



The
Central Personnel Data File
(CPDF)
Edit Manual

(Through Update 14, March 2001)

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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OVERVIEW

1. General

The Central Personnel Data File (CPDF) system is an automated information system containing individual records for most Federal civilian employees. The system's principal objective is to provide a readily accessible primary data source for meeting the workforce information needs of the Office of Personnel Management (OPM), other central management agencies, the Congress, the White House, and the public. From data submitted by the agencies, OPM creates a status file and a dynamics file. The status file contains an individual record of the status of each active employee as of the end of the reporting period, usually the end of the fiscal quarters of March, June, September, and December. The dynamics file contains a record of all personnel actions occurring during a particular reporting period, usually the January-March, April-June, July-September, and October-December fiscal quarters.

The Edit Manual shows the status file and dynamics file data edits. The CPDF edits are organized into separate sections -- one for the status file and another for the dynamics file. Edits common to both the status and dynamics files are shown in both the status and dynamics sections of the manual. Within each of these sections, individual field edits are shown before the relationship edits. While individual field edits are executed before the relationship edits, the relationship edits themselves are organized solely for ease of reference in the manual. They may be executed in any order the agency considers efficient.

Generally (unless the name of a data element has changed), the relationship edits are organized in data element name order based on the data element that is considered the subject of the edit. For example, a pay basis/pay plan edit would be shown under pay basis when pay basis is considered the subject of the edit. A pay basis/pay plan edit would be shown under pay plan when pay plan is considered the subject of the edit.

The default shown for an individual field edit or a relationship edit indicates the action taken by the CPDF system when data fail the edit. Usually, the default consists of placing asterisks in the data fields to show that the submitted data are not valid. If data fail an edit in an agency system, the agency should correct the data. **ASTERISKS SHOULD NOT BE SUBMITTED TO THE CPDF.**

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Note that the abbreviation **GPDS** refers to The Guide to Personnel Data Standards, which is available at Internet address <http://www.opm.gov/feddata/guidance.htm> by selecting "Data Standards." The abbreviation **GPPA** refers to The Guide to Processing Personnel Actions, which is available at the same address by selecting "Guide to Processing Personnel Actions."

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2. Edit Number

Each edit is assigned a six-position CPDF edit number, which is used on CPDF error listings. The edit number consists of three components: (1) a three-digit edit prefix in positions 1 through 3 that identifies the data element that is the subject of the edit, (2) a two-digit number in positions 4 through 5 that (in conjunction with the two other components) uniquely identifies the data element edit (with the numbers 00 and 01 reserved for individual field edits, as distinguished from relationship edits), and (3) a one-digit edit suffix in position 6 that identifies the edit as pertaining to the status file (number 1), to the dynamics file (number 2), or to both the status and dynamics files (number 3). Examples are shown below.

EDIT NUMBER	EXPLANATION
xxx.00.1	Indicates an individual field edit that only pertains to the status file.
xxx.00.2	Indicates an individual field edit that only pertains to the dynamics file.
xxx.00.3	Indicates an individual field edit that pertains to both the status file and the dynamics file.
xxx.05.1	Indicates a relationship edit that only pertains to the status file.
xxx.05.2	Indicates a relationship edit that only pertains to the dynamics file.
xxx.05.3	Indicates a relationship edit that pertains to both the status file and the dynamics file.

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3. Edit Prefix

The edit prefix, which occupies positions 1 through 3 of the six-position CPDF edit number, identifies the data element that is the subject of the edit (as shown below). The [status file individual field edits](#) start on page B-1. The [status file relationship edits](#) start on page B-7. The [dynamics file individual field edits](#) start on page C-1. The [dynamics file relationship edits](#) start on page C-8. Using Adobe Acrobat to view the Edit Manual, click on "SR" (appearing after the data element name) to go to the status file relationship edits for the data element. Click on "DR" (appearing after the data element name) to go to the dynamics file relationship edits for the data element.

EDIT PREFIX	DATA ELEMENT
005	Instructional Program [SR , DR]
010	Agency/Subelement
030	Annuitant Indicator
050	Award Amount [DR]
060	Bargaining Unit [SR]
080	Creditable Military Service
090	Previous Retirement Coverage
100	Current Appointment Authority (1)&(2) [SR , DR]
110	Date of Birth [DR]
120	Duty Station [SR , DR]
130	Education Level [SR , DR]
140	Effective Date of Personnel Action [DR]
150	Effective Date of Personnel Action Being Corrected
160	Employee Name
170	Federal Employees' Group Life Insurance [SR]
175	FERS Coverage
180	FLSA Category [SR]
190	Frozen Service

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EDIT PREFIX	DATA ELEMENT (continued)
200	Functional Classification [SR]
220	Handicap [DR]
230	Health Plan [SR]
250-350	Legal Authority (1) and (2) [DR]
370	Nature of Action (1) and (2) [DR]
380	Nature of Action Being Corrected
390	Occupation [SR, DR]
400	Organizational Component
410	Pay Basis [SR, DR]
420	Grade = Grade, Level, Class, Rank, or Pay Band [SR, DR]
430	Pay Status
440	Pay Plan [SR, DR]
450	Pay Rate Determinant [SR, DR]
460	Personnel Office Identifier
470	Rating of Record (Level) [SR, DR]
471	Rating of Record (Pattern) [SR, DR]
472	Rating of Record (Period) [SR, DR]
500	Position Occupied [SR, DR]
520	Prior Occupation [DR]
530	Prior Pay Basis [DR]
540	Prior Grade = Prior Grade, Level, Class, Rank, or Pay Band [DR]

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EDIT PREFIX	DATA ELEMENT (continued)
550	Prior Pay Plan [DR]
560	Prior Pay Rate Determinant [DR]
570	Prior Basic Pay [DR]
580	Prior Step or Rate [DR]
590	Prior Work Schedule [DR]
600	Race or National Origin [SR , DR]
610	Retained Grade [SR]
620	Retained Pay Plan [SR]
630	Retained Step [SR]
640	Retirement Plan [SR]
650	Basic Pay [SR , DR]
652	Locality Adjustment [SR , DR]
653	Prior Locality Adjustment [DR]
654	Prior Duty Station
655	Retention Allowance [SR , DR]
657	Supervisory Differential [SR , DR]
660	Service Computation Date (Leave) [SR , DR]
670	Sex
680	Social Security Number
690	Social Security Number Being Corrected
695	Special Pay Table Identifier [SR]

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EDIT PREFIX	DATA ELEMENT (continued)
700	Step or Rate [SR , DR]
710	Supervisory Status [SR , DR]
720	Tenure [SR , DR]
740	U.S. Citizenship [SR]
750	Veterans Preference [DR]
760	Veterans Status (Active Military Service) [SR , DR]
770	Work Schedule [DR]
780	Year Degree or Certificate Attained [SR , DR]

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**STATUS FILE
 INDIVIDUAL FIELD EDITS**

Note that the DEFAULT specifies the action to be taken for invalid data. The abbreviation **GPDS** refers to The Guide to Personnel Data Standards, which is available at Internet address <http://www.opm.gov/feddata/guidance.htm> by selecting "Data Standards."

EDIT	DATA ELEMENT	VALID DATA	DEFAULT
005.00.3	Instructional Program	GPDS or spaces	Asterisk instructional program.
010.00.3	Agency/Subelement (first 2 positions)	GPDS	Reject transaction.
010.01.3	Agency/Subelement (last 2 positions)	GPDS	Asterisk last 2 positions of agency/subelement.
030.00.1	Annuitant Indicator	GPDS	Asterisk annuitant indicator.
060.00.1	Bargaining Unit	Must be numeric	Asterisk bargaining unit.
080.00.3	Creditable Military Service	Numeric or spaces	Asterisk creditable military service.
100.00.1	Current Appointment Authority (1)	GPDS	Asterisk current appointment authority (1).
100.01.3	Current Appointment Authority (2)	GPDS or spaces	Asterisk current appointment authority (2).

(continued)

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**STATUS FILE
 INDIVIDUAL FIELD EDITS**

(continued)

EDIT	DATA ELEMENT	VALID DATA	DEFAULT
110.00.1	Date of Birth	Numeric (with century 19-20 and month 01- 12)	Asterisk date of birth.
120.00.1	Duty Station ²	GPDS	Asterisk duty station. ⁴
130.00.3	Education Level	GPDS or spaces	Asterisk education level.
170.00.1	Federal Employees' Group Life Insurance	GPDS	Asterisk Federal Employees' Group Life Insurance.
175.00.1	FERS Coverage	GPDS or spaces	Asterisk FERS Coverage.
180.00.1	FLSA Category	GPDS	Asterisk FLSA category.
190.00.3	Frozen Service	Numeric or spaces	Asterisk frozen service.
200.00.1	Functional Classification	GPDS	Asterisk functional classification.
220.00.3	Handicap	GPDS	Asterisk handicap.
230.00.1	Health Plan ¹	GPDS	Asterisk health plan.
390.00.1	Occupation	GPDS	Asterisk occupation and functional classification.
400.00.1	Organizational Component	Must not be spaces	Asterisk organizational component.

(continued)

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**STATUS FILE
 INDIVIDUAL FIELD EDITS**

(continued)

EDIT	DATA ELEMENT	VALID DATA	DEFAULT
410.00.3	Pay Basis	GPDS	Asterisk pay basis and basic pay.
430.00.1	Pay Status	GPDS	Asterisk pay status.
440.00.3	Pay Plan	GPDS	Asterisk pay plan, grade, step or rate, pay basis, basic pay.
450.00.3	Pay Rate Determinant	GPDS	Asterisk pay rate determinant, basic pay, pay basis.
460.00.1	Personnel Office Identifier	GPDS	Asterisk personnel office identifier.
470.00.1	Rating of Record (Level)	GPDS	Asterisk rating of record (level), rating of record (pattern), and rating of record (period).
471.00.3	Rating of Record (Pattern)	GPDS or space	Asterisk rating of record (pattern), rating of record (level), and rating of record (period).
472.00.3	Rating of Record (Period)	Numeric (with century 19-20 and month 01-12) or spaces	Asterisk rating of record (period).

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**STATUS FILE
 INDIVIDUAL FIELD EDITS**

(continued)

EDIT	DATA ELEMENT	VALID DATA	DEFAULT
500.00.3	Position Occupied	GPDS	Asterisk position occupied.
600.00.3	Race or National Origin	GPDS	Asterisk race or national origin.
620.00.1	Retained Pay Plan	GPDS or spaces	Asterisk retained pay plan, retained grade, retained step.
640.00.3	Retirement Plan	GPDS	Asterisk retirement plan.
650.00.1	Basic Pay	Numeric	Asterisk pay basis and basic pay. ⁵
652.00.3	Locality Adjustment	Numeric or spaces	Asterisk locality adjustment.
655.00.3	Retention Allowance	Numeric or spaces	Asterisk retention allowance.
657.00.3	Supervisory Differential	Numeric or spaces	Asterisk supervisory differential.
660.00.1	Service Computation Date (Leave)	Numeric (with century 19-20 and month 01-12)	Asterisk service computation date (leave).
670.00.3	Sex	GPDS	Asterisk sex.

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**STATUS FILE
 INDIVIDUAL FIELD EDITS**

(continued)

EDIT	DATA ELEMENT	VALID DATA	DEFAULT
690.00.1	Social Security Number ⁶	Numeric	Asterisk social security number.
695.00.1	Special Pay Table Identifier	GPDS or spaces for pay plan GM or GS	Asterisk special pay table identifier.
710.00.3	Supervisory Status	GPDS	Asterisk supervisory status.
720.00.3	Tenure	GPDS	Asterisk tenure.
740.00.1	U.S. Citizenship	GPDS	Asterisk U.S. citizenship.
750.00.3	Veterans Preference	GPDS	Asterisk veterans preference.
760.00.1	Veterans Status (Active Military Service) ³	GPDS	Asterisk veterans status (active military service).
770.00.3	Work Schedule	GPDS	Asterisk work schedule.
780.00.3	Year Degree or Certificate Attained	Numeric (with century 19-20) or spaces	Asterisk year degree or certificate attained.

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**STATUS FILE
INDIVIDUAL FIELD EDITS**

Notes:

- 1 Spaces are valid for this data element except for the March and September submissions.
- 2 If the first two positions of the submitted duty station are alphabetic, zeros are inserted in the last three positions regardless of the submitted values. Note that spaces are not acceptable for a duty station on Status submissions, although spaces are acceptable for a duty station on Dynamics submissions.
- 3 Spaces are valid for this data element: (a) if agency/subelement is AFNG, AFZG, or ARNG or (b) if agency/subelement is CM63 and current appointment authority (1) is XZM.
- 4 Metropolitan statistical area (MSA) and locality pay area, two data elements generated by OPM from duty station and not submitted by agencies, also have asterisks inserted. Asterisks will also be inserted in locality adjustment.
- 5 Asterisks are inserted in nonblank entries for locality adjustment, retention allowance, and supervisory differential.
- 6 If agency/subelement is other than DJ02, and the first position of SSN is 8 or 9, then positions 2 through 5 of SSN must match an entry in the CPDF personnel office identifier file or be asterisks.

OR

If the first position of SSN is other than 8 or 9, then positions 1 through 3 of the SSN must be greater than 000 and less than 738.

Default: Asterisks are inserted in SSN.

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**STATUS FILE
RELATIONSHIP EDITS**

005 (INSTRUCTIONAL PROGRAM)

005.02.3 If education level is greater than 12,
Then instructional program must not equal spaces.

Default: Insert asterisks in instructional program.

005.07.1 If education level is not equal to 06, 10, or a number equal to or greater than 13,
Then instructional program and year degree or certificate attained must be spaces
or asterisks.

Default: Insert asterisks in instructional program and year degree or certificate
attained.

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**STATUS FILE
RELATIONSHIP EDITS**

060 (BARGAINING UNIT)

060.02.1 If pay plan is ES,
 Then bargaining unit must be 8888 or asterisks.

 Default: Insert asterisks in bargaining unit.

060.03.1 If bargaining unit is other than 6666, 7777, 8888, or asterisks,
 Then the bargaining unit must be authorized for use in the agency.

 Default: Agency should validate the bargaining unit code with the LAIRS (Labor Agreement and Information Retrieval System) contact.

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**STATUS FILE
RELATIONSHIP EDITS**

100 (CURRENT APPOINTMENT AUTHORITY)

100.02.3 If either current appointment authority is ZVB,
Then agency/subelement must be TD03.

Default: Insert asterisks in current appointment authority.

100.04.1 If either current appointment authority is YAM, YBM, YGM, Y1M, Y2M, or
Y3M,
And pay plan is GS,
Then occupation must be xx99 (where "xx" represent the first two positions of a
valid occupation code) or asterisks.

Default: Insert asterisks in current appointment authority.

100.07.3 If either current appointment authority is Y1K, Y2K, Y3K, Y4K, or Y5K,
Then tenure must be 0, 3, or asterisk.

Default: Insert asterisks in current appointment authority.

100.09.3 If either current appointment authority is UDM,
Then agency must be TR.

Default: Insert asterisks in current appointment authority.

100.10.1 If current appointment authority is BPM, H2L, J8M, JYM, KDM, KFM, KHM,
Txx, UFM, V8K, VEM, VPE, Wxx, Xxx, Yxx, or ZVB,
Then position occupied must be 2 or asterisk.

Default: Insert asterisks in current appointment authority.

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**STATUS FILE
RELATIONSHIP EDITS**

- 100.12.1 If either current appointment authority is ZRL,
Then agency/subelement must be DJ02.

Default: Insert asterisks in current appointment authority.
- 100.13.1 If pay plan is ES,
Then the first current appointment authority must be NRM, NSM, NTM, NVM,
NWM, NXM, P2M, P3M, P5M, P7M, VAG, VBJ, VCJ, V2M, V4L, V4M, V4P,
V6M, or asterisks.

Default: Insert asterisks in current appointment authority.
- 100.14.3 If pay plan is ES,
Then the second current appointment authority must be AWM, BWM, HAM,
ZLM, spaces, or asterisks.

Default: Insert asterisks in the second current appointment authority.
- 100.16.3 If either current appointment authority is WTM or WUM,
Then handicap must be 04, 06 through 94, or asterisks.

Default: Insert asterisks in current appointment authority.
- 100.17.3 If either current appointment authority is Z2W,
Then agency must be AF, AR, DD, or NV.

Default: Insert asterisks in current appointment authority.
- 100.19.1 If either current appointment authority is:

ABS, ACM, AYM, A2M, A7M, BBM, BEA, BGL, BKM, BLM, BMA, BMC,
BNE, BNK, BNW, BRM, BSE, BSS, BSW, BTM, BWA, BWE, CTM, HDM,
HGM, HJM, HLM, HNM, HRM, H3M, JEM, JGM, JJM, JMM, JQM, JVM,

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**STATUS FILE
RELATIONSHIP EDITS**

J4M, KLM, KQM, KTM, KVM, KXM, K1M, K4M, K7M, K9M, LBM, LEM,
LHM, LJM, LKM, LKP, LLM, LPM, LSM, LWM, LYM, LZM, L1K, L1M,
L3M, MAM, MBM, MCM, MEM, MGM, MJM, MLL, MLM, MMM, MXM,
MYM, MZM, M1M, M6M, M8M, NAM, NCM, NEL, NEM, NFM, NJM, NMM,
NUM, Q3M, VHM, VJM, V8L, V8N, ZBA, ZGM, ZGY, ZJK, ZJM, ZMM,
ZQM, ZTM, Z2W

Then position occupied must be 1 or asterisk.

Default: Insert asterisks in current appointment authority.

100.22.3 If either current appointment authority begins with M
 or N (other than NUM),
 Then tenure must be 0, 3, or asterisk.

Default: Insert asterisks in current appointment authority.

100.25.3 If either current appointment authority begins with K
 (other than KLM),
 Then tenure must be 1, 2, or asterisk.

Default: Insert asterisks in current appointment authority.

100.28.3 If either current appointment authority is YAM, YBM, YCM, YGM, Y1M, Y2M,
 Y3M, or Y4M,
 Then tenure must be 2 or asterisk.

Default: Insert asterisks in current appointment authority.

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**STATUS FILE
RELATIONSHIP EDITS**

- 100.31.3 If either current appointment authority is WXM,
 Then tenure must be 0, 3, or asterisk.
- Default: Insert asterisks in current appointment authority.
- 100.35.3 If either current appointment authority is V8V,
 Then agency/subelement must be VA and position occupied must be 2.
- Default: Insert asterisks in current appointment authority.
- 100.36.3 If pay plan is GS,
 And grade is 01 through 10,
 Then current appointment authority may not be ZKM or ZNM.
- Default: Insert asterisks in current appointment authority.
- 100.37.3 If current appointment authority is NEM, LBM, or LZM,
 Then veterans preference may not be 1 or 5.
- Default: Insert asterisks in current appointment authority.
- 100.38.3 If either current appointment authority is UAM or Z2U,
 Then agency must be AF, AR, DD, or NV.
- Default: Insert asterisks in current appointment authority.
- 100.52.3 If either current appointment authority begins with T,
 Then the first two positions of the duty station must be PM or asterisks.
- Default: Insert asterisks in current appointment authority.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

100.55.1 If one current appointment authority is NRM, NSM, NTM, NVM, NWM, NXM, V2M, VCJ, VBJ, VAG, V6M, V4L, V4M, or V4P,
Then pay plan must be ES or asterisks.

Default: Insert asterisks in current appointment authority.

100.58.3 If either current appointment authority is ZZZ,
Then service computation date must be less than January 1982 or be asterisks,
And position occupied must be 1 or asterisk.

Default: Insert asterisks in current appointment authority.

100.64.3 If either current appointment authority is WEM,
Then occupation must be 0904, spaces, or asterisks.

Default: Insert asterisks in current appointment authority.

100.70.3 If either current appointment authority is WDM,
Then occupation must be 0905, 1222, spaces, or asterisks.

Default: Insert asterisks in current appointment authority.

100.73.3 If either current appointment authority is ACM, AYM, or KQM,
And agency/subelement is not RR00,
Then occupation must be other than 0904 or 0905.

Default: Insert asterisks in current appointment authority.

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**STATUS FILE
RELATIONSHIP EDITS**

- 100.76.3 If either current appointment authority is H2L or VEM,
Then pay plan must be ED, EF, EH, spaces, or asterisks.

Default: Insert asterisks in current appointment authority.
- 100.98.3 If current appointment authority (1) is ZZZ,
Then current appointment authority (2) must be ZZZ, spaces, or asterisks.

Default: Insert asterisks in current appointment authority (1).
- 100.99.3 If current appointment authority (2) is ZZZ,
Then current appointment authority (1) must be ZZZ or asterisks.

Default: Insert asterisks in current appointment authority (2).

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**STATUS FILE
RELATIONSHIP EDITS**

110 (DATE OF BIRTH)

110.05.1 Date of birth must be at least 13 years less than the as of date, or be asterisks.

Default: Insert asterisks in date of birth.

Note: Minimum established at 13 to accommodate special Department of Defense program for dependents of service people stationed overseas.

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**STATUS FILE
RELATIONSHIP EDITS**

120 (DUTY STATION)

120.02.3 If pay plan is CZ, SZ, or WZ,
 And agency/subelement is other than PC00,
 Then the first 2 positions of duty station must be PM or asterisks.

 Default: Insert asterisks in duty station.

120.03.3 If pay plan is TW,
 Then the first two positions of duty station must be 11, 24, 51, or asterisks.

 Default: Insert asterisks in duty station.

120.04.3 If pay plan is WQ, WR, or WU,
 And agency/subelement is other than DJ02,
 Then the first 2 positions of duty station must be RQ or asterisks.

 Default: Insert asterisks in duty station.

120.10.1 If first two positions of duty station are US,
 Then agency/subelement must be DJ02.

 Default: Insert asterisks in duty station.

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**STATUS FILE
RELATIONSHIP EDITS**

130 (EDUCATION LEVEL)

- 130.02.3 If tenure is 1 or 2,
 Then education level must not be spaces.

 Default: Insert asterisks in education level.
- 130.04.3 If pay plan is ES,
 Then education level must not be spaces.

 Default: Insert asterisks in education level.

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**STATUS FILE
RELATIONSHIP EDITS**

170 (FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI))

170.04.1 If basic pay is 000000,
 And pay plan is not VC,
 Then FEGLI must be A0 or asterisks.

 Default: Insert asterisk in FEGLI.

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**STATUS FILE
RELATIONSHIP EDITS**

180 (FLSA CATEGORY)

180.02.1 If the first 2 positions of duty station are alphabetic, (and other than US or xQ),
Then FLSA category must be E or asterisk.

Default: Insert asterisk in FLSA category.

180.04.1 If pay plan is WG or WL,
And agency/subelement is not AFNG, AFZG, or ARNG,
And the first two positions of duty station are numeric, US, or xQ,
Then FLSA category must be N or asterisk.

Default: Insert asterisk in FLSA category.

180.07.1 If pay plan is GS,
And agency/subelement is not AFNG, AFZG, or ARNG,
And grade is 01 through 04,
And the first 2 positions of duty station are numeric, US, or xQ,
Then FLSA category must be N or asterisk.

Default: Insert asterisk in FLSA category.

180.13.1 If pay plan is AL, CA, ES, EX, SL, or ST,
Then FLSA category must be E or asterisk.

Default: Insert asterisk in FLSA category.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

200 (FUNCTIONAL CLASSIFICATION)

200.04.1 If occupation is one of the following:

0020, 0101, 0110, 0140, 0150, 0170, 0180, 0184, 0185, 0190, 0193, 0401, 0403,
0405-0415, 0430-0454, 0457, 0460, 0470-0493, 0601, 0602, 0610, 0630-0635,
0637-0639, 0644, 0660, 0662, 0665, 0668, 0680, 0690, 0696, 0701, 0801, 0803,
0804, 0806-0808, 0810, 0819, 0830-0855, 0858-0871, 0880-0894, 0896, 1220,
1221, 1223-1226, 1301-1310, 1313-1315, 1320-1340, 1350, 1360, 1370, 1372,
1373, 1380-1386, 1510-1520, 1529, 1530, 1540, 1550

Then functional classification must be greater than 10 or be asterisks.

Default: Insert asterisks in functional classification.

200.07.1 If occupation is not one of the following:

0020, 0101, 0110, 0140, 0150, 0170, 0180, 0184, 0185, 0190, 0193, 0401, 0403,
0405-0415, 0430-0454, 0457, 0460, 0470-0493, 0601, 0602, 0610, 0630-0635,
0637-0639, 0644, 0660, 0662, 0665, 0668, 0680, 0690, 0696, 0701, 0801, 0803,
0804, 0806-0808, 0810, 0819, 0830-0855, 0858-0871, 0880-0894, 0896, 1220,
1221, 1223-1310, 1313-1315, 1320-1340, 1350, 1360, 1370, 1372, 1373,
1380-1386, 1510-1520, 1529, 1530, 1540, 1550

Then functional classification must be 00 or be asterisks.

Default: Insert asterisks in functional classification.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

230 (HEALTH PLAN)

230.02.1 If health plan is ZZZ,
 Then tenure must be 0, 3, or asterisk,
 Or work schedule must be G, I, J, Q, or asterisk,
 Or pay basis must be PW, FB, WC, or asterisks,
 Or current appointment authority must be YAM, YBM, YGM, Y1M, Y2M, Y3M,
 Y4M, or asterisks,
 Or pay status must be N.

Default: Insert asterisks in health plan.

B-22
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

390 (OCCUPATION)

390.10.1 If pay plan is Gx, LG, or ST,
 Then occupation must be less than 2200 or be asterisks.

 Default: Insert asterisks in occupation and functional classification.

390.16.1 If pay plan is Wx, Xx, or Kx,
 Then occupation must be greater than 2499 or be asterisks.

 Default: Insert asterisks in occupation and functional classification.

390.31.1 If occupation is 0605,
 Then first two positions of agency/subelement must be VA.

 Default: Insert asterisks in occupation and functional classification.

390.43.1 If occupation is 2619, 2806, 2808, or 2843,
 Then the first two positions of agency/subelement must be DN.

 Default: Insert asterisks in occupation and functional classification.

390.45.1 If occupation is 4431,
 Then the first two positions of agency/subelement must be LP.

 Default: Insert asterisks in occupation and functional classification.

390.47.1 If occupation is 0898, 1398, or 1598,
 Then agency/subelement must be CM57.

 Default: Insert asterisks in occupation and functional classification.

B-23
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

**STATUS FILE
 RELATIONSHIP EDITS**

410 (PAY BASIS)

410.02.3	If pay rate determinant is other than A, B, E, F, M, U, or V, And pay plan is:	Then pay basis must be as shown or asterisks
	AL	PA
	CA	PA
	ES	PA
	EX	PA
	GG	PA
	GH	PA
	GM	PA
	GS	PA
	KA	PA, PH
	SL	PA
	TP	FB, PD, SY
	Xx	PH
	ZZ	WC
	Default: Insert asterisks in pay basis and basic pay.	

410.07.3 If pay basis is PA, PH, PM, BW, or WC,
 Then basic pay must not be greater than the maximum shown in Table 18.

Default: Insert asterisks in pay basis and basic pay.

410.10.3 If pay basis is PD,
 And agency/subelement is CU, FD, FL, FY, TRAJ, or TR35,
 Then basic pay may not exceed 1000.

Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

410.12.3 If pay basis is PD,
And agency/subelement is not CU, FD, FL, FY, TRAJ, or TR35,
Then basic pay may not exceed the maximum on Table 18.

Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

420 (GRADE = GRADE, LEVEL, CLASS, RANK, OR PAY BAND)

420.02.3 If pay plan is CG, MG, WL, or XG,
Then grade must be 01 through 15 or asterisks.

Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

420.04.3 If pay plan is WS or XH,
Then grade must be 01 through 19 or asterisks.

Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

420.05.3	If pay plan is	Then grade must be
	DA, DS, DT	00-03
	DP	00-05
	ZA, ZP, ZS, ZT	01-05
	Default: Insert asterisks in grade.	

420.07.3 If pay plan is FA,
And pay rate determinant is not S,
Then grade must be CA, CM, MC, NC, OC, 01 through 04, 13, 14, or asterisks.

Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

420.10.3 If pay plan is CE,
Then grade must be 01 through 17 or asterisks.

Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

B-26
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

- 420.11.3 If pay plan is CY,
 Then grade must be 01 through 24 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.13.3 If pay plan is GM,
 Then grade must be 13 through 15 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.16.3 If pay plan is GS,
 Then grade must be 01 through 15 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.17.3 If pay plan is NH or NJ,
 Then grade must be 01 through 04 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.18.3 If pay plan is NK,
 Then grade must be 01 through 03 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.19.3 If pay plan is FV,
 Then grade must be AA, BB, CC, DD, EE, FF, GG, HH, II, JJ, KK, LL, MM, or
 asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

B-27
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

- 420.20.3 If pay plan is EV,
 Then grade must be 01, 02, 03, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.21.1 If pay plan is JA,
 Then grade must be 01 through 04 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.22.3 If pay plan is VM,
 Then grade must be 11 through 15, 96, 97, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.23.3 If pay plan is EZ,
 Then grade must be 01 through 08 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.25.3 If pay plan is VN,
 Then grade must be 01 through 06, 08, 09, 11 through 15, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.28.3 If pay plan is VP,
 Then grade must be 11 through 15 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

- 420.31.3 If pay plan is WG or XF,
 Then grade must be 01 through 15 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.34.3 If pay plan is EX,
 Then grade must be 01 through 05 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.40.3 If pay plan is DR,
 Then grade must be 01 through 04 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.41.3 If pay plan is ND or NT,
 Then grade must be 01 through 06 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.42.3 If pay plan is NG,
 Then grade must be 01 through 05 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.44.3 If pay plan is FO,
 Then grade must be 01 through 08 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

- 420.45.3 If pay plan is FP,
 Then grade must be 01 through 09 or AA through EE or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.47.3 If pay plan is FE,
 Then grade must be CA, CM, MC, OC, 01 through 03, or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.50.3 If pay plan is AF,
 Then grade must be AA, BB, CC, DD, EE, or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.51.3 If pay plan is FM,
 Then grade must be 13 through 15 or be asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.52.3 If pay plan is FG,
 Then grade must be 01 through 15 or be asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.53.3 If pay plan is FC,
 Then grade must be 02 through 14 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

- 420.55.3 If pay plan is AL or CA,
 Then grade must be 01 through 03 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.60.3 If pay plan is SL or XE,
 Then grade must be 00 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis and basic pay.
- 420.65.3 If pay plan is GG,
 Then grade must be 01 through 15, SL, spaces or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis and basic pay.
- 420.70.3 If pay plan is GH,
 Then grade must be 13 through 15, spaces or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis and basic pay.
- 420.73.3 If pay plan is NY,
 Then grade must be 01 through 04 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.74.3 If pay plan is NC,
 Then grade must be 01 through 03 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

- 420.75.3 If pay plan is NO,
 Then grade must be 01 through 04 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.76.3 If pay plan is NP or NR,
 Then grade must be 01 through 05 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.77.3 If pay plan is VE,
 Then grade must be 01, 02, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.78.3 If pay plan is NB,
 Then grade must be 01 through 09 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

B-32
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

**STATUS FILE
 RELATIONSHIP EDITS**

440 (PAY PLAN)

440.02.3	If pay plan is	Then agency/subelement must be
	AJ	NU
	AT	TD03
	CB	FD
	CE	IN
	CF, CG, CH, CI, CJ, CL	FD
	CY	IN
	DA	NV
	DB, DE	AF, AR, DD, NV
	DG	NV
	DJ, DK	AF, AR, DD, NV
	DP	NV
	DQ	AF, AR, DD, NV
	DR	AF
	DS, DT	NV
	DV, DZ	AF, AR, DD, NV

(edit continued)

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

**STATUS FILE
 RELATIONSHIP EDITS**

440.02.3 (continued)	If pay plan is	Then agency/subelement must be
	EJ, EK	DN
	EO	FD
	EV	TD03
	EZ	SE
	FA	AM, ST
	FB	TD03
	FD	AF, AR, DD, NV
	FF, FG, FJ, FL, FM, FN	TD03
	FS, FT, FV, FW, FX	TD03
	GN	HE38
	IJ	DJ
	IR	TR93
	JA, JB, JC, JD, JE	DJ02
	KA	LP
	KG, KL, KS	TRAI

(edit continued)

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

**STATUS FILE
 RELATIONSHIP EDITS**

440.02.3 (continued)	If pay plan is	Then agency/subelement must be
	LE	TR
	LG	FD
	MA	AG
	MG, MS, MX	HUYY
	NB	TRAJ
	NC, ND, NG	NV
	NH, NJ, NK	AF, AR, DD, NV
	NO, NP, NR, NT	NV
	NX, NY	KS
	PD	TRAC, TRAF, TR40
	SN	NU
	SP	IN
	TF	FY
	TP	DD16
	TR	TRAI, TRAD
	TS	FY
	TW	TRAD, TRAI

(edit continued)

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

**STATUS FILE
 RELATIONSHIP EDITS**

440.02.3 (continued)	If pay plan is	Then agency/subelement must be
	VC, VE, VM, VN, VP	VA
	WA	AR
	WE	TR
	WJ, WK, WO, WY	AR
	XA, XB, XC	IN
	XE	IN07
	ZA, ZP, ZS, ZT	CM
Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.		

440.45.3 If either current appointment authority is UAM,
 Then pay plan may not be GS.

Default: Insert GG in pay plan.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

450 (PAY RATE DETERMINANT)

450.02.3 If pay rate determinant is 4,
 Then pay plan may not begin with W or X.

 Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

450.04.3 If pay plan is FA or EX,
 Then pay rate determinant must be C, S, 0, or asterisks.

 Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

450.05.3 If pay plan is GH or GM,
 Then pay rate determinant may not be A, B, E, F, U, or V.

 Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

450.10.3 If pay rate determinant is C,
 Then pay plan may not be Bx, ED, EE, EF, EG, EH, EI, Wx, Xx, or ZZ.

 Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

450.19.3 If pay plan is ES,
 Then pay rate determinant must be C, 0, or asterisk.

 Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

450.30.3 If pay rate determinant is M,
Then duty station must be within the Boston CMSA, Chicago CMSA,
Los Angeles CMSA, New York CMSA, Philadelphia CMSA, San Diego MSA,
San Francisco CMSA, or Washington DC CMSA.

Default: Insert asterisks in pay rate determinant, pay basis, basic pay, and locality adjustment.

Note: For CMSA (consolidated metropolitan statistical area) and MSA (metropolitan statistical area) definitions, see The Guide to Personnel Data Standards, which is available at Internet address <http://www.opm.gov/feddata/guidance.htm> by selecting "Data Standards."

450.40.3 If pay rate determinant is P,
Then agency must be VA.

Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

450.42.3 If pay plan is GM or GS,
Then pay rate determinant must not be P or T.

Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

470 (RATING OF RECORD (LEVEL))

470.03.3 If rating of record (pattern) is A,
 Then rating of record (level) must be 1, 3, X, or Z.

 Default: Insert asterisks in rating of record (level) and rating of record (pattern).

470.04.3 If rating of record (pattern) is B,
 Then rating of record (level) must be 1, 3, 5, X, or Z.

 Default: Insert asterisks in rating of record (level) and rating of record (pattern).

470.05.3 If rating of record (pattern) is C,
 Then rating of record (level) must be 1, 3, 4, X, or Z.

 Default: Insert asterisks in rating of record (level) and rating of record (pattern).

470.06.3 If rating of record (pattern) is D,
 Then rating of record (level) must be 1, 2, 3, X, or Z.

 Default: Insert asterisks in rating of record (level) and rating of record (pattern).

470.07.3 If rating of record (pattern) is E,
 Then rating of record (level) must be 1, 3, 4, 5, X, or Z.

 Default: Insert asterisks in rating of record (level) and rating of record (pattern).

470.08.3 If rating of record (pattern) is F,
 Then rating of record (level) must be 1, 2, 3, 5, X, or Z.

 Default: Insert asterisks in rating of record (level) and rating of record (pattern).

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

470.09.3 If rating of record (pattern) is G,
 Then rating of record (level) must be 1, 2, 3, 4, X, or Z.

 Default: Insert asterisks in rating of record (level) and rating of record (pattern).

470.10.3 If rating of record (pattern) is H,
 Then rating of record (level) must be 1, 2, 3, 4, 5, X, or Z.

 Default: Insert asterisks in rating of record (level) and rating of record (pattern).

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

471 (RATING OF RECORD (PATTERN))

471.02.3 If rating of record (level) is 1 through 5,
Then neither rating of record (pattern) nor rating of record (period) may be
spaces.

Default: Insert asterisks in rating of record (pattern), rating of record (level), and
rating of record (period).

471.03.3 If pay plan is ES,
Then rating of record (pattern) must not be A, B, C, or E.

Default: Insert asterisks in rating of record (level) and rating of record (pattern).

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

472 (RATING OF RECORD (PERIOD))

472.02.1 If rating of record (period) is not spaces or asterisks,
Then it must be equal to or less than the as of date.

Default: Insert asterisks in rating of record (period).

472.03.3 If rating of record (level) is X,
Then rating of record (period) must be spaces.

Default: Insert asterisks in rating of record (period).

472.04.1 If rating of record (period) is not spaces or asterisks,
Then it must not be more than 5 years earlier than the as of date.

Default: Agency should verify that the rating of record (period) reflects the date of the employee's most current rating of record (level).

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

500 (POSITION OCCUPIED)

500.02.3 If pay plan is CZ, ED, EE, EF, EG, EH, EI, Fx (other than FC), MA, SZ, VE,
VM, VN, VP, or WZ,
Then position occupied must be 2 or asterisk.

Default: Insert asterisk in position occupied.

500.04.3 If pay plan is ES,
Then position occupied must be 3, 4, or asterisk.

Default: Insert asterisk in position occupied.

500.07.1 If position occupied is 3 or 4,
Then pay plan must be ES or asterisks.

Default: Insert asterisk in position occupied.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

600 (RACE OR NATIONAL ORIGIN)

600.02.3 If race or national origin is Y,
Then the first two positions of duty station must be RQ or asterisks.

Default: Insert asterisk in race or national origin.

600.04.3 If race or national origin is F, G, H, J through N, P, or Q,
Then the first two positions of duty station must be 15 or asterisks.

Default: Insert asterisk in race or national origin.

600.07.3 If the first two positions of duty station are RQ,
Then race or national origin must be D, Y, or asterisk.

Default: Insert asterisk in race or national origin.

600.10.3 If the first two positions of duty station are 15,
Then race or national origin must be A, C through Q, or asterisk.

Default: Insert asterisk in race or national origin.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

610 (RETAINED GRADE)

610.02.1 If retained pay plan is WL,
 Then retained grade must be 01 through 15.

 Default: Insert asterisks in retained grade and retained step.

610.04.1 If retained pay plan is WS,
 Then retained grade must be 01 through 19.

 Default: Insert asterisks in retained grade and retained step.

610.10.1 If retained pay plan is GS,
 Then retained grade must be 01 through 15.

 Default: Insert asterisks in retained grade, retained step, pay basis, and basic pay.

610.13.1 If retained pay plan is WG,
 Then retained grade must be 01 through 15.

 Default: Insert asterisks in retained grade and retained step.

610.16.1 If retained grade is other than spaces or asterisks,
 Then pay rate determinant must be A, B, E, F, M, U, or V.

 Default: Insert asterisks in retained grade, retained pay plan, and retained step.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

610.19.1 If pay rate determinant is A, B, E, F, U, or V,
Then retained grade may not be spaces.

Default: Insert asterisks in retained grade, retained pay plan, retained step, pay basis, and basic pay.

610.30.1 If retained pay plan is GG,
Then retained grade must be 01 through 15 or asterisks.

Default: Insert asterisks in retained grade, retained step, pay basis, and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

620 (RETAINED PAY PLAN)

620.02.1 If pay rate determinant is A, B, E, F, U, or V,
Then retained pay plan may not be GH or GM.

Default: Insert asterisks in retained grade, retained pay plan, retained step, pay basis, and basic pay.

620.04.1 If retained grade is other than spaces or asterisks,
Then retained pay plan and retained step may not be spaces.

Default: Insert asterisks in retained grade, retained pay plan, retained step, pay basis, and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

630 (RETAINED STEP)

630.02.1 If pay rate determinant is A, B, E, F, or M,
 And neither current appointment authority is UAM,
 And retained pay plan is GS or GG,
 And retained grade is 01 through 15,
 Then retained step must be 01 through 10 or asterisks.

Default: Insert asterisks in retained step, pay basis, and basic pay.

630.07.1 If pay rate determinant is U or V,
 And retained pay plan is other than WT,
 Then retained step must be 00 or asterisks.

Default: Insert asterisks in retained step.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

640 (RETIREMENT PLAN)

640.11.1 If retirement plan is K, L, M, or N,
 Then FERS coverage must be A, E, or asterisk.

 Default: Insert asterisk in FERS coverage.

640.14.1 If FERS coverage is A or E,
 Then retirement plan must be K, L, M, N, P, or asterisk.

 Default: Insert asterisk in FERS coverage.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

650 (BASIC PAY)

650.04.1 If pay plan is GS,
 And pay rate determinant is 0 or 7,
 Then basic pay must match the entry for grade and step or rate on Table 1 or be
 asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.05.3 If pay plan is NY,
 Then basic pay must be within the range on Table 26 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.06.3 If pay plan is NX,
 Then basic pay must be within the range for the grade on Table 27 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.07.1 If pay plan is GG or GS,
 And pay rate determinant is A or B,
 And retained pay plan is GG or GS,
 And retained grade is equal to or higher than grade,
 And retained step is 01 through 10,
 Then basic pay must match the entry for retained grade and retained step on
 Table 1 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

- 650.11.1 If pay plan is JA,
 Then basic pay must be within the range on Table 43 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.13.1 If pay plan is GS,
 And pay rate determinant is 2, 3, 4, J, K, or R,
 Then basic pay must equal or exceed the minimum basic pay for the appropriate
 grade on Table 2 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.16.1 If pay rate determinant is U or V,
 And retained pay plan is GG or GS,
 Then basic pay must equal or exceed the minimum basic pay for the retained
 grade on Table 2 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.19.3 If pay plan is GM,
 And pay rate determinant is 0 or 7,
 Then basic pay must fall within the range for grade on Table 3 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.20.1 If pay plan is GM,
 And pay rate determinant is 5, 6, or M,
 Then basic pay must fall within the range for the grade on Table 20 or be
 asterisks.
- Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

- 650.25.1 If pay plan is GH or GM,
 And pay rate determinant is 2, 3, 4, J, K, or R,
 Then basic pay must equal or exceed the minimum basic pay for the grade on
 Table 2 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.26.3 If pay plan is FG,
 And pay rate determinant is 0 or 7,
 Then basic pay must match the entry for grade and step or rate on Table 1 or be
 asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.27.3 If pay plan is FB, FJ, or FX,
 Then basic pay must be no less than step 1 on Table 6 and no more than step 6 on
 Table 6, or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.28.3 If pay plan is FT,
 Then basic pay must be within the range on Table 21 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.29.3 If pay plan is FL, FS, or FW,
 Then basic pay must be no less than the minimum for pay plan WG on Table 11
 and no more than the maximum for pay plan WS on Table 11, or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

- 650.30.3 If pay plan is FM,
 And pay rate determinant is 0 or 7,
 Then basic pay must match the entry for grade on Table 3 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.31.1 If pay plan is EX,
 And pay rate determinant is 0,
 Then basic pay must equal the entry for the grade on Table 5 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.32.3 If pay plan is VE,
 And pay rate determinant is 0,
 Then basic pay must be within the range for the grade on Table 52 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.37.1 If pay plan is ES or FE,
 And pay rate determinant is 0,
 Then basic pay must equal the entry for the step or rate on Table 6 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.38.1 If pay plan is GG,
 And grade is 01 through 15,
 And step is 01 through 10,
 And pay rate determinant is 0 or 7,
 Then basic pay must equal the entry for the grade and step on Table 1 or be
 asterisks.
- Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

650.39.1 If pay plan is GG,
 And grade is 01 through 15,
 And step is 01 through 10,
 And pay rate determinant is 5, 6, or M,
 Then basic pay must exceed the entry for the grade and step on Table 1 or be
 asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.41.3 If pay plan is GG,
 And grade is 01 through 15,
 And step is 01 through 10,
 And pay rate determinant is 5, 6, or M,
 Then basic pay must be equal to or less than the entry for the grade on Table 19 or
 be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.42.1 If pay plan is GG,
 And grade is 01 through 15,
 And pay rate determinant is 2, 3, 4, J, K, or R,
 Then basic pay must equal or exceed the entry for the grade on Table 2 or be
 asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.43.1 If pay plan is FA,
 And agency/subelement is ST,
 And pay rate determinant is 0,
 And grade is 01 through 04 or 13 or 14,
 Then basic pay must equal entry for the grade on Table 7 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

650.45.1 If pay plan is GH,
 And pay rate determinant is 0 or 7,
 Then basic pay must be within the range for the grade on Table 3 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.46.1 If pay plan is GH,
 And pay rate determinant is 5, 6, or M,
 Then basic pay must be within the range for the grade on Table 20 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.47.1 If pay plan is FC,
 And pay rate determinant is 0,
 Then basic pay must equal the entry for the grade on Table 8 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.48.1 If pay plan is GG,
 And grade is SL,
 And pay rate determinant is 0,
 Then basic pay must be within the range on Table 21 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.53.1 If pay plan is AF, FO, or FP,
 And pay rate determinant is 0,
 Then basic pay must fall within the range for the grade on Table 10 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

- 650.57.3 If pay plan begins with W or is XE, XF, XG, or XH,
 And pay rate determinant is not A, B, E, F, U, or V,
 Then basic pay must fall within the range for the pay plan on Table 11 or be
 asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.59.1 If retained pay plan begins with W or is XE, XF, XG, or XH,
 Then basic pay must fall within the range for the retained pay plan on Table 11 or
 be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.60.1 If pay plan is VM,
 And pay rate determinant is 0,
 Then basic pay must fall within the range for the grade on Table 12 or be
 asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.63.1 If pay plan is VP,
 And pay rate determinant is 0,
 Then basic pay must be within the range for the grade on Table 13 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.66.3 If pay plan is VN,
 And pay rate determinant is 0,
 And occupation is 0601 or 0603,
 Then basic pay must be within the range for the grade on Table 14 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

650.67.3 If pay plan is VN,
 And pay rate determinant is 0,
 And occupation is 0605 or 0610,
 Then basic pay must be within the range for the grade on Table 15 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.72.1 If pay plan is SR,
 And agency/subelement is VA,
 And pay rate determinant is 0,
 Then basic pay must be within the range on Table 16 or be asterisks.

 Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.

650.78.1 If pay plan is KA,
 Then basic pay must be within the range on Table 17 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.80.1 If pay plan is TP,
 And pay basis is SY,
 Then basic pay must be within the range on Table 24 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.81.1 If pay plan is other than GG or GS,
 And retained pay plan is GG or GS,
 And retained step is 01 through 10,
 And pay rate determinant is A or B,
 Then basic pay must equal the entry for the retained grade and retained step on
 Table 1 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

650.82.1 If pay plan is other than GG or GS,
 And retained pay plan is GG or GS,
 And retained step is 01 through 10,
 And pay rate determinant is E or F,
 Then basic pay must exceed the entry for the retained grade and retained step on
 Table 1 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.83.1 If pay plan is GS,
 And pay rate determinant is 5, 6, or M,
 Then basic pay must exceed the entry for grade and step or rate on Table 1 or be
 asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.84.1 If pay plan is other than GG or GS,
 And retained pay plan is GG or GS,
 And retained step is 01 through 10,
 And pay rate determinant is E, F, or M,
 Then basic pay must be equal to or less than the entry for the retained grade on
 Table 19 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.86.3 If pay plan is GS,
 And pay rate determinant is 5, 6, or M,
 Then basic pay must be equal to or less than the entry for grade on Table 19 or be
 asterisks.

 Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

- 650.89.1 If pay plan is GG or GS,
 And pay rate determinant is E, F, or M,
 And retained pay plan is GG or GS,
 And retained step is 01 through 10,
 And retained grade is equal to or higher than grade,
 Then basic pay must exceed the entry for retained grade and retained step on
 Table 1 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.92.1 If pay plan is GG or GS,
 And pay rate determinant is E, F, or M,
 And retained pay plan is GG or GS,
 And retained step is 01 through 10,
 And retained grade is equal to or higher than grade,
 Then basic pay must be equal to or less than the entry for the retained grade on
 Table 19 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.96.1 If pay plan is AL,
 And pay rate determinant is not C,
 Then basic pay must match the entry for the grade and step or rate on Table 22 or
 be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.97.1 If pay plan is CA,
 And pay rate determinant is not C,
 Then basic pay must match the entry on Table 23 for the grade or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

650.98.1 If pay plan is ST or SL,
 And pay rate determinant is not C,
 Then basic pay must fall within the range on Table 21 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.99.3 If pay plan is IJ,
 And pay rate determinant is 0 or 7,
 Then basic pay must match the entry for the step or rate on Table 36 or be
 asterisks.

 Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

652 (LOCALITY ADJUSTMENT)

Note: Table 25 shows locality pay percentages. The locality adjustment amount will pass the lookup if, as a percentage of basic pay, it represents the percentage shown for that locality area. (If a more precise check is needed, a subsequent relationship edit will catch the error.) Locality pay area is generated within the CPDF according to the duty station. For locality pay area definitions, see the Guide to Personnel Data Standards, which is available at Internet address <http://www.opm.gov/feddata/guidance.htm> by selecting "Data Standards."

652.10.1 If pay plan is FO, FP, GG, GH, GM, or GS,
 And pay rate determinant is 0, 3, 7, J, or K,
 And locality pay area is 02 through 88,
 Then the amount of the locality adjustment, as a percentage of basic pay, must
 match any percentage present and currently valid for the locality pay area on
 Table 25, or be asterisks.

Default: Insert asterisks in locality adjustment.

652.15.1 If pay plan is GG, GH, GM, or GS,
 And pay rate determinant is 5, 6, E, F, or M,
 And locality pay area is 02 through 88,
 Then the locality adjustment amount may not be spaces or an amount greater than
 the highest percentage present and currently valid for the locality pay area on
 Table 25.

Default: Insert asterisks in locality adjustment.

652.20.3 If locality pay area is 99,
 And agency is other than AM, GY, IB, or ST,
 Then locality adjustment must be spaces or asterisks.

Default: Insert asterisks in locality adjustment.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

652.21.3 If locality pay area is 99,
 And agency is AM, GY, IB, or ST,
 And either:
 The first two positions of duty station are other than CA or MX,
 Or pay plan is FO or FP,
 Then locality adjustment must be spaces or asterisks.

 Default: Insert asterisks in locality adjustment.

652.30.3 If pay plan is Bx, EH, EI, EX, Wx, Xx, or ZZ,
 And pay rate determinant is other than A, B, E, F, S, U, or V,
 Then locality adjustment must be spaces or asterisks.

 Default: Insert asterisks in locality adjustment.

652.35.3 If pay rate determinant is C,
 Then locality adjustment must be spaces or asterisks.

 Default: Insert asterisks in locality adjustment.

652.45.1 If retained pay plan is GG or GS,
 And pay rate determinant is A, B, E, F, U, or V,
 And locality pay area is 02 through 88,
 Then the locality adjustment amount may not be spaces.

 Default: Insert asterisks in locality adjustment.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

652.60.1 If pay plan is AL, CA, ES, FE, SL, or ST,
 And locality pay area is 2 through 88,
 Then the locality adjustment amount, as a percentage of basic pay, must not be
 greater than the highest percentage, present and currently valid, for the locality
 pay area on Table 25.

 Default: Insert asterisks in locality adjustment.

652.80.1 If locality pay area is 98,
 And pay rate determinant is 0, 3, 7, J, or K,
 Then the amount of the locality adjustment, as a percentage of basic pay, must fall
 within the range of the highest and lowest percentages on Table 25 for locality
 pay area 98, or be spaces or asterisks.

 Default: Insert asterisks in locality adjustment.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

655 (RETENTION ALLOWANCE)

655.02.1 If retention allowance is not blank or asterisks,
Then it must be greater than 0.

Default: Insert asterisks in retention allowance.

655.10.3 If pay plan is AL, CA, ES, EX, GM, GS, SL, or ST,
And retention allowance is not blanks or asterisks,
Then retention allowance must not exceed 25% of basic pay.

Default: Insert asterisks in retention allowance.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

657 (SUPERVISORY DIFFERENTIAL)

657.15.1 If supervisory differential is not blanks or asterisks,
Then it must be greater than 0.

Default: Insert asterisks in supervisory differential.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

660 (SERVICE COMPUTATION DATE (LEAVE))

660.02.3 Service computation date (leave) must be at least 13 years greater than date of birth or be asterisks.

Default: Insert asterisks in service computation date(leave).

Note: Limit established at 13 years to accommodate special DOD program for dependents of service people stationed overseas.

660.03.1 Service computation date (leave) must be equal to or less than the as of date or be asterisks.

Default: Insert asterisks in service computation date(leave).

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

695 (SPECIAL PAY TABLE IDENTIFIER)

695.05.1 If pay rate determinant is not 5, 6, E, F, or M,
Then special pay table identifier must be blanks or asterisks.

Default: Insert asterisks in special pay table identifier.

695.10.1 If pay plan is GM or GS,
And pay rate determinant is 5, 6, E, F, or M,
Then special pay table identifier must not be blanks.

Default: Insert asterisks in special pay table identifier.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

700 (STEP OR RATE)

700.02.3 If pay rate determinant is 2, 3, 4, or alphabetic (other than M, P, or T),
 And pay plan is not EX, FA, or WT,
 Then step or rate must be 00 or asterisks.

 Default: Insert asterisks in step or rate.

700.04.3 If pay plan is GG or GS,
 And neither current appointment authority is UAM,
 And grade is 01 through 15,
 And pay rate determinant is 0, 5, 6, or 7,
 Then step or rate must be 01 through 10 or asterisks.

 Default: Insert asterisks in step or rate.

700.07.3 If pay plan is VE, VM, or VP,
 And grade is not 97,
 Then step or rate must be 01 through 10 or asterisks.

 Default: Insert asterisks in step or rate.

700.10.3 If pay plan is VM,
 And grade is 97,
 Then step or rate must be 01 through 09 or asterisks.

 Default: Insert asterisks in step or rate.

700.12.3 If pay plan is VN,
 Then step or rate must be 00 through 28 or asterisks.

 Default: Insert asterisks in step or rate.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

700.14.3 If pay plan is XE,
Then step or rate must be 00 through 03 or asterisks.

Default: Insert asterisks in step or rate.

700.16.3 If pay plan is CE or CY,
Then step or rate must be 00 through 21 or asterisks.

Default: Insert asterisks in step or rate.

700.19.3 If pay plan is GM,
Then step or rate must be 00 or asterisks.

Default: Insert asterisks in step or rate.

700.31.3 If pay plan is FO,
Then step or rate must be 01 through 14 or asterisks.

Default: Insert asterisks in step or rate.

700.34.3 If pay plan is FP,
And grade is 01 through 09,
Then step or rate must be 01 through 14 or asterisks.

Default: Insert asterisks in step or rate.

700.35.3 If pay plan is FP,
And grade is AA through EE,
Then step or rate must be 01 through 05 or asterisks.

Default: Insert asterisks in step or rate.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

700.37.3 If pay plan is AF,
 Then step or rate must be 01 through 05 or asterisks.

 Default: Insert asterisks in step or rate.

700.40.3 If pay plan is FC,
 And grade is 02 through 12,
 Then step or rate must be 01 through 10 or asterisks.

 Default: Insert asterisks in step or rate.

700.43.3 If pay plan is FC,
 And grade is 13,
 Then step or rate must be 01 through 09 or asterisks.

 Default: Insert asterisks in step or rate.

700.47.3 If pay plan is FC,
 And grade is 14,
 Then step or rate must be 01 through 05 or asterisks.

 Default: Insert asterisks in step or rate.

700.50.3 If pay plan is CA, SL, or ST,
 Then step or rate must be 00 or asterisks.

 Default: Insert asterisks in step or rate.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

- 700.55.3 If pay plan is AL,
 And grade is 01 or 02,
 Then step or rate must be 00 or asterisks.
- Default: Insert asterisks in step or rate.
- 700.60.3 If pay plan is AL,
 And grade is 03,
 Then step or rate must be A through F or asterisks.
- Default: Insert asterisks in step or rate.
- 700.62.3 If pay plan is GG,
 And grade is SL,
 Then step or rate must be 00 or asterisks.
- Default: Insert asterisks in step or rate.
- 700.65.3 If pay plan is GG,
 And grade is 01 through 15,
 And pay rate determinant is 0, 5, 6, or 7,
 And either current appointment authority is UAM,
 Then step or rate must be 01 through 12 or asterisks.
- Default: Insert asterisks in step or rate.
- 700.67.3 If pay plan is FG,
 Then step or rate must be 00 through 10 or be asterisks.
- Default: Insert asterisks in step or rate.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

700.69.3 If pay plan is IJ,
 And pay rate determinant is 0 or 7,
 Then step or rate must be 01 through 04 or asterisks.

Default: Insert asterisks in step or rate.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

710 (SUPERVISORY STATUS)

710.07.3 If pay plan is BS, JR, JT, KS, NS, WA, WN, WQ, WS, XC, XN, or XS,
Then supervisory status must be 2 or asterisk.

Default: Insert asterisk in supervisory status.

710.10.3 If pay plan is FA,
Then supervisory status must be 2 or asterisk.

Default: Insert asterisk in supervisory status.

710.13.3 If pay plan is ES, EX, or FE,
Then supervisory status must be 2, 8, or asterisk.

Default: Insert asterisk in supervisory status.

710.16.3 If pay plan is GM,
Then supervisory status must be 2, 4, 5, or asterisk.

Default: Insert asterisk in supervisory status.

710.19.3 If pay plan is BL, JL, JQ, KL, NL, WL, WO, WR, XB, or XL,
Then supervisory status must be 6 or asterisk.

Default: Insert asterisk in supervisory status.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

710.22.3 If pay plan is BB, ED, EE, EF, EG, EH, EI, JG, JP, KG, NA, WD, WG, WK, WT,
WU, WY, XA, XD, or XP,
Then supervisory status must be 4, 8, or asterisk.

Default: Insert asterisk in supervisory status.

710.25.3 If pay plan is BP, WB, WE, WM, or WZ,
Then supervisory status must be 2, 6, 8, or asterisk.

Default: Insert asterisk in supervisory status.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

720 (TENURE)

720.02.3 If pay plan is ES,
 Then tenure must be 0.

 Default: Insert 0 in tenure.

720.04.3 If pay plan is VM, VN, or VP,
 Then tenure must be 1 or asterisk.

 Default: Insert asterisk in tenure.

720.08.3 If either current appointment authority is Y7M, Y8M, Y9K, or Y9M,
 Then tenure must be 0, 3, spaces, or asterisks.

 Default: Insert asterisks in tenure.

720.35.3 If either current appointment authority is ZKM (Presidential appointment),
 And pay plan is AD or EX,
 Then tenure must be 0 or 3.

 Default: Insert 3 in tenure.

720.40.3 If either current appointment authority is ZNM (Presidential appointment with
 advice and consent of Senate),
 And pay plan is AD or EX,
 Then tenure must be 0.

 Default: Insert 0 in tenure.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

740 (U.S. CITIZENSHIP)

740.02.1 If U.S. citizenship is not 1,
 Then the first 2 positions of duty station must be numeric, US, xQ, or asterisks.

 Default: Reject transaction.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**STATUS FILE
RELATIONSHIP EDITS**

760 (VETERANS STATUS (ACTIVE MILITARY SERVICE))

760.05.3 If veterans status (active military service) is X,
Then veterans preference must not be 2, 3, 4, or 6.

Default: Insert asterisks in veterans status (active military service).

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**STATUS FILE
RELATIONSHIP EDITS**

780 (YEAR DEGREE OR CERTIFICATE ATTAINED)

780.03.1 Year degree or certificate attained must be less than or equal to the as of date year, or be spaces or asterisks.

Default: Insert asterisks in year degree or certificate attained.

780.04.3 If instructional program is other than spaces or asterisks,
Then year degree or certificate attained must not be spaces.

Default: Insert asterisks in year degree or certificate attained.

780.05.1 If year degree or certificate attained is other than spaces or asterisks,
And date of birth is other than asterisks,
Then year degree or certificate attained must be at least 17 years greater than year of birth.

Default: Insert asterisks in year degree or certificate attained.

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

**DYNAMICS FILE
 INDIVIDUAL FIELD EDITS**

Note that the DEFAULT specifies the action to be taken for invalid data. The abbreviation **GPDS** refers to The Guide to Personnel Data Standards, which is available at Internet address <http://www.opm.gov/feddata/guidance.htm> by selecting "Data Standards."

EDIT	DATA ELEMENT	VALID DATA	DEFAULT
005.00.3	Instructional Program	GPDS or spaces	Asterisk instructional program.
010.00.3	Agency/Subelement (first 2 positions)	GPDS	Reject transaction.
010.01.3	Agency/Subelement (last 2 positions)	GPDS	Asterisk last two positions of agency/subelement.
050.00.2	Award Amount	Numeric or spaces	Asterisk award amount.
080.00.3	Creditable Military Service	Numeric or spaces	Asterisk creditable military service.
090.00.2	Previous Retirement Coverage	GPDS or spaces	Asterisk previous retirement coverage.
100.00.2	Current Appointment Authority (1)	GPDS or spaces	Asterisk current appointment authority (1).

(continued)

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

**DYNAMICS FILE
 INDIVIDUAL FIELD EDITS**

(continued)

EDIT	DATA ELEMENT	VALID DATA	DEFAULT
100.01.3	Current Appointment Authority (2)	GPDS or spaces	Asterisk current appointment authority (2).
110.00.2	Date of Birth ²	Numeric (with century 19-20 and month 01-12)	Asterisk date of birth.
120.00.2	Duty Station ¹	GPDS or spaces	Asterisk duty station. ³
130.00.3	Education Level	GPDS or spaces	Asterisk education level.
140.00.2	Effective Date of Personnel Action ⁹	Numeric (with century 19-20, month 01-12, and day 01-31)	Reject transaction.
190.00.3	Frozen Service	Numeric or spaces	Asterisk frozen service.
220.00.3	Handicap	GPDS or spaces	Asterisk handicap.
250.00.2	Legal Authority (1)	GPDS or spaces	Asterisk legal authority (1).

(continued)

C-3
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

**DYNAMICS FILE
 INDIVIDUAL FIELD EDITS**

(continued)

EDIT	DATA ELEMENT	VALID DATA	DEFAULT
250.01.2	Legal Authority (2)	GPDS or spaces	Asterisk legal authority (2).
370.00.2	Nature of Action ⁸	GPDS	Reject transaction.
390.00.2	Occupation	GPDS or spaces	Asterisk occupation.
400.00.2	Organizational Component ²	Must not be spaces	Asterisk organizational component.
410.00.3	Pay Basis	GPDS or space	Asterisk pay basis and basic pay.
440.00.3	Pay Plan	GPDS or spaces	Asterisk pay plan, grade, step or rate, pay basis, and basic pay.
450.00.3	Pay Rate Determinant	GPDS or spaces	Asterisk pay rate determinant, pay basis, basic pay.
460.00.2	Personnel Office Identifier ²	GPDS	Asterisk personnel office identifier.
470.00.2	Rating of Record (Level) ²	GPDS	Asterisk rating of record (level), rating of record (pattern), and rating of record (period).
471.00.3	Rating of Record (Pattern)	GPDS or space	Asterisk rating of record (pattern), rating of record (level), and rating of record (period).

(continued)

C-4
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

**DYNAMICS FILE
 INDIVIDUAL FIELD EDITS**

(continued)

EDIT	DATA ELEMENT	VALID DATA	DEFAULT
472.00.3	Rating of Record (Period)	Numeric (with century 19-20 and month 01-12) or spaces	Asterisk rating of record (period).
500.00.3	Position Occupied	GPDS or spaces	Asterisk position occupied.
520.00.2	Prior Occupation	GPDS or spaces	Asterisk prior occupation.
530.00.2	Prior Pay Basis	GPDS or space	Asterisk prior pay basis, prior basic pay.
550.00.2	Prior Pay Plan	GPDS or spaces	Asterisk prior pay plan, prior grade, prior step or rate, prior pay basis, prior basic pay.
560.00.2	Prior Pay Rate Determinant	GPDS or spaces	Asterisk prior pay rate determinant, prior pay basis, prior basic pay.
570.00.2	Prior Basic Pay	Numeric or spaces	Asterisk prior pay basis, prior basic pay. ⁶
590.00.2	Prior Work Schedule	GPDS or spaces	Asterisk prior work schedule.
600.00.3	Race or National Origin	GPDS or spaces	Asterisk race or national origin.
640.00.3	Retirement Plan	GPDS or spaces	Asterisk retirement plan.

(continued)

C-5
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

**DYNAMICS FILE
 INDIVIDUAL FIELD EDITS**

(continued)

EDIT	DATA ELEMENT	VALID DATA	DEFAULT
650.00.2	Basic Pay	Numeric or spaces	Asterisk pay basis and basic pay. ⁵
652.00.3	Locality Adjustment	Numeric or spaces	Asterisk locality adjustment.
653.00.2	Prior Locality Adjustment	Numeric or spaces	Asterisk prior locality adjustment.
654.00.2	Prior Duty Station ¹	GPDS or spaces	Asterisk prior duty station. ⁴
655.00.3	Retention Allowance	Numeric or spaces	Asterisk retention allowance.
657.00.3	Supervisory Differential	Numeric or spaces	Asterisk supervisory differential.
660.00.2	Service Computation Date (Leave)	Numeric (with century 19-20 and month 01-12) or spaces	Asterisk service computation date (leave).
670.00.3	Sex	GPDS or spaces	Asterisk sex.

(continued)

C-6
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

**DYNAMICS FILE
 INDIVIDUAL FIELD EDITS**

(continued)

EDIT	DATA ELEMENT	VALID DATA	DEFAULT
690.00.2	Social Security Number ⁷	Numeric	Reject transaction.
710.00.3	Supervisory Status	GPDS or spaces	Asterisk supervisory status.
720.00.3	Tenure	GPDS or spaces	Asterisk tenure.
750.00.3	Veterans Preference	GPDS or spaces	Asterisk veterans preference.
760.00.2	Veterans Status (Active Military Service)	GPDS or spaces	Asterisk veterans status (active military service).
770.00.3	Work Schedule	GPDS or spaces	Asterisk work schedule.
780.00.3	Year Degree or Certificate Attained	Numeric (with century 19-20) or spaces	Asterisk year degree or certificate attained.

Notes:

- ¹ If the first two positions of the duty station are alphabetic, zeros are inserted in the last three positions regardless of submitted values.
- ² May be blank for cancellation actions (nature of action code 001).
- ³ Metropolitan statistical area (MSA) and locality pay area, two data elements generated by OPM from duty station and not submitted by agencies, also have asterisks inserted. Asterisks also inserted in locality adjustment.

C-7
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
INDIVIDUAL FIELD EDITS**

Notes (continued):

4 Prior locality pay area, a data element generated by OPM from prior duty station and not submitted by agencies, also has asterisks inserted. Asterisks also inserted in prior locality adjustment.

5 Asterisks are also inserted in nonblank entries for locality adjustment, retention allowance, and supervisory differential.

6 Asterisks are also inserted in nonblank entries for prior locality adjustment.

7 If the first position of SSN is 8 or 9, then positions 2 through 5 of SSN must match an entry in the CPDF personnel office identifier file or be asterisks.

OR

If the first position of SSN is other than 8 or 9, then positions 1 through 3 of SSN must be greater than 000 and less than 738.

Default: Reject transaction.

8 If nature of action (1) is 001 or 002, then nature of action (2) may not be 001, 002, or spaces.

OR

If nature of action (1) is other than 001 or 002, then nature of action (2) must be spaces.

Default: Reject transaction.

9 If month is 01, 03, 05, 07, 08, 10, or 12, then day must be 01-31. If month is 04, 06, 09, or 11, then day must be 01-30. If month is 02, then day must be 01-29. Default: Reject transaction.

C-8
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

005 (INSTRUCTIONAL PROGRAM)

005.02.3 If education level is greater than 12,
Then instructional program must not equal spaces.

Default: Insert asterisks in instructional program.

005.13.2 If education level is not equal to 06, 10, or a number equal to or greater than 13,
Then instructional program and year degree or certificate attained must be spaces
or asterisks.

Default: Insert asterisks in instructional program and year degree or certificate
attained.

005.15.2 If nature of action is 1xx,
And effective date is after 19930930,
And tenure is 1 or 2,
And education level is 06 or 10,
Then instructional program and year degree or certificate attained must not be
spaces.

Default: Insert asterisks in instructional program and year degree or certificate
attained.

C-9
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

005.20.2 If nature of action is 1xx,
 And effective date is after 19930930,
 And pay plan is ES,
 And education level is 06 or 10,
 Then instructional program and year degree or certificate attained must not be
 spaces.

 Default: Insert asterisks in instructional program and year degree or certificate
 attained.

C-10
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

050 (AWARD AMOUNT)

050.02.2 If nature of action is 815, 816, 825, 840 through 847, 878, or 879,
Then award amount must be greater than zero or asterisks, and must not be spaces.

Default: Insert asterisks in award amount.

050.04.2 If award amount is other than spaces or asterisks,
Then nature of action must be 815, 816, 818, 819, 825, 840 through 847, 878, or 879.

Default: Insert asterisks in award amount.

050.06.2 If nature of action is 819,
Then award amount must be 00000 or asterisks or an amount not more than 25 percent of (basic pay plus locality adjustment) rounded to the nearest dollar.

Default: Insert asterisks in award amount.

050.10.2 If nature of action is 818,
Then award amount must be either 00000 or an amount not less than 00010 and not more than 00025 or asterisks.

Default: Insert asterisks in award amount.

050.15.2 If nature of action is 818,
Then pay plan may not be one of the following: Bx, ES, Wx, or Xx.

Default: Insert asterisks in award amount.

C-11
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

- 050.20.2 If nature of action is 815,
 And basic pay is not asterisks,
 Then award amount may not exceed 25% of basic pay.
- Default: Insert asterisks in award amount.
-
- 050.30.2 If nature of action is 816,
 And legal authority is not ZTY,
 Then award amount may not be more than 25% of basic pay.
- Default: Insert asterisks in award amount.
-
- 050.35.2 If nature of action is 816,
 And legal authority is ZTY,
 And award amount is more than 25% of basic pay,
 Then award amount must be an amount equal to or less than 15,000.
- Default: Insert asterisks in award amount.
-
- 050.40.2 If nature of action is 825,
 Then award amount must be no more than 25000.
- Default: Insert asterisks in award amount.

C-12
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

100 (CURRENT APPOINTMENT AUTHORITY)

100.02.3 If either current appointment authority is ZVB,
Then agency/subelement must be TD03.

Default: Insert asterisks in current appointment authority.

100.05.2 If either current appointment authority is YAM, YBM, YGM, Y1M, Y2M, or
Y3M,
And pay plan is GS,
Then occupation must be xx99 (where "xx" represent the first two positions of a
valid occupation code), spaces, or asterisks.

Default: Insert asterisks in current appointment authority.

100.07.3 If either current appointment authority is Y1K, Y2K, Y3K, Y4K, or Y5K,
Then tenure must be 0, 3, or asterisk.

Default: Insert asterisks in current appointment authority.

100.09.3 If either current appointment authority is UDM,
Then agency must be TR.

Default: Insert asterisks in current appointment authority.

100.11.2 If current appointment authority is BPM, H2L, J8M, JYM, KDM, KFM, KHM,
Txx, UFM, V8K, VEM, VPE, Wxx, Xxx, Yxx, or ZVB,
And nature of action is not 100 through 199 or 500 through 599,
Then position occupied must be 2 or asterisk.

Default: Insert asterisks in current appointment authority.

C-13
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

- 100.12.2 If pay plan is ES,
Then the first current appointment authority must be NRM, NSM, NTM, NVM,
NWM, NXM, P2M, P3M, P5M, P7M, VAG, VBJ, VCJ, V2M, V4L, V4M, V4P,
V6M, spaces, or asterisks.
- Default: Insert asterisks in current appointment authority.
-
- 100.14.3 If pay plan is ES,
Then the second current appointment authority must be AWM, BWM, HAM,
ZLM, spaces, or asterisks.
- Default: Insert asterisks in the second current appointment authority.
-
- 100.16.3 If either current appointment authority is WTM or WUM,
Then handicap must be 04, 06 through 94, or asterisks.
- Default: Insert asterisks in current appointment authority.
-
- 100.17.3 If either current appointment authority is Z2W,
Then agency must be AF, AR, DD, or NV.
- Default: Insert asterisks in current appointment authority.

C-14
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

100.20.2 If either current appointment authority is:

ABS, ACM, AYM, A2M, A7M, BBM, BEA, BGL, BKM, BLM, BMA, BMC, BNE, BNK, BNW, BRM, BSE, BSS, BSW, BTM, BWA, BWE, CTM, HDM, HGM, HJM, HLM, HNM, HRM, H3M, JEM, JGM, JJM, JMM, JQM, JVM, J4M, KLM, KQM, KTM, KVM, KXM, K1M, K4M, K7M, K9M, LBM, LEM, LHM, LJM, LKM, LKP, LLM, LPM, LSM, LWM, LYM, LZM, L1K, L1M, L3M, MAM, MBM, MCM, MEM, MGM, MJM, MLL, MLM, MMM, MXM, MYM, MZM, M1M, M6M, M8M, NAM, NCM, NEL, NEM, NFM, NJM, NMM, NUM, Q3M, VHM, VJM, V8L, V8N, ZBA, ZGM, ZGY, ZJK, ZJM, ZMM, ZQM, ZTM, ZTU, Z2W

And nature of action is not 100 through 199 or 500 through 599,
Then position occupied must be 1 or asterisk.

Default: Insert asterisks in current appointment authority.

100.22.3 If either current appointment authority begins with M or N (other than NUM),
Then tenure must be 0, 3, or asterisk.

Default: Insert asterisks in current appointment authority.

100.25.3 If either current appointment authority begins with K (other than KLM),
Then tenure must be 1, 2, or asterisk.

Default: Insert asterisks in current appointment authority.

100.28.3 If either current appointment authority is YAM, YBM, YCM, YGM, Y1M, Y2M,
Y3M, or Y4M,
Then tenure must be 2 or asterisk.

Default: Insert asterisks in current appointment authority.

C-15
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

- 100.31.3 If either current appointment authority is WXM,
 Then tenure must be 0, 3, or asterisk.
- Default: Insert asterisks in current appointment authority.
- 100.35.3 If either current appointment authority is V8V,
 Then agency/subelement must be VA and position occupied must be 2.
- Default: Insert asterisks in current appointment authority.
- 100.36.3 If pay plan is GS,
 And grade is 01 through 10,
 Then current appointment authority may not be ZKM or ZNM.
- Default: Insert asterisks in current appointment authority.
- 100.37.3 If either current appointment authority is NEM, LBM, or LZM,
 Then veterans preference may not be 1 or 5.
- Default: Insert asterisks in current appointment authority.
- 100.38.3 If either current appointment authority is UAM or Z2U,
 Then agency must be AF, AR, DD, or NV.
- Default: Insert asterisks in current appointment authority.
- 100.52.3 If either current appointment authority begins with T,
 Then the first two positions of the duty station must be PM or asterisks.
- Default: Insert asterisks in current appointment authority.

C-16
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

- 100.56.2 If either current appointment authority is NRM, NSM, NTM, NVM, NWM, NXM, VAG, VBJ, VCJ, V4L, V2M, V4M, V6M, or V4P, Then pay plan must be ES, spaces, or asterisks.
- Default: Insert asterisks in current appointment authority.
- 100.58.3 If either current appointment authority is ZZZ, Then service computation date must be less than January 1982 or be asterisks, And position occupied must be 1 or asterisk.
- Default: Insert asterisks in current appointment authority.
- 100.61.2 If nature of action is 1xx (other than 132) or 5xx, Then current appointment authority must equal legal authority.
- Default: Insert asterisks in current appointment authority.
- 100.64.3 If either current appointment authority is WEM, Then occupation must be 0904, spaces, or asterisks.
- Default: Insert asterisks in current appointment authority.
- 100.70.3 If either current appointment authority is WDM, Then occupation must be 0905, 1222, spaces, or asterisks.
- Default: Insert asterisks in current appointment authority.

C-17
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

- 100.73.3 If either current appointment authority is ACM, AYM, or KQM,
 And agency/subelement is not RR00,
 Then occupation must be other than 0904 or 0905.
- Default: Insert asterisks in current appointment authority.
- 100.76.3 If either current appointment authority is H2L or VEM,
 Then pay plan must be ED, EF, EH, spaces, or asterisks.
- Default: Insert asterisks in current appointment authority.
- 100.98.3 If current appointment authority (1) is *ZZZ*,
 Then current appointment authority (2) must *ZZZ*, spaces, or asterisks.
- Default: Insert asterisks in current appointment authority (1).
- 100.99.3 If current appointment authority (2) is *ZZZ*,
 Then current appointment authority (1) must *ZZZ* or asterisks.
- Default: Insert asterisks in current appointment authority (2).

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

110 (DATE OF BIRTH)

110.02.2 If nature of action is 300,
Then effective date of personnel action year must be 50 or more years later than
birth date year.

Default: Insert asterisks in date of birth.

110.05.2 Date of birth must be at least 13 years less than the effective date of personnel
action, or be asterisks.

Default: Insert asterisks in date of birth.

Note: Minimum established at 13 to accommodate special Department of
Defense program for dependents of service people stationed overseas.

C-19
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

120 (DUTY STATION)

120.02.3 If pay plan is CZ, SZ, or WZ,
 And agency/subelement is not PC00,
 Then the first 2 positions of duty station must be PM or asterisks.

 Default: Insert asterisks in duty station.

120.03.3 If pay plan is TW,
 Then the first two positions of duty station must be 11, 24, 51, or asterisks.

 Default: Insert asterisks in duty station.

120.04.3 If pay plan is WQ, WR, or WU,
 And agency/subelement is other than DJ02,
 Then the first 2 positions of duty station must be RQ or asterisks.

 Default: Insert asterisks in duty station.

120.07.2 If either legal authority begins with T,
 Then the first 2 positions of duty station must be PM or asterisks.

 Default: Insert asterisks in duty station.

C-20
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

130 (EDUCATION LEVEL)

- 130.02.3 If tenure is 1 or 2,
 Then education level must not be spaces.

 Default: Insert asterisks in education level.
- 130.04.3 If pay plan is ES,
 Then education level must not be spaces.

 Default: Insert asterisks in education level.

C-21
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

140 (EFFECTIVE DATE OF PERSONNEL ACTION)

140.08.2 The effective date of the personnel action must not be more than 6 months in advance of the production date or more than 2 years older than the production date.

Default: Reject transaction.

C-22
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

220 (HANDICAP)

220.02.2 If either legal authority is WTM or WUM,
 Then handicap must be 04, 06 through 94, or asterisks.

Default: Insert asterisks in handicap.

220.05.2 If nature of action is 1xx,
 Then handicap must not be 04.

Default: Insert asterisks in handicap.

C-23
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

250-350 (LEGAL AUTHORITY)

250.02.2 If either legal authority is ZVB,
 Then agency/subelement must be TD03.

 Default: Insert asterisks in legal authority.

250.03.2 If either legal authority is UAM or Z2U,
 Then agency must be AF, AR, DD, or NV.

 Default: Insert asterisks in legal authority.

250.04.2 If either legal authority is ZPK,
 Then agency must be PC.

 Default: Insert asterisks in legal authority.

250.05.2 If either legal authority is Z2W,
 Then agency must be AF, AR, DD, or NV.

 Default: Insert asterisks in legal authority.

250.08.2 If either legal authority is M6M or M8M,
 Then nature of action must be 115, 190, 515, 590, or 760.

 Default: Insert asterisks in legal authority.

250.09.2 If either legal authority is UDM,
 Then agency must be TR.

 Default: Insert asterisks in legal authority.

C-24
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

250.13.2 If either legal authority is UFM,
Then pay plan must be FA, FE, FO, FP, FZ, GG, spaces, or asterisks.

Default: Insert asterisks in legal authority.

250.16.2 If either legal authority is V8K or V8N,
Then agency/subelement must be AFNG, AFZG, or ARNG.

Default: Insert asterisks in legal authority.

250.19.2 If nature of action is other than 350, 355, or 840 through 847,
Then at least one of the legal authorities must not be spaces.

Default: Insert asterisks in legal authority.

250.20.2 If nature of action is 356,
And either legal authority is VDK,
Then pay plan must be ES or asterisks.

Default: Insert asterisks in legal authority.

250.25.2 If legal authority is WXM,
Then nature of action must be 171 or 571.

Default: Insert asterisks in legal authority.

250.30.2 If either legal authority is ZSP,
Then agency/subelement must be CM57.

Default: Insert asterisks in legal authority.

C-25
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

250.35.2 If either legal authority is BDN or BYM,
Then agency/subelement must be AG03 or AG11.

Default: Insert asterisks in legal authority.

250.38.2 If either legal authority is V8V,
Then agency/subelement must be VA.

Default: Insert asterisks in legal authority.

250.39.2 If either legal authority is V7R,
Then agency/subelement must be TR93.

Default: Insert asterisks in legal authority.

C-26
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

**DYNAMICS FILE
 RELATIONSHIP EDITS**

Note: In the following edits, legal authorities are checked. Asterisks are inserted in legal authority if it is not asterisks, spaces, or as shown. Asterisks are also inserted in current appointment authority if the edit is failed for an accession (exclusive of nature of action 132) or a conversion.

Edit	If nature of action is	Then legal authority must be
255.02.2	100	ABK, ABL, ABM, ACA, ACM, ALM, AQM, AYM, A2M, BBM, BDN, BKM, BLM, BNK, BNM, BNN, BWA, BWM, BYM, HAM, K1M, K4M, K7M, K8M, K9M, LEM, LHM, LJM, LKM, LKP, L3M, PWM, P3M, P5M, P7M, QAK, QBK, QCK, UDM, VGL, VJM, V1P, V8L, V8N, ZBA, ZGM, ZJM, ZJR, ZLM, ZQM, ZRM, ZSK, ZSP, ZTU, Z2U, Z2W
255.04.2	101	ABK, ABL, ABM, ACA, ACM, ALM, AQM, AYM, A2M, BBM, BDN, BKM, BLM, BNK, BNM, BNN, BWA, BWM, BYM, HAM, K1M, K4M, K7M, K8M, K9M, LEM, LHM, LJM, LKM, LKP, L3M, PWM, P3M, P5M, P7M, QAK, QBK, QCK, UDM, VGL, V1P, V8L, ZBA, ZGM, ZJK, ZJM, ZJR, ZLM, ZQM, ZRM, ZSK, ZSP, ZTU, Z2U, Z2W

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

**DYNAMICS FILE
 RELATIONSHIP EDITS**

Edit	If nature of action is	Then legal authority must be
265.02.2	107	ABL, ABM, ABR, ABS, ALM, AQM, BWA, BWM, HAM, HDM, HGM, HJM, HLM, NUM, QBK, V1P, V8N, ZLM, ZRM, ZSK, Z2U
265.04.2	108	ABK, ABL, ABM, ABR, ABS, ALM, AYM, BWA, BWM, HAM, MEM, MGM, MJM, MLK, MLM, MMM, NUM, QAK, UDM, VGL, VJM, V1P, V8L, V8N, ZJK, ZJM, ZLM, ZQM, ZRM, ZSK, ZSP, ZTM, Z2U, Z2W
265.07.2	112	ABL, ABM, ALM, AQM, AYM, BWM, HAM, MAM, MBM, QDK, VGL, V1P, V8N, ZJR, ZLM, ZRM, ZSK, ZSP, Xxx, ZTM, ZTU, Z2U
265.10.2	115	ABK, ABL, ABM, ABR, ABS, ALM, AYM, BWA, BWM, HAM, KLM, MXM, M6M, M8M, NAM, NCM, NEM, NJM, NUM, QAK, SZX, UDM, VGL, VJM, V1P, V8L, V8N, ZJK, ZLM, ZQM, ZRM, ZSK, ZSP, ZTM, ZTU, Z2U, Z2W
270.04.2	120	ABM, ALM, AQM, BWM, HAM, HNM, HRM, QAK, QBK, QCK, V1P, ZLM, ZRM, ZSK
270.07.2	122	ABM, ALM, BWM, HAM, HNM, HRM, H3M, QAK, V1P, ZLM, ZRM, ZSK

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

**DYNAMICS FILE
 RELATIONSHIP EDITS**

Edit	If nature of action is	Then legal authority must be
270.10.2	124	ABM, ALM, AQM, A7M, BWM, HAM, LBM, NFM, NJM, NMM, QAK, QBK, QCK, V1P, ZLM, ZRM, ZSK
275.02.2	130	ABR, ABS, ABT, J8M, KTM, KVM, KXM, SZT, UDM, VGL, V1P, V8N, ZSK, ZSP, Z2U
275.04.2	132	V1P, V6M, ZLM
280.02.2	140	ABL, ABM, ABR, ABS, BWM, HAM, KQM, NUM, SZW, UDM, VGL, V1P, V8N, ZLM, ZSK, ZSP, Z2U
280.04.2	141	ABL, ABM, ABR, ABS, BWM, HAM, KQM, NUM, UDM, VGL, V1P, V8N, ZLM, ZSK, ZSP, Z2U
280.07.2	142	AWM, HAM, P2M, P3M, P5M, P7M, UFM, V2M, ZJR, ZLM, ZSK, ZVB
280.10.2	143	AWM, HAM, UFM, VBJ, VCJ, ZLM, ZSK, ZVB
280.13.2	145	AWM, HAM, UFM, V6M, ZLM, ZSK, ZVB
280.16.2	146	AWM, HAM, UFM, V4L, ZJR, ZLM, ZSK, ZVB

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
 RELATIONSHIP EDITS**

Edit	If nature of action is	Then legal authority must be
280.19.2	147	AWM, HAM, UFM, VAG, ZLM, ZSK, ZVB
280.22.2	148	AWM, HAM, UFM, V4M, ZLM, ZSK, ZVB
280.25.2	149	AWM, HAM, UFM, V4P, ZLM, ZSK, ZVB
285.02.2	150	ALM, AQM, HAM, PWM, P3M, P5M, QAK, QBK, QCK, TJK, TRK, ZJR, ZLM, ZRM, ZSK
285.04.2	151	ALM, AQM, HAM, PWM, P3M, P5M, QAK, QBK, QCK, TJK, ZJR, ZRM, ZSK
285.07.2	153	HAM, TNM, TMK, TNK, ZLM, ZSK
285.10.2	154	HAM, TMK, TNK, ZLM, ZRM, ZSK
285.13.2	155	HAM, TPK, ZLM, ZSK
285.16.2	157	HAM, TVK, ZLM, ZSK

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 (Update 14, 3/01)

**DYNAMICS FILE
 RELATIONSHIP EDITS**

Edit	If nature of action is	Then legal authority must be
290.02.2	170	ABK, ABL, ABM, ABR, ALM, AQM, BPM, BWM, HAM, H2L, J8M, PWM, P3M, P5M, P7M, QAK, QBK, QCK, UAM, UDM, UFM, VGL, V1P, V8K, V8V, W _{xx} , X _{xx} , Y _{xx} (except YKB), ZJR, ZKM, ZLM, ZNM, ZRM, ZSK, ZSP, ZVB, Z2M
290.04.2	171	ABK, ABL, ABM, ABR, ALM, BPM, BWM, HAM, H2L, J8M, P3M, QAK, UAM, UDM, UFM, VGL, VPE, V1P, V8K, V8V, W _{xx} , X _{xx} , Y _{xx} (except YKB), ZKM, ZLM, ZNM, ZSK, ZSP, ZVB, ZWM, Z2M
290.20.2	190	ABK, ABL, ABM, ABR, ABS, ACM, AWM, AYM, BFS, BPM, BWA, BWM, HAM, H2L, J8M, KLM, MXM, MYM, MZM, M6M, M8M, NAM, NCM, NEM, NJM, NUM, SZX, UAM, UFM, VGL, VJM, VPE, V1P, V4M, V4P, V8K, V8L, V8N, V8V, W _{xx} , X _{xx} , Y _{xx} , ZJK, ZKM, ZLM, ZNM, ZQM, ZRM, ZSK, ZSP, ZTM, Z2U
290.30.2	198	R9R, V1P, ZVB
290.35.2	199	R9N, V1P, ZVB

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
 RELATIONSHIP EDITS**

Edit	If nature of action is	Then legal authority must be
295.02.2	280	CUL, ZVB
295.04.2	292	ALM, AQM, CGM, DAM, NYM, PSM, Q3K, R9N, UFM, V8V, ZJR, ZJT, ZJU, ZJV, ZVB
295.10.2	293	R9R, ZVB
300.02.2	300	SWM, UFM, USM, V8V
300.04.2	301	SUM, UFM, USM, V8V
300.07.2	302	SQM, SRM, UFM, USM, V8V
300.10.2	303	AZM, USM, V3P, V8V, ZLM
300.13.2	304	SQM, USM, V8V
300.16.2	312	RPM, RPR, RQM, RRM, RSM, RTM, RTR, RUM, RWM, RXM, R6M, R7M, R8M, R9M, V8V, ZVB, Z2U

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
 RELATIONSHIP EDITS**

Edit	If nature of action is	Then legal authority must be
300.19.2	317	RPM, RQM, RRM, RSM, RUM, R6M, UFM, V8V, ZVB
305.02.2	330	HAM, LTM, LUM, QGM, QHM, RYM, UAM, UFM, VAJ, VHJ, VJJ, VWP, VWR, V2J, V4J, V5J, V6J, V7J, V8J, V8K, V8V, V9A, V9B, ZEM, ZLM, ZVB, Z2U, Z2W
307.02.2	351	RPM
310.02.2	352	DBM, DFM, DKM, HAM, PDM, PZM, VCR, VCS, VCT, VCW, VDJ, V8V, ZPM, ZVB, Z2U
310.05.2	353	Q3K, UFM, V8V, ZJR, ZJS, ZJT, ZJU, ZJV, ZVB
310.11.2	356	HAM, PNM, PNR, UAM, UFM, VDK, VGL, V8K, V8V, ZVB, Z2W

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
 RELATIONSHIP EDITS**

Edit	If nature of action is	Then legal authority must be
310.14.2	357	A3M, C7M, HAM, LTM, LUM, MUM, R9Q, UAM, UFM, USM, UTM, UXM, UYM, VAA, VCM, V8K, V8N, V8V, ZLJ, ZLK, ZLL, ZLM, ZVB, Z2U
315.02.2	385	HAM, L2M, L4M, L5M, L6M, L8M, LXM, UFM, VGL, VUM, VYM, V2M, V8V, ZSP, ZVB, Z2U
320.02.2	430	CUL, ZVB
320.05.2	450	UAM, UFM, USP, USR, VAA, VAB, VAC, VAD, VAE, VAV, V4J, V8V, VWJ, ZEM, ZVB
320.08.2	452	UAM, UFM, USM, VAJ, VHJ, V8V, ZVB
320.11.2	460	DAK, DAM, L9K, NYM, Q3K, UFM, V8V, ZJR, ZJT, ZVB
320.17.2	471	L9K, PNM, UFM, USM, VAJ, VDR, V8V, ZVB
320.20.2	472	L9K, PNM, UFM, USM, VAJ, VDR, V8V, ZVB

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**DYNAMICS FILE
 RELATIONSHIP EDITS**

Edit	If nature of action is	Then legal authority must be
320.23.2	473	Q3K, V8V, ZJU, ZJV, ZVB
320.26.2	480	UFM, VGL, V3M, ZSP, ZVB, Z2W
325.02.2	500	ABK, ABL, ABM, ACA, ACM, AYM, A2M, BBM, BDN, BLM, BNK, BNM, BNN, BWA, BWM, BYM, HAM, K1M, K7M, K8M, K9M, LBM, LEM, LHM, LJM, LKM, LKP, LLM, LPM, LSM, LWM, LYM, LZM, L1M, L2K, L3M, PNR, P5M, UDM, VGL, VJM, V1P, V8N, ZBA, ZGM, ZGY, ZHK, ZJM, ZLM, ZMM, ZQM, ZRM, ZSK, ZSP, ZTR, ZTU, ZTZ, Z2U, Z2W
325.05.2	501	ABK, ABL, ABM, ACA, ACM, AYM, A2M, BBM, BDN, BLM, BNK, BNM, BNN, BWA, BWM, BYM, HAM, K1M, K7M, K8M, K9M, LBM, LEM, LHM, LJM, LKM, LKP, LLM, LPM, LSM, LYM, LZM, L1M, L2K, L3M, PNR, P5M, UDM, VGL, V1P, V8M, ZBA, ZGM, ZHK, ZJK, ZJM, ZLM, ZQM, ZRM, ZSK, ZSP, ZTU, ZTZ, Z2U, Z2W
325.17.2	507	ABL, ABM, ABR, ABS, BWA, BWM, HAM, HDM, HGM, HJM, HLM, NUM, PNR, V1P, V8N, ZLM, ZRM, ZSK, Z2U

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
 RELATIONSHIP EDITS**

Edit	If nature of action is	Then legal authority must be
325.20.2	508	ABK, ABL, ABM, ABR, ABS, AYM, BWA, BWM, HAM, MEM, MGM, MJM, MLK, MLM, MMM, NMM, NUM, PNR, UDM, VGL, VJM, V1P, V8N, ZJK, ZJM, ZLM, ZQM, ZRM, ZSK, ZSP, ZTZ, Z2U, Z2W
325.23.2	512	ABL, ABM, AYM, BWM, HAM, MAM, MBM, PNR, VGL, V1P, V8N, ZLM, ZRM, ZSK, ZSP, ZTU, Z2U
325.26.2	515	ABL, ABM, ABR, ABS, AYM, BWA, BWM, HAM, KLM, MXM, M6M, M8M, NAM, NCM, NEM, NMM, NUM, PNR, SZX, UDM, VGL, VJM, V1P, V8L, V8N, ZJK, ZLM, ZQM, ZRM, ZSK, ZSP, ZTM, ZTU, Z2U, Z2W
325.32.2	520	ABM, BWM, HAM, HNM, HRM, PNR, V1P, ZLM, ZRM, ZSK
325.35.2	522	ABM, BWM, HAM, HNM, HRM, H3M, PNR, V1P, ZLM, ZRM, ZSK
325.38.2	524	ABM, A7M, BWM, HAM, LBM, NFM, NMM, PNR, V1P, ZLM, ZRM, ZSK

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
 RELATIONSHIP EDITS**

Edit	If nature of action is	Then legal authority must be
325.44.2	540	ABL, ABM, ABR, ABS, BWM, HAM, KQM, NUM, PNR, QGM, QHM, UDM, USM, U2M, VAJ, VCS, VCT, VCW, VDJ, VFJ, VGJ, VGL, VHJ, V1P, V8N, ZLM, ZSK, ZSP, Z2U
325.47.2	541	ABL, ABM, ABR, ABS, BWM, HAM, KQM, NUM, PNR, QGM, QHM, UDM, USM, U2M, VAJ, VCS, VCT, VCW, VDJ, VFJ, VGJ, VGL, VHJ, V1P, V8N, ZLM, ZSK, ZSP, Z2U
325.50.2	542	AWM, BWM, HAM, NRM, NTM, NXM, PNR, P3M, P5M, UFM, V2M, ZLM, ZSK, ZVB
325.53.2	543	AWM, BWM, HAM, PNR, UFM, VBJ, VCJ, ZLM, ZSK, ZVB
325.57.2	546	AWM, BWM, HAM, NSM, NWM, PNR, UFM, V4L, ZLM, ZSK, ZVB
325.60.2	548	AWM, BWM, HAM, NVM, PNR, UFM, V4M, ZLM, ZSK, ZVB
325.63.2	549	AWM, BWM, HAM, PNR, UFM, V4P, ZLM ZSK, ZVB

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
 RELATIONSHIP EDITS**

Edit	If nature of action is	Then legal authority must be
325.66.2	550	HAM, PNR, P5M, TJK, TRK, TRL, TTK, TXK, ZLM, ZRM, ZSK
325.69.2	551	HAM, PNR, P5M, TJK, TRL, TTK, TXK, ZLM, ZRM, ZSK
325.72.2	553	HAM, PNR, TMK, TNK, TNM, ZLM, ZSK
325.75.2	554	HAM, PNR, TMK, TNK, ZLM, ZRM, ZSK
325.78.2	555	HAM, PNR, TPK, ZLM, ZSK
325.81.2	570	ABK, ABL, ABM, ABR, BPM, BWM, HAM, H2L, J8M, PNR, P5M, QGM, QHM, UAM, UDM, UFM, USM, U2M, VAJ, VCS, VCT, VCW, VDJ, VFJ, VGJ, VGL, VHJ, V1P, V8K, V8V, Wxx, Xxx, Yxx (except YKB), ZKM, ZLM, ZNM, ZRM, ZSK, ZSP, ZTZ, ZVB, Z2M
325.84.2	571	ABK, ABL, ABM, ABR, BPM, BWM, HAM, H2L, J8M, PNR, UAM, UDM, UFM, VGL, V1P, V8K, V8V, Wxx, Xxx, Yxx, ZKM, ZLM, ZNM, ZWM, ZSK, ZSP, ZVB, Z2M

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
 RELATIONSHIP EDITS**

Edit	If nature of action is	Then legal authority must be
325.90.2	590	ABK, ABL, ABM, ABR, ABS, ACM, AWM, AYM, BFS, BPM, BWA, BWM, CRK, CRL, CRN, C1K, C1L, C1N, C2K, C2L, C2N, C3K, C3L, C3N, C4K, C4L, C4N, HAM, H2L, J8M, KLM, MXM, MYM, MZM, M6M, M8M, NAM, NCM, NEM, NUM, NVM, PNR, UAM, UFM, VGL, VJM, V1P, V4M, V4P, V8K, V8L, V8N, V8V, Wxx, Xxx, Yxx, ZJK, ZKM, ZLM, ZNM, ZQM, ZRM, ZSK, ZSP, ZTM, Z2U
328.02.2	803	CGM, ZLM, ZSE, ZSM
328.10.2	810	UDM, UFM, VPG, VPH, VXK, V8K, V7R, V8N, V8V, ZLM, ZTZ, ZVB
329.05.2	815	UAM, UDM, UFM, VPF, V7R, V8K, V8N, V8V, ZLM, ZPK, ZVB
329.07.2	816	UAM, UDM, UFM, VPF, V7R, V8K, V8N, V8V, ZLM, ZTY, ZVB
329.09.2	818	RMM, UFM, V8K, V8N, V8V, ZLM, ZVB

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

Edit	If nature of action is	Then legal authority must be
329.50.2	867	Q9K, ZVB
329.55.2	868	Q9M, ZVB
329.58.2	871	UAM
330.11.2	878	UBM, UFM, V7G, V8G, ZVB
330.12.2	879	UBM, UFM, VWK, ZLM, ZVB

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**DYNAMICS FILE
RELATIONSHIP EDITS**

370 (NATURE OF ACTION)

370.02.2 If nature of action is other than 001,
Then the following data elements may not be spaces:

- current appointment authority (1)
- date of birth
- duty station
- employee name¹
- handicap
- organizational component
- personnel office identifier
- position occupied
- race or national origin
- retirement plan
- service computation date
- sex
- supervisory status
- tenure
- veterans preference
- veterans status²

Default: Insert asterisk(s) in missing data element(s).

Notes:

¹ Employee name may be spaces if agency/subelement is TRAC or TR40.

² Veterans status may be space if:

(a) agency/subelement is AFNG, AFZG, or ARNG or

(b) agency/subelement is CM63 and legal authority (1) or current
appointment authority (1) is XZM.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

370.04.2 If nature of action is 1xx, 2xx, 5xx, 6xx, 7xx, or 8xx (where "xx" represent the last two positions of a valid nature of action),
Then the following data elements may not be spaces:

basic pay
grade
occupation
pay basis
pay plan
pay rate determinant
step or rate
work schedule

Default:

- (1) If basic pay or pay basis is spaces,
Asterisk pay basis and basic pay.
- (2) If grade is spaces,
Asterisk grade, step or rate, pay basis, and basic pay.
- (3) If occupation is spaces,
Asterisk occupation.
- (4) If pay plan is spaces,
Asterisk pay plan, grade, step or rate, pay basis, and basic pay.
- (5) If pay rate determinant is spaces,
Asterisk pay rate determinant, pay basis and basic pay.
- (6) If step or rate is spaces,
Asterisk step or rate.
- (7) If work schedule is spaces,
Asterisk work schedule.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

370.07.2 If nature of action is 3xx, 4xx, 5xx, 6xx, 7xx, or 8xx (except 815-816, 825, 840-847, 878-879),

Then the following data elements may not be spaces:

- prior basic pay
- prior duty station
- prior grade
- prior occupation
- prior pay basis
- prior pay plan
- prior pay rate determinant
- prior step or rate
- prior work schedule

Default:

- (1) If prior basic pay or prior pay basis is spaces
Asterisk prior pay basis and prior basic pay.
- (2) If prior duty station is spaces,
Asterisk prior duty station.
- (3) If prior grade is spaces,
Asterisk prior grade, prior step or rate, prior pay basis, and prior basic pay.
- (4) If prior occupation is spaces,
Asterisk prior occupation.
- (5) If prior pay plan is spaces,
Asterisk prior pay plan, prior grade, prior step or rate, prior pay basis, and
prior basic pay.
- (6) If prior pay rate determinant is spaces,
Asterisk prior pay rate determinant, prior pay basis and prior basic pay.
- (7) If prior step or rate is spaces,
Asterisk prior step or rate.
- (8) If prior work schedule is spaces,
Asterisk prior work schedule.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

370.20.2 If nature of action is 810,
 And both legal authorities are either spaces or asterisks,
 Then at least one of the following data elements must be present or asterisks:

retention allowance
supervisory differential

Default: Insert asterisks in retention allowance and supervisory differential.

370.25.2 If pay plan is validly reported as spaces,
 Then the following data elements must be spaces or asterisks:

basic pay
grade
locality adjustment
pay basis
pay rate determinant
step or rate

Default: Insert asterisk(s) in all data elements that are not spaces or asterisks

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

370.30.2 If prior pay plan is validly reported as spaces,
Then the following data elements must be spaces or asterisks:

prior basic pay
prior grade
prior locality adjustment
prior pay basis
prior pay rate determinant
prior step or rate

Default: Insert asterisk(s) in all data elements that are not spaces or asterisks

370.35.2 If nature of action is 600 through 610,
Then agency/subelement must be TD03.

Default: Reject transaction.

370.36.2 If nature of action is 871,
Then agency must be AF, AR, DD, or NV.

Default: Reject transaction.

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

**DYNAMICS FILE
 RELATIONSHIP EDITS**

410 (PAY BASIS)

410.02.3	If pay rate determinant is other than A, B, E, F, M, U, or V, And pay plan is:	Then pay basis must be as shown or asterisks
	AL	PA
	CA	PA
	ES	PA
	EX	PA
	GG	PA
	GH	PA
	GM	PA
	GS	PA
	KA	PA, PH
	SL	PA
	TP	FB, PD, SY
	Xx	PH
	ZZ	WC
Default: Insert asterisks in pay basis and basic pay.		

410.07.3 If pay basis is PA, PH, PM, BW, or WC,
 Then basic pay must not be greater than the maximum shown in table 18.

Default: Insert asterisks in pay basis and basic pay.

410.10.3 If pay basis is PD,
 And agency/subelement is CU, FD, FL, FY, TRAJ, or TR35,
 Then basic pay may not exceed 1000.

Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

410.12.3 If pay basis is PD,
 And agency/subelement is not CU, FD, FL, FY, TRAJ, or TR35,
 Then basic pay may not exceed the maximum on Table 18.

Default: Insert asterisks in pay basis and basic pay.

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

**DYNAMICS FILE
 RELATIONSHIP EDITS**

420 (GRADE = GRADE, LEVEL, CLASS, RANK, OR PAY BAND)

420.02.3 If pay plan is CG, MG, WL, or XG,
 Then grade must be 01 through 15 or asterisks.

Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

420.04.3 If pay plan is WS or XH,
 Then grade must be 01 through 19 or asterisks.

Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

420.05.3	If pay plan is	Then grade must be
	DA, DS, DT	00-03
	DP	00-05
	ZA, ZP, ZS, ZT	01-05
	Default: Insert asterisks in grade.	

420.07.3 If pay plan is FA,
 And pay rate determinant is not S,
 Then grade must be CA, CM, MC, NC, OC, 01 through 04, 13, 14, or asterisks.

Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

420.10.3 If pay plan is CE,
 Then grade must be 01 through 17 or asterisks.

Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 420.11.3 If pay plan is CY,
 Then grade must be 01 through 24 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.13.3 If pay plan is GM,
 Then grade must be 13 through 15 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.16.3 If pay plan is GS,
 Then grade must be 01 through 15 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.17.3 If pay plan is NH or NJ,
 Then grade must be 01 through 04 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.18.3 If pay plan is NK,
 Then grade must be 01 through 03 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.19.3 If pay plan is FV,
 Then grade must be AA, BB, CC, DD, EE, FF, GG, HH, II, JJ, KK, LL, MM, or
 asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

- 420.20.3 If pay plan is EV,
 Then grade must be 01, 02, 03, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.22.3 If pay plan is VM,
 Then grade must be 11 through 15, 96, 97, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.23.3 If pay plan is EZ,
 Then grade must be 01 through 08 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.25.3 If pay plan is VN,
 Then grade must be 01 through 06, 08, 09, 11 through 15, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.28.3 If pay plan is VP,
 Then grade must be 11 through 15 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.31.3 If pay plan is WG or XF,
 Then grade must be 01 through 15 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 420.34.3 If pay plan is EX,
 Then grade must be 01 through 05 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.40.3 If pay plan is DR,
 Then grade must be 01 through 04 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.41.3 If pay plan is ND or NT,
 Then grade must be 01 through 06 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.42.3 If pay plan is NG,
 Then grade must be 01 through 05 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.44.3 If pay plan is FO,
 Then grade must be 01 through 08 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.45.3 If pay plan is FP,
 Then grade must be 01 through 09, AA through EE, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 420.47.3 If pay plan is FE,
 Then grade must be CA, CM, MC, OC, 01 through 03, or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.50.3 If pay plan is AF,
 Then grade must be AA, BB, CC, DD, EE, or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.51.3 If pay plan is FM,
 Then grade must be 13 through 15 or be asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.52.3 If pay plan is FG,
 Then grade must be 01 through 15 or be asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.53.3 If pay plan is FC,
 Then grade must be 02 through 14 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.55.3 If pay plan is AL or CA,
 Then grade must be 01 through 03 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 420.59.2 If legal authority is J8M,
 And pay plan is GG or GS,
 And nature of action is 170 or 570,
 Then grade must be 01 through 11 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.60.3 If pay plan is SL or XE,
 Then grade must be 00 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.65.3 If pay plan is GG,
 Then grade must be 01 through 15, SL, spaces, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.70.3 If pay plan is GH,
 Then grade must be 13 through 15, spaces, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.73.3 If pay plan is NY,
 Then grade must be 01 through 04 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.74.3 If pay plan is NC,
 Then grade must be 01 through 03 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 420.75.3 If pay plan is NO,
 Then grade must be 01 through 04 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
-
- 420.76.3 If pay plan is NP or NR,
 Then grade must be 01 through 05 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
-
- 420.77.3 If pay plan is VE,
 Then grade must be 01, 02, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
-
- 420.78.3 If pay plan is NB,
 Then grade must be 01 through 09 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
 RELATIONSHIP EDITS**

440 (PAY PLAN)

440.02.3	If pay plan is	Then agency/subelement must be
	AJ	NU
	AT	TD03
	CB	FD
	CE	IN
	CF, CG, CH, CI, CJ, CL	FD
	CY	IN
	DA	NV
	DB, DE	AF, AR, DD, NV
	DG	NV
	DJ, DK	AF, AR, DD, NV
	DP	NV
	DQ	AF, AR, DD, NV
	DR	AF
	DS, DT	NV
	DV, DZ	AF, AR, DD, NV

(edit continued)

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**DYNAMICS FILE
 RELATIONSHIP EDITS**

440.02.3 (continued)	If pay plan is	Then agency/subelement must be
	EJ, EK	DN
	EO	FD
	EV	TD03
	EZ	SE
	FA	AM, ST
	FB	TD03
	FD	AF, AR, DD, NV
	FF, FG, FJ, FL, FM, FN	TD03
	FS, FT, FV, FW, FX	TD03
	GN	HE38
	IJ	DJ
	IR	TR93
	JA, JB, JC, JD, JE	DJ02
	KA	LP
	KG, KL, KS	TRAI

(edit continued)

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
 RELATIONSHIP EDITS**

440.02.3 (continued)	If pay plan is	Then agency/subelement must be
	LE	TR
	LG	FD
	MA	AG
	MG, MS, MX	HUYY
	NB	TRAJ
	NC, ND, NG	NV
	NH, NJ, NK	AF, AR, DD, NV
	NO, NP, NR, NT	NV
	NX, NY	KS
	PD	TRAC, TRAF, TR40
	SN	NU
	SP	IN
	TF	FY
	TP	DD16
	TR	TRAI, TRAD
	TS	FY
	TW	TRAD, TRAI

(edit continued)

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

**DYNAMICS FILE
 RELATIONSHIP EDITS**

440.02.3 (continued)	If pay plan is	Then agency/subelement must be
	VC, VE, VM, VN, VP	VA
	WA	AR
	WE	TR
	WJ, WK, WO, WY	AR
	XA, XB, XC	IN
	XE	IN07
	ZA, ZP, ZS, ZT	CM
	Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.	

440.10.2 If nature of action is 480 or 762,
 Then pay plan must be ES, FE, or asterisks.

Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.

440.12.2 If nature of action is 879,
 Then pay plan must be EO, ES, FE, MS, TF, TX, or asterisks,
 Or pay rate determinant must be S.

Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.

440.13.2 If nature of action is 891,
 Then pay plan must be CG, Dx, EO, FM, GH, GM, NB, NC, ND, NG, NH, NJ,
 NK, NO, NP, NR, NT, PD, TM, VH, ZA, ZP, ZS, ZT, or asterisks.

Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 440.22.2 If nature of action is 142, 143, 145 through 149, 542, 543, 546, 548, or 549,
Then pay plan must be ES, FB, FE, FJ, FX, or asterisks.
- Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.
- 440.25.2 If nature of action is 893,
Then pay plan may not be GM.
- Default: Insert asterisks in pay plan, grade, step or rate, pay basis and basic pay.
- 440.30.2 If nature of action is 1xx,
And agency is other than AF, AR, DD, or NV,
Then pay plan may not be GM.
- Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.
- 440.35.2 If nature of action is 5xx or 721,
And supervisory status is 8,
Then pay plan may not be GM.
- Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.
- 440.40.2 If nature of action is 702, 703, 713, or 740,
Then pay plan may not be GM.
- Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.
- 440.45.3 If either current appointment authority is UAM,
Then pay plan may not be GS.
- Default: Insert GG in pay plan.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

440.46.2 If nature of action is 871,
 Then pay plan must be GG.

Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

450 (PAY RATE DETERMINANT)

450.02.3 If pay rate determinant is 4,
 Then pay plan may not begin with W or X.

Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

450.03.2 If pay rate determinant is 4,
 And pay plan is GM or GS,
 Then prior pay rate determinant must be 4, asterisk, or blank,
 Or nature of action must be 5xx, 702, 703, 740, or 741,
 And prior pay rate determinant must be 5, 6, E, F, J, K, or asterisk.

Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

450.04.3 If pay plan is FA or EX,
 Then pay rate determinant must be C, S, 0, or asterisk.

Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

450.05.3 If pay plan is GH or GM,
 Then pay rate determinant may not be A, B, E, F, U, or V.

Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

450.10.3 If pay rate determinant is C,
 Then pay plan may not be Bx, ED, EE, EF, EG, EH, EI, Wx, Xx, or ZZ.

Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 450.19.3 If pay plan is ES,
 Then pay rate determinant must be C, 0 or asterisk.
- Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.
-
- 450.22.2 If nature of action is 740 or 741,
 Then pay rate determinant or prior pay rate determinant must be A, B, E, F, M, U,
 V, or asterisk.
- Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.
-
- 450.25.2 If nature of action is 702 or 721,
 Then pay rate determinant may not be A, B, E, F, U or V.
- Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.
-
- 450.28.2 If nature of action is 892 or 893,
 Then pay rate determinant must be 0, 5, 6, 7, A, B, E, F, M, T or asterisk.
- Default: Insert asterisks in pay rate determinant, pay basis, and basis pay.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

450.30.3 If pay rate determinant is M,
 Then duty station must be within the Boston CMSA, Chicago CMSA, Los Angeles CMSA, New York CMSA, Philadelphia CMSA, San Diego MSA, San Francisco CMSA, or Washington DC CMSA.

Default: Insert asterisks in pay rate determinant, pay basis, basic pay, and locality adjustment.

Note: For CMSA (consolidated metropolitan statistical area) and MSA (metropolitan statistical area) definitions, see The Guide to Personnel Data Standards, which is available at Internet address <http://www.opm.gov/feddata/guidance.htm> by selecting "Data Standards."

450.40.3 If pay rate determinant is P,
 Then agency must be VA.

Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

450.42.3 If pay plan is GM or GS,
 Then pay rate determinant must not be P or T.

Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

470 (RATING OF RECORD (LEVEL))

470.02.2 If nature of action is other than 001,
Then rating of record (level) may not be space.

Default: Insert asterisks in rating of record (level), rating of record (pattern), and rating of record (period).

470.03.3 If rating of record (pattern) is A,
Then rating of record (level) must be 1, 3, X, or Z.

Default: Insert asterisks in rating of record (level) and rating of record (pattern).

470.04.3 If rating of record (pattern) is B,
Then rating of record (level) must be 1, 3, 5, X, or Z.

Default: Insert asterisks in rating of record (level) and rating of record (pattern).

470.05.3 If rating of record (pattern) is C,
Then rating of record (level) must be 1, 3, 4, X, or Z.

Default: Insert asterisks in rating of record (level) and rating of record (pattern).

470.06.3 If rating of record (pattern) is D,
Then rating of record (level) must be 1, 2, 3, X, or Z.

Default: Insert asterisks in rating of record (level) and rating of record (pattern).

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 470.07.3 If rating of record (pattern) is E,
 Then rating of record (level) must be 1, 3, 4, 5, X, or Z.
- Default: Insert asterisks in rating of record (level) and rating of record (pattern).
-
- 470.08.3 If rating of record (pattern) is F,
 Then rating of record (level) must be 1, 2, 3, 5, X, or Z.
- Default: Insert asterisks in rating of record (level) and rating of record (pattern).
-
- 470.09.3 If rating of record (pattern) is G,
 Then rating of record (level) must be 1, 2, 3, 4, X, or Z.
- Default: Insert asterisks in rating of record (level) and rating of record (pattern).
-
- 470.10.3 If rating of record (pattern) is H,
 Then rating of record (level) must be 1, 2, 3, 4, 5, X, or Z.
- Default: Insert asterisks in rating of record (level) and rating of record (pattern).

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

471 (RATING OF RECORD (PATTERN))

471.02.3 If rating of record (level) is 1 through 5,
Then neither rating of record (pattern) nor rating of record (period) may be
spaces.

Default: Insert asterisks in rating of record (pattern), rating of record (level), and
rating of record (period).

471.03.3 If pay plan is ES,
Then rating of record (pattern) must not be A, B, C, or E.

Default: Insert asterisks in rating of record (level) and rating of record (pattern).

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**DYNAMICS FILE
RELATIONSHIP EDITS**

472 (RATING OF RECORD (PERIOD))

472.02.2 If rating of record (period) is not spaces or asterisks,
Then it must be equal to or less than the effective date of personnel action.

Default: Insert asterisks in rating of record (period).

472.03.3 If rating of record (level) is X,
Then rating of record (period) must be spaces.

Default: Insert asterisks in rating of record (period).

472.04.2 If rating of record (period) is not spaces or asterisks,
Then it must not be more than 5 years earlier than the effective date of personnel
action.

Default: Agency should verify that the rating of record (period) reflects the date
of the employee's most current rating of record (level).

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**DYNAMICS FILE
RELATIONSHIP EDITS**

500 (POSITION OCCUPIED)

500.02.3 If pay plan is CZ, ED, EE, EF, EG, EH, EI, Fx (other than FC), MA, SZ, VE, VM, VN, VP, or WZ,
Then position occupied must be 2 or asterisk.

Default: Insert asterisk in position occupied.

500.04.3 If pay plan is ES,
Then position occupied must be 3, 4, or asterisk.

Default: Insert asterisk in position occupied.

500.07.2 If nature of action is other than 3xx or 4xx,
And position occupied is 3 or 4,
Then pay plan must be ES or asterisks.

Default: Insert asterisk in position occupied.

500.13.2 If nature of action is 100, 101, 107, 108, 112, 115, 120, 122, 124, 140, 141, 500, 501, 507, 508, 512, 515, 520, 522, 524, 540, or 541,
Then position occupied must be 1 or asterisk.

Default: Insert asterisk in position occupied.

500.16.2 If nature of action is 150, 151, 153, 154, 155, 157, 170, 171, 550, 551, 553, 554, 555, 570, or 571,
Then position occupied must be 2 or asterisk.

Default: Insert asterisk in position occupied.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

520 (PRIOR OCCUPATION)

520.02.2 If occupation is not the same as prior occupation,
 And both are other than spaces or asterisks,
 Then nature of action must be 5xx, 702, 703, 713, 721, 740, 741, or 800.

 Default: Insert asterisks in prior occupation.

520.04.2 If prior pay plan is Gx, LG, or ST,
 Then prior occupation must be less than 2200 or be asterisks.

 Default: Insert asterisks in prior occupation.

520.07.2 If prior pay plan is Kx, Wx, or Xx,
 Then prior occupation must be greater than 2499 or be asterisks.

 Default: Insert asterisks in prior occupation.

520.13.2 If prior occupation is 0605,
 Then the first two positions of agency/subelement must be VA.

 Default: Insert asterisks in prior occupation.

520.16.2 If prior occupation is 0805,
 Then first two positions of agency/subelement must be AF, AR, DD, or NV.

 Default: Insert asterisks in prior occupation.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 520.19.2 If prior occupation is 2619 or 2843,
 Then the first two positions of agency/subelement must be DN.

 Default: Insert asterisks in prior occupation.
- 520.20.2 If prior occupation is 2806 or 2808,
 Then the first two positions of agency/subelement must be DN or IN.

 Default: Insert asterisks in prior occupation.

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

**DYNAMICS FILE
 RELATIONSHIP EDITS**

530 (PRIOR PAY BASIS)

530.02.2	If prior pay rate determinant is other than A, B, E, F, M, U, or V, And prior pay plan is:	Then prior pay basis must be as shown or asterisks
	AL	PA
	CA	PA
	ES	PA
	EX	PA
	GG	PA
	GH	PA
	GM	PA
	GS	PA
	KA	PA, PH
	SL	PA
	TP	FB, PD, SY
	Xx	PH
	ZZ	WC
Default: Insert asterisks in prior pay basis and prior basic pay.		

530.07.2 If prior pay basis is PA, PH, PM, BW, or WC,
 Then prior basic pay must not be greater than the maximum shown in table 18.

Default: Insert asterisks in prior pay basis and prior basic pay.

530.10.2 If prior pay basis is PD,
 And agency/subelement is CU, FD, FL, FY, TRAJ, or TR35,
 Then prior basic pay may not exceed 1000.

Default: Insert asterisks in prior pay basis and prior basic pay.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

530.12.2 If prior pay basis is PD,
 And agency/subelement is other than CU, FD, FL, FY, TRAJ, or TR35,
 Then prior basic pay may not exceed the maximum on Table 18.

Default: Insert asterisks in prior pay basis and prior basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

540 (PRIOR GRADE = PRIOR GRADE, LEVEL, CLASS, RANK, OR PAY BAND)

540.02.2 If pay plan equals GM or GS,
 And prior pay plan equals GM or GS,
 And grade does not equal prior grade,
 And neither grade nor prior grade are spaces or asterisks,
 Then nature of action must be 5xx, 702, 703, 713, 740, or 741.

Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.

540.03.2 If prior pay plan is FG,
 Then prior grade must be 01 through 15 or be asterisks.

Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.

540.04.2 If nature of action is 769,
 Then prior grade must equal current grade or be asterisks.

Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.

540.05.2 If prior pay plan is FM,
 Then prior grade must be 13 through 15 or be asterisks.

Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 540.06.2 If prior pay plan is EZ,
 Then prior grade must be 01 through 08 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.07.2 If prior pay plan is CG, MG, WL, or XG,
 Then prior grade must be 01 through 15 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.10.2 If prior pay plan is WS or XH,
 Then prior grade must be 01 through 19 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.13.2 If prior pay plan is FA,
 And prior pay rate determinant is not S,
 Then prior grade must be CA, CM, MC, NC, OC, 01 through 04, 13, 14, or
 asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.16.2 If prior pay plan is CE,
 Then prior grade must be 01 through 17 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 540.17.2 If prior pay plan is CY,
 Then prior grade must be 01 through 24 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.18.2 If prior pay plan is AL or CA,
 Then prior grade must be 01 through 03 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.19.2 If prior pay plan is GM,
 Then prior grade must be 13 through 15 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.20.2 If prior pay plan is GS,
 Then prior grade must be 01 through 15 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.22.2 If prior pay plan is VM,
 Then prior grade must be 11 through 15, 96, 97, or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, prior
 basic pay.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 540.25.2 If prior pay plan is VN,
 Then prior grade must be 01 through 06, 08, 09, 11 through 15, or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.28.2 If prior pay plan is VP,
 Then prior grade must be 11 through 15 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.29.2 If prior pay plan is DR,
 Then prior grade must be 01 through 04 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.31.2 If prior pay plan is WG or XF,
 Then prior grade must be 01 through 15 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.32.2 If prior pay plan is ND or NT,
 Then prior grade must be 01 through 06 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 540.33.2 If prior pay plan is NG,
 Then prior grade must be 01 through 05 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.34.2 If prior pay plan is EX,
 Then prior grade must be 01 through 05 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.35.2 If prior pay plan is NH or NJ,
 Then prior grade must be 01 through 04 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.36.2 If prior pay plan is NK,
 Then prior grade must be 01 through 03 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.38.2 If prior pay plan is FV,
 Then prior grade must be AA, BB, CC, DD, EE, FF, GG, HH, II, JJ, KK, LL,
 MM, or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 540.39.2 If prior pay plan is EV,
 Then prior grade must be 01, 02, 03, or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.40.2 If prior pay plan is NY,
 Then prior grade must be 01 through 04 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.43.2 If prior pay plan is FO,
 Then prior grade must be 01 through 08 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.45.2 If prior pay plan is FP,
 Then prior grade must be 01 through 09, AA through EE, or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.46.2 If prior pay plan is FE,
 Then prior grade must be CA, CM, MC, OC, 01 through 03, or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 540.49.2 If prior pay plan is AF,
 Then prior grade must be AA, BB, CC, DD, EE, or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.52.2 If prior pay plan is FC,
 Then prior grade must be 02 through 14 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.55.2 If prior pay plan is GG,
 Then prior grade must be 01 through 15, SL, spaces, or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.56.2 If prior pay plan is NC,
 Then prior grade must be 01 through 03 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.57.2 If prior pay plan is NO,
 Then prior grade must be 01 through 04 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 540.58.2 If prior pay plan is NP or NR,
 Then prior grade must be 01 through 05 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.60.2 If prior pay plan is GH,
 Then prior grade must be 13 through 15, spaces, or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.61.2 If prior pay plan is SL or XE,
 Then prior grade must be 00 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.62.2 If prior pay plan is VE,
 Then prior grade must be 01, 02, or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.
- 540.63.2 If prior pay plan is NB,
 Then prior grade must be 01 through 09 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and
 prior basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

550 (PRIOR PAY PLAN)

- 550.02.2 If pay plan and prior pay plan are not the same,
 And both are other than asterisks or spaces,
 Then nature of action must be 5xx, 600-610, 702, 703,713, 721,740, 741, or 894.
- Default: Insert asterisks in prior pay plan, prior grade, prior step or rate, prior pay
 basis, and prior basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

560 (PRIOR PAY RATE DETERMINANT)

560.02.2 If nature of action is 741,
Then prior pay rate determinant must be A, B, E, F, M, U, V, or asterisk.

Default: Insert asterisks in prior pay basis, prior basic pay, and prior pay rate determinant.

560.04.2 If the nature of action is 703,
And prior pay rate determinant is A, B, E, F, U, or V,
Then pay rate determinant must be A, B, E, F, U, V, or asterisk.

Default: Insert asterisks in prior pay basis, prior basic pay, and prior pay rate determinant.

560.06.2 If prior pay rate determinant is C,
Then prior pay plan may not be Bx, ED, EE, EF, EG, EH, EI, Wx, Xx, or ZZ.

Default: Insert asterisks in prior pay rate determinant, prior pay basis, and prior basic pay.

560.07.2 If prior pay rate determinant is 4,
Then prior pay plan may not begin with W or X.

Default: Insert asterisks in prior pay rate determinant, prior pay basis, and prior basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

560.10.2 If nature of action is 7xx or 8xx (other than 702, 703, 713, 721, 740, 741, 800, 866, 894, or 899),
 And pay rate determinant is other than M,
 And prior pay rate determinant is other than 5, 7, M, or asterisk,
 Then pay rate determinant must equal prior pay rate determinant or be asterisk.

 Default: Insert asterisks in prior pay rate determinant, prior pay basis, and prior basic pay.

560.13.2 If prior pay plan is FA, ST, or EX,
 Then prior pay rate determinant must be C, S, 0, or asterisk.

 Default: Insert asterisks in prior pay rate determinant, prior pay basis, and prior basic pay.

560.28.2 If prior pay plan is ES,
 Then prior pay rate determinant must be C, 0 (zero), or asterisk.

 Default: Insert asterisks in prior pay rate determinant, prior pay basis, and prior basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

560.30.2 If prior pay rate determinant is M,
Then prior duty station must be within the Boston CMSA, Chicago CMSA,
Los Angeles CMSA, New York CMSA, Philadelphia CMSA, San Diego MSA,
San Francisco CMSA, or Washington DC CMSA.

Default: Insert asterisks in prior pay rate determinant, prior pay basis, prior basic pay, and prior locality adjustment.

Note: For CMSA (consolidated metropolitan statistical area) and MSA (metropolitan statistical area) definitions, see The Guide to Personnel Data Standards, which is available at Internet address <http://www.opm.gov/feddata/guidance.htm> by selecting "Data Standards."

560.40.2 If prior pay plan is GM or GS,
Then prior pay rate determinant must not be P or T.

Default: Insert asterisks in prior pay basis, prior basic pay, and prior pay rate determinant.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

570 (PRIOR BASIC PAY)

Note: If the prior basic pay does not match the Basic Pay Table for the effective date of the action, the data will then be matched against the previous Basic Pay Table.

570.02.2 If prior pay plan is GS,
 And prior pay rate determinant is 0 or 7,
 Then prior basic pay must match the entry for prior grade, and prior step or rate
 on Table 1 or be asterisks.

Default: Insert asterisks in prior pay basis and prior basic pay.

570.04.2 If prior pay plan is GS,
 And prior pay rate determinant is 2, 3, 4, J, K, or R,
 Then prior basic pay must be equal to or exceed the minimum basic pay for prior
 grade on Table 2 or be asterisks.

Default: Insert asterisks in prior pay basis and prior basic pay.

570.07.2 If prior pay plan is GM,
 And prior pay rate determinant is 0 or 7,
 Then prior basic pay must fall within the appropriate range for prior grade on
 Table 3 or be asterisks.

Default: Insert asterisks in prior pay basis and prior basic pay.

570.10.2 If prior pay plan is GM or GH,
 And prior pay rate determinant is 2, 3, 4, J, K, or R,
 Then prior basic pay must equal or exceed the minimum basic pay for prior grade
 on Table 2 or be asterisks.

Default: Insert asterisks in prior pay basis and prior basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

570.13.2 If prior pay plan is EX,
 And prior pay rate determinant is 0,
 Then prior basic pay must match the entry for prior grade on Table 5 or be
 asterisks.

 Default: Insert asterisks in prior pay basis and prior basic pay.

570.16.2 If prior pay plan is ES or FE,
 And prior pay rate determinant is not C,
 Then prior basic pay must match the entry for prior step or rate on Table 6 or be
 asterisks.

 Default: Insert asterisks in prior pay basis and prior basic pay.

570.19.2 If prior pay plan is Wx, XE, XF, XG, or XH,
 And prior pay rate determinant is 0,
 Then prior basic pay must fall within the range for prior pay plan on Table 11 or
 be asterisks.

 Default: Insert asterisks in prior pay basis and prior basic pay.

570.22.2 If prior pay plan is KA,
 Then prior basic pay must fall within the range on Table 17 or be asterisks.

 Default: Insert asterisks in prior pay basis and prior basic pay.

570.23.2 If prior pay plan is FG,
 And prior pay rate determinant is 0 or 7,
 Then prior basic pay must match the entry for prior grade and prior step or rate on
 Table 1 or be asterisks.

 Default: Insert asterisks in prior pay basis and prior basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 570.24.2 If prior pay plan is FB, FJ, or FX,
Then prior basic pay must be no less than step 1 on Table 6 and no more than
step 6 on Table 6, or be asterisks.
- Default: Insert asterisks in prior pay basis and prior basic pay.
- 570.25.2 If prior pay plan is FT,
Then prior basic pay must be within the range on Table 21 or be asterisks.
- Default: Insert asterisks in prior pay basis and prior basic pay.
- 570.26.2 If prior pay plan is FL, FS, or FW,
Then prior basic pay must be no less than the minimum for pay plan WG on
Table 11 and no more than the maximum for pay plan WS on Table 11, or be
asterisks.
- Default: Insert asterisks in prior pay basis and prior basic pay.
- 570.27.2 If prior pay plan is FM,
And prior pay rate determinant is 0 or 7,
Then prior basic pay must match the entry for prior grade on Table 3 or be
asterisks.
- Default: Insert asterisks in prior pay basis and prior basic pay.
- 570.28.2 If nature of action is 7xx or 8xx (other than 702, 703, 713, 721, 740, 741, 855,
866, 867, 868, 871, 891, 892, 893, or 894),
And neither prior basic pay nor basic pay are asterisks,
Then prior basic pay must equal basic pay.
- Default: Insert asterisks in prior pay basis and prior basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 570.31.2 If prior pay plan is NY,
 Then prior basic pay must be within the range on Table 26 or be asterisks.
- Default: Insert asterisks in prior pay basis and prior basic pay.
- 570.32.2 If prior pay plan is NX,
 Then prior basic pay must be within the range for the prior grade on Table 27 or
 be asterisks.
- Default: Insert asterisks in prior pay basis and prior basic pay.
- 570.37.2 If prior pay plan is FC,
 And prior pay rate determinant is not C,
 Then prior basic pay must match the entry for prior grade on Table 8 or be
 asterisks.
- Default: Insert asterisks in prior pay basis and prior basic pay.
- 570.43.2 If prior pay plan is AF, FO, or FP,
 And prior pay rate determinant is not C,
 Then prior basic pay must fall within the range for prior grade on Table 10 or be
 asterisks.
- Default: Insert asterisks in prior pay basis and prior basic pay.
- 570.45.2 If prior pay plan is FA,
 And agency/subelement is ST,
 And prior pay rate determinant is 0,
 And prior grade is 01 through 04 or 13 or 14,
 Then prior basic pay must equal entry for the grade on Table 7 or be asterisks.
- Default: Insert asterisks in prior pay basis and prior basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

570.50.2 If prior pay plan is GS,
 And prior pay rate determinant is 5, 6, or M,
 Then prior basic pay must exceed the entry for prior grade and prior step or rate
 on Table 1 or be asterisks.

 Default: Insert asterisks in prior pay basis and prior basic pay.

570.53.2 If prior pay plan is GS,
 And prior pay rate determinant is 5, 6, or M,
 Then prior basic pay must be equal to or less than the entry for prior grade on
 Table 19 or be asterisks.

 Default: Insert asterisks in prior pay basis and prior basic pay.

570.56.2 If prior pay plan is GM,
 And prior pay rate determinant is 5, 6, or M,
 Then prior basic pay must fall within the range for the prior grade on Table 20 or
 be asterisks.

 Default: Insert asterisks in prior pay basis and prior basic pay.

570.60.2 If prior pay plan is AL,
 And prior pay rate determinant is not C,
 Then prior basic pay must match the entry for the prior grade and prior step or
 rate on Table 22 or be asterisks.

 Default: Insert asterisks in prior pay basis and prior basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

570.65.2 If prior pay plan is CA,
 And prior pay rate determinant is not C,
 Then prior basic pay must match the entry on Table 23 for the prior grade or be
 asterisks.

 Default: Insert asterisks in prior pay basis and prior basic pay.

570.70.2 If prior pay plan is SL or ST,
 And prior pay rate determinant is not C,
 Then prior basic pay must be within the range in Table 21 or be asterisks.

 Default: Insert asterisks in prior pay basis and prior basic pay.

570.75.2 If prior pay plan is TP,
 And prior pay basis is SY,
 Then prior basic pay must be within the range on Table 24 or be asterisks.

 Default: Insert asterisks in prior pay basis and prior basic pay.

570.80.2 If prior pay plan is GG,
 And prior grade is 01 through 15,
 And prior step is 01 through 10,
 And prior pay rate determinant is 0 or 7,
 Then prior basic pay must match the entry for prior grade and prior step or rate on
 Table 1 or be asterisks.

 Default: Insert asterisks in prior pay basis and prior basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 570.82.2 If prior pay plan is GG,
 And prior grade is SL,
 And prior pay rate determinant is 0,
 Then prior basic pay must be within the range on Table 21 or be asterisks.
- Default: Insert asterisks in prior pay basis and prior basic pay.
-
- 570.83.2 If prior pay plan is IJ,
 And prior pay rate determinant is 0 or 7,
 Then prior basic pay must match the entry for the prior step or rate on Table 36 or
 be asterisks.
- Default: Insert asterisks in prior pay basis and prior basic pay.
-
- 570.84.2 If prior pay plan is GG,
 And prior grade is 01 through 15,
 And prior pay rate determinant is 2, 3, 4, J, K, or R,
 Then prior basic pay must be equal to or exceed the minimum for prior grade on
 Table 2 or be asterisks.
- Default: Insert asterisks in prior pay basis and prior basic pay.
-
- 570.86.2 If prior pay plan is GH,
 And prior pay rate determinant is 0 or 7,
 Then prior basic pay must be within the range for the appropriate prior grade on
 Table 3 or be asterisks.
- Default: Insert asterisks in prior pay basis and prior basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

580 (PRIOR STEP OR RATE)

580.02.2 If nature of action is 7xx or 8xx (other than 702, 703, 713, 721, 740, 855, 866, 867, 868, 871, 891, 892, 893, 894, or 899),
And neither step or rate nor prior step or rate are asterisks,
Then prior step or rate must equal step or rate.

Default: Insert asterisks in prior step or rate.

580.03.2 If prior pay plan is FG,
Then prior step or rate must be 00 through 10 or be asterisks.

Default: Insert asterisks in prior step or rate.

580.04.2 If pay plan is GS,
And nature of action is 892 or 893,
And pay rate determinant is 0, 5, 6, 7, or M,
Then prior step or rate must be less than step or rate or be asterisks.

Default: Insert asterisks in prior step or rate.

580.07.2 If prior pay plan is CE or CY,
Then prior step or rate must be 00 through 21 or asterisks.

Default: Insert asterisks in prior step or rate.

580.10.2 If prior pay plan is GM,
Then prior step or rate must be 00 or asterisks.

Default: Insert asterisks in prior step or rate.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

580.13.2 If prior pay plan is ES or FE,
 Then prior step or rate must be 01 through 06 or asterisks.

 Default: Insert asterisks in prior step or rate.

580.19.2 If prior pay rate determinant is 2, 3, 4, or alphabetic (other than M),
 And prior pay plan is not WT, FA, or EX,
 Then prior step or rate must be 00 or asterisks.

 Default: Insert asterisks in prior step or rate.

580.22.2 If prior pay plan is GS or GG,
 And prior grade is 01 through 15,
 And neither current appointment authority is UAM,
 And prior pay rate determinant is 0, 5, 6, or 7,
 Then prior step or rate must be 01 through 10 or asterisks.

 Default: Insert asterisks in prior step or rate.

580.25.2 If prior pay plan is VE, VM, or VP,
 And prior grade is not 97,
 Then prior step or rate must be 00 through 10 or asterisks.

 Default: Insert asterisks in prior step or rate.

580.26.2 If prior pay plan is VM,
 And prior grade is 97,
 Then prior step or rate must be 00 through 09 or asterisks.

 Default: Insert asterisks in prior step or rate.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 580.27.2 If prior pay plan is VN,
 Then prior step must be 00 through 28 or asterisks.
- Default: Insert asterisks in prior step or rate.
-
- 580.29.2 If prior pay plan is XE,
 Then prior step or rate must be 01 through 03 or asterisks.
- Default: Insert asterisks in prior step or rate.
-
- 580.31.2 If prior pay plan is FO,
 Then prior step or rate must be 01 through 14 or asterisks.
- Default: Insert asterisks in prior step or rate.
-
- 580.32.2 If prior pay plan is FP,
 And prior grade is 01 through 09,
 Then prior step or rate must be 01 through 14 or asterisks.
- Default: Insert asterisks in prior step or rate.
-
- 580.33.2 If prior pay plan is FP,
 And prior grade is AA through EE,
 Then prior step or rate must be 01 through 05 or asterisks.
- Default: Insert asterisks in prior step or rate.
-
- 580.34.2 If prior pay plan is AF,
 Then prior step or rate must be 01 through 05 or asterisks.
- Default: Insert asterisks in prior step or rate.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

580.37.2 If prior pay plan is FC,
 And prior grade is 02 through 12,
 Then prior step or rate must be 01 through 10 or asterisks.

 Default: Insert asterisks in prior step or rate.

580.40.2 If prior pay plan is FC,
 And prior grade is 13,
 Then prior step or rate must be 01 through 09 or asterisks.

 Default: Insert asterisks in prior step or rate.

580.43.2 If prior pay plan is FC,
 And prior grade is 14,
 Then prior step or rate must be 01 through 05 or asterisks.

 Default: Insert asterisks in prior step or rate.

580.46.2 If prior pay plan is CA, SL, or ST,
 Then prior step or rate must be 00 or asterisks.

 Default: Insert asterisks in prior step or rate.

580.49.2 If prior pay plan is AL,
 And prior grade is 01 or 02,
 Then prior step or rate must be 00 or asterisks.

 Default: Insert asterisks in prior step or rate.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

580.52.2 If prior pay plan is AL,
 And prior grade is 03,
 Then prior step or rate must be A through F, or asterisks.

 Default: Insert asterisks in prior step or rate.

580.55.2 If prior pay plan is GG,
 And prior grade is SL,
 Then prior step or rate must be 00 or asterisks.

 Default: Insert asterisks in prior step or rate.

580.57.2 If prior pay plan is IJ,
 And prior pay rate determinant is 0 or 7,
 Then prior step or rate must be 01 through 04 or asterisks.

 Default: Insert asterisks in prior step or rate.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

590 (PRIOR WORK SCHEDULE)

590.02.2 If nature of action is 781,
 And work schedule and prior work schedule are not asterisks,
 Then prior work schedule may not equal work schedule.

 Default: Insert asterisk in prior work schedule.

590.04.2 If nature of action is 430,
 Then prior work schedule must be G, J, Q, T, or asterisk.

 Default: Insert asterisk in prior work schedule.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

600 (RACE OR NATIONAL ORIGIN)

600.02.3 If race or national origin is Y,
Then the first 2 positions of duty station must be RQ or asterisks.

Default: Insert asterisk in race or national origin.

600.04.3 If race or national origin is F, G, H, J, K, L, M, N, P, or Q,
Then the first 2 positions of duty station must be 15 or asterisks.

Default: Insert asterisk in race or national origin.

600.07.3 If the first 2 positions of duty station are RQ,
Then race or national origin must be D, Y, or asterisk.

Default: Insert asterisk in race or national origin.

600.10.3 If the first 2 positions of duty station are 15,
Then race or national origin must be A, C through Q, or asterisk.

Default: Insert asterisk in race or national origin.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

650 (BASIC PAY)

Note: If a basic pay match error occurs AND the year and month of the effective date of the action are equal to the Basic Pay Table effective date, the data will then be matched against the previous Basic Pay Table.

650.02.2 If pay plan is GS,
 And pay rate determinant is 0 or 7,
 Then basic pay must match the entry for grade and step or rate on Table 1 or be
 asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.05.3 If pay plan is NY,
 Then basic pay must be within the range on Table 26 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.06.3 If pay plan is NX,
 Then basic pay must be within the range for the grade on Table 27 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.10.2 If pay plan is GS,
 And pay rate determinant is 2, 3, 4, J, K, or R,
 Then basic pay must equal or exceed the minimum basic pay for the grade on
 Table 2 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

650.19.3 If pay plan is GM,
 And pay rate determinant is 0 or 7,
 Then basic pay must fall within the range for grade on Table 3 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.20.2 If pay plan is GM,
 And pay rate determinant is 5, 6, or M,
 Then basic pay must fall within the range for the grade on Table 20 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.25.2 If pay plan is GH or GM,
 And pay rate determinant is 2, 3, 4, J, K, or R,
 Then basic pay must equal or exceed the minimum basic pay for the grade on Table 2 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.26.3 If pay plan is FG,
 And pay rate determinant is 0 or 7,
 Then basic pay must match the entry for grade and step or rate on Table 1 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.27.3 If pay plan is FB, FJ, or FX,
 Then basic pay must be no less than step 1 on Table 6 and no more than step 6 on Table 6, or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 650.28.3 If pay plan is FT,
 Then basic pay must be within the range on Table 21 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.29.3 If pay plan is FL, FS, or FW,
 Then basic pay must be no less than the minimum for pay plan WG on Table 11
 and no more than the maximum for pay plan WS on Table 11, or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.30.3 If pay plan is FM,
 And pay rate determinant is 0 or 7,
 Then basic pay must match the entry for grade on Table 3 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.32.3 If pay plan is VE,
 And pay rate determinant is 0,
 Then basic pay must be within the range for the grade on Table 52 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.34.2 If pay plan is EX,
 And pay rate determinant is 0,
 Then basic pay must equal the entry for the grade on Table 5 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

- 650.38.2 If pay plan is GG,
 And grade is 01 through 15,
 And step is 01 through 10,
 And pay rate determinant is 0 or 7,
 Then basic pay must equal the entry for the grade and step on Table 1 or be
 asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.39.2 If pay plan is GG,
 And grade is 01 through 15,
 And step is 01 through 10,
 And pay rate determinant is 5, 6, or M,
 Then basic pay must exceed the entry for the grade and step on Table 1 or be
 asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.40.2 If pay plan is ES or FE,
 And pay rate determinant is 0,
 Then basic pay must equal the entry for the step or rate on Table 6 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.41.3 If pay plan is GG,
 And grade is 01 through 15,
 And step is 01 through 10,
 And pay rate determinant is 5, 6, or M,
 Then basic pay must be equal to or less than the entry for the grade on Table 19 or
 be asterisks.
- Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

650.42.2 If pay plan is GG,
 And grade is 01 through 15,
 And pay rate determinant is 2, 3, 4, J, K, or R,
 Then basic pay must be equal to or exceed the entry for the grade on Table 2 or be
 asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.43.2 If pay plan is FA,
 And pay rate determinant is 0,
 And agency/subelement is ST,
 And grade is 01 through 04 or 13 or 14,
 Then basic pay must equal entry for the grade on Table 7 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.45.2 If pay plan is GH,
 And pay rate determinant is 0 or 7,
 Then basic pay must be within the range for the grade on Table 3 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.46.2 If pay plan is GH,
 And pay rate determinant is 5, 6, or M,
 Then basic pay must be within the range for the grade on Table 20 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

- 650.47.2 If pay plan is FC,
 And pay rate determinant is not C,
 Then basic pay must equal the entry for the grade on
 Table 8 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.48.2 If pay plan is GG,
 And grade is SL,
 And pay rate determinant is 0,
 Then basic pay must be within the range shown on Table 21 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.53.2 If pay plan is AF, FO, or FP,
 And pay rate determinant is not C,
 Then basic pay must fall within the range for the grade on Table 10 or be
 asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.57.3 If pay plan begins with W or is XE, XF, XG, or XH,
 And pay rate determinant is not A, B, E, F, U, or V,
 Then basic pay must fall within the range for the pay plan on Table 11 or be
 asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.60.2 If pay plan is VM and pay rate determinant is 0,
 Then grade and basic pay must match Table 12 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

- 650.63.2 If pay plan is VP,
 And pay rate determinant is 0,
 Then basic pay must fall within the range for the grade on Table 13 or be
 asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.66.3 If pay plan is VN,
 And pay rate determinant is 0,
 And occupation is 0601 or 0603,
 Then basic pay must be within the range for the grade on Table 14 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.67.3 If pay plan is VN,
 And pay rate determinant is 0,
 And occupation is 0605 or 0610,
 Then basic pay must be within the range for the grade on Table 15 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
-
- 650.69.2 If legal authority is J8M,
 And nature of action is 170 or 570,
 And pay plan is Wx or Xx,
 Then basic pay may not be greater than the basic pay for GS-11, step 10 on
 Table 1 or must be asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

650.72.2 If pay plan is SR,
 And pay rate determinant is not C,
 And agency/subelement is VA,
 Then basic pay must be within the range shown on Table 16 or be asterisks.

Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.

650.78.2 If pay plan is KA,
 Then basic pay must fall within the range on Table 17 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.80.2 If pay plan is TP,
 And pay basis is SY,
 Then basic pay must be within the range on Table 24 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.83.2 If pay plan is GS,
 And pay rate determinant is 5, 6, or M,
 Then basic pay must exceed the entry for grade and step or rate on Table 1 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.86.3 If pay plan is GS,
 And pay rate determinant is 5, 6, or M,
 Then basic pay must be equal to or less than the entry for grade on Table 19 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

650.96.2 If pay plan is AL,
 And pay rate determinant is not C,
 Then basic pay must match the entry for the grade and step or rate on Table 22 or
 be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.97.2 If pay plan is CA,
 And pay rate determinant is not C,
 Then basic pay must match the entry on Table 23 for the grade or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.98.2 If pay plan is SL or ST,
 And pay rate determinant is not C,
 Then basic pay must fall within the range on Table 21 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.99.3 If pay plan is IJ,
 And pay rate determinant is 0 or 7,
 Then basic pay must match the entry for the step or rate on Table 36 or be
 asterisks.

 Default: Insert asterisks in pay basis and basic pay.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

652 (LOCALITY ADJUSTMENT)

Note: Table 25 shows locality pay percentages. The locality adjustment amount will pass the lookup if, as a percentage of basic pay, it represents the percentage shown for that locality area. (If a more precise check is needed, a subsequent relationship edit will catch the error.) Locality pay area is generated within the CPDF according to the duty station. For locality pay area definitions, see the Guide to Personnel Data Standards, which is available at Internet address <http://www.opm.gov/feodata/guidance.htm> by selecting "Data Standards."

652.10.2 If pay plan is FO, FP, GG, GH, GM, or GS,
 And pay rate determinant is 0, 3, 7, J, or K,
 And locality pay area is not 99,
 Then the amount of the locality adjustment, as a percentage of basic pay, must
 match any percentage for the locality pay area on Table 25 and valid as of the
 effective date, or spaces or be asterisks.

 Default: Insert asterisks in locality adjustment.

652.15.2 If pay plan is FO, FP, GG, GH, GM, or GS,
 And pay rate determinant is 6, 5, or M,
 And locality pay area is not 99,
 Then the locality adjustment amount may not be greater than the highest
 percentage on Table 25 for the area, valid as of the effective date.

 Default: Insert asterisks in locality adjustment.

652.20.3 If locality pay area is 99,
 And agency is other than AM, GY, IB, or ST,
 Then locality adjustment must be spaces or asterisks.

 Default: Insert asterisks in locality adjustment.

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(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

- 652.21.3 If locality pay area is 99,
 And agency is AM, GY, IB, or ST,
 And either:
 The first two positions of duty station are other than CA or MX,
 Or pay plan is FO or FP,
 Then locality adjustment must be spaces or asterisks.
- Default: Insert asterisks in locality adjustment.
-
- 652.30.3 If pay plan is Bx, EH, EI, EX, Wx, Xx, or ZZ,
 And pay rate determinant is other than A, B, E, F, S, U, or V,
 Then locality adjustment must be spaces or asterisks.
- Default: Insert asterisks in locality adjustment.
-
- 652.35.3 If pay rate determinant is C,
 Then locality adjustment must be spaces or asterisks.
- Default: Insert asterisks in locality adjustment.
-
- 652.60.2 If pay plan is AL, CA, ES, FE, SL, or ST,
 And locality pay area is not 99,
 Then the locality adjustment amount, as a percentage of basic pay, must not be
 greater than the highest percentage, valid as of the effective date, for the locality
 pay area on Table 25.
- Default: Insert asterisks in locality adjustment.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

652.95.2 If pay plan is AL, CA, ES, FE, FO, FP, GG, GH, GM, GS, SL, or ST,
 And locality pay area is other than 99,
 And pay rate determinant is other than A, B, C, E, F, U or V,
 And effective date is greater than or equal to 19940109,
 And nature of action is other than 3xx or 4xx
 Then locality adjustment may not be spaces.

Default: Insert asterisks in locality adjustment.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

653 (PRIOR LOCALITY ADJUSTMENT)

653.08.2 If prior pay plan is AL, CA, ES, FE, FO, FP, GG, GH, GM, GS, SL, or ST,
Then prior locality adjustment, as a percentage of prior basic pay, must not be
greater than the highest percentage on Table 25 for the prior locality pay area.

Default: Insert asterisks in prior locality adjustment.

653.15.2 If prior pay plan is FO, FP, GG, GH, GM, GS, or
And prior pay rate determinant is 0, 3, 7, J, or K,
And prior locality pay area is not 99,
And nature of action is not 895,
Then the amount of the prior locality adjustment, as a percentage of prior basic
pay, must match any percentage for the locality pay area on Table 25, valid as of
the effective date or be spaces or asterisks.

Default: Insert asterisks in prior locality adjustment.

653.30.2 If prior locality pay area is 99,
And agency is other than AM, GY, IB, or ST,
Then prior locality adjustment must be spaces or asterisks.

Default: Insert asterisks in prior locality adjustment.

653.31.2 If prior locality pay area is 99,
And agency is AM, GY, IB, or ST,
And either:
 The first two positions of prior duty station are other than CA or MX,
 Or prior pay plan is FO or FP,
Then prior locality adjustment must be spaces or asterisks.

Default: Insert asterisks in prior locality adjustment.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

653.40.2 If prior pay plan is Bx, EH, EI, EX, Wx, Xx, or ZZ,
 And prior pay rate determinant is other than A, B, E, F, S, U, or V,
 Then prior locality adjustment must be spaces or asterisks.

 Default: Insert asterisks in prior locality adjustment.

653.45.2 If prior pay rate determinant is C,
 Then prior locality adjustment must be spaces or asterisks.

 Default: Insert asterisks in prior locality adjustment.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

655 (RETENTION ALLOWANCE)

655.10.3 If pay plan is AL, CA, ES, EX, GM, GS, SL, or ST,
 And retention allowance is not blank or asterisks,
 Then retention allowance must not exceed 25% of basic pay.

 Default: Insert asterisks in retention allowance.

655.15.2 If nature of action is 810,
 And either legal authority is VPG,
 Then retention allowance may not be blanks.

 Default: Insert asterisks in retention allowance.

655.20.2 If nature of action is other than 810,
 And retention allowance is not blanks or asterisks,
 Then retention allowance must be greater than 0.

 Default: Insert asterisks in retention allowance.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

657 (SUPERVISORY DIFFERENTIAL)

657.20.2 If nature of action is 810,
 And either legal authority is VPH,
 Then supervisory differential may not be blanks.

Default: Insert asterisks in supervisory differential.

657.25.2 If nature of action is other than 810,
 And supervisory differential is not blanks or asterisks,
 Then supervisory differential must be greater than 0.

Default: Insert asterisks in supervisory differential.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

660 (SERVICE COMPUTATION DATE (LEAVE))

660.02.3 Service computation date (leave) must be at least 13 years greater than date of birth or be asterisks.

Default: Insert asterisks in service computation date (leave).

Note: Limit established at 13 to accommodate special DOD program for dependents of service people stationed overseas.

660.07.2 Service computation date (leave) must be equal to or less than the effective date or be asterisks.

Default: Insert asterisks in service computation date (leave).

660.10.2 If nature of action begins with 1,
And creditable military service is numeric and greater than 0000,
Then service computation date (leave) must be less than effective date.

Default: Insert asterisks in service computation date (leave).

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

700 (STEP OR RATE)

700.02.3 If pay rate determinant is 2, 3, 4, or alphabetic (other than M, P, or T),
And pay plan is not EX, FA, or WT,
Then step or rate must be 00 or asterisks.

Default: Insert asterisks in step or rate.

700.04.3 If pay plan is GG or GS,
And neither current appointment authority is UAM,
And grade is 01 through 15,
And pay rate determinant is 0, 5, 6, or 7,
Then step or rate must be 01 through 10 or asterisks.

Default: Insert asterisks in step or rate.

700.07.3 If pay plan is VE, VM, or VP,
And grade is not 97,
Then step must be 01 through 10 or asterisks.

Default: Insert asterisks in step or rate.

700.10.3 If pay plan is VM,
And grade is 97,
Then step or rate must be 01 through 09 or asterisks.

Default: Insert asterisks in step or rate.

700.12.3 If pay plan is VN,
Then step or rate must be 00 through 28 or asterisks.

Default: Insert asterisks in step or rate.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

700.14.3 If pay plan is XE,
Then step or rate must be 00 through 03 or asterisks.

Default: Insert asterisks in step or rate.

700.16.3 If pay plan is CE or CY,
Then step or rate must be 00 through 21 or asterisks.

Default: Insert asterisks in step or rate.

700.19.3 If pay plan is GM,
Then step or rate must be 00 or asterisks.

Default: Insert asterisks in step or rate.

700.22.2 If pay plan is ES or FE,
Then step or rate must be 01 through 06 or asterisks.

Default: Insert asterisks in step or rate.

700.31.3 If pay plan is FO,
Then step or rate must be 01 through 14 or asterisks.

Default: Insert asterisks in step or rate.

700.34.3 If pay plan is FP,
And grade is 01 through 09,
Then step or rate must be 01 through 14 or asterisks.

Default: Insert asterisks in step or rate.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

700.35.3 If pay plan is FP,
 And grade is AA through EE,
 Then step or rate must be 01 through 05 or asterisks.

 Default: Insert asterisks in step or rate.

700.37.3 If pay plan is AF,
 Then step or rate must be 01 through 05 or asterisks.

 Default: Insert asterisks in step or rate.

700.40.3 If pay plan is FC,
 And grade is 02 through 12,
 Then step or rate must be 01 through 10 or asterisks.

 Default: Insert asterisks in step or rate.

700.43.3 If pay plan is FC,
 And grade is 13,
 Then step or rate must be 01 through 09 or asterisks.

 Default: Insert asterisks in step or rate.

700.47.3 If pay plan is FC,
 And grade is 14,
 Then step or rate must be 01 through 05 or asterisks.

 Default: Insert asterisks in step or rate.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

- 700.50.3 If pay plan is CA, SL, or ST,
 Then step or rate must be 00 or asterisks.
- Default: Insert asterisks in step or rate.
-
- 700.55.3 If pay plan is AL,
 And grade is 01 or 02,
 Then step or rate must be 00 or asterisks.
- Default: Insert asterisks in step or rate.
-
- 700.60.3 If pay plan is AL,
 And grade is 03,
 Then step or rate must be A through F or asterisks.
- Default: Insert asterisks in step or rate.
-
- 700.62.3 If pay plan is GG,
 And grade is SL,
 Then step or rate must be 00 or asterisks.
- Default: Insert asterisks in step or rate.
-
- 700.65.3 If pay plan is GG,
 And grade is 01 through 15,
 And pay rate determinant is 0, 5, 6, or 7,
 And either current appointment authority is UAM,
 Then step or rate must be 01 through 12 or asterisks.
- Default: Insert asterisks in step or rate.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

700.67.3 If pay plan is FG,
 Then step or rate must be 00 through 10 or be asterisks.

Default: Insert asterisks in step or rate.

700.69.3 If pay plan is IJ,
 And pay rate determinant is 0 or 7,
 Then step or rate must be 01 through 04 or asterisks.

Default: Insert asterisks in step or rate.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

710 (SUPERVISORY STATUS)

710.07.3 If pay plan is BS, JR, JT, KS, NS, WA, WN, WQ, WS, XC, XN, or XS,
Then supervisory status must be 2 or asterisk.

Default: Insert asterisk in supervisory status.

710.10.3 If pay plan is FA,
Then supervisory status must be 2 or asterisk.

Default: Insert asterisk in supervisory status.

710.13.3 If pay plan is ES, EX, or FE,
Then supervisory status must be 2, 8, or asterisk.

Default: Insert asterisk in supervisory status.

710.16.3 If pay plan is GM,
Then supervisory status must be 2, 4, 5, or asterisk.

Default: Insert asterisk in supervisory status.

710.19.3 If pay plan is BL, JL, JQ, KL, NL, WL, WO, WR, XB, or XL,
Then supervisory status must be 6 or asterisk.

Default: Insert asterisk in supervisory status.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

710.22.3 If pay plan is BB, ED, EE, EF, EG, EH, EI, JG, JP, KG, NA, WD, WG, WK, WT, WU, WY, XA, XD, or XP,
Then supervisory status must be 4, 8, or asterisk.

Default: Insert asterisk in supervisory status.

710.25.3 If pay plan is BP, WB, WE, WM, or WZ,
Then supervisory status must be 2, 6, 8, or asterisk.

Default: Insert asterisk in supervisory status.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

720 (TENURE)

720.02.3 If pay plan is ES,
 Then tenure must be 0.

 Default: Insert 0 in tenure.

720.04.3 If pay plan is VM, VN, or VP,
 Then tenure must be 1 or asterisk.

 Default: Insert asterisk in tenure.

720.08.3 If either current appointment authority is Y7M, Y8M, Y9K, or Y9M,
 Then tenure must be 0, 3, space, or asterisk.

 Default: Insert asterisk in tenure.

720.13.2 If nature of action is 100, 130, 140, 151, 155, 157, 500, 540, 551, or 555,
 Then tenure must be 1, 2, or asterisk.

 Default: Insert asterisk in tenure.

720.16.2 If nature of action is 101, 141, 150, 501, 541, or 550,
 Then tenure must be 2 or asterisk.

 Default: Insert asterisk in tenure.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
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**DYNAMICS FILE
RELATIONSHIP EDITS**

720.19.2 If nature of action is 107, 108, 112, 115, 120, 122, 124, 153, 154, 171, 190, 507, 508, 512, 515, 520, 522, 524, 553, 554, 571, or 590,
Then tenure must be 0, 3, or asterisk.

Default: Insert asterisk in tenure.

720.22.2 If legal authority is YAM, YBM, YCM, YGM, Y1M, Y2M, Y3M, or Y4M,
Then tenure must be 2 or asterisk.

Default: Insert asterisk in tenure.

720.25.2 If nature of action is 170 or 570,
And neither legal authority is ZKM or ZNM,
Then tenure must not be 0.

Default: Insert asterisk in tenure.

720.28.2 If the nature of action is 760,
Then tenure must be 0, 3, or asterisk.

Default: Insert asterisk in tenure.

720.31.2 If the nature of action is 765,
Then tenure must be 3 or asterisk.

Default: Insert asterisk in tenure.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

720.34.2 If nature of action is 892 or 893,
 And pay plan is GS,
 Then tenure must not be 0.

 Default: Insert asterisk in tenure.

720.35.3 If either current appointment authority is ZKM (Presidential appointment),
 And pay plan is AD or EX,
 Then tenure must be 0 or 3,

 Default: Insert 3 in tenure.

720.40.3 If either current appointment authority is ZNM (Presidential appointment with
 advice and consent of Senate),
 And pay plan is AD or EX,
 Then tenure must be 0.

 Default: Insert 0 in tenure.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

750 (VETERANS PREFERENCE)

750.02.2 If either legal authority is LBM, LZM, NEM, or MMM,
Then veterans preference must be 2, 3, 4, 6, or asterisk.

Default: Insert asterisk in veterans preference.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

760 (VETERANS STATUS (ACTIVE MILITARY SERVICE))

760.05.3 If veterans status (active military service) is X,
Then veterans preference must not be 2, 3, 4, or 6.

Default: Insert asterisk in veterans status (active military service).

760.10.2 If nature of action is 1xx,
Then veterans status (active military service) may not be N.

Default: Insert asterisk in veterans status (active military service).

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

770 (WORK SCHEDULE)

770.02.2 If nature of action is 280 or 430,
Then work schedule must be G, Q, J, T, space, or asterisks.

Default: Insert asterisk in work schedule.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

**DYNAMICS FILE
RELATIONSHIP EDITS**

780 (YEAR DEGREE OR CERTIFICATE ATTAINED)

780.03.2 Year degree or certificate attained must be less than or equal to the effective date of personnel action year, or be spaces or asterisks.

Default: Insert asterisks in year degree or certificate attained.

780.04.3 If instructional program is other than spaces or asterisks,
Then year degree or certificate attained must not be spaces.

Default: Insert asterisks in year degree or certificate attained.

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

BASIC PAY TABLES

TABLE	TITLE
<u>1</u>	FG, GG, and GS Grade/Step/Basic Pay
<u>2</u>	Retained Pay: GG, GH, GM, and GS Grade/Basic Pay
<u>3</u>	FM, GH, and GM Grade /Basic Pay
<u>5</u>	EX Grade/Level/Basic Pay
<u>6</u>	ES, FB, FE, FJ, FX Step/Basic Pay
<u>7</u>	FA Grade/Basic Pay
<u>8</u>	FC Grade/Step/Basic Pay
<u>10</u>	AF, FO, and FP Grade/Step/Basic Pay
<u>11</u>	W and X Pay Plans/Grade/Basic Pay
<u>12</u>	VM Grade/Basic Pay
<u>13</u>	VP Grade/Basic Pay
<u>14</u>	VN Grade/Basic Pay (Occupations 0601 and 0603)
<u>15</u>	VN Grade/Basic Pay (Occupations 0605 and 0610)
<u>16</u>	SR Basic Pay for VA
<u>17</u>	KA Basic Pay
<u>18</u>	Pay Basis/Basic Pay
<u>19</u>	Special Rates for GG and GS Grade/Basic Pay
<u>20</u>	Special Rates for GH and GM Grade/Basic Pay

(continued)

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

TABLE	TITLE (continued)
<u>21</u>	FT, GG (Grade SL), SL, and ST Basic Pay
<u>22</u>	AL Grade/Step/Basic Pay
<u>23</u>	CA Grade/Basic Pay
<u>24</u>	TP Basic Pay
<u>25</u>	Locality Pay Area (LPA) Percentages
<u>26</u>	NY Grade/Basic Pay
<u>27</u>	NX Grade/Basic Pay
<u>36</u>	IJ Step/Basic Pay
<u>43</u>	JA Basic Pay
<u>52</u>	VE Grade/Basic Pay

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

BASIC PAY TABLES

Table 1										
FG, GG, and GS Grade/Step/Basic Pay as of January 2001										
Step	1	2	3	4	5	6	7	8	9	10
GS-1	14244	14719	15193	15664	16139	16418	16884	17356	17375	17819
GS-2	16015	16395	16926	17375	17571	18088	18605	19122	19639	20156
GS-3	17474	18056	18638	19220	19802	20384	20966	21548	22130	22712
GS-4	19616	20270	20924	21578	22232	22886	23540	24194	24848	25502
GS-5	21947	22679	23411	24143	24875	25607	26339	27071	27803	28535
GS-6	24463	25278	26093	26908	27723	28538	29353	30168	30983	31798
GS-7	27185	28091	28997	29903	30809	31715	32621	33527	34433	35339
GS-8	30107	31111	32115	33119	34123	35127	36131	37135	38139	39143
GS-9	33254	34362	35470	36578	37686	38794	39902	41010	42118	43226
GS-10	36621	37842	39063	40284	41505	42726	43947	45168	46389	47610
GS-11	40236	41577	42918	44259	45600	46941	48282	49623	50964	52305
GS-12	48223	49830	51437	53044	54651	56258	57865	59472	61079	62686
GS-13	57345	59257	61169	63081	64993	66905	68817	70729	72641	74553
GS-14	67765	70024	72283	74542	76801	79060	81319	83578	85837	88096
GS-15	79710	82367	85024	87681	90338	92995	95652	98309	100966	103623

D-4
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 2	
Retained Pay GG, GH, GM, and GS Grade/Basic Pay as of January 2001	
Grade	Minimum Basic Pay
1	17820
2	20157
3	22713
4	25503
5	28536
6	31799
7	35340
8	39144
9	43227
10	47611
11	52306
12	62687
13	74554
14	88097
15	103624

D-5
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 3	
FM, GH, and GM Grade/Basic Pay as of January 2001	
Grade	Basic Pay Range
13	57345-74553
14	67765-88096
15	79710-103623

D-6
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 5	
EX Grade/Level/Basic Pay as of January 2001	
Grade/Level	Basic Pay
01	161200
02	145100
03	133700
04	125700
05	117600

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 6	
ES, FB, FE, FJ, and FX Step/Basic Pay as of January 2001	
Step	Basic Pay
01	109100
02	114200
03	119400
04	125500
05	125700
06	125700

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 7	
FA Grade/Basic Pay as of January 2001	
Grade	Basic Pay
13	133700
14	125700

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 8		
FC Grade/Step/Basic Pay as of January 2001		
Grade	Step Range	Basic Pay Range
02	01-10	21947-28535
03	01-10	24463-31798
04	01-10	27185-35339
05	01-10	30107-39143
06	01-10	33254-43226
07	01-10	36621-47610
08	01-10	40236-52305
09	01-10	48223-62686
10	01-10	57345-74553
11	01-10	67765-88096
12	01-10	79710-103623

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 10		
AF, FO, and FP Grade/Step/Basic Pay as of January 2001		
Grade	Step Range	Basic Pay Range
01	01-14	79710-103623
02	01-14	64588-94580
03	01-14	52335-76856
04	01-14	42407-62276
05	01-14	34362-50462
06	01-14	30719-45112
07	01-14	27462-40329
08	01-14	24550-36053
09	01-14	21947-32230
AA	01-05	19616-22068
BB	01-05	17474-19667
CC	01-05	16015-18025
DD	01-05	14244-16031
EE	01-05	10748-12097

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

BASIC PAY TABLES

Table 11		
W and X Pay Plans/Grade/Basic Pay as of January 2001		
Pay Plan	Grade Range	Annualized ¹ Basic Pay Range
WG ²	01-15	12209-77949
WL ²	01-15	13419-85785
WM	01-29	No Check - 117600 ³
WS ²	01-19	22352-103119
Other pay plans beginning with W	No Check	No Check - 114500
XE	No Check	41594-85776
XF ²	01-15	16759-72523
XG ²	01-15	26088-49900
XH ²	01-19	31555-72377

¹ ANNUALIZED BASIC PAY SHOULD NOT BE SUBMITTED TO THE CPDF. Basic pay must agree with pay basis. When pay basis is PH (per hour), the basic pay field should contain an hourly rate (dollars and cents). To derive the hourly rate from the annualized basic pay shown in this table, divide annualized basic pay by 2087.

² Maximum payable on special schedule DOD wage rates for the Alaska wage area.

³ Payable basic pay is limited to the rate for Level 5 of the Executive Schedule (Basic Pay Table 5).

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 12	
VM Grade/Basic Pay as of January 2001	
Grade	Basic Pay Range
11	40236-52305
12	48223-62886
13	57345-74553
14	67765-88086
15	79710-103623
96	86324-110017
97	93486-116012

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 13	
VP Grade/Basic Pay as of January 2001	
Grade	Basic Pay Range
11	40236-52305
12	48223-62686
13	57345-74553
14	67765-88096
15	79710-103623

D-14
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 14	
VN Grade/Basic Pay (Occupations 0601 and 0603) as of January 2001	
Grade	Basic Pay Range
06	24463-31798
08	28616-37202
09	33254-43226
11	40236-52305
12	48223-62686
13	57345-74553
14	67765-88096
15	79710-103623

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 15	
VN Grade/Basic Pay (Occupations 0605 and 0610) as of January 2001	
Grade	Basic Pay Range
01	23639-117600
02	27312-117600
03	29770-117600
04	32449-117600
05	37315-117600

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 16
SR Basic Pay for VA as of January 2001
Basic Pay Range
79710-125700

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 17
KA Basic Pay as of January 2001
Annualized* Basic Pay Range
27172-80309

* ANNUALIZED BASIC PAY SHOULD NOT BE SUBMITTED TO THE CPDF. Basic pay must agree with pay basis. When pay basis is PH (per hour), the basic pay field should contain an hourly rate (dollars and cents). To derive the hourly rate from the annualized basic pay shown in this table, divide annualized basic pay by 2087.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 18	
Pay Basis/Basic Pay as of January 2001	
Pay Basis	Maximum Basic Pay
PA	275000
PD	617.62
PH	131.77
PM	13433
BW	6200
WC	00000
All Others	No Check

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 19	
Special Rates for GG and GS Grade/Basic Pay as of January 2001	
Grade	Maximum Basic Pay
1	27319
2	30496
3	34352
4	38582
5	43175
6	48098
7	53459
8	59223
9	65386
10	72030
11	79125
12	98648
13	112793
14	125700
15	125700

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 20	
Special Rates for GH and GM Grade/Basic Pay as of January 2001	
Grade	Basic Pay Range
13	57346-112793
14	67766-125700
15	79711-125700

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 21
FT, GG(Grade SL), SL, and ST Basic Pay as of January 2001
Basic Pay Range
95652-125700

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 22		
AL Grade/Step/Basic Pay as of January 2001		
Grade	Step	Basic Pay
01		125700
02		120000
03	A	82100
03	B	88300
03	C	94700
03	D	101000
03	E	107300
03	F	113600

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 23	
CA Grade/Basic Pay as of January 2001	
Grade	Basic Pay
01	125700
02	121929
03	118158

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 24
TP Basic Pay as of August 1999
Basic Pay Range
29125-86050

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

BASIC PAY TABLES

Table 25			
Locality Pay Area (LPA) Percentages as of January 2001			
LPA Area	LPA Pct	LEO Pct	LPA Name
02	08.66		Atlanta, GA
05	12.13	16.00	Boston-Worcester-Lawrence, MA-NH-ME-CT
08	13.00	04.00	Chicago-Gary-Kenosha, IL-IN-WI
11	10.76		Cincinnati-Hamilton, OH-KY-IN
14	09.17		Cleveland-Akron, OH
15	09.61		Columbus, OH
17	09.71		Dallas-Fort Worth, TX
20	08.60		Dayton-Springfield, OH
23	11.90		Denver-Boulder-Greeley, CO
26	13.14		Detroit-Ann Arbor-Flint, MI
28	12.65		Hartford, CT
29	16.66		Houston-Galveston-Brazoria, TX
32	08.12		Huntsville, AL
35	07.89		Indianapolis, IN
38	08.32		Kansas City, MO-KS
41	14.37	16.00	Los Angeles-Riverside-Orange County, CA
42	08.91		Milwaukee-Racine, WI
43	10.30		Minneapolis-St. Paul, MN-WI
45	11.09		Miami-Fort Lauderdale, FL

(continued)

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 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 14, 3/01)

BASIC PAY TABLES

Table 25 (continued)			
Locality Pay Area (LPA) Percentages as of January 2001			
LPA Area	LPA Pct	LEO Pct	LPA Name
47	13.62	16.00	New York-Northern New Jersey-Long Island, NY-NJ-CT-PA
51	7.71		Orlando, FL
55	08.54		Pittsburgh, PA
56	10.80	04.00	Philadelphia-Wilmington-Atlantic City, PA-NJ-DE-MD
57	10.32		Portland-Salem, OR-WA
58	08.60		Richmond-Petersburg, VA
59	10.73		Sacramento-Yolo, CA
62	08.00		St. Louis, MO-IL
71	11.31	08.00	San Diego, CA
74	16.98	16.00	San Francisco-Oakland-San Jose, CA
77	10.45		Seattle-Tacoma-Bremerton, WA
80	10.23	04.00	Washington-Baltimore, DC-MD-VA-WV
88	07.68		Rest of the Contiguous United States
98*	07.68	16.98	FBI Employee Outside DC

* The percentages shown for locality pay area 98 are not the regular LPA and LEO percentages, but the minimum and maximum possible percentages.

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 26	
NY Grade/Basic Pay as of January 2001	
Grade	Basic Pay Range
01	13965-36043
02	27185-48566
03	40236-76035
04	67765-103623

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 27	
NX Grade/Basic Pay as of January 2001	
Grade	Basic Pay Range
01	67765-103623
02	103628-125700

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 36	
IJ Step/Basic Pay as of January 2001	
Step	Basic Pay
01	87990
02	100560
03	113130
04	115644

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 43
JA Basic Pay as of January 2001
Basic Pay Range
21947-133700

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THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

BASIC PAY TABLES

Table 52	
VE Grade/Basic Pay as of January 2001	
Grade	Basic Pay Range
01	62505-81555
02	67765-88090

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

APPENDIX

TABLE OF CONTENTS

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a. Changes	E-1
2. Unincorporated Changes (Changes for the next Update to the Manual.)	
a. Change 1 to Update 14	F-1

E-1
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

INCORPORATED CHANGES

EDIT

EXPLANATION

Table of
Contents

Replaces "Summary of Changes" with an appendix.

F-1
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

UNINCORPORATED CHANGES

Change 1 to CPDF Edit Manual Update 14

Make the changes shown below effective as of the June 2001 CPDF submissions.

<u>EDIT</u>	<u>EXPLANATION</u>
005.07.1	Change default from "Insert asterisks..." to "Insert spaces..." Add the following at the end of the default: Failing the edit does not cause the record or data elements to be counted as errors, but agency should submit spaces for the data elements.
005.13.2	Change default from "Insert asterisks..." to "Insert spaces..." Add the following at the end of the default: Failing the edit does not cause the record or data elements to be counted as errors, but agency should submit spaces for the data elements.
050.04.2	Change default from "Insert asterisks..." to "Insert spaces..."
060.02.1	Change default from "Insert asterisks..." to "Insert 8888..."

F-2
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

UNINCORPORATED CHANGES

Change 1 to CPDF Edit Manual Update 14

<u>EDIT</u>	<u>EXPLANATION</u>
060.03.1	<p>Change default:</p> <p style="padding-left: 40px;">From: Agency should validate the bargaining unit code with the LAIRS (Labor Agreement and Information Retrieval System) contact.</p> <p style="padding-left: 40px;">To: Retain data as submitted. Failing the edit does not cause the record or data element to be counted as an error, but agency should validate the bargaining unit code with the LAIRS (Labor Agreement and Information Retrieval System) contact.</p>
100.98.3	<p>Change default from "Insert asterisks..." to "Insert spaces..."</p> <p>Add the following at the end of the default: Failing the edit does not cause the record or data element to be counted as an error, but agency should either: (a) submit spaces for current appointment authority (1) or (b) move the value of current appointment authority (2) to current appointment authority (1).</p>
100.99.3	<p>Change default from "Insert asterisks..." to "Insert spaces..."</p> <p>Add the following at the end of the default: Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.</p>
180.02.1	<p>Change default from "Insert asterisk..." to "Insert E..."</p>
180.04.1	<p>Change default from "Insert asterisk..." to "Insert N..."</p>
180.07.1	<p>Change default from "Insert asterisk..." to "Insert N..."</p>
180.13.1	<p>Change default from "Insert asterisk..." to "Insert E..."</p>

F-3
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

UNINCORPORATED CHANGES

Change 1 to CPDF Edit Manual Update 14

<u>EDIT</u>	<u>EXPLANATION</u>
200.07.1	<p>Change default from "Insert asterisks..." to "Insert zeros..."</p> <p>Add the following at the end of the default: Failing the edit does not cause the record or data element to be counted as an error, but agency should submit zeros for the data element.</p>
230.02.1	<p>Delete edit.</p>
370.25.2	<p>Change default from "Insert asterisks..." to "Insert spaces..."</p> <p>Add the following at the end of the default: Failing the edit does not cause the record or data elements to be counted as errors, but agency should submit spaces for the data elements.</p>
370.30.2	<p>Change default from "Insert asterisks..." to "Insert spaces..."</p> <p>Add the following at the end of the default: Failing the edit does not cause the record or data elements to be counted as errors, but agency should submit spaces for the data elements.</p>
420.60.3	<p>Change default:</p> <p style="padding-left: 40px;">From: Insert asterisks in grade, step or rate, pay basis, and basic pay. To: Insert 00 in grade.</p>
472.03.3	<p>Change default from "Insert asterisks..." to "Insert spaces..."</p> <p>Add the following at the end of the default: Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.</p>

F-4
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

UNINCORPORATED CHANGES

Change 1 to CPDF Edit Manual Update 14

<u>EDIT</u>	<u>EXPLANATION</u>
472.04.1	<p>Change default:</p> <p>From: Agency should verify that the rating of record (period) reflects the date of the employee's most current rating of record (level).</p> <p>To: Retain data as submitted. Failing the edit does not cause the record or data element to be counted as an error, but agency should verify that the rating of record (period) reflects the date of the employee's most current rating of record (level).</p>
472.04.2	<p>Change default:</p> <p>From: Agency should verify that the rating of record (period) reflects the date of the employee's most current rating of record (level).</p> <p>To: Retain data as submitted. Failing the edit does not cause the record or data element to be counted as an error, but agency should verify that the rating of record (period) reflects the date of the employee's most current rating of record (level).</p>
500.02.3	Change default from "Insert asterisk..." to "Insert 2..."
500.13.2	Change default from "Insert asterisk..." to "Insert 1..."
500.16.2	Change default from "Insert asterisk..." to "Insert 2..."

F-5
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

UNINCORPORATED CHANGES

Change 1 to CPDF Edit Manual Update 14

<u>EDIT</u>	<u>EXPLANATION</u>
540.61.2	Change default: From: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay. To: Insert 00 in prior grade.
580.10.2	Change default from "Insert asterisks..." to "Insert 00..."
580.19.2	Change default from "Insert asterisks..." to "Insert 00..."
580.46.2	Change default from "Insert asterisks..." to "Insert 00..."
580.49.2	Change default from "Insert asterisks..." to "Insert 00..."
580.55.2	Change default from "Insert asterisks..." to "Insert 00..."
610.16.1	Change default from "Insert asterisks..." to "Insert spaces..." Add the following at the end of the default: Failing the edit does not cause the record or data elements to be counted as errors, but agency should submit spaces for the data elements.
630.07.1	Change default from "Insert asterisks..." to "Insert 00..."
640.14.1	Change default from "Insert asterisks..." to "Insert spaces..." Add the following at the end of the default: Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.

F-6
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

UNINCORPORATED CHANGES

Change 1 to CPDF Edit Manual Update 14

<u>EDIT</u>	<u>EXPLANATION</u>
652.20.3	<p>Change default from "Insert asterisks..." to "Insert spaces..."</p> <p>Add the following at the end of the default: Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.</p>
652.21.3	<p>Change default from "Insert asterisks..." to "Insert spaces..."</p> <p>Add the following at the end of the default: Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.</p>
652.30.3	<p>Change default from "Insert asterisks..." to "Insert spaces..."</p> <p>Add the following at the end of the default: Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.</p>
652.35.3	<p>Change default from "Insert asterisks..." to "Insert spaces..."</p> <p>Add the following at the end of the default: Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.</p>
653.30.2	<p>Change default from "Insert asterisks..." to "Insert spaces..."</p> <p>Add the following at the end of the default: Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.</p>

F-7
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

UNINCORPORATED CHANGES

Change 1 to CPDF Edit Manual Update 14

<u>EDIT</u>	<u>EXPLANATION</u>
653.31.2	<p>Change default from "Insert asterisks..." to "Insert spaces..."</p> <p>Add the following at the end of the default: Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.</p>
653.40.2	<p>Change default from "Insert asterisks..." to "Insert spaces..."</p> <p>Add the following at the end of the default: Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.</p>
653.45.2	<p>Change default from "Insert asterisks..." to "Insert spaces..."</p> <p>Add the following at the end of the default: Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.</p>
655.02.1	Delete edit.
655.10.3	<p>Change the following requirement:</p> <p style="padding-left: 40px;">From: And retention allowance is not blank or asterisks, To: And retention allowance is not blanks, zeros, or asterisks,</p>
655.20.2	Delete edit.
657.15.1	Delete edit.
657.25.2	Delete edit.

F-8
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 14, 3/01)

UNINCORPORATED CHANGES

Change 1 to CPDF Edit Manual Update 14

<u>EDIT</u>	<u>EXPLANATION</u>
695.05.1	Change default from "Insert asterisks..." to "Insert spaces..." Add the following at the end of the default: Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.
700.02.3	Change default from "Insert asterisks..." to "Insert 00..."
700.19.3	Change default from "Insert asterisks..." to "Insert 00..."
700.50.3	Change default from "Insert asterisks..." to "Insert 00..."
700.55.3	Change default from "Insert asterisks..." to "Insert 00..."
700.62.3	Change default from "Insert asterisks..." to "Insert 00..."
710.07.3	Change default from "Insert asterisk..." to "Insert 2..."
710.10.3	Change default from "Insert asterisk..." to "Insert 2..."
710.19.3	Change default from "Insert asterisk..." to "Insert 6..."
720.04.3	Change default from "Insert asterisk..." to "Insert 1..."
720.16.2	Change default from "Insert asterisk..." to "Insert 2..."
720.22.2	Change default from "Insert asterisk..." to "Insert 2..."
720.31.2	Change default from "Insert asterisk..." to "Insert 3..."