

NPPS OPERATIONAL RUNBOOK
as of 9-16-99
NACC Technical Services 256-544-6673

TIME LINE (CENTRAL)	RESP.	Freq.	Cons. (*)	Jobstream #	Report #	Title	CPO Print Req.	CPO Notes
NON-PAY WEEK PROCESSING ACTIVITIES FOR CONSOLIDATED CENTERS AND CPO OFFICE								
MONDAY ACTIVITY SCHEDULE								
OPEN FOR DAILY BUSINESS BY 6:00 AM (CENTRAL)								
Submit before 8:00 AM	TECH TEAM	DLY	*	CA00201	201	Transaction Report	CPO copy - Rm 612	Run for previous Friday, Saturday and Sunday
Submit by 8:30 AM	TECH TEAM	DLY	TSO Submit (*)	EETRANS		Picks up New EE Transactions	FTP	Consolidated
Submit by 9:00 AM	TECH TEAM	DLY	*	CAEE014		EE Transfer Data Suspense		
					NE00366	Installation-Unique System Interface Major Error Report	Print to Individual Centers	
			*		EEB1	Employee Express Transaction Report	CPO copy - Rm612, U0075 and LaRC copy - Class 2	
ALL PERSONNEL DAILY MATURES SHOULD BE COMPLETED BY 6:00 PM								
Completed by 6:00 PM	CTR	DLY		NE00002		Personnel Mature		
		DLY			359	Mature Transaction Integration Report	Rm612, Various	Dual Printed
		DLY			358	Mature Transaction & Error Report	Rm612, Various	Dual Printed
Begin at 9:30 AM	CPO	DLY		CA00001		Payroll Batch Mature		Consolidated
		DLY	*		201	Transaction Report (Suspended transactions)	Rm612, U0075	Consolidated Report
		DLY	*		6141	Payroll Batch Mature Program	Rm612, U0075	Consolidated Report
CENTER AND CPO OFFICES COMPLETE PROCESSING BY 6:00 PM								
SYSTEM WILL BE TAKEN BY 6:00 PM TO BEGIN NIGHTLY PROCESSING REQUIREMENTS								
Begin at 5:00 PM	CA7	DLY	CA7 Auto Scheduler Submits Daily KSPCA016					
Begin at 6:30 PM	CA7	DLY Unload	CA7 Auto Scheduler Submits Daily Unload KSDAUNLD and LADAUNLD					
Begin at 9:00 PM	CA7	DLY Loads	CA7 Auto Scheduler Submits Daily Load LADALOAD					

NPPS OPERATIONAL RUNBOOK
as of 9-16-99
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TIME LINE (CENTRAL)	RESP.	Freq.	Cons. (*)	Jobstream #	Report #	Title	CPO Print Req.	CPO Notes
TUESDAY ACTIVITY SCHEDULE								
OPEN FOR DAILY BUSINESS BY 6:00 AM (CENTRAL)								
Submit before 8:00 AM	TECH TEAM	DLY	*	CA00201	201	Transaction Report	CPO copy - Rm 612	Run for Previous Day
Submit by 8:30 AM	TECH TEAM	DLY	TSO Submit (*)	EETRANS		Picks up New EE Transactions	FTP	Consolidated
Submit by 9:00 AM	TECH TEAM	DLY	*	CAEE014		EE Transfer Data Suspense		
					NE00366	Installation-Unique System Interface Major Error Report	Print to Individual Centers	
			*		EEB1	Employee Express Transaction Report	CPO copy - Rm612, U0075 and LaRC copy - Class 2	
ALL PERSONNEL DAILY MATURES SHOULD BE COMPLETED BY 6:00 PM								
Completed by 6:00 PM	CTR	DLY		NE00002		Personnel Mature		
		DLY			359	Mature Transaction Integration Report	Rm612, Various	Dual Printed
		DLY			358	Mature Transaction & Error Report	Rm612, Various	Dual Printed
Begin at 9:30 AM	CPO	DLY		CA00001		Payroll Batch Mature		Consolidated
		DLY	*		201	Transaction Report (Suspended transactions)	Rm612, U0075	Consolidated Report
		DLY	*		6141	Payroll Batch Mature Program	Rm612, U0075	Consolidated Report
CENTER AND CPO OFFICES COMPLETE PROCESSING BY 6:00 PM								
SYSTEM WILL BE TAKEN BY 6:00 PM TO BEGIN NIGHTLY PROCESSING REQUIREMENTS								
Begin at 5:00 PM	CA7	DLY				CA7 Auto Scheduler Submits Daily KSPCA016		
Begin at 6:30 PM	CA7	DLY Unload				CA7 Auto Scheduler Submits Daily Unload KSDAUNLD and LADAUNLD		
Begin at 9:00 PM	CA7	DLY Loads				CA7 Auto Scheduler Submits Daily Load LADALOAD		

NPPS OPERATIONAL RUNBOOK
as of 9-16-99
NACC Technical Services 256-544-6673

TIME LINE (CENTRAL)	RESP.	Freq.	Cons. (*)	Jobstream #	Report #	Title	CPO Print Req.	CPO Notes
WEDNESDAY ACTIVITY SCHEDULE								
OPEN FOR DAILY BUSINESS BY 6:00 AM (CENTRAL)								
Submit before 8:00 AM	TECH TEAM	DLY	*	CA00201	201	Transaction Report	CPO copy - Rm 612	Run for Previous Day
Submit by 8:30 AM	TECH TEAM	DLY	TSO Submit (*)	EETRANS		Picks up New EE Transactions	FTP	
Submit by 9:00 AM	TECH TEAM	DLY	*	CAEE014		EE Transfer Data Suspense		
					NE0366	Installation-Unique System Interface Major Error Report	Print to Individual Center	
			*		EEB1	Employee Express Transaction Report	CPO copy - Rm612, U0075 and LaRC copy - Class 2	
ALL PERSONNEL DAILY MATURES SHOULD BE COMPLETED BY 6:00 PM								
Completed by 6:00 PM	CTR	DLY		NE00002		Personnel Mature		
		DLY			359	Mature Transaction Integration Report	Rm612, Various	Dual Printed
		DLY			358	Mature Transaction & Error Report	Rm612, Various	Dual Printed
Begin at 9:30 AM	CPO	DLY		CA00001		Payroll Batch Mature		Consolidated
		DLY	*		201	Transaction Report (Suspended transactions)	Rm612, U0075	Consolidated Report
		DLY	*		6141	Payroll Batch Mature Program	Rm612, U0075	Consolidated Report
CENTER AND CPO OFFICES COMPLETE PROCESSING BY 6:00 PM								
SYSTEM WILL BE TAKEN BY 6:00 PM TO BEGIN NIGHTLY PROCESSING REQUIREMENTS								
Begin at 5:00 PM	CA7	DLY		CA7 Auto Scheduler Submits Daily KSPCA016				
Begin at 6:30 PM	CA7	DLY Unload		CA7 Auto Scheduler Submits Daily Unload KSDAUNLD and LADAUNLD				
Begin at 9:00 PM	CA7	DLY Loads		CA7 Auto Scheduler Submits Daily Load LADALOAD				

NPPS OPERATIONAL RUNBOOK
as of 9-16-99
NACC Technical Services 256-544-6673

TIME LINE (CENTRAL)	RESP.	Freq.	Cons. (*)	Jobstream #	Report #	Title	CPO Print Req.	CPO Notes
THURSDAY ACTIVITY SCHEDULE BEFORE END OF PAY PERIOD								
OPEN FOR DAILY BUSINESS BY 6:00 AM (CENTRAL)								
Submit before 8:00 AM	TECH TEAM	DLY	*	CA00201	201	Transaction Report	Rm 612	Run for Previous Day
Submit by 8:30 AM	TECH TEAM	DLY	TSO Submit (*)	EETRANS		Picks up New EE Transactions	FTP	
Submit by 9:00 AM	TECH TEAM	DLY	*	CAEE014		EE Transfer Data Suspense		
					NE00366	Installation-Unique System Interface Major Error Report	Print to Individual Center	
			*		EEB1	Employee Express Transaction Report	CPO copy - Rm612, U0075 and LaRC copy - Class 2	
ALL PERSONNEL DAILY MATURES SHOULD BE COMPLETED BY 6:00 PM								
Completed by 6:00 PM	CTR	DLY		NE00002		Personnel Mature		
		DLY			359	Mature Transaction Integration Report	Rm612, Various	Dual Printed
		DLY			358	Mature Transaction & Error Report	Rm612, Various	Dual Printed
Begin at 9:30 AM	CPO	DLY		CA00001		Payroll Batch Mature		Consolidated
		DLY	*		201	Transaction Report (Suspended transactions)	Rm612, U0075	Consolidated Report
		DLY	*		6141	Payroll Batch Mature Program	Rm612, U0075	Consolidated Report
CENTER AND CPO OFFICES COMPLETE PROCESSING BY 6:00 PM								
SYSTEM WILL BE TAKEN BY 6:00 PM TO BEGIN NIGHTLY PROCESSING REQUIREMENTS								
Begin at 5:00 PM	CA7	Thurs Before End of PP	CA7 Auto Scheduler Submits Daily KSPCA016 and MSPR1EXB					
Begin at 6:30 PM	CA7	Thurs Before End of PP	CA7 Auto Scheduler Submits Unloads for Daily and T & A INTERFACE Requirements - KSDAUNLD, LADAUNLD, GSXXUNLD, HQBIUNLD, ARWKUNLD, and LEWKUNLD					
Begin at 9:00 PM	CA7	DLY Load	CA7 Auto Scheduler Submits Daily Load LADALOAD					

NPPS OPERATIONAL RUNBOOK
as of 9-16-99
NACC Technical Services 256-544-6673

TIME LINE (CENTRAL)	RESP.	Freq.	Cons. (*)	Jobstream #	Report #	Title	CPO Print Req.	CPO Notes	
FRIDAY ACTIVITY SCHEDULE BEFORE: END OF PAY PERIOD									
OPEN FOR DAILY BUSINESS BY 6:00 AM (CENTRAL)									
Submit before 8:00 AM	TECH TEAM	DLY	*	CA00201	201	Transaction Report	CPO copy - Rm 612	Print to CPO	
Submit by 8:30 AM	TECH TEAM	DLY	TSO Submit (*)	EETRANS		Picks up New EE Transactions	FTP	Consolidated	
Submit by 9:00 AM	TECH TEAM	DLY	*	CAEE014		EE Transfer Data Suspense			
					NE00366	Installation-Unique System Interface Major Error Report	Print to Individual Center		
			*		EEB1	Employee Express Transaction Report	CPO copy - Rm612, U0075 and LaRC copy - Class 2		
REMINDER TO PERSONNEL OFFICES TO PROCESS FINAL PERSONNEL MATURES BY 5:00 PM -- WILL BE LOCKED OUT OF PAYROLL									
Completed by 5:00 PM	CTR	DLY		NE00002		Personnel Mature			
		DLY			359	Mature Transaction Integration Report	Rm612, Various	Dual Printed	
		DLY			358	Mature Transaction & Error Report	Rm612, Various	Dual Printed	
	CPO	DLY		CA00001		Payroll Batch Mature			
		DLY	*		201	Transaction Report (Suspended transactions)	Rm612, U0075	Consolidated Report	
		DLY	*		6141	Payroll Batch Mature Program	Rm612, U0075	Consolidated Report	
CENTER AND CPO OFFICES COMPLETE DAILY PROCESSING BY 6:00 PM									
CPO SETS PERSONNEL MATURE LOCK FOR ALL CENTERS									
SYSTEM WILL BE TAKEN BY 6:00 PM TO BEGIN NIGHTLY PROCESSING REQUIREMENTS									
Begin at 5:00 PM	CA7	DLY		CA7 Auto Scheduler Submits KSPCA016					
Begin at 6:30 PM	CA7	DLY Unloads		CA7 Auto Scheduler Submits Daily Unload KSDAUNLD and LADAUNLD					
Begin at 9:00 PM	CA7	Daily Loads		CA7 Auto Scheduler Submits Daily Load LADALOAD and GSBLOAD					

NPPS OPERATIONAL RUNBOOK
as of 9-16-99
NACC Technical Services 256-544-6673

TIME LINE (CENTRAL)	RESP.	Freq.	Cons. (*)	Jobstream #	Report #	Title	CPO Print Req.	CPO Notes
BI-WEEKLY PAYROLL PROCESSING BEGINS FOR CONSOLIDATED CENTERS								
MONDAY ACTIVITY SCHEDULE								
OPEN FOR DAILY BUSINESS BY 6:00 AM (CENTRAL)								
Submit before 8:00 AM	TECH TEAM	DLY	*	CA00201	201	Transaction Report	Rm 612	Run for previous Friday, Saturday and Sunday
Submit by 8:30 AM	TECH TEAM	DLY	TSO Submit (*)	EETRANS		Picks up New EE Transactions	FTP	Consolidated
Begin by 9:00 AM	TECH TEAM	DLY		CAEE014		EE Transfer Data Suspense		
					NE00366	Installation-unique System Interface Major Error Report	Print to Individual Center	
					EEB1	Employee Express Transaction Report	CPO copy - Rm612, U0075 and LARC copy – Class 2	
Begin by 9:30 AM	CPO	DLY		CA00001		Payroll Batch Mature		Consolidated
		DLY	*		201	Transaction Report (Suspended transactions)	Rm612, U0075	Consolidated Report
		DLY	*		6141	Payroll Batch Mature Program	Rm612, U0075	Consolidated Report
INDIVIDUAL CENTERS SUBMIT BI-WEEKLY T & A FLAT FILES BY 5:00 PM								
Submit by 5:00 PM	TECH TEAM	BIW		APCTAALL		Uploads T&A Flat files for all centers into NPPS		All Centers
CPO Begins Bi-weekly Processing CA00003 for Consolidated Centers								
Submit by 5:30 PM	TECH TEAM	BIW		CA00003		Payroll Batch T & A		
		BIW	*		3005	T&A Cards For LWOP	ADOSS	Balancing Report - Consolidated Report
		BIW	*		5101T	Edit Update – Table Processing	ADOSS	Consolidated Report
		BIW	*		5101C	Edit Update – Control Processing	ADOSS	Consolidated Report
		BIW	*		5101M	Edit Update – MER Processing	ADOSS (By Center Section) and Class D	Consolidated Report
		BIW	*		5101O	Edit Update – Other Processing	ADOSS	Consolidated Report

NPPS OPERATIONAL RUNBOOK
as of 9-16-99
NACC Technical Services 256-544-6673

TIME LINE (CENTRAL)	RESP.	Freq.	Cons. (*)	Jobstream #	Report #	Title	CPO Print Req.	CPO Notes
		BIW			5101B	T & A Processing Report	Dataset Only	
		BIW			3100	PayMaster Update	Rm 612, U0075	
		BIW	*		203	Leave & Pay Processing Information	Class D	Consolidated Report
		BIW	*		100	T & A Reported Hours	ADOSS	Consolidated Report
After Job 3	TECH TEAM	BIW	MSFC	NA5101B	5101B	T&A Processing Report	Class D	MSFC Only
After Job 3	TECH TEAM	BIW	JSC	NATANDA		JSC Payroll Reports		
Begin at 5:00 PM	CA7	DLY	CA7 Auto Scheduler Submits KSPCA016					
Begin at 9:00 P.M.	CA7	Daily Loads	CA7 Auto Scheduler Submits Daily Load LADALOAD					

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as of 9-16-99
NACC Technical Services 256-544-6673**

TIME LINE (CENTRAL)	RESP.	Freq.	Cons. (*)	Jobstream #	Report #	Title	CPO Print Req.	CPO Notes
TUESDAY ACTIVITY SCHEDULE								
OPEN FOR DAILY BUSINESS BY 6:00 AM (CENTRAL)								
Submit by 8:00 AM	TECH TEAM	DLY	*	CA0020B	201B	IMFH Transactions	CPO copy - Rm 612 U0075	Run for Previous Day
Submit by 8:30 AM	TECH TEAM	DLY	TSO Submit (*)	EETRANS		Picks up New EE Transactions	FTP	Consolidated
Begin by 9:00 AM	TECH TEAM	DLY	*	CAEE014		EE Transfer Data Suspense		
					NE00366	Installation-Unique System Interface Major Error Report	Print to Individual Center	
			*		EEB1	Employee Express Transaction Report	CPO copy - Rm6120 U0075 and LaRC copy - Class 2	
INDIVIDUAL CENTERS CORRECT ERRORS AND MISSING TIMECARDS BY 3:00 PM -- AND NOTIFY CPO OFFICE WHEN COMPLETED								
PAYROLL LOCKOUT BY 3:00 PM								
CPO SUBMITS FINAL PAY ADJUSTMENTS BEGINNING BY 3:15 PM								
Completed by 6:00 PM	CPO FINAL BALANCING OF PAYROLL FOR CONSOLIDATED CENTERS							
CPO Begins Processing CA00004, CA00027 AND CA00005 for Consolidated Centers								
Submit by 7:00 PM	TECH TEAM	BIW		CA00004		Payroll Final Products & Reconciling Reports		
		BIW	*		102	Net Pay/ Vol Allot Register	ADOSS	Balancing Report - Consolidated Report
		BIW	*		103	Net Pay - Non-EFT	ADOSS	Balancing Report - Consolidated Report
		BIW	*		117	Cash Awards Edit Listing	Rm612, U0075	Consolidated Report
		B/W	*		201	Transaction Report	ADOSS (Section by Center)	Will pick up Tuesday's transactions
		BIW	*		202	Payroll Register	ADOSS (Section by Center)	Bal. Rpt - Cons. Rpt (Whole Rpt. goes to Laser Com

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as of 9-16-99
NACC Technical Services 256-544-6673

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		BIW	*		204	T & A Paid Hours	ADOSS	Consolidated Report
		BIW	*		314	Transmission Tape Listing (TSP)	ADOSS	Consolidated Report
		BIW	*		403A	SF2812 Withholding & Const. for Life Insurance & Retirement	Rm612, U0075	Balancing Report - Consolidated Report
		BIW	*		403B	SF2812 Withholding & Const. for Health Insurance	Rm612, U0075	Balancing Report - Consolidated Report
		BIW	*		403C	SF2812 Withholding & Const. for Health Insurance	Rm612, U0075	Balancing Report - Consolidated Report
		BIW	*		403D	SF2812 Withholding & Const. for Health Insurance	Rm612, U0075	Balancing Report - Consolidated Report
		BIW	*		402	CFC Register	ADOSS	Balancing Report - Consolidated Report
		BIW	*		406	SF1166 Voucher & Sch of Pay	Rm612, U0075	Balancing Report - Consolidated Report
		BIW	*		456	NEBA Bi-weekly Summary	ADOSS	Balancing Report - Consolidated Report
		BIW	*		507	TSP Journal Voucher	Rm612, U0075 and Overlay @ Class C, TSP2	Balancing Report
		BIW	*		106	Payroll Cash Awards	Rm612, U0075	Balancing Report - Consolidated Report
		BIW	*		500	Non-EFT Tape Listing and Employee Non-EFT Net Pay Reports	ADOSS	Consolidated Report
		BIW	*		457	New Hire Report for SSA	ADOSS	Consolidated Report (Creates Rpt and Dataset)
		BIW	*		506	Tape Listing	ADOSS	Balancing Report - Consolidated Report
		BIW	*		818	Fund Source 1	Print at HQ for Jim Pizzarelle – Class X and ADOSS	
		BIW	*		6090	Electronics Funds Transfer	ADOSS	Balancing Report - Consolidated Report
Follows Job 4	TECH TEAM	BIW	All Centers but 5100	CA00027		Admin Star Refresh		
		BIW	*		27	Organization Report	Class D	
		BIW	*		28	Learner Report	Class D	
		BIW	*		Dataset	Learner	FTP	

NPPS OPERATIONAL RUNBOOK
as of 9-16-99
NACC Technical Services 256-544-6673

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		BIW	*		Query	RLBQRY27	Dataset	
Follows Job 27	TECH TEAM	BIW		CA00005		Payroll Final Reports		
		BIW	*		301	Bond Status Register	ADOSS	Consolidated Report
		BIW	*		401	Union Dues Report	ADOSS	Consolidated Report
		BIW	*		404	Bond Request Register	ADOSS	Consolidated Report
		BIW	*		104	Health Insurance Not Paid	Class D, SN97	Consolidated Report
		BIW	*		107	Limited Appointment Employees	Class D, SN97	Consolidated Report
		BIW	*		111	Permanent Change of Station	ADOSS and Copy to CTO/JSC	Consolidated Report
		BIW	*		302	Bond Enrollment Register	ADOSS	Consolidated Report
		BIW	*		408STA	Tax Withholding - State	ADOSS	Consolidated Report
		BIW	*		408CTY	Tax Withholding - City	ADOSS	Consolidated Report
		BIW	*		409	SF1150 Record Of Leave	Class G (1150) - Overlay	Special Forms (Perforated w/carbons) - Consolidated Report
		BIW	*		411	SF2807 CSRS Separations & Transfers	Class D, SN97	Consolidated Report
		BIW	*		412	SF3103 FERS Separations & Transfers	Class D, SN97	Consolidated Report
		BIW	*		415FIT	Federal Tax Withholding Report	ADOSS	Consolidated Report
		BIW	*		415FIC	FICA Tax Withholding Report	ADOSS	Consolidated Report
		BIW	*		415HIT	HIT Tax Withholding Report	ADOSS	Consolidated Report
		BIW	*		420	Biweekly Retirement Report	ADOSS	Consolidated Report
		BIW	*		203	Leave & Pay Processing Information	ADOSS	Consolidated Report
		BIW	*		418L	W-2 Form Wage & Tax Statement	Rm 612, U2615	
		BIW	*		518L	W-2 Form Wage & Tax Statement Non-Personnel	Rm 612, U2615	
		BIW	*		410	Semi Annual HeadCount	Overlay @ Class C	Consolidated Report

NPPS OPERATIONAL RUNBOOK
as of 9-16-99
NACC Technical Services 256-544-6673

TECH Team SUBMITS FINAL ON REQUEST BALANCING REPORTS								
After Job 4	TECH TEAM	BIW ONR	NC	CAOH328	H328	HQ Fast Tape Generation	Rm612, U0075	Non- Consolidated Balancing Report for HQ Only
	TECH TEAM	BIW ONR	NC	CAOH406	H406	HQ OIG -SF1166 Voucher Report	Rm612, U0075	Non- Consolidated Balancing Report for HQ Only
	TECH TEAM	BIW ONR	NC	CABWAJ4		Bi-weekly Runs for CPO Requested Reports		Non- Consolidated Job to be processed for each center
				(CA00513)	513	SF2806 CSRS Ret Card	Class C	
				(CA00514)	514	SF3100 FERS Ret Card	Class C	
				(CA00200)	200	Master Employees Record	ADOSS	
	TECH TEAM	BIW ONR	NC	CA00555	555	LES Bi-weekly Creation	Dataset	Creates print file for each center L&E
Begin at 7:00 AM	CA7	DLY	CA7 Auto Scheduler Submits ARCEERPT, BONDRFND, FEHBBILL					
Begin at 4:00 PM	CA7	DLY	CA7 Auto Scheduler Submits FEHBBILL					
Begin at 5:00 PM	CA7	DLY	CA7 Submits Scheduler Submits KSPCA016					
Begin at 9:00 P.M.	CA7	Daily Loads	CA7 Auto Scheduler Submits Daily Load LADALOAD					
Begin at 11:00 PM	CA7	BIW Unloads	CA7 Auto Scheduler Submits Biweekly Unloads KSBIUNLD, KSDAUNLD, LADAUNLD, MSPR1EXA, GSXXUNLD, LEWKUNLD, DFBIUNLD, and ARBIUNLD					

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WEDNESDAY ACTIVITY SCHEDULE								
CENTERS PROCESS L & E STATEMENTS, LABOR, CORE ON REQUEST REPORTS & OTHER SITE UNIQUES								
Submit by 8:30 AM	TECH TEAM	DLY	TSO Submit (*)	EETRANS		Picks up New EE Transactions		All Centers
Begin by 9:00 AM	TECH TEAM	DLY	*	CAEE014		EE Transfer Data Suspense		All Centers Screens
					NE00366	Installation-Unique System Interface Major Error Report	Print to Individual Center	
			*		EEB1	Employee Express Transaction Report	CPO copy - Rm612, U0075 and LaRC - Class 2	
CPO TRANSMITS BI-WEEKLY OUTPUT PRODUCTS FOR CONSOLIDATED CENTERS								
Begin by 8:00 AM	TECH TEAM	BIW		NAPROD1		Treasury - Birmingham - EFT	NDM	Consolidated Data
						Treasury - Birmingham - Non-EFT	NDM	Consolidated Data
	TECH TEAM	BIW		NAPROD2		Treasury - Philadelphia - Bonds	NDM	Consolidated Data
	TECH TEAM	BIW		NAPROD4		National Financial Center - New Orleans - TSP	NDM	Consolidated Data
	TECH TEAM	BIW		NAPROD5		Home Life Financial Assurance Corp. - New Jersey - NEBA	Round Reel Tape	Consolidated Data
	TECH TEAM	BIW		NAPRO25		Child Support/New Hire	NDM	Consolidated Data
	TECH TEAM	BIW		CAEE002		EE Extract Process		EE Extract file created (no hard copy report)
	TECH TEAM	BIW	TSO Submit (*)	FTPPUT		Send Master EE Dataset to OPM	FTP	
	TECH TEAM	BIW	TSO Submit	ADOSSAJ5		FTP's Job 5 Report and 200A Center Reports		
	TECH TEAM	BIW		NAPROD3	NECAP1	Personnel Bi-Weekly CAPPS Transmission		Consolidated Data
		MTH			NECAP2	Personnel Monthly CAPPS Transmission		Consolidated Trans.
After 4:00 PM	TECH TEAM	BIW	TSO Submit	J5PT200		Report 200 Prints to JSC		
Before Job 6	TECH TEAM	B/W		CA00201	201	Transaction Report	Rm 612	For Current Day

NPPS OPERATIONAL RUNBOOK

as of 9-16-99

NACC Technical Services 256-544-6673

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CPO Begins Processing CA00006 - Initialization								
Submit by 7:00 PM	TECH TEAM	BIW		CA00006		Payroll Pay Period Initialization		
		BIW	*		505	Gains & Losses to Normals from Payblock Migration	Rm612, U0075	Consolidated Report
		BIW	*		6070	Normals Equate	Rm612, U0075	Consolidated Report
		BIW	*		6060	Pay Period Initialization	Rm612, U0075	Consolidated Report
		BIW	*		6140	Payroll Batch Mature Delete Program	Rm612, U0075	Consolidated Report
		BIW	*		4070	Payroll Control Auto Update	Rm612, U0075	Consolidated Report
		B/W	*		6170	Payblock Changes	Rm 612, U0075	Consolidated Report
		BIW	*		8000	Transaction History Initialization	Rm612, U0075	Consolidated Report
Submit after Job 6	TECH TEAM	BIW		CA00009		Normal Recalculation		
		BIW	*		6070.J9	Normals Equate	Rm 612, U0075	Consolidated Report
		BIW	*		6080	Normals Recalculation	Rm 612, U0075	Consolidated Report
Begin at 7:00 AM	CA7	DLY	CA7 Auto Scheduler Submits MSCA7CMP and DFPEMPQY					
Begin at 5:00 PM	CA7	DLY	CA7 Auto Scheduler Submits KSPCA016					
Begin at 9:00 PM	CA7	DLY Load	CA7 Auto Scheduler Submits LADALOAD					
Begin at 11:00 PM	CA7	DLY Unloads	CA7 Auto Scheduler Submits Daily Unload KSDAUNLD and LADAUNLD					

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as of 9-16-99
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TIME LINE (CENTRAL)	RESP.	Freq.	Cons. (*)	Jobstream #	Report #	Title	CPO Print Req.	CPO Notes
THURSDAY ACTIVITY SCHEDULE								
OPEN FOR DAILY BUSINESS BY 6:00 AM (CENTRAL)								
Submit by 8:30 AM	TECH TEAM	DLY	TSO Submit (*)	EETRANS		Picks up New EE Transactions	FTP	Consolidated
Submit by 9:00 AM	TECH TEAM	DLY	*	CAEE014		EE Transfer Data Suspense		
					NE00366	Installation-Unique System Interface Major Error Report	Print to Individual Center	
			*		EEB1	Employee Express Transaction Report	CPO copy - Rm612, U0075 and LaRC – Class 2	
ALL PERSONNEL DAILY MATURES SHOULD BE COMPLETED BY 6:00 PM								
Completed by 6:00 PM	CTR	DLY		NE00002		Personnel Mature		
		DLY			359	Mature Transaction Integration Report	Rm612, Various	Dual Printed
		DLY			358	Mature Transaction & Error Report	Rm612, Various	Dual Printed
Begin at 9:30 AM	CPO	DLY		CA00001		Payroll Batch Mature		
		DLY	*		201	Transaction Report (Suspended transactions)	Rm612, U0075	Consolidated Report
		DLY	*		6141	Payroll Batch Mature Program	Rm612, U0075	Consolidated Report
CENTER AND CPO OFFICE COMPLETE DAILY ON REQUEST REPORT REQUIREMENTS BY 6:00 PM								
SYSTEM WILL BE TAKEN BY 6:00 PM TO BEGIN NIGHTLY PROCESSING REQUIREMENTS								
Begin at 5:00 PM	CA7	DLY	CA7 Auto Scheduler Submits KSPCA016					
Begin at 6:30 PM	CA7	DLY Unloads	CA7 Auto Scheduler Submits Daily Unloads KSDAUNLD, LADAUNLD and GSXXUNLD					
Begin at 9:00 PM	CA7	DLY Loads	CA7 Auto Scheduler Submits LADALOAD					

NPPS OPERATIONAL RUNBOOK
as of 9-16-99
NACC Technical Services 256-544-6673

TIME LINE (CENTRAL)	RESP.	Freq.	Cons. (*)	Jobstream #	Report #	Title	CPO Print Req.	CPO Notes
FRIDAY ACTIVITY SCHEDULE								
OPEN FOR DAILY BUSINESS BY 6:00 AM (CENTRAL)								
Submit by 8:00 AM	TECH TEAM			CA00201	201	Transaction Report	Rm 612	Run for Previous Day
Submit by 8:30 AM	TECH TEAM	DLY	TSO Submit (*)	EETRANS		Picks up New EE Transactions		Consolidated
Submit by 9:00 AM	TECH TEAM	DLY		CAEE014		EE Transfer Data Suspense		
					NE00366	Installation-Unique System Interface Major Error Report	Print to Individual Center	
			*		EEB1	Employee Express Transaction Report	CPO copy - Rm612, U0075 and LaRC – Class 2	
ALL PERSONNEL DAILY MATURES SHOULD BE COMPLETED BY 6:00 PM								
Completed by 6:00 PM	CTR	DLY		NE00002		Personnel Mature		
		DLY			359	Mature Transaction Integration Report	Rm612, Various	Dual Printed
		DLY			358	Mature Transaction & Error Report	Rm612, Various	Dual Printed
Begin at 9:30 AM	CPO	DLY		CA00001		Payroll Batch Mature		
		DLY	*		201	Transaction Report (Suspended transactions)	Rm612, U0075	Consolidated Report
		DLY	*		6141	Payroll Batch Mature Program	Rm612, U0075	Consolidated Report
CENTER AND CPO OFFICE COMPLETE DAILY ON REQUEST REPORT REQUIREMENTS BY 6:00 PM								
SYSTEM WILL BE TAKEN BY 6:00 PM TO BEGIN NIGHTLY PROCESSING REQUIREMENTS								
Begin at 5:00 PM	CA7	DLY	CA7 Auto Scheduler Submits KSPCA016					
Begin at 6:30 PM	CA7	DLY Unloads	CA7 Auto Scheduler Submits Daily Unloads KSDAUNLD, LADAUNLD, LEWKUNLD					
Begin at 9:00 PM	CA7	DLY Loads	CA7 Auto Scheduler Submits LADALOAD					