.	Includes all employees that meet the basic report criteria (see Direct-Hire Accountable Employment in the glossary of terms), with a Active Indicator equal to: '1 = Active - Regular' or '2 = Active - Special Employment'.
LINE 2 -- Total in Permanent Positions.	Includes all records with Position Tenure equal to: 'P = Permanent', or 'M = Permanent, Direct Hire Local National'.
LINE 3 -- Full Time.	Includes all records with Work Schedule equal to: 'F = Full Time', or 'G = Full Time Seasonal'
LINE 4 -- Full Time in Permanent Positions.	Includes all records with, Work Schedule equal to: 'F = Full Time', or 'G = Full Time Seasonal' AND Position Tenure equal to: 'P = Permanent', or 'M = Permanent, Direct Hire Local National'.
LINE 5 - Full Time with Permanent Appointments.	Includes all records with Work Schedule equal to: 'F = Full Time', or 'G = Full Time Seasonal' AND 'Permanent Appointment' (See Section 3 - Terms and Business Rules).
LINE 6 - Part Time.	Includes all records with Work Schedule equal to: 'P = Part Time', or 'Q = Part Time Seasonal', or 'S = Part Time Job Sharer' or 'T = Part Time Seasonal Job Sharer'.
LINE 7 - Part Time with Permanent Appointments.	Includes all records with Work Schedule equal to: 'P = Part Time', or 'Q = Part Time Seasonal', or 'S = Part Time Job Sharer' or 'T = Part Time Seasonal Job Sharer', AND 'Permanent Appointment' (See Section 3 - Terms and Business Rules).
LINE 8 - Intermittent.	Includes all records with Active Indicator equal to '1 = Active - Regular' or '2 = Active - Special Employment' AND Work Schedule equal to: 'I = Intermittent', or 'J = Intermittent - Seasonal'.
LINE 9 - Competitive Service.	Includes all records with Position Occupied equal to: '1 = Competitive Service'.
LINE 10 - Competitive Service with Permanent Appointments.	Includes all records with Position Occupied equal to: '1 = Competitive Service', AND 'Permanent Appointment' (See Section 3 - Terms and Business Rules).
LINE - 11 Excepted Service and SES.	Includes all records with Position Occupied equal to: '2 = Excepted Service', '3 = SES General', or '4 = SES Career Reserved'.
LINE 12 - Excepted Service and SES with Permanent Appointments.	Includes all records with Position Occupied equal to: '2 = Excepted Service' or '3 = SES General', or '4 = SES Career Reserved' AND 'Permanent Appointment' (See Section 3 - Terms and Business Rules).
LINE 13 - Wage Systems.	Includes all records with Pay Plan codes starting with a 'W' or 'X'.
LINE 14 - U.S. Citizens.	Includes all records with Citizenship equal to: '1 = US Citizen'. (NOTE: These employees have Employee Type = '1' or '8')
LINE 15 - Non citizens.	Includes all records with Citizenship equal to: '8 = Non U.S. Citizen - Employee stationed in U.S. or Territory', (NOTE: These employees have Employee Type = '1') '5 = Local National Employee'. (NOTE: These employees have Employee Type = '4')
LINE 16 - Intermittent-Not Working.	IMPORTANT: These records are not included on any other line of this report, including the total on Line 1. Includes all records with Work Schedule equal to: 'I = ntermittent', or 'J = Intermittent Seasonal', AND Active Indicator equal to: '4 = Inactive (LWOP)'.

ZMA-82D SECTION II - PAYROLL (In thousands)

Line	Conditions
LINE 17 -- Wages and Salaries earned - Total.	All payroll data is provided by US Army Finance and Accounting Center.
LINE 18 -- Lump sum Payments.	All payroll data is provided by US Army Finance and Accounting Center.

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ZMA-82D SECTION III - TURNOVER

Line	Conditions
LINE 19 - Total Accessions.	<p>Includes all transactions with an Accession NOA or a cancellation to a Loss NOA.</p> <p style="text-align: center;"><u>Accession NOA's:</u></p> <p>'100', '101', '107', '108', '112', '115', '117', '120', '122', '124', '130', '132', '140', '141', '142', '143', '145', '146', '147', '148', '149', '150', '151', '153', '154', '155', '157', '170', '171', '190', '198', '199', '280', '292', and '293'.</p> <p style="text-align: center;"><u>Cancellation (NOA = 001) of the following losses:</u></p> <p>'300', '301', '302', '303', '304', '312', '317', '330', '350', '356', '357', '385', '430', '450', '452', '460', '472' and '473'.</p>
LINE 20 - Transfers.	<p>Includes all transactions with NOA equal to: '130 = Transfer', or '132 = Mass Transfer', or '145 = Transfer - SES Career', or '147 = Transfer -SES Non-Career', or '157 = Canal Area Transfer', or '100 = Career Appointment', or '101 = Career-Conditional Appointment', plus Legal Authority code equal to: 'BBM', 'BKM', 'BLM', 'BNM', 'BNN', 'K4M', or 'V8L'.</p>
LINE 21 - Total New Hires.	<p>Includes all transactions with NOA = New Hire NOA's.</p> <p style="text-align: center;"><u>New Hire NOA'S:</u></p> <p>'100', '101', '107', '108', '112', '115', '117', '120', '122', '124', '140', '141', '142', '143', '146', '148', '149', '150', '151', '153', '154', '155', '170', '171', '190', '198' and '199'.</p>
LINE 22 - Accessions to Competitive Service .	<p>Includes all transactions with Position Occupied equal to: '1 = Competitive Service', AND NOA = a valid "LN22" nature of action, as listed below.</p> <p style="text-align: center;"><u>LN22-NOA'S:</u></p> <p>'100', '101', '107', '108', '112', '115', '117', '120', '122', '124', '130', '132', '140', '141', '190', '198', '199', '280', '292' and '293'.</p>
LINE 23 - New Hires to Competitive Service.	<p>Includes all transactions with Position Occupied equal to: '1 = Competitive Service' AND NOA = a valid "LN23" nature of action, as listed below.</p> <p style="text-align: center;"><u>LN23 - NOA's:</u></p> <p>'100', '101', '107', '108', '112', '115', '117', '120', '122', '124', '140', '141', '190', '198' and '199'.</p>
LINE 24 - Citizens.	<p>Includes all records with Citizenship equal to: '1 = US Citizen', or '3 = Family Member of Military Employee', or '4 = Family Member of Civilian Employee'.</p>
LINE 25 - Total Separations.	<p>Includes all transactions with a Loss NOA or cancellation to an Accession NOA.</p> <p style="text-align: center;"><u>Loss NOA'S:</u></p> <p>'300', '301', '302', '303', '304', '312', '317', '330', '350', '351', '352', '353', '355', '356', '357', '385', '430', '450', '452', '460', '472', '473'.</p> <p style="text-align: center;"><u>Cancellation (NOA= 001) of the following accessions:</u></p> <p>'100', '101', '107', '108', '112', '115', '117', '120', '122', '124', '130', '132', '140', '141', '143', '145', '146', '147', '148', '149', '150', '151', '153', '154', '155', '157', '170', '171', '190', '198', '199', '280', '292' and '293'.</p>
LINE 26 - Transfers.	<p>Includes all transactions with: NOA equal to '352 = Termination-Appt in (Agency)'. AND Legal Authority Code 1 is not equal 'PZM' or 'ZPM'.</p>

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ZMA-82D SECTION III - TURNOVER, continued

LINE 27 - Quits.	Includes all transactions with : NOA equal to '312 = Resignation-In Lieu of Invol Action', plus Legal Authority code equal to: 'RXM', 'RWM' or RPR' OR NOA equal to '317 = Resignation', and Legal Authority code equal to 'RUM' or 'RPM' OR NOA equal to '351 = Termination-Sponsor Relocating' OR NOA equal to '353' = Separation - U.S OR NOA equal to '330 = Removal', and Legal Authority code equal to 'C7M' OR NOA equal to '356 = Termination-Involuntary' and Legal Authority code equal to 'VAJ', 'VHJ', 'USM', 'VJJ', 'V2J' or 'UTM'
LINE 28 - U.S. Citizens.	Includes all transactions from line 25 with Citizenship code equal to '1 = U.S. Citizen'.

ZMA-82D SECTION IV - DATA EXCLUDING SPECIAL EMPLOYMENT CATEGORIES

Line	Conditions
LINE 29 - Total Employment (Regular Employees).	Includes all records with Active Indicator equal to: '1 = Active - Regular'. Excludes records with Active Indicator equal to: '2 = Active - Special Employment'.
LINE 30 - Full-Time with Permanent Appointments (Regular Employees).	Includes all records from line 29 with Work Schedule equal to: 'F = Full Time', or 'G = Full Time Seasonal' AND 'Permanent Appointment' (See Section 3 - Terms and Business Rules).
LINE 31 - Total Payroll (Regular Employees).	All payroll data is provided by US Army Finance and Accounting Center.

ZMA-82D PART 2 (SF113A by Command)

The SF113A PART 2 report is broken out by Command code (one page per Command). The rows and columns of the report are identical to PART1. See the Glossary of Terms for a list of Army Commands.

ZMA-82D PART 4 (Command Summary)

The SF113A PART 4 report is a one-page summary of strength by command code. It includes the same population as PART 1 (includes Active Indicator = 1, 2, and 4). It provides figures for total strength, strength in CONUS, strength in OCONUS (total, U.S. citizen, and local national), and strength for full-time employees under limited appointments. See the Glossary of Terms for a description of Command, Geographic Area, Citizenship, Appointment Type, and Work Schedule.

ZMA-82D PART 5 (Summary of Foreign Countries and Territories)

The SF113A PART 5 report is a several-page summary of strength by country or territory. It includes the same population as PART 1 (includes Active Indicator = 1, 2, and 4). It provides figures for total strength, direct-hire U.S. citizens, direct-hire local nationals, and employees under Civil Functions. See the Glossary of Terms for a description of Geographic Location, Citizenship, Employee Type, and Function Designator.

ZMA-82D PART 11 (Summer Employees, Youth Opportunity/Back to School, and Fellowships)

The SF113A PART 11 report is a several-page summary of strength by command and functional designator. It includes the same population as PART 1 (includes only Active Indicator = 2). It provides figures for YOBS employees, Federal Junior Fellowship employees, SEYS (summer aides), other summer employees, and all summer employees. See the Glossary of Terms for a description of Command, Special Employment, and Function Designator.

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ZMA-82D PART 12 (Stay In School Employees, SEYS)

The SF113A PART 12 report is a one-page summary of strength by geographic location (U.S. states). It includes the same population as PART 1 (includes only Active Indicator = 2). It provides figures for SEYS (summer aides) and Stay-In-School employees (by pay plan). See the Glossary of Terms for a description of Geographic Location, Special Employment, and Pay Plan.

The other SF113A reports generated by HQACPERS are listed below in order of PCN.

SF113A MON ZMA-82E UNMATCHED UIC TO ROC

This report list the employee records that contains a UIC which does not match a UIC to ROC crosswalk file.

SF113A MON ZMA-82G DOD DEPENDENT SCHOOLS REPORT

This report lists the automated SF113A and related supporting reports for selected DOD dependent school employees serviced by Army offices. The parts for this report are:

PART 1 - Standard Form 113A (DOD employees)

PART 5 - Summary of Foreign Countries and Territories

Produced for: DDO4 - DISA - DD34 - DECA - DD35 - DFAS

SF113A MON ZMA-82J TOTAL MILITARY STRENGTH BY ROC/UIC

A report that reflects Army military strength (Function = 1) by Resource Organization Code (ROC) and Unit Identification Code (UIC). For each UIC in a ROC it provides counts for: total strength, US strength; full time permanent and temporary employees; part time permanent and temporary employees, and various types of local national employees. Family member statistics are also included.

SF113A MON ZMA-82K MONTHLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT BY ROC

This report is Part 3 of Standard Form 113-A (SF113A) by Resource Organization Code (CODE). For each ROC the report provides employee counts by various employment categories (full time, part time, U.S. citizens, etc.), broken down by total employees and those in U.S. Territories, in Foreign Countries, in the D.C. Military Area (DCMA), and in the United States (less DCMA).

SF113A MON ZMA-82M STRENGTH TRANSACTIONS BY APPOINTMENT CATEGORY

This report summarizes the Army's strength transactions by appointment categories (permanent, temporary, and indefinite) and by functional designator (military, civil), broken down by Army commands. For each command counts are provided for accessions, losses, and LWOP.

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SF113A MON ZMA-82P SUPPLEMENTAL STRENGTH REPORTS #10, #5, #4, #1, #6, #3, #9, #2, #7, and #11

This report combines the following supplemental strength reports into a single document. They are included in the order listed:

#10 U.S. Direct Hires by Command/Country - Military Functions

#5 Direct Hire Local Nationals (LN) by Command/County - Military Functions

See Appendix G of the HQACPERS Automated Products Guide for a detailed description of the SF113A Report Series.

#4 Indirect Hire LN by Command/Country - Military Functions

#1 LN Indirect Hire Empl and Related Payrolls by Country - Military Functions

#6 Non-Citizen Full Time Permanent Employees by Command - Military Functions

#3 Direct Hires in Foreign Countries and Territories - Military Functions

#9 Direct Summer Hires by Command - Military Functions

#2 Command Summary Direct Hire by Command - Total Strength

#7 Command Summary Direct Hire by Command - Military Functions

SF113A MON ZMA-82Q SUPPLEMENTAL STRENGTH REPORT #8 - TOTAL STRENGTH APPROPRIATED FUND EMPLOYEES

This report provides appropriated fund employee strength broken down by the following categories: total strength; U.S. citizens world-wide; non-U.S, citizens; and U.S. citizens outside CONUS. Changes from the previous fiscal year are also included for each category.