

11/30/76

SUBJ: BUDGET SUBSYSTEM PROCEDURES UNDER PERSONNEL MANAGEMENT INFORMATION SYSTEM (PMIS)

1. PURPOSE. This order establishes interim procedures for utilizing the Budget Subsystem of PMIS pending the complete interface of the Personnel and Budget Subsystems.
2. DISTRIBUTION. This order is distributed to regional branch level and all field offices and facilities.
3. ACTION. Effective January 1, 1977:
 - a. Requests for Personnel Actions (SF-52's) submitted to the Personnel Management Division must show the appropriate Budget Number (BU NO) assigned to the position involved. Enter the BU NO on the SF-52 in Block 15 ("From" section) and Block 20 ("To" section) as appropriate to the type of action as shown in Appendix 1. See WE Order 3330.25A for instructions on preparing and submission of SF-52's.
 - b. SF-52's submitted to the Personnel Management Division without a BU NO (except those requiring action by the Compensation Branch and/or the Position Management Panel before a BU NO can be assigned) will be returned to the initiator or the office responsible for entering the BU NO.
 - c. The Budget Division, AWE-30, is responsible for the assignment and control of all BU NO's.
4. BACKGROUND. PMIS is an automated system developed to provide adequate, timely and accurate information about the agency's work force. The system consists of three separate subsystems:
 - a. Personnel Subsystem. This subsystem will produce SF-50's, "Notification of Personnel Action, and update and maintain personnel management information on all employees.
 - b. Budget Subsystem. This subsystem will store information concerning end-of-year employment ceilings and all authorized positions in sufficient detail to produce the Staffing Authorization Chart (FAA Form 1412, Part 4) and any other necessary budgetary reports on positions and employment.

Distribution: WE: R-3, FOF-0 (Minimum)

Initiated By: AWE-30

- c. Training Subsystem. This subsystem will maintain agency training courses, annual quotas and schedules for enrollments and will update and maintain an accurate training record of all employees.
5. DEFINITION OF BUDGET NUMBER (BU NO). A BU NO is a unique identifier for each authorized position record stored in the Authorized File of PMIS. Each record represents one line item from the staffing chart, FAA Form 1412, Part 4. Neither the BU NO itself nor the sequence in which it is placed has any significance other than to identify an authorized position line item. When a position is filled, this number is also entered in the employee's personnel record in the PMIS Personnel Subsystem.
6. ESTABLISHMENT OF THE AUTHORIZED STAFFING FILE IN PMIS.
 - a. The Budget Division, AWE-30, has assigned BU NO's to all authorized positions and loaded the existing approved staffing charts into the PMIS computer. Copies of assigned BU NO's will be issued to all divisions and staff offices prior to January 1, 1977.
 - b. For all regional programs positions, other than Air Traffic field facilities, authorized positions which are filled must reflect the fiscal year-end attainable grade (the highest grade that can be attained by the employee on that position by September 30 of the current fiscal year rather than a future year ultimate grade).
 - c. Authorized grade levels in Air Traffic field facilities are ultimate grades (the highest grade that can be attained for the position). For Air Traffic field positions only, the BU NO for the ultimate grade will be used even though the employee's actual grade will be lower while in a developmental status.
7. CHANGES TO APPROVED STAFFING CHARTS (authorized Staffing File).
 - a. Any changes to the authorized positions in the Authorized File must be submitted in duplicate to AWE-30 by the office proposing the change on WE Form 2500-14, Authorized Staffing Revision Request. After budgetary and any required Position Management Panel clearance, the Authorized File data base will be updated and the initiator will receive a clearance copy of WE Form 2500-14. If the request cannot be cleared, the initiator will be notified by AWE-30 as to the reasons. Sample form and instructions are shown in Appendix 2.
 - b. A new BU NO will be established if one or more of the following data elements of an existing line item is changed: appropriation, pay plan, organizational structure, cost center and position type.
8. REQUESTS FOR CLASSIFICATION ACTION. All requests for classification of positions must be processed through the Compensation Branch prior to initiating action to change the Authorized File.

9. FORMS AVAILABILITY. WE Form 2500-14, Authorized Staffing Revision Request, is available from Mail and Distribution Group, AWE-53A1.



LEONARD WILLIAMS
Chief, Budget Division

Standard Form 37—Rev. July 1968
U.S. Civil Service Commission
Form CH 295

S A M P L E
REQUEST FOR PERSONNEL ACTION

APPENDIX 1

PART I. REQUESTING OFFICE: Unless otherwise instructed, fill in all items in this part except those inside the heavy lines. If applicable, obtain resignation and separation data on reverse side.

1 NAME (CAPS) LAST-FIRST-MIDDLE JONES, JOHN J.		MR-MISS-MRS. Mr.	2 (For agency use)	3 BIRTH DATE (Mo., Day, Year) 7/7/42	4 SOCIAL SECURITY NO. 843-72-9111
A. KIND OF ACTION REQUESTED (1) PERSONNEL (Specify appointment, reassignment, resignation, etc.) Promotion			8 REQUEST NUMBER 76-10	C. DATE OF REQUEST 8/31/76	
B. POSITION (Specify establish, review, absent, etc.) Vice James Smith			D. PROPOSED EFFECTIVE DATE 9/19/76		E. POSITION SENSITIVITY Non-Sensitive
5 VETERAN PREFERENCE 1—NO 2—5 PT 3—10 PT DISAB 4—10 PT COMP 5—10 PT OTHER			6 TENURE GROUP	7 SERVICE COMP. DATE	8 HANDICAP CODE
9 FEGLI 1—COVERED (REGULAR ONLY—DECLINED OPTIONAL) 2—INELIGIBLE 3—WAIVED 4—COVERED (REG. & OPT.)			10 RETIREMENT 1—CS 2—FICA 3—FS 4—NONE 5—OTHER		11 (For CSC use)
12 NATURE OF ACTION CODE			13 EFFECTIVE DATE (Mo., Day, Year)		14 CIVIL SERVICE OR OTHER LEGAL AUTHORITY

15 FROM: POSITION TITLE AND NUMBER ATCS P.D. #WE-2039		BU NO WE50000396	16 PAY PLAN AND OCCUPATION CODE GS-2152	17 (a) GRADE OR LEVEL 12	(b) STEP OR RATE 2	18 SALARY
19 NAME AND LOCATION OF EMPLOYING OFFICE Los Angeles ATCT Los Angeles, Calif.						

20 TO: POSITION TITLE AND NUMBER ATCS P.D. #WE-0822		BU NO WE50000498	21 PAY PLAN AND OCCUPATION CODE GS-2152	22 (a) GRADE OR LEVEL 13	(b) STEP OR RATE 1	23 SALARY
24 NAME AND LOCATION OF EMPLOYING OFFICE Oakland TRACON Oakland, Calif.						

25 DUTY STATION (City—County—State) Oakland, Calif.					26 LOCATION CODE
27 APPROPRIATION Operations		28 POSITION OCCUPIED 1—COMPETITIVE SERVICE 2—EXCEPTED SERVICE	29 APPORTIONED POSITION FROM TO STATE		

F. REMARKS BY REQUESTING OFFICE (Continue in item F on reverse side, if necessary)

G. REQUESTED BY (Signature and title) (Leave blank on resignations)	H. FOR ADDITIONAL INFORMATION—CALL (Name and telephone number)	I. REQUEST APPROVED BY: SIGNATURE _____ TITLE _____
---	--	---

PART II. TO BE COMPLETED BY PERSONNEL OFFICE (Items inside heavy lines in Part I above also to be completed)

J. POSITION CLASSIFICATION ACTION IDENTICAL ADDITIONAL		NEW		VICE		REGRADED	
K. CLEARANCES	Initial or Signature	Date	(1) REMARKS (Note: Use item 30 on reverse for Standard Form 50 remarks)				
(1)			QUALIFICATION STANDARD _____				
(2) CEIL OR POS CONTROL							
(3) CLASSIFICATION							
(4) PLACEMENT OR ENPL							
(5)							
(6) APPROVED BY:							

S A M P L E

AUTHORIZED STAFFING REVISION REQUEST

(2) INITIATOR'S CONTROL NO.

T0: Chief, Budget Division, AWE-30

(3) DATE OF REQUEST 12/1/76

(1) FROM: Air Traffic Division, AWE-500

SIGNATURE

DELETE		ADD					
(4) BU NO	(5) POSITION TITLE, LOCATION AND COST CENTER	(6) SERIES AND GRADE	(7) NO. OF POS. CURRENT TOTAL	(8) BU NO	(9) POSITION TITLE, LOCATION AND COST CENTER	(10) SERIES AND GRADE	(11) NO. OF POS. CURRENT TOTAL
WE50000396	AT Contr Spec * Los Angeles, ATCT 4-2850	GS-2152-12	10	WE50000498	AT Contr Spec * Oakland TRACON 4-2861	GS-2152-13	7
	*Position Title limited to 20 spaces		9				8

(12) EXPLANATION:

(13) COORDINATED AS TO REASONABLENESS ONLY:

(14) CLEARANCE:

CHIEF, COMPENSATION BRANCH, AWE-15 DATE: CHIEF, BUDGET DIVISION, AWE-30 DATE:

WE Form 2500-14 (11-76)

INSTRUCTIONS FOR PREPARING WE FORM 2500-14
AUTHORIZED STAFFING REVISION REQUEST

BLOCK NO.

INSERT

- (1) Initiator's office title, routing symbol, and signature
- (2) Control number assigned by initiating office;
Example: WE Routing Symbol - Fiscal Year -
Sequential Number (Optional)
- (3) Date request prepared
- (4) Budget Number (BU NO) from Staffing Chart, FAA Form 1412,
Part 4, (See paragraph 5 of Order WE 2500.22)
- (5) Title of existing authorized position

Important. Identify the complete location of the position
in this block.

Example: Supv. Engineering Technician
Environmental Support Staff
Los Angeles, CA 4-8009
- (6) Example: GS-802-11
- (7) If one or more of the data elements listed in paragraph
7b of Order WE 2500.22 is changed, the entire AUTH RECORD
is deleted and a new BU NO is assigned to the revised AUTH
RECORD. Therefore, the total number of positions
associated with the deleted AUTH RECORD would be reflected
in the "Total" column of Block (7).

If the Authorized Staffing Revision Request only involves
decreasing the number of authorized positions already
assigned to an existing line item AUTH RECORD, indicate
only the number of positions to be deleted in the "Revise"
column of Block (7). Example: If the request is to reduce
the number of ET's (CS-856-11) from 25 to 23 at a particular
location, the number "2" would appear in the "Revise"
column of Block (7).
- (8) The Budget Division will assign BU NO's for all new AUTH
RECORDS.
- (9) Same instructions as Block (5)
- (10) Same instructions as Block (6)
- (11) Enter the number of positions associated with a new AUTH
RECORD request in the "Total" column of Block (11).

If the Authorized Staffing Revision Request only involves
increasing the number of authorized positions already
assigned to an existing line item AUTH RECORD, indicate
only the number of positions to be added in the "Revise"
column of Block (11).
- (12) Include sufficient information to support revision; i.e.,
based on classification review dated _____.
- (13) To be completed only if the Authorized Staffing Revision
Request involves classification action (see paragraph 8
of Order WE 2500.22).
- (14) To be signed by the Chief, Budget Division, AWE-30.