

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE
(Expires 07/24/2025)

Tracking Information Spreadsheet

1. **Tracking Information Spreadsheet.** The following Tracking Information Spreadsheet is a visual representation of the required Human Resources Policy Office template that will be used to track all of the region’s appointments for each calendar year.
 - A. Tracking Information Spreadsheets include consolidated information from the servicing human resources office’s organizations.
 - B. The Tracking Information Spreadsheet is available on the [Reclamation Staffing Intranet site](#).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N		O	P
	Name	Pay Plan	Series	Grade	Appt Auth	Original Appt Dt	Annuitant Indicator	Number of Extensions Granted	Current NTE Date	Position Title	Location	Schedule	Primary Type of Work	Hours Waived Last CY (Service/Work)	Hours Waived Last CY (Mentoring/Training)	Hours Waived Total (all NDAA Appts)	
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	