

Appendix A: FPPS Commands

The following commands are used throughout FPPS; those that are in the same box are usually assigned as a pair.

Com- mand	Description	Used to:	Can be assigned to users in these office types:
ACVW	VIEW ACCUMULATOR	View accumulator records for an employee (e.g., number of days toward career tenure; number of days in intermittent status)	POD, RO, SPO
ADCG	CHANGE ADDRESSES	Maintain employee addresses	POD, RO, SPO
ADIN	INITIATE ADDRESSES	Initiate employee addresses	
ARPT	ADMINISTRATOR REPORT	Produce a security report	ADO
AWCG	ALTERNATIVE WORK SCHEDULE CHANGE	Change an employee=s alternative work schedule	RO
CHNG	SIGN/CHG SF52	Access actions initiated with the INITIATE SF52 process (INIT command) to review/modify information and/or to sign actions (for users with signature authority)	RO
CONC	SF52 CONCURRENCE	Review the screens associated with an SF52 and/or to sign the SF52 as a concurring official (C1 authority)	CVO
COPY	VIEW COURTESY COPY	View courtesy copies of SF52s	CVO, RO, SPO
CPCG	CHANGE FECA-COP INJ/ILL	Maintain Federal Employee's Compensation Act - Continuation of Pay (FECA-COP) information	POD, SPO
CPIN	INITIATE FECA-COP INJ/ILL	Initiate Federal Employee's Compensation Act - Continuation of Pay (FECA-COP) information	
CRCN	CORRECT/CANCEL ACTIONS	Correct or cancel completed SF52s	SPO
DRUG	DRUG TESTING	View drug testing data	SPO
EEOR	AFFIRMATIVE ACTION REPORTS	View Affirmative Action reports	Users with special EEO access
EHVW	VIEW EMPLOYEE DATA W HIST	View current or historical employee information (e.g., addresses, employee data, entitlements, leave, one-time adjustments, suspended pay, taxes, ticklers, time and attendance, and voluntary deductions)	POD, RO, SPO, TAC
ENCG	CHANGE EMPLOYEE NON SF50	Change employee data not recorded on an SF50 or reported to CPDF	SPO
ETCG	CHANGE EMP ENTITLEMENTS	Maintain employee entitlements	POD, SPO
ETIN	INITIATE ENTITLEMENTS	Initiate employee entitlements	
FEHB	FEDERAL EMPLOYEE HEALTH BENEFITS	Initiate and maintain employee health benefits enrollment	SPO, POD
FSCP	FAST COPY	Copy up to 15 identical actions for employee accessions, promotions, employee losses, or vacant positions.	RO, SPO
HMCG	CHANGE HOME LEAVE	Maintain a home leave record for an employee	POD, SPO
HMIN	INITIATE HOME LEAVE	Initiate a home leave record for an employee	

Com- mand	Description	Used to:	Can be assigned to users in these office types:
HOLD	VIEW HOLD NOTIFICATIONS	View information about SF52s that are on hold in the servicing personnel office (e.g., who is holding the action and the reason why)	RO, SPO, CVO
INIT	INITIATE SF52 (RO)	Initiate SF52s based on action types, e.g., resignations, promotions, changes in work schedule, etc.	RO
LEVW	LES VIEW	View Leave and Earnings Statements	RO, SPO, POD, CVO
LGAP	SF52 APPROVAL	Sign SF52 for approval	SPO
LRCG	CHANGE REC OF LEAVE DATA	Change, view, certify, and print a Record of Leave Data (SF1150)	POD, SPO
LRVW	VIEW SF1150	View record of leave data	POD, SPO
LSCG	CHANGE LEAVE SHARE	Maintain leave share data for a donor or recipient	POD, SPO
LSIN	INITIATE LEAVE SHARE	Initiate leave share data for a donor or recipient	
LVVW	VIEW LEAVE RECORD	View multiple types of leave with their associated leave balances for current or prior pay periods	POD, RO, SPO
MASS	MASS CHANGE	Process a single action to change employees or positions affected by the same action on the same effective date when the NOAC and LAC are the same for each employee	SPO
MIRS	MANAGEMENT INFORMATION REPORTING SYSTEM	Produce reports created in SuperNatural Query	All users automatically get this command
MSCG	MASS CHG OTHER EMP INFO	Change one or more employees or positions affected by the same action on the same effective date for data not recorded on an SF50 or reported to CPDF	SPO
MSGS	MESSAGE OF THE DAY	View FPPS online messages	All users automatically get this command
OFFC	MAINTAIN OFFICE	Maintain office information	ADO
PBSG	SIGN PROBATION NOTICE	Print, view, and sign/forward a probationary notification	RO, SPO
PDVW	PAY DETAIL VIEW	View the pay detail	POD, SPO
PHVW	VIEW POSITION DATA W HIST	View current or historical classification information (OF-8) and/or position data	RO, SPO
PMCG	PAY MASS CHANGES	Process a single action to change pay-related data for one or more employees for charity codes and amounts, union dues, association dues, and American Banking Association (ABA) routing numbers.	POD, SPO
PMIN	INITIATE CHARITY	Initiate charity deductions for a group of employees	POD, SPO
PNCG	CHANGE POSITION INFO	Change position data on a vacant or occupied position.	SPO
PROC	PROCESS SF52	Process an SF52; i.e., review screens associated with SF52s, modify data, put actions on hold, view the SF52 form, run relational edits, sign the action, etc.	SPO
PSWD	PASSWORD RESET	Reset or revoke users' passwords	ADO
QURY	SUPER NATURAL QUERIES	Extract data from the database to create user-defined reports	All users automatically get this command
REAC	REACTIVATE STOPPED 52'S	Reactivate stopped SF52s	SPO

Com- mand	Description	Used to:	Can be assigned to users in these office types:
RLSE	RELEASE HELD SF52'S	Release SF52s on hold	SPO
RLUP	RELEASE FOR UPDATE	Update SF52s	SPO
RPTH	ROUTE PATH	Maintain route paths	ADO
RSGN	REASSIGN SF52'S	Reassign SF52s from one user to another	RO, SPO, CVO
RSTA	VIEW REPORT STATUS	View the status of a report and view the report online	All users automatically get this command
SNIN	INITIATE REQUEST FOR PERS AC	Initiate SF52'S for any kind of action	SPO
SPPR	MASS PRNT OF PERS ITEMS	Print or view within-grade certifications, probationary notifications, tickler messages, SF50s, and approved SF50 exception lists for mass change actions	SPO
STVW	VIEW STOP NOTIFICATIONS	View information about SF52s that are stopped in the servicing personnel office (e.g., who stopped the action and the reason why)	RO, SPO, CVO
TACT	RECORD TA INFORMATION	Change, cancel, reactivate, view, or add T&A data for an employee	POD, TAC
TAIN	INITIATE T&A	Initiate T&A	T&A Input System users
TALA	LIST AUDIT TA'S	View the T&A audit records	POD, TAC
TALC	LIST CANCELLED TA'S	View cancelled T&A records	POD, TAC
TALE	LIST TA'S WITH ERRORS	Correct T&A errors	POD, TAC
TALM	LIST MISSING TA'S	Produce a list of missing T&As	POD, TAC
TALT	LIST TIMEKEEPER MESSAGES	Produce a list of timekeeper messages	POD, TAC
TAPR	PROCESS T&A	Process/certify T&As	T&A Input System users
TARE	RELEASE T&A	Release T&As	T&A Input System users
TARS	REASSIGN T&A	Reassign T&As	T&A Input System users
TATK	TRACK T&A	Track T&As	T&A Input System users
TBLS	LIST TABLES	View tables information	All users automatically get this command
TDRC	RECORD TOUR OF DUTY INFO	Establish/maintain the master T&A record, and mass changes for cost structure	POD, RO, SPO, TAC
TKCG	CHANGE TICKLERS	Maintain ticklers	SPO
TKIN	INITIATE TICKLERS	Initiate ticklers	
TMVW	VIEW TICKLER MESSAGES	View tickler notifications	RO, SPO
TRAC	TRACK SF52	View the data associated with an SF52 or to obtain the status/history of an SF52.	ADO, CVO, RO, SPO
TRPW	TRACK WGI/PROB NOTICES	Track WGI certs and probationary notices	RO, SPO
TSEC	MAINTAIN T&A SECURITY	Establish and maintain security for the FPPS T&A Input System	ADO

Com- mand	Description	Used to:	Can be assigned to users in these office types:
TXCG TXIN	CHANGE TAXES INITIATE TAXES	Maintain tax information Initiate Federal, state, and local taxes for new employees	POD, SPO
USER	MAINTAIN USER	Maintain user command designations, signature authority, and access authority	ADO
UTBL	USER MAINTAINED TABLES	Allow offices to maintain specific tables	POD, SPO
VDCG VDIN	CHANGE VOLUNTARY DEDUCT INITIATE VOLUNTARY DEDUCT	Maintain employee voluntary deduction information Initiate employee voluntary deduction information	POD, SPO
WGSG	SIGN WGI CERTIFICATION	Print, view, and sign/forward within-grade certifications	RO, SPO
YCCG YCIN	SIGN/CHANGE YCC ACTION INITIATE YCC ACTION	Maintain YCC action Initiate YCC action	RO