
Glossary

	Action Type Code: A code used within FPPS to identify a type of SF52 action (e.g., promotion, change in work schedule, appointment, etc.), initiated in a requesting office.
ADM	Security Administrator: An FPPS user type, functioning within an administrative office (ADO), who is responsible for establishing all the necessary elements within the system (e.g., offices, user access authority, route paths, etc.) that make it possible for system users to use the system.
ADO	Administrative Office: An office defined to FPPS. A security administrator performs his or her duties from an administrative office.
AST	Assistant: An FPPS user type, functioning within a servicing personnel office (SPO), who is responsible for processing SF52 actions and accessing some reports. An assistant has no signature authority.
AUT	Authorizing Official: An FPPS user type, functioning within a requesting office (RO), who is primarily responsible for signing SF52 actions as an authorizing official. He or she may also perform the functions of a requesting official.
BUR	Bureau: The first major subdivision within a specific department and/or agency. Command: A four-character alpha identifier used to access a process in FPPS.
CON	Concurring Official: An FPPS user type, functioning within a concurrer/viewer office (CVO), who is responsible for signing SF52 actions for concurrence. He or she cannot add or change any information on an SF52. Courtesy Copy: A copy of an SF52 action that may be sent for informational purposes to another authorized system user.
CVO	Concurrer/Viewer Office: An office defined to FPPS. A concurrer or viewer user type performs his or her duties from a concurrer/viewer office. Data Access: Limitations defined by department, bureau, subbureau, organization code (or code range), pay plan, grade range, duty station, and/or action type code that define each user's authority for personnel or pay-related functions. Data Element: Any item of data which for a given situation may be considered a unit, such as a date, a name, etc.
FPPS	Federal Personnel/Payroll System: An online, interactive, integrated personnel and payroll system at the Administrative Service Center, Bureau of Reclamation, Denver CO. Field: A part of a record usually consisting of a single item of data related to the rest of the record.

	<p>Forwarding List: A list of authorized system users who may electronically receive an SF52, a courtesy copy of an SF52, T&A, or other source documents. The list may also contain the name of one or more servicing personnel offices.</p> <p>Function Key: A key that a user may press in lieu of typing a command on the command line.</p>
INI	<p>Initiator: An FPPS user type, functioning within a requesting office (RO), who is responsible for the initial processing of SF52 actions. He or she has no signature authority.</p>
I/O	<p>Input/Output: Data put in a computer which is used to accomplish a task. The data is transformed by the computer and delivered to the user in a readable form. The movement of data between CPU/memory and data storage devices or terminals.</p> <p>Log Off: The process used to cease using the mainframe computer.</p> <p>Log On: The process used to identify oneself to the mainframe computer as an authorized system user to begin using it.</p> <p>Menu: Options from which a user can select the operation the computer is to perform.</p>
NBC/P&S	<p>National Business Center/Products and Services: An organization which directs administrative program activities on behalf of the Department of the Interior.</p> <p>Online: A method of capturing information from a user via terminal input. The data entered immediately updates the data base.</p> <p>Password: A word or combination of alpha and numeric characters created and used by system users to identify themselves to the mainframe computer.</p>
POD	<p>Payroll Operations Division Office: An office defined to FPPS. This office is used only by the ASC.</p>
POI	<p>Personnel Office Identifier: A code used to identify a Federal civilian personnel office.</p>
RACF	<p>Resource Access Control Facility: A security package which controls access to the mainframe computer.</p> <p>Report: An output produced in hard-copy form or on the screen.</p> <p>Request Number: A system-generated number that uniquely identifies an SF52 action. The first two digits represent the calendar year. The next seven digits is the number that the system assigns to each SF52 in sequential order.</p>
REQ	<p>Requesting Official: An FPPS user type, functioning within a requesting office (RO), who is primarily responsible for signing SF52 actions as a requesting official. He or she may also perform the functions of an initiator.</p>

RO	<p>Requesting Office: An office defined to FPPS. Initiators, requesting officials, and authorizing officials perform their duties from a requesting office.</p> <p>Route Path: A forwarding list of names of whom to send the document to next.</p> <p>Security: System controls that allow users access to processes that fall within their areas of responsibility.</p>
SC1	<p>SPO User: An FPPS user type, functioning within a servicing personnel office (SPO), who is responsible for processing SF52 actions and signing as reviewer.</p>
SC2	<p>SPO User: An FPPS user type, functioning within a servicing personnel office (SPO), who is responsible for signing SF52 actions for SF52 approval.</p>
SPO	<p>Servicing Personnel Office: The personnel office servicing a position or employee.</p>
SUBBUR	<p>Subbureau: A level of a bureau used to identify an organization below the bureau or office.</p> <p>Summary Listing: A listing of SF52s sorted by request number or by name (for RO, SPO, and CVO users only). Also, a listing of offices, users, or route paths (for security administrators only).</p> <p>System Generated: A data element or number generated by the system.</p> <p>Table: A related set of data used for reference and for editing/validation.</p>
TAP	<p>T&A Corrections User: An FPPS user type who processes T&A corrections.</p> <p>Tracking: An online process by which an RO, SPO, or CVO system user may view the history of an SF52.</p>
T&A	<p>Time and Attendance Input System: A subsystem of FPPS whereby users may input their time and attendance information directly into FPPS.</p> <p>User Type: An identifier associated with each system user which defines the functions which can be performed within the system.</p> <p>User ID: A unique seven-digit identifier used in combination with a password by system users to log on the IBM computer.</p>
VWR	<p>Viewer: An FPPS user type, functioning within a concurrer/viewer office (CVO), who views the information on SF52 actions. Viewers cannot add or change any information on SF52s, and they have no signature authority.</p>