

**For:** FSA Federal Employees, Excluding FSA State and County Offices

**Verifying Personnel Information**

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**Approved by:** Deputy Administrator, Management



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**1 Overview**

**A Background**

FSA is engaged in a competitive sourcing study in response to the President’s Management Initiative. While FSA expects to retain the function under study by offering the most efficient organization proposal, it is important to prepare for the possibility that the work may be lost to a contractor. FSA is committed to doing everything possible to avoid Reduction-in-Force (RIF) and has requested authority for both of the following:

- Voluntary Early Retirement or “early-out” retirements
- Voluntary Separation Incentive Payments or “buyouts”.

FSA will also take other measures to lessen the impact on employees, such as:

- instituting a hiring freeze
- using vacancies to place affected employees where possible
- issuing surplus letters to give employees Career Transition Program benefits.

If these actions are not successful in achieving the reductions necessary and RIF becomes the only practical alternative, it is critical that employee records are accurate so that employee rights are fully protected. Federal RIF’s are conducted based on tenure, veteran’s preference, length of service, and performance. To ensure that our data is correct, HRD and KC-Human Resources Division (KC-HR) must verify the accuracy of employee data.

<p><b>Disposal Date</b></p> <p>October 1, 2003</p>	<p><b>Distribution</b></p> <p>All FSA Federal employees, excluding FSA State and County Offices</p>
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## Notice PM-2360

### 1 Overview (Continued)

#### B Purpose

This notice requests that FSA Federal employees in the National Office, Kansas City, and St. Louis review and verify the accuracy of personnel data on file. HRD and KC-HR will provide each employee with a list of personnel data elements for review which will be sent to each employee at their residence address.

#### C Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

### 2 Action

#### A Employee Action

Once employees have received the list of personnel data elements for review, employees shall take the following action.

Step	Action
1	Review the list for accuracy.
2	Annotate the field in error.
3	Check the appropriate block indicating if information is incorrect.  <b>Note:</b> If information is determined to be incorrect, employees shall provide necessary documentation to correct the error. See subparagraph B.
4	Sign and date the list.
5	Return the list with attached copies of necessary documentation to HRD or KC-HR, as applicable, within 2 weeks after receiving the list. See subparagraph C for delivery points.

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**2 Action (Continued)**

**B Determining Necessary Documentation**

Employees shall use the following table to determine the necessary documentation required to correct errors.

<b>WHEN correcting...</b>	<b>THEN provide...</b>
SSN	copy of employee's Social Security card or documentation from the Social Security Administration.
date of birth	copy of birth certificate.
residence address	AD-349.  <b>Note:</b> The address in the National Finance Center (NFC) data base will be changed and any mailings to the employee will be sent to this address.  <b>Examples:</b> Following are examples of payroll- and personnel-related documents that are mailed by NFC: <ul style="list-style-type: none"> <li>• leave and earnings statements</li> <li>• W-2's</li> <li>• TSP participant statements.</li> </ul>
veteran's preference	copy of DD-214 and any documentation to support a disability or compensable veteran's preference code.
veteran's preference RIF	<b>Note:</b> Widows, widowers, and mothers and spouses of deceased or disabled veterans claiming veteran's preference should contact the employees in subparagraph E to obtain DD-214 for verifying preference eligibility.
leave service computation date (SCD)	SF-144, when it is believed that prior service has not been credited. Attach any supporting documentation.
RIF SCD	
type of appointment	documentation to support the request to change the type of appointment or work schedule.
work schedule	
performance appraisal data	copy of the performance appraisal signed by the employee, rating official, and reviewing official for the year that is in error or missing.  <b>Note:</b> New performance appraisals generated to fill in missing appraisals will not be accepted.

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**2 Action (Continued)**

**C Delivery Point**

Employees shall send or deliver completed lists with attached documentation to the following delivery points.

**Note:** Interoffice mail may be used.

<b>Employee Location</b>	<b>Delivery Point</b>	
Kansas City and St. Louis Offices	BARBARA WHITESIDE USDA, FSA, KC-HR, STOP 8398, ROOM 132 6501 BEACON KANSAS CITY MO 64133-4675	
National Office	<b>IF...</b>	<b>THEN...</b>
	handcarrying documents	deliver to either of the following: <ul style="list-style-type: none"> <li>• 2101 L Street, NW., 5th Floor, Room 5700</li> <li>• HRD box in Room 0419-South Building.</li> </ul>
	mailing documents	send to:  SERVICES GROUP, STOP 0594 USDA, FSA, HRD, DOMESTIC OPERATIONS BR 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0594.

**D HRD and KC-HR Action**

HRD and KC-HR, as applicable, shall take the following action.

<b>Step</b>	<b>Action</b>
1	Review and correct all valid correction requests.
2	Notify employees whether or not corrections were made.

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**2 Action (Continued)**

**E Points of Contact**

For further information, contact 1 of the following employees.

<b>Employee Location</b>	<b>IF inquiry is on...</b>	<b>AND last name begins with...</b>	<b>THEN contact...</b>	
Kansas City and St. Louis Offices	performance appraisals		Noreen Joice at 816-926-6643 or TTY 816-926-3063.	
	other data verification		Ernie Kary at 816-926-6225 or TTY 816-926-3063.	
National Office	performance appraisals		Cheryl Fuller at 202-418-4973 or TTY 202-418-9116.	
	veteran's preference		Carolyn Taylor at 202-418-8996.	
	other data verification	A-H		Janice Ross at 202-418-9033.
		I-Q		Shaina Neff at 202-418-9035.
		R-Z		Lisa Proctor at 202-418-9031.
			TTY 202-418-9116.	