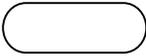
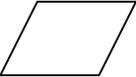
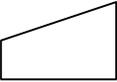
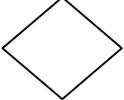
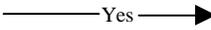




Process Flow Legend

Symbol	Description
	<b>Terminator</b> Indicates the start or end of a process flow. The beginning terminator is typically labeled START, while the ending terminator is labeled END. The terminator also indicates a flow continuation to another process. The name of the function and flow number are written inside the terminator symbol.
	<b>On-page reference</b> Indicates a flow continuation to another point on the page without using a standard line connector. The letter in the circle links to another circle on the page with the same letter.
	<b>Off-page reference</b> Indicates a flow continuation to a point on another page. The process flow number in the off-page reference shape links to another page containing an identical shape and process flow number.
	<b>Process Box</b> Indicates an activity or task in the process.
	<b>Document</b> Indicates any activity recorded in a document or form. Also might indicate a document/form input to facilitate a process step.
	<b>System</b> Indicates a system is used to facilitate the process.
	<b>Manual Input</b> Indicates information is inputted into a system.
	<b>Decision Diamond</b> Indicates a decision point in the process.
	<b>Standard Line Connector</b> Indicates a direct connection between process steps.
	<b>Yes Result Connector</b> Indicates an affirmative response to a decision point question.
	<b>No Result Connector</b> Indicates a negative response to a decision point question.



**Acronym List**

<b>Acronym</b>	<b>Description</b>
A&R	Appointments & Records
AFGE	American Federation of Government Employees
ADP	Automated Data Processing
CSRS	Civil Service Retirement System
EAP	Employee Assistance Program
EDCAPS	Education Central Automated Processing System
EOD	Entrance on Duty
ER Specialist	Employee Relations Specialist
ESI	Economic Systems Inc.
FE-6	Federal Employee’s Group Life Insurance Form 6
FEDMER	Federal Medical Evidence of Record
FERRCA	Federal Erroneous Retirement Coverage Corrections Act
FERS	Federal Employees Retirement System
FPPS	Federal Personnel/Payroll System
FRC Calc	Federal Retirement Calculation
GPAS	General Performance Appraisal System
HMO	Health Maintenance Organization
HQ	Headquarters
HRG	Human Resource Group (Department of Education)
IDP	Individual Development Plan
NBC	National Business Center (Department of Interior)
OCIO	Office of the Chief Information Officer
OFEGLI	Office of Federal Employees’ Group Life Insurance
OIG	Office of Inspector General
OPM	Office of Personnel Management
PO	Principal Office (Department of Education)
QSI	Quality Step Increase
SF	Standard Form
T&A	Time & Attendance
TDC	Training & Development Center
TRAINS	Training & Registration System
TSP	Thrift Savings Plan