Operating Manual

The Guide to Personnel Data Standards

(Through Update 16, January 2002)

THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 14, 6/01)

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OVERVIEW

1. General

Personnel data standards revisions occur throughout the year to reflect changes in human resource programs. We issue these revisions as changes in the Unincorporated Changes section of this manual's Appendix. Readers should always check the Unincorporated Changes section of the Appendix for any revisions that have occurred since the last Update.

We issue complete revisions of this manual as Updates. When we issue an Update, we incorporate all the changes effective as of the date of the Update. The date at the top of each page of the manual shows when a data standard or section was last updated. We list all the revisions in the Incorporated Changes section in this manual's Appendix. Thus, any change in the body of the manual from one Update to the next is listed in the Incorporated Changes section.

2. Authority

The Office of Personnel Management's authority to prescribe Federal civilian personnel data standards is based on:

- Title 5, Section 2951 of the U.S. Code (5 U.S.C. 2951).

- Title 5, Part 9.2 of the Code of Federal Regulations (5 CFR 9.2).

- Agreement with the National Institute of Standards and Technology, Department of Commerce, under provisions of Title 15, Subtitle A, Part 6 of the Code of Federal Regulations.

3. Objectives

The objectives of the data standards program are to facilitate use of Federal civilian personnel data and to avoid unnecessary duplication and incompatibility in the collection, processing, and dissemination of such data.

OVERVIEW

4. Scope

The program covers data standards needed to satisfy Federal civilian personnel reporting requirements by Federal legislation, Executive order, Federal regulation, and the Office of Personnel Management program policy. The program also covers data standards requested by the Federal civilian personnel community for which there is no central reporting requirement.

5. Responsibilities

a. Office of Personnel Management responsibilities. The Office of Personnel Management is responsible for managing the Federal civilian personnel data standards program and for overseeing the development, implementation, and maintenance of Federal civilian personnel data standards.

b. Agency responsibilities. The agencies are responsible for assisting the Office of Personnel Management in the development, implementation, and maintenance of Federal civilian personnel data standards and for using the data standards, as appropriate, on official personnel documents and Central Personnel Data File submissions.

OVERVIEW

6. Definitions

a. Data element. An entity consisting of a name, definition, data items, and data item representations. For example, the data element named FLSA CATEGORY (see Figure 1 at the end of this section) is defined as the status of a Federal civilian employee under the authority of Section 13 of the Fair Labor Standards Act (29 U.S.C. 213), as amended. It has two data items that are named Exempt Employee and Nonexempt Employee and are represented by the codes E and N, respectively.

b. Data item. The name of a data element code or value. For example, the data element named FLSA CATEGORY (see Figure 1 at the end of this section) has two data items, which are named Exempt Employee and Nonexempt Employee.

c. Data item representation. The code or value that represents a data item. Thus, for the data element named FLSA CATEGORY (see Figure 1 at the end of this section), the codes E and N represent the data items named Exempt Employee and Nonexempt Employee, respectively.

d. Personnel data standard. A data element, data items, and data item representations prescribed by the Office of Personnel Management pursuant to 5 U.S.C. 2951 and 5 CFR 9.2 for use in data interchange.

OVERVIEW

7. Development, Implementation, and Maintenance

a. Development. Data element standards are developed to satisfy information needs. Such development may be initiated by the Office of Personnel Management or requested by an agency by writing to: Assistant Director for Workforce Information (Room 7439), Office of Personnel Management, 1900 E Street NW, Washington, DC 20415-6000. A requirements analysis is performed to determine how best to satisfy the information needs, whether the information benefits justify the data collection and processing costs, and whether new or revised data element standards are required.

Draft standards are developed in cooperation with the primary user of the information. The draft standards are then concurrently reviewed by the Office of Personnel Management program offices. Any modifications to the draft standards are coordinated with the primary user to ensure that the modified draft standards satisfy user information needs.

b. Implementation. Implementation of data element standards to satisfy Office of Personnel Management reporting requirements is done in consultation with the agencies to minimize implementation costs.

c. Maintenance. To assure proper maintenance, each data element standard specifies the organization that is responsible for authorizing revisions to the data element and ensuring that the data element is kept current.

The Office of Workforce Information (OWI) coordinates maintenance activities on behalf of the responsible organizations. To request information about a data element standard or to notify OWI of changes needed to keep a code set current (such as AGENCY/SUBELEMENT or DUTY STATION codes), contact OWI at (202) 606-1162 or email address smgoldst@opm.gov.

OVERVIEW

8. Data Element Presentation

Figure 1 (at the end of this section) illustrates the data element presentation. The numbers in parentheses identify the parts of the presentation, which are described below.

(1) FLSA CATEGORY. The data element name.

(2) Definition. Shows the data element definition.

(3) Responsible Organization. Shows the organization responsible for authorizing revisions to the data element and ensuring that the data element is kept current.

(4) Applicability. Shows whether the data element is mandatory or voluntary:

(a) Mandatory (Central Personnel Data File). The data element is required for submission to the Central Personnel Data File. (See the Office of Personnel Management Operating Manual: The Guide to Central Personnel Data File Reporting Requirements.)

(b) Mandatory (Personnel Actions). The data element must be used on Standard Form 52 (Request for Personnel Action) and/or Standard Form 50 (Notification of Personnel Action). (See the Office of Personnel Management Operating Manual: The Guide to Processing Personnel Actions.)

(c) Voluntary. The data element is available for voluntary use.

(5) Cross-Reference. Shows related data elements.

OVERVIEW

(6) Format. Shows the format of the data item representation. The format characters are shown below. Note that a format character may be preceded by a number to indicate the number of times the character occurs.

Character	Meaning
A	Indicates an alphabetic character.
N	Indicates a numeric character.
X	Indicates an alphanumeric character.
D	For a date, indicates day.
M	For a date, indicates month.
Y	For a date, indicates year.

For example, AA indicates a two-character alphabetic representation; 9N indicates a nine-character numeric representation; YYYYMMDD indicates an eight-character representation in year-month-day order.

(7) Code. Shows the data item codes.

(8) Name/Explanation. Shows the data item names and/or explanations.

OVERVIEW

Figure 1
Data Element Presentation

(1) FLSA CATEGORY

(2) Definition: The status of a Federal civilian employee under the authority of Section 13 of the Fair Labor Standards Act (29 U.S.C. 213), as amended.

(3) Responsible Organization: Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Merit Systems Oversight.

(4) Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

(5) Cross-Reference: None.

(6) Format: A

(7) Code	(8) Name/Explanation
E	Exempt employee. An employee who is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act.
N	Nonexempt employee. An employee who is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

LIST OF DATA STANDARDS

Following is a list of the data element standards and their applicability.

ADJUSTED BASIC PAY (b)
AGENCY/SUBELEMENT (a,b)
ANNUITANT INDICATOR (a,b)
AS OF DATE (c)
AWARD AMOUNT (a,b)
BARGAINING UNIT (a,b)
BASIC PAY (a,b)
CALENDAR DATE (a,b)
COMPUTER POSITION (c)
CONSOLIDATED METROPOLITAN STATISTICAL AREA (c)
CREDITABLE MILITARY SERVICE (a,b)
CURRENT APPOINTMENT AUTHORITY (1) (a)
CURRENT APPOINTMENT AUTHORITY (2) (a)
DATE OF BIRTH (a,b)
DUTY STATION (a,b)
EDUCATION LEVEL (a,b)
EFFECTIVE DATE OF PERSONNEL ACTION (a,b)
EFFECTIVE DATE OF PERSONNEL ACTION BEING CORRECTED (a)
EMPLOYEE NAME (a,b)
FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (a,b)
FERS COVERAGE (a,b)
FLSA CATEGORY (a,b)
FROZEN SERVICE (a,b)
FUNCTIONAL CLASSIFICATION (a,b)
GRADE, LEVEL, CLASS, RANK, OR PAY BAND (a,b)
HANDICAP (a)
HEALTH PLAN (a)
INSTRUCTIONAL PROGRAM (a,b)
LANGUAGE IDENTIFICATION (c)

LIST OF DATA STANDARDS

LEGAL AUTHORITY (1) (a,b)
LEGAL AUTHORITY (2) (a,b)
LEO GEOGRAPHIC PAY AREA (c)
LISTENING PROFICIENCY (c)
LOCALITY ADJUSTMENT (a,b)
LOCALITY PAY AREA (c)
METROPOLITAN STATISTICAL AREA (c)
NATURE OF ACTION (1) (a,b)
NATURE OF ACTION (2) (a,b)
NATURE OF ACTION BEING CORRECTED (a)
OCCUPATION (a,b)
OCCUPATIONAL CATEGORY (c)
OPM OVERSIGHT OFFICE (c)
OPM SERVICE CENTER (c)
ORGANIZATIONAL COMPONENT (a)
ORGANIZATIONAL TITLE (a)
OTHER PAY (b)
PART-TIME HOURS PER BIWEEKLY PAY PERIOD (b)
PAY BASIS (a,b)
PAY PLAN (a,b)
PAY RATE DETERMINANT (a,b)
PAY STATUS (a)
PERSONNEL OFFICE IDENTIFIER (a,b)
POSITION OCCUPIED (a,b)
POSITION SENSITIVITY (c)
PREVIOUS RETIREMENT COVERAGE (a,b)
PRIOR ADJUSTED BASIC PAY (b)
PRIOR BASIC PAY (a,b)
PRIOR DUTY STATION (a)
PRIOR GRADE, LEVEL, CLASS, RANK, OR PAY BAND (a,b)
PRIOR LEO GEOGRAPHIC PAY AREA (c)
PRIOR LOCALITY ADJUSTMENT (a,b)
PRIOR LOCALITY PAY AREA (c)
PRIOR OCCUPATION (a,b)
PRIOR PAY BASIS (a,b)
PRIOR PAY PLAN (a,b)
PRIOR PAY RATE DETERMINANT (a)
PRIOR STEP OR RATE (a,b)
PRIOR WORK SCHEDULE (a)
RACE OR NATIONAL ORIGIN (a)
RATING OF RECORD (LEVEL) (a)

LIST OF DATA STANDARDS

RATING OF RECORD (PATTERN) (a)
RATING OF RECORD (PERIOD) (a)
READING PROFICIENCY (c)
REMARKS (b) (Only the remarks are required, not the codes.)
RETAINED GRADE (a,b)
RETAINED PAY PLAN (a,b)
RETAINED STEP (a,b)
RETENTION ALLOWANCE (a,b)
RETIREMENT PLAN (a,b)
SECURITY CLEARANCE LEVEL (c)
SERVICE COMPUTATION DATE (LEAVE) (a,b)
SEX (a)
SOCIAL SECURITY NUMBER (a,b)
SOCIAL SECURITY NUMBER BEING CORRECTED (a)
SPEAKING PROFICIENCY (c)
SPECIAL PAY TABLE IDENTIFIER (a)
STEP OR RATE (a,b)
SUPERVISORY DIFFERENTIAL (a,b)
SUPERVISORY STATUS (a,b)
TENURE (a,b)
TOTAL SALARY (b)
TYPE OF APPOINTMENT (c)
U.S. CITIZENSHIP (a,b)
VETERANS PREFERENCE (a,b)
VETERANS STATUS (ACTIVE MILITARY SERVICE) (a,b)
WORK SCHEDULE (a,b)
WRITING PROFICIENCY (c)
YEAR DEGREE OR CERTIFICATE ATTAINED (a,b)

The data standards are shown on the following pages.

ADJUSTED BASIC PAY

Definition:	The maximum adjusted rate of BASIC PAY after taking into account all pay caps that may be applicable. This is the sum of an employee's rate of basic pay and any locality-based comparability payment or special pay adjustment for law enforcement officers or continued rate of pay under 5 CFR Part 531, Subpart G, that may be paid after applying the appropriate pay caps.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Mandatory (Personnel Actions).
Cross-Reference:	BASIC PAY, LOCALITY ADJUSTMENT, PRIOR ADJUSTED BASIC PAY, TOTAL SALARY
Format:	6N

AGENCY/SUBELEMENT

Definition: The agency and, where applicable, the administrative subdivision (i.e., subelement) in which a person is employed.

Responsible Organization: Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: ORGANIZATIONAL COMPONENT

Format: 2A2X

Note:

The first and second positions of the code indicate the agency. The third and fourth positions indicate the administrative subdivision (i.e., subelement). If no subelements are assigned to an agency, the third and fourth positions are zeros (xx00).

AGENCY/SUBELEMENT

Codes For	See Page
• Legislative Branch	3
• Judicial Branch	5
• Executive Branch	
▪ Executive Office of the President	6
▪ Executive Branch Departments	
♦ Department of Agriculture	7
♦ Department of the Air Force	9
♦ Department of the Army	12
♦ Department of Commerce	15
♦ Department of Defense	16
♦ Department of Education	18
♦ Department of Energy ♦ Department of Health and Human Services	19
♦ Department of Housing and Urban Development	20
♦ Department of the Interior	22
♦ Department of Justice	23
♦ Department of Labor	24
♦ Department of the Navy	25
♦ Department of State ♦ Department of Transportation	26
♦ Department of the Treasury	27
♦ Department of Veterans Affairs	28
▪ Independent Executive Branch Organizations	30

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	LEGISLATIVE BRANCH
	Congress
LL02	House of Representatives. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
LL01	Senate. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
LA00	Architect of the Capitol. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
LB00	Botanic Garden. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
ZW00	Commission on Ocean Policy
ZO00	Commission on Security and Cooperation in Europe. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
ZT00	Commission on Affordable Housing and Health Facility Needs for Seniors in the 21st Century
ZV00	Commission on the People's Republic of China. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
LD00	Congressional Budget Office. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
ZU00	Dwight D. Eisenhower Memorial Commission
LG00	General Accounting Office. Organization does not make submissions to the Central Personnel Data File as of October 1, 1992. Code may be used for other documentation purposes.

AGENCY/SUBELEMENT

Code	**Name/Explanation**
LP00	Government Printing Office
LQ00	John C. Stennis Center for Public Service Training and Development. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
LC00	Library of Congress. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
ZL00	Medicare Payment Advisory Commission
ZQ00	Millennial Housing Commission
ZG00	Office of Compliance. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
ZS00	United States-China Security Review Commission
ZP00	U.S. Commission on International Religious Freedom
ZD00	U.S. Court of Appeals for Veterans Claims. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
LT00	U.S. Tax Court

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	JUDICIAL BRANCH
JL01	Supreme Court of the United States. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
JL02	U.S. Courts. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	EXECUTIVE BRANCH
	EXECUTIVE OFFICE OF THE PRESIDENT
	The White House
WH03	Office of the President. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
WH01	White House Office. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
CE00	Council of Economic Advisers
EQ00	Council on Environmental Quality/Office of Environmental Quality
EX00	Executive Residence at the White House
NS00	National Security Council
EC00	Office of Administration
BO00	Office of Management and Budget
QQ00	Office of National Drug Control Policy
DC00	Office of Policy Development. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
TS00	Office of Science and Technology Policy
TN00	Office of the U.S. Trade Representative
OV00	Office of the Vice President. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	EXECUTIVE BRANCH DEPARTMENTS
	DEPARTMENT OF AGRICULTURE
AG01	Office of the Secretary of Agriculture
AGDA	Departmental Administration
	Executive Operations
AGNA	National Appeals Division
AG42	Office of Budget and Program Analysis
AG38	Office of the Chief Economist
AGES	Office of the Executive Secretariat
	Farm and Foreign Agricultural Services
AGFA	Farm Service Agency
AG10	Foreign Agricultural Service
AG08	Risk Management Agency
AG30	Food and Nutrition Service
AG37	Food Safety and Inspection Service
	Marketing and Regulatory Programs
AG02	Agricultural Marketing Service
AG34	Animal and Plant Health Inspection Service
AG36	Grain Inspection, Packers and Stockyards Administration
	Natural Resources and Environment
AG11	Forest Service
AG16	Natural Resources Conservation Service
AG13	Office of Communications
AG90	Office of the Chief Financial Officer
AGIT	Office of the Chief Information Officer
AG14	Office of the General Counsel
AG23	Office of the Inspector General

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	Research, Education, and Economics
AG03	Agricultural Research Service
AG22	Cooperative State Research, Education, and Extension Service
AG18	Economic Research Service
AG20	National Agricultural Statistics Service
	Rural Development
AGAW	Alternative Agricultural Research and Commercialization Center
AGSC	National Sheep Industry Improvement Center
AG32	Rural Business-Cooperative Service
AG07	Rural Housing Service
AG15	Rural Utility Service
AGSB	Support Services Bureau

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	DEPARTMENT OF THE AIR FORCE
AF0N	Immediate Office, Headquarters, USAF
AF1C	Air Combat Command
AF27	Air Force Agency for Modeling and Simulation
AF06	Air Force Audit Agency
AF3W	Air Force Center for Environmental Excellence
AF2P	Air Force Center for International Programs
AF10	Air Force Center for Quality and Management Innovation
AF2N	Air Force Center for Studies and Analyses
AF2C	Air Force Civilian Personnel Management Center
AF2H	Air Force Combat Operations Staff
AF28	Air Force Communication and Information Center
AF04	Air Force Communications Agency
AF0Y	Air Force Communications Command
AF2A	Air Force Cost Center
AF2V	Air Force Disposal Agency
AF2W	Air Force District of Washington
AF2B	Air Force Doctrine Center
AF3G	Air Force Elements, Europe
AF3V	Air Force Elements, Other than Europe
AF3N	Air Force Elements, U.S. Atlantic Command
AF3C	Air Force Elements, U.S. Central Command
AF3O	Air Force Elements, U.S. Pacific Command
AF3R	Air Force Elements, U.S. Readiness Command
AF3M	Air Force Elements, U.S. Southern Command
AF3D	Air Force Elements, U.S. Special Operations Command
AF3Q	Air Force Elements, U.S. Strategic Command
AF3T	Air Force Elements, U.S. Transportation Command
AF1W	Air Force Engineering and Services Center
AF3Y	Air Force Frequency Management Center
AF02	Air Force Inspection and Safety Center
AF05	Air Force Intelligence Service

AGENCY/SUBELEMENT

Code	**Name/Explanation**
AF2E	Air Force Legal Services Center
AF1G	Air Force Logistics Management Agency
AF01	Air Force Management Engineering Agency
AF1M	Air Force Materiel Command
AF2F	Air Force Medical Services Center
AF2U	Air Force Morale, Welfare and Recreation Center
AF29	Air Force National Security Emergency Preparedness
AF08	Air Force Office of Security Police
AF07	Air Force Office of Special Investigations
AF03	Air Force Operational Test and Evaluation Center
AF2Y	Air Force Pentagon Communications Agency
AF09	Air Force Personnel Center
AF2D	Air Force Personnel Operations Agency
AF2R	Air Force Program Executive Office
AF2X	Air Force Real Estate Agency
AF2M	Air Force Review Boards Office
AF2G	Air Force Service Information and News Center
AF2T	Air Force Supply Center
AF2L	Air Force Technical Applications Center
AF1L	Air Mobility Command
	Air National Guard
AF2I	Air National Guard Support Center
AF34	Air National Guard Units (Mobilization) (Title 5)
AFNG	Air National Guard Units (Title 32)
AFZG	U.S. Special Operations Command (ANG, Title 32)
AF0I	Air Reserve Personnel Center
AF0J	Air Training Command
AF0K	Air University
AF2Q	Air Weather Service
AF3L	Center for Air Force History
AF0M	Headquarters, Air Force Reserve
AF3S	Headquarters, U.S. Space Command and NORAD

AGENCY/SUBELEMENT

Code	**Name/Explanation**
AF1Q	HQ AF Flight Standards Agency
AF2Z	HQ Air Force Medical Operations Agency
AF0U	HQ Air Intelligence Agency
AF2S	HQ NORAD
AF3Z	Joint Services Survival, Evasion, Resistance and Escape Agency
AF0R	Pacific Air Forces
AF3I	Reservist, Centrally Managed
AF1S	Space Command
AF0B	U.S. Air Force Academy
AF2K	U.S. Air Force Historical Research Center
AF0D	U.S. Air Forces, Europe
AFZS	U.S. Special Operations Command (Air Force)

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	DEPARTMENT OF THE ARMY
ARSA	Office of the Secretary of the Army
ARSF	Field Operating Agencies of the Army Staff
ARSE	Field Operating Agencies of the Army Staff Resourced Through OA-22
ARSB	Field Operating Offices of the Office of the Secretary of the Army
ARSJ	Joint Services and Activities Supported by the Office, Secretary of the Army
ARSS	Staff Support Agencies of the Chief of Staff, Army
	Office of the Chief of Staff of the Army
ARCS	Immediate Office of the Chief of Staff of the Army
ARAE	Acquisition Executive Support Agency
ARP8	Eighth U.S. Army
ARJA	Joint Activities
ARPC	Military Entrance Processing Command
ARMT	Military Traffic Management Command
	National Guard Bureau
ARGB	Office of the Chief of the National Guard Bureau
ARNG	Army National Guard Units (Title 32)
ARMD	Surgeon General
ARAU	U.S. Army Audit Agency
ARCD	U.S. Army Corps of Engineers (civil program financing only). Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
ARCE	U.S. Army Corps of Engineers (except civil program financing)
ARCB	U.S. Army Criminal Investigation Command
ARJ1	U.S. Army Element SHAPE

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	U.S. Army Europe and Seventh Army
ARE1	Immediate Office of the Commander-in-Chief of the U.S. Army
AREN	Seventh Army Training Command
ARE3	U.S. Army Southern European Task Force
ARE5	U.S. Army V Corps
ARED	U.S. Military Community Activity, Heidelberg
AREB	1st Personnel Command
ARE2	21st Theater Army Area Command
ARE0	59th Ordnance Brigade
ARFC	U.S. Army Forces Command
ARHS	U.S. Army Health Services Command
ARCZ	U.S. Army Information Systems Command
ARAS	U.S. Army Intelligence and Security Command
	U.S. Army Materiel Command (AMC)
ARX2	Headquarters, AMC
ARX3	Headquarters, Staff Support Activities, AMC
ARXK	Materiel Acquisition Activities
ARXL	Materiel Acquisition Project Managers
ARXX	Materiel Readiness Activities
ARX4	Training Activities, AMC
ARXB	U.S. Army Aviation and Troop Command
ARXA	U.S. Army Chemical and Biological Defense Command
ARX8	U.S. Army Communications Electronics Command
ARXQ	U.S. Army Industrial Operations Command (IOC)
ARX5	U.S. Army Materiel Command, All Others
ARX6	U.S. Army Missile Command
ARXD	U.S. Army Research Laboratory Command
ARXP	U.S. Army Security Assistance Command
ARX9	U.S. Army Simulation, Training and Instrumentation Command
ARXC	U.S. Army Soldiers System Command (SSC)

AGENCY/SUBELEMENT

Code	**Name/Explanation**
ARX7	U.S. Army Tank-Automotive and Armament Command (TACOM)
ARXT	U.S. Army Test, Measurement, and Diagnostic Equipment Activity
ARMC	U.S. Army Medical Command
ARMW	U.S. Army Military District of Washington
ARRC	U.S. Army Recruiting Command
ARHR	U.S. Army Reserve Command
ARSU	U.S. Army Southern Command
ARSC	U.S. Army Space and Strategic Defense Command
ARAT	U.S. Army Test and Evaluation Command
ARTC	U.S. Army Training and Doctrine Command
ARP1	U.S. Army, Pacific
ARMA	U.S. Military Academy
ARSP	U.S. Special Operations Command (Army)
ARMP	U.S. Total Army Personnel Command

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	DEPARTMENT OF COMMERCE
CM51	Office of the Secretary
CM53	Bureau of Economic Analysis
CM67	Bureau of Export Administration
CM63	Bureau of Census
CM52	Economic Development Administration
CM65	Economics and Statistics Administration
CM55	International Trade Administration
CM59	Minority Business Development Agency
CM57	National Institute of Standards and Technology
CM54	National Oceanic and Atmospheric Administration
CM62	National Technical Information Service
CM61	National Telecommunications and Information Administration
CM64	Office of the Inspector General
CM56	Patent and Trademark Office
CM33	Technology Administration

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	DEPARTMENT OF DEFENSE (except Departments of the Air Force, Army, and Navy)
	Office of the Secretary of Defense and Related Organizations
DD01	Office of the Secretary of Defense
DD26	Office of Inspector General
DD02	Organization of the Joint Chiefs of Staff
	Defense Agencies
DD27	Ballistic Missile Defense Organization
DD13	Defense Advanced Research Projects Agency
DD34	Defense Commissary Agency
DD10	Defense Contract Audit Agency
DD63	Defense Contract Management Agency
DD35	Defense Finance and Accounting Service
DD04	Defense Information Systems Agency
DD05	Defense Intelligence Agency. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD25	Defense Legal Services Agency
DD07	Defense Logistics Agency
DD06	Defense Security Cooperation Agency
DD12	Defense Security Service
DD61	Defense Threat Reduction Agency
DD11	National Imagery and Mapping Agency. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD28	National Security Agency/Central Security Service. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	Field Activities of the Department of Defense
DD09	American Forces Information Service
DD48	Defense Human Resources Activity
DD58	Defense Prisoner of War/Missing Personnel Office
DD16	Department of Defense Education Activity
DD23	Office of Economics Adjustment
DD60	TRICARE Management Activity
DD21	Washington Headquarters Services
	Other Activities/Organizations
DD36	Army/Air Force Exchange Service. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD59	Consolidated Metropolitan Technical Personnel Center. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD62	Defense Career Management and Support Agency. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD64	Eastern Regional Support Center. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD15	Uniformed Services University of the Health Sciences. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD08	U.S. Court of Appeals for the Armed Forces

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	DEPARTMENT OF EDUCATION
EDEA	Immediate Office of the Secretary of Education
EDEY	Advisory Councils and Committees
EDEZ	National Assessment Governing Board
EDEX	National Institute for Literacy
EDEC	Office for Civil Rights
EDET	Office of Bilingual Education and Minority Languages Affairs
EDER	Office of Educational Research and Improvement
EDES	Office of Elementary and Secondary Education
EDEF	Office of Inspector General
EDEK	Office of Intergovernmental and Interagency Affairs
EDEJ	Office of Legislation and Congressional Affairs
EDEM	Office of Management
EDEP	Office of Postsecondary Education
EDEH	Office of Special Education and Rehabilitative Services
EDEN	Office of Student Financial Assistance Programs
EDEL	Office of the Chief Financial Officer
EDEI	Office of the Chief Information Officer
EDEB	Office of the Deputy Secretary of Education
EDEG	Office of the General Counsel
EDEE	Office of the Under Secretary (OUS)
EDEV	Office of Vocational and Adult Education

AGENCY/SUBELEMENT

Code	**Name/Explanation**
DN00	DEPARTMENT OF ENERGY
	DEPARTMENT OF HEALTH AND HUMAN SERVICES
HE10	Office of the Secretary of Health and Human Services
HE90	Administration for Children and Families
HE12	Administration on Aging
HE70	Centers for Medicare & Medicaid Services
HE11	Program Support Center
	Public Health Service
HE31	Office of the Assistant Secretary of Health
HE33	Agency for Healthcare Research and Quality
HE35	Agency for Toxic Substances and Disease Registry
HE39	Centers for Disease Control and Prevention
HE36	Food and Drug Administration
HE34	Health Resources and Services Administration
HE37	Indian Health Service
HE38	National Institutes of Health
HE32	Substance Abuse and Mental Health Services Administration

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
HUAA	Office of the Secretary of Housing and Urban Development
HUBB	Assistant Secretary for Administration
HUDD	Assistant Secretary for Community Planning and Development
HUJJ	Assistant Secretary for Congressional and Intergovernmental Relations
HUEE	Assistant Secretary for Fair Housing and Equal Opportunity
HUMM	Assistant Secretary for Housing--Federal Housing Commissioner
HURR	Assistant Secretary for Policy Development and Research
HUWW	Assistant Secretary for Public Affairs
HUPP	Assistant Secretary for Public and Indian Housing
HUVV	Departmental Enforcement Center
HUXX	Departmental Real Estate Assessment Center
HUTT	Government National Mortgage Association (Ginnie Mae)
HUUU	Office of Departmental Equal Employment Opportunity
HUII	Office of Departmental Operations and Coordination
HUOO	Office of Federal Housing Enterprise Oversight
HUKK	Office of Field Policy and Management
HUCC	Office of General Counsel
HUGG	Office of Inspector General
HULL	Office of Lead Hazard Control
HUYY	Office of Multifamily Housing Assistance Restructuring
HUFF	Office of the Chief Financial Officer
HUQQ	Office of the Chief Information Officer
HUNN	Office of the Chief Procurement Officer
HU07	Office of the Senior Coordinator for Great Plains
HU03	Office of the Senior Coordinator for Mid-Atlantic
HU05	Office of the Senior Coordinator for Midwest
HU01	Office of the Senior Coordinator for New England
HU02	Office of the Senior Coordinator for New York/New Jersey
HU10	Office of the Senior Coordinator for Northwest/Alaska
HU09	Office of the Senior Coordinator for Pacific/Hawaii
HU08	Office of the Senior Coordinator for Rocky Mountains

AGENCY/SUBELEMENT

Code	**Name/Explanation**
HU04	Office of the Senior Coordinator for Southeast/Caribbean
HU06	Office of the Senior Coordinator for Southwest

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	DEPARTMENT OF THE INTERIOR
IN01	Office of the Secretary of the Interior
	Fish and Wildlife and Parks
IN10	National Park Service
IN15	U.S. Fish and Wildlife Service
IN06	Indian Affairs
	Land and Minerals Management
IN05	Bureau of Land Management
IN23	Minerals Management Service
IN22	Office of Surfacing Mining, Reclamation and Enforcement
IN24	Office of the Inspector General
IN21	Office of the Solicitor
	Water and Science
IN07	Bureau of Reclamation
IN08	Geological Survey

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	DEPARTMENT OF JUSTICE
DJ01	Offices, Boards and Divisions
DJ03	Bureau of Prisons/Federal Prison System
DJ14	Community Relations Service
DJ06	Drug Enforcement Administration
DJ12	Executive Office for Immigration Review
DJ09	Executive Office for U.S. Attorneys and the Office of the U.S. Attorneys
DJ02	Federal Bureau of Investigation
DJ04	Immigration and Naturalization Service
DJ07	Office of Justice Programs
DJ10	Office of the Inspector General
DJ08	U.S. Marshals Service
DJ11	U.S. Trustee Program

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	DEPARTMENT OF LABOR
DLAA	Office of the Secretary of Labor
DLBL	Bureau of International Labor Affairs
DLLS	Bureau of Labor Statistics
DLET	Employment and Training Administration
DLES	Employment Standards Administration
DLMS	Mine Safety and Health Administration
DLNS	National Skill Standards Board
DLSH	Occupational Safety and Health Administration
DLCA	Office of Congressional and Intergovernmental Affairs
DLEH	Office of Disability Employment Policy
DLPA	Office of Public Affairs
DLAM	Office of the Assistant Secretary for Administration and Management
DLPE	Office of the Assistant Secretary for Policy
DLCF	Office of the Chief Financial Officer
DLIG	Office of the Inspector General
DLSL	Office of the Solicitor
DLPW	Pension and Welfare Benefits Administration
DLED	Presidential Task Force on Employment of Adults with Disabilities
DLVE	Veterans Employment and Training Services
DLWB	Women's Bureau

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	DEPARTMENT OF THE NAVY
	Chief of Naval Operations
NV11	Immediate Office of the Chief of Naval Operations
NV22	Bureau of Naval Personnel
NV33	Military Sealift Command
NV19	Naval Air Systems Command
NV62	Naval Education and Training Command
NV25	Naval Facilities Engineering Command
NV15	Naval Intelligence Command
NV18	Naval Medical Command
NV65	Naval Meteorology and Oceanography Command
NV63	Naval Network Operations Command
NV72	Naval Reserve Force
NV24	Naval Sea Systems Command
NV69	Naval Security Group Command
NV39	Naval Space and Warfare Systems Command
NV74	Naval Special Warfare Command
NV23	Naval Supply Systems Command
NV41	Navy Systems Management Activity
NV30	Special Projects Office
NV60	U.S. Atlantic Fleet, Commander in Chief
NV61	U.S. Naval Forces, Europe
NV70	U.S. Pacific Fleet, Commander in Chief
NVZS	U.S. Special Operations Command (Navy)
	Navy Secretariat/Staff Offices
NV08	Immediate Office of the Secretary of the Navy
NV10	Navy Field Offices
NV09	Navy Staff Offices
NV14	Office of Naval Research
NV27	U.S. Marine Corps

AGENCY/SUBELEMENT

Code	**Name/Explanation**
ST00	DEPARTMENT OF STATE
	DEPARTMENT OF TRANSPORTATION
TD01	Office of the Secretary of Transportation
TD16	Bureau of Transportation Statistics
TD17	Federal Motor Carrier Safety Administration
TD03	Federal Aviation Administration
TD04	Federal Highway Administration
TD05	Federal Railroad Administration
TD09	Federal Transit Administration
TD13	Maritime Administration
TD10	National Highway Traffic Safety Administration
TD12	Office of Inspector General
TD11	Research and Special Programs Administration
TD06	Saint Lawrence Seaway Development Corporation
TD15	Surface Transportation Board
TD18	Transportation Administrative Service Center
TD02	U.S. Coast Guard

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	DEPARTMENT OF THE TREASURY
TR91	Departmental Offices
TR40	Bureau of Alcohol, Tobacco and Firearms
TRAI	Bureau of Engraving and Printing
TRAB	Bureau of the Public Debt
TRAH	Federal Law Enforcement Training Center
TRAA	Financial Management Service
TR93	Internal Revenue Service
TR95	Office of Inspector General
TRAJ	Office of the Comptroller of the Currency
TRTG	Office of the Inspector General for Tax Administration
TR35	Office of Thrift Supervision
TRAF	U.S. Customs Service
TRAD	U.S. Mint
TRAC	U.S. Secret Service

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	DEPARTMENT OF VETERANS AFFAIRS
VAAA	Office of the Secretary
	Assistant Secretary for Congressional Affairs
VAKA	Immediate Office of the Assistant Secretary for Congressional Affairs
VAKB	Deputy Assistant Secretary for Congressional Affairs
	Assistant Secretary for Human Resources and Administration
VABA	Immediate Office of the Assistant Secretary for Human Resources and Administration
VABE	Deputy Assistant Secretary for Administration
VABD	Deputy Assistant Secretary for Equal Opportunity
VABC	Deputy Assistant Secretary for Human Resources Management
VABF	Deputy Assistant Secretary for Office of Resolution Management
VABB	Deputy Assistant Secretary for Security and Law Enforcement
VABG	Shared Service Center
	Assistant Secretary for Information and Technology
VAEA	Immediate Office of the Assistant Secretary for Information and Technology
VAEB	Deputy Assistant Secretary for Information and Technology
	Assistant Secretary for Management
VADA	Immediate Office of the Assistant Secretary for Management
VADG	Deputy Assistant Secretary for Acquisition and Materiel Management
VADC	Deputy Assistant Secretary for Budget
VADD	Deputy Assistant Secretary for Finance
	Assistant Secretary for Policy and Planning
VAHA	Immediate Office of the Assistant Secretary for Policy and Planning
VAHC	Deputy Assistant Secretary for Planning and Evaluation

AGENCY/SUBELEMENT

Code	**Name/Explanation**
VAHB	Deputy Assistant Secretary for Program and Data Analysis
VAHD	National Center for Veteran Analysis and Statistics
	Assistant Secretary for Public and Intergovernmental Affairs
VAJA	Immediate Office of the Assistant Secretary for Public and Intergovernmental Affairs
VAJB	Deputy Assistant Secretary for Intergovernmental and International Affairs
VAJC	Deputy Assistant Secretary for Public Affairs
VAAC	Board of Contract Appeals
VAAD	Board of Veterans Appeals
VAAE	General Counsel
VAAF	Inspector General
VAPA	National Cemetery Administration
VAAH	Office of Small and Disadvantaged Business Utilization
VALA	Veterans Benefits Administration
VATA	Veterans Health Administration

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	INDEPENDENT EXECUTIVE BRANCH ORGANIZATIONS
HP00	Advisory Council on Historic Preservation
AN00	African Development Foundation
AM00	Agency for International Development
AB00	American Battle Monuments Commission
AP00	Appalachian Regional Commission
BT00	Architectural and Transportation Barriers Compliance Board
AW00	Arctic Research Commission
	Armed Forces Retirement Home
RH01	Naval Home
RH02	U.S. Soldiers' and Airmen's Home
GE00	Barry Goldwater Scholarship and Excellence in Education Foundation
IB00	Broadcasting Board of Governors
GK00	Centennial of Flight Commission. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
CI00	Central Intelligence Agency. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
FJ00	Chemical Safety and Hazard Investigation Board
BZ00	Christopher Columbus Fellowship Foundation
BH00	Commission for the Preservation of America's Heritage Abroad. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
CF00	Commission of Fine Arts
CC00	Commission on Civil Rights
ES00	Commission on Executive, Legislative, and Judicial Salaries
HB00	Committee for Purchase from People Who Are Blind or Severely Disabled
CT00	Commodity Futures Trading Commission

AGENCY/SUBELEMENT

Code	**Name/Explanation**
SK00	Consumer Product Safety Commission
KS00	Corporation for National and Community Service
	Court Services and Offender Supervision Agency for the District of Columbia
FQ01	Office of the Director
FQ02	Pretrial Services Agency
BF00	Defense Nuclear Facilities Safety Board
DA00	Delta Regional Authority
EP00	Environmental Protection Agency
EE00	Equal Employment Opportunity Commission
EB00	Export-Import Bank of the United States
FL00	Farm Credit Administration
FK00	Farm Credit System Insurance Corporation
FC00	Federal Communications Commission
FD00	Federal Deposit Insurance Corporation
LF00	Federal Election Commission
	Federal Emergency Management Agency
EM01	Office of the Director
EM02	Office of Inspector General
FI00	Federal Financial Institutions Examination Council
FY00	Federal Housing Finance Board
AU00	Federal Labor Relations Authority
MC00	Federal Maritime Commission
FM00	Federal Mediation and Conciliation Service
RS00	Federal Mine Safety and Health Review Commission
FR00	Federal Reserve System--Board of Governors. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
RF00	Federal Retirement Thrift Investment Board
FT00	Federal Trade Commission

AGENCY/SUBELEMENT

Code	**Name/Explanation**
	General Services Administration
GS01	Immediate Office of the Administrator
GS24	Federal Supply Service
GS27	Federal Technology Service
GS13	GSA Board of Contract Appeals
GS29	Office of Childcare
GS04	Office of Civil Rights
GS19	Office of Communications
GS20	Office of Congressional and Intergovernmental Affairs
GS10	Office of Enterprise Development
GS12	Office of General Counsel
GS15	Office of Inspector General
GS26	Office of Governmentwide Policy
GS21	Office of Smart Card Initiatives
GS11	Office of the Chief Financial Officer
GS28	Office of the Chief Information Officer
GS14	Office of the Chief People Officer
GS22	Offices of the Regional Administrators
GS03	Public Buildings Service
HT00	Harry S. Truman Scholarship Foundation
BJ00	Illinois and Michigan Canal National Heritage Corridor Commission. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
IF00	Inter-American Foundation
GW00	International Boundary and Water Commission: United States and Mexico
GX00	International Boundary Commission: United States and Canada
GY00	International Joint Commission: United States and Canada
BK00	James Madison Memorial Fellowship Foundation
UJ00	Japan-United States Friendship Commission
MA00	Marine Mammal Commission
BD00	Merit Systems Protection Board

AGENCY/SUBELEMENT

Code	**Name/Explanation**
EO00	Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation
	National Aeronautics and Space Administration
NN10	Headquarters, NASA
NN21	Ames Research Center
NN24	Dryden Flight Research Center
NN62	George C. Marshall Space Flight Center
NN51	Goddard Space Flight Center
NN64	John C. Stennis Space Center
NN76	John F. Kennedy Space Center
NN22	John Glenn Research Center at Lewis Field
NN23	Langley Research Center
NN72	Lyndon B. Johnson Space Center
NN73	Space Station Program Office
NQ00	National Archives and Records Administration
NP00	National Capital Planning Commission
CX00	National Commission on Libraries and Information Science
NK00	National Council on Disability
CU00	National Credit Union Administration
CG00	National Education Goals Panel
	National Foundation on the Arts and the Humanities
AH03	Institute of Museum and Library Services
AH01	National Endowment for the Arts
AH02	National Endowment for the Humanities
NL00	National Labor Relations Board
NM00	National Mediation Board
NF00	National Science Foundation
TB00	National Transportation Safety Board
NU00	Nuclear Regulatory Commission
BW00	Nuclear Waste Technical Review Commission

AGENCY/SUBELEMENT

Code	**Name/Explanation**
OS00	Occupational Safety and Health Review Commission
GG00	Office of Government Ethics
RE00	Office of Navajo and Hopi Indian Relocation
OM00	Office of Personnel Management
FW00	Office of Special Counsel
GB00	Overseas Private Investment Corporation
PC00	Panama Canal Commission. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
PU00	Peace Corps
BG00	Pension Benefit Guaranty Corporation
PJ00	Postal Rate Commission. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
GJ00	Presidio Trust
PI00	Public International Organization. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
RR00	Railroad Retirement Board
SE00	Securities and Exchange Commission
SS00	Selective Service System
SB00	Small Business Administration
	Smithsonian Institution
SM03	Smithsonian Institution (except units administered under separate Boards of Trustees)
SM04	John F. Kennedy Center for the Performing Arts
SM01	National Gallery of Art
SM02	Woodrow Wilson International Center for Scholars
SZ00	Social Security Administration

AGENCY/SUBELEMENT

Code	**Name/Explanation**
TV00	Tennessee Valley Authority. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
EW00	Trade and Development Agency
HD00	U.S. Holocaust Memorial Museum
AI00	U.S. Institute of Peace
TC00	U.S. International Trade Commission
PO00	U.S. Postal Service. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
UT00	Utah Reclamation Mitigation and Conservation Commission
GM00	Valles Caldera Trust

ANNUITANT INDICATOR

Definition: The status of an annuitant appointed to a position in the Federal civilian service.

Responsible Organization: Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: None.

Format: X

Note:

The standard abbreviation for a code (as found in The Guide to Processing Personnel Actions, which is available at Internet address http://www.opm.gov/feddata/persdoc.htm) is shown in parentheses after the name/explanation.

ANNUITANT INDICATOR

Code	**Name/Explanation**
A	Reemployed FERS annuitant. An employee whose annuity under the Federal Employees Retirement Systems (FERS) continues after appointment and is subject to salary offset. (Reempl Ann-FE)
B	Former FERS annuitant. An employee whose FERS annuity is discontinued after appointment. (Former Ann-FE)
C	Retired uniformed service officer and reemployed FERS annuitant. The employee is a retired uniformed service commissioned or warrant officer and a reemployed FERS annuitant who is subject to salary offset. (Ret Off/Reempl Ann-FE)
D	Retired uniformed service officer and former FERS annuitant. The employee is a retired uniformed service commissioned or warrant officer and a reemployed FERS annuitant whose FERS annuity is discontinued after appointment. (Ret Off/Former Ann-FE)
E	Retired uniformed service enlisted member and reemployed FERS annuitant. The employee is a retired uniformed service enlisted member and a reemployed FERS annuitant who is subject to salary offset. (Ret Enl/Reempl Ann-FE)
F	Retired uniformed service enlisted member and former FERS annuitant. The employee is a retired uniformed service enlisted member and a reemployed FERS annuitant whose FERS annuity is discontinued after appointment. (Ret Enl/Former Ann-FE)
G	Reemployed FERS annuitant not subject to salary reduction. An employee whose annuity under the Federal Employees Retirement System continues after appointment and whose salary is not subject to reduction under 5 U.S.C. 8468. (FE-No Reduction)
H	Retired uniformed service officer and reemployed FERS annuitant not subject to salary reduction. The employee is a retired uniformed service commissioned or warrant officer and a reemployed FERS annuitant whose salary is not subject to reduction under 5 U.S.C. 8468. (Ret Off/FE-No Reduc)

ANNUITANT INDICATOR

Code	Name/Explanation
J	Retired uniformed service enlisted member and reemployed FERS annuitant not subject to salary reduction. The employee is a retired uniformed service enlisted member and a reemployed FERS annuitant whose salary is not subject to reduction under 5 U.S.C. 8468. (Ret Enl/FE-No Reduc)
1	Reemployed CSRS annuitant. An employee whose annuity under the Civil Service Retirement System (CSRS) continues after appointment. (Reempl Ann-CS)
2	Retired uniformed service officer. The employee is a member or former member of a uniformed service who is receiving retired or retainer pay as a commissioned or warrant officer. (The uniformed services are the Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and the Public Health Service.) (Ret Officer)
3	Retired uniformed service enlisted member. The employee is a member or former member of a uniformed service who is receiving retired or retainer pay for non-officer (or enlisted) service. (Ret Enlisted)
4	Retired uniformed service officer and reemployed CSRS annuitant. The employee is a retired uniformed service commissioned or warrant officer and a reemployed CSRS annuitant. (Ret Off/Reempl Ann-CS)
5	Retired uniformed service enlisted member and reemployed CSRS annuitant. The employee is a retired uniformed service enlisted member and a reemployed CSRS annuitant. (Ret Enl/Reempl Ann-CS)
6	Reemployed CSRS annuitant not subject to salary reduction. An employee whose annuity under the Civil Service Retirement System continues after appointment and whose salary is not subject to reduction under 5 U.S.C. 8344. (CS-No Reduction)
7	Retired uniformed service officer and reemployed CSRS annuitant not subject to salary reduction. The employee is a retired uniformed service commissioned or warrant officer and a reemployed CSRS annuitant whose salary is not subject to reduction under 5 U.S.C. 8344. (Ret Off/CS-No Reduc)

ANNUITANT INDICATOR

Code	**Name/Explanation**
8	Retired uniformed service enlisted member and reemployed CSRS annuitant not subject to salary reduction. The employee is a retired uniformed service enlisted member and a reemployed CSRS annuitant whose salary is not subject to reduction under 5 U.S.C. 8344. (Ret Enl/CS-No Reduc)
9	Not applicable. None of the above codes apply.

AS OF DATE

Definition:	The ending date of the reporting period for which an agency submitted a record.
Responsible Organization:	Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.
Applicability:	Voluntary.
Cross-Reference:	Uses CALENDAR DATE code set.
Format:	YYYYMM

AWARD AMOUNT

Definition:

(1) The gross dollar amount of availability pay, an award given as cash, a bonus, or a separation incentive.

(2) The number of hours given as a time-off award.

(3) The percent of BASIC PAY authorized on an annual basis as premium pay for administratively uncontrollable overtime (AUO).

Responsible Organization: Office of Personnel Management, Workforce Compensation and Performance Service, Office of Performance and Compensation Systems Design.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: BASIC PAY

Format: 5N

Note:

Award amount is rounded to the nearest dollar, hour (for a time-off award), or percent (for administratively uncontrollable overtime). For a group award, this is the gross amount (in dollars or hours) given to the individual, not to the group. Senior Executive Service (SES) rank awards are the only awards and bonuses that must be documented on the Standard Form 50. Agencies are not required to document other awards and bonuses on the Standard Form 50.

The award amount is right justified with leading zeros. For example:

(1) A relocation bonus of $8,000 is shown as 08000.

(2) A time-off award of 8 hours is shown as 00008.

(3) Administratively uncontrollable overtime (AUO) of 10 percent is shown as 00010.

BARGAINING UNIT

Definition: An employee's bargaining unit.

Responsible Organization: Office of Personnel Management, Office of Workforce Relations, Center for Partnership and Labor-Management Relations.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: None.

Format: 4N

Note:

Bargaining unit names and codes can be found in the Office of Personnel Management publication Union Recognition in the Federal Government. The bargaining unit code is the last four digits of the six-digit number shown in parentheses after the location. Copies of the publication are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

Code	Name/Explanation
	SPECIAL CODES
6666	Bargaining unit status is in transition because of a mass transfer.
7777	Eligible but not in a bargaining unit.
8888	Ineligible for inclusion in a bargaining unit.

BASIC PAY

Definition: The amount scheduled to be earned by an employee (before the addition of any allowance, adjustment, or differential) for the unit of work indicated by the employee's PAY BASIS.

Responsible Organization: Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: ADJUSTED BASIC PAY, AWARD AMOUNT, LOCALITY ADJUSTMENT, PAY BASIS, PRIOR BASIC PAY, RETENTION ALLOWANCE, SUPERVISORY DIFFERENTIAL

Format: 6N

Note:

The amount is rounded to the nearest dollar for an annual, school year, monthly, or biweekly pay basis. For any other PAY BASIS, the amount is in dollars and cents with no decimal point. The amount is right justified with leading zeros.

CALENDAR DATE

Definition: The year, month, and day of the Gregorian calendar.

Responsible Organization: Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions)

Cross-Reference: Code set is used by AS OF DATE, DATE OF BIRTH, EFFECTIVE DATE OF PERSONNEL ACTION, EFFECTIVE DATE OF PERSONNEL ACTION BEING CORRECTED, RATING OF RECORD (PERIOD), SERVICE COMPUTATION DATE (LEAVE), and YEAR DEGREE OR CERTIFICATE ATTAINED.

Format: YYYYMMDD (Central Personnel Data File)
MMDDYY or MMDDYYYY (Personnel Actions)

Following are the code specifications:

(a) YYYY indicates the year.

(b) MM indicates the month of the year:

CODE	MONTH	CODE	MONTH
01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

(c) DD indicates the day of the month (i.e., 01 to 31).

COMPUTER POSITION

Definition: The indicator of whether a position is designated as a computer position for computer security purposes.

Responsible Organization: Office of Personnel Management, Investigations Service.

Applicability: Voluntary.

Cross-Reference: None.

Format: A

Code	**Name/Explanation**
C	ADP-Computer Position
(blank)	Non-ADP-Computer Position

CONSOLIDATED METROPOLITAN STATISTICAL AREA

Definition:	A geographic area consisting of a number of metropolitan statistical areas.
Responsible Organization:	U.S. Office of Management and Budget, Office of Information and Regulatory Affairs.
Applicability:	Voluntary.
Cross-Reference	LEO GEOGRAPHIC PAY AREA, LOCALITY PAY AREA, METROPOLITAN STATISTICA AREA
Format:	NN

Note:

The consolidated metropolitan statistical area names and codes can be found in the Office of Management and Budget (OMB) bulletin on Revised Statistical Definitions of Metropolitan Areas at Internet address http://www.whitehouse.gov/omb/bulletins/index.html.

CREDITABLE MILITARY SERVICE

Definition: The years and months of military service that are creditable for annual leave accrual purposes.

Responsible Organization: Office of Personnel Management, Retirement and Insurance Service, Office of Actuaries.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: None.

Format: 2N2N

Note:

The first and second positions indicate the number of years (00-99). The third and fourth positions indicate the number of months (00-11). For example, 5 years and 3 months should be shown as 0503. Five years and no months should be shown as 0500. No years and no months should be shown as 0000. If the data element is not applicable to an employee, all four positions should be blank.

CURRENT APPOINTMENT AUTHORITY (1)

Definition: The law, executive order, rule, regulation, or other basis that authorizes an employee's most recent conversion or accession action.

Responsible Organization: Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.

Applicability: Mandatory (Central Personnel Data File).

Cross-Reference: Code set is used by CURRENT APPOINTMENT AUTHORITY (2).

Format: AXA

Codes For	See Page
• Axx	2
• Bxx	3
• Hxx-Jxx	5
• Kxx	6
• Lxx	7
• Mxx	8
• Nxx-Pxx	9
• Qxx-Uxx	10
• Vxx	11
• Wxx	13
• Xxx-Yxx	14
• Zxx	15

CURRENT APPOINTMENT AUTHORITY (1)

Code	**Name/Explanation**
	Axx
ABK	ACWA Outstanding Scholar Program.
ABL	Bicultural/Bilingual Selective Factors.
ABM	SF 59 approved (date).
ABP	President's Economic Stimulus Program
ABR	Reg 330.608. Agency Career Transition Program.
ABS	Reg 330.707. Interagency Career Transition Program.
ABT	Reg 330.707 CLG. Change to lower grade under the ICTAP.
ACA	CS Cert No _____ ACWA.
ACM	CS Cert No.
ALM	MSPB Directive-US.
AQM	MSPB Directive-Inj.
AUM	OPM Letter.
AWM	OPM Form 1652 or OPM Ltr (date).
AYM	Direct-Hire Authority (cite OPM authority and date).
A2M	CS Cert No _____ WTO. Worker trainee program.
A7M	CS Rule 3.2. "Rare bird" appointment.

CURRENT APPOINTMENT AUTHORITY (1)

Code	**Name/Explanation**
	Bxx
BBM	CS Rule 6.7--TVA Agr.
BDN	USDA Demo (Office issuing cert), Cert No (no). Code is for use by the Department of Agriculture only.
BEA	OPM Auth EA-(no), (name of installation issuing certificate), Cert No(no).
BFS	OPM Delegation Agr (no), (name of installation issuing certificate), Cert No ____
BGL	OPM Auth GL-(no), (name of installation issuing certificate), Cert No (no).
BKM	CS Rule 6.7--NRC Agr.
BLM	CS Rule 6.7--VA Agr.
BMA	OPM Auth MA-(no), (name of installation issuing certificate), Cert No (no).
BMC	OPM Auth MC-(no), (name of installation issuing certificate), Cert No (no).
BNE	OPM Auth NE-(no), (name of installation issuing certificate), Cert No (no).
BNK	CS Rule 6.7--FAA Agr.
BNM	CS Rule 6.7-CIPMS Agr. Code is for use by the Departments of Defense, Air Force, Army, and Navy only.
BNN	CS Rule 6.7--DOD/NAF Agr.
BNP	CS Rule 7.2--CG/NAF Agr.
BNW	OPM Auth NW-(no), (name of installation issuing certificate), Cert No (no).
BPM	CS Rule 8.3. Appt. of non-US citizen overseas.
BRM	OPM Auth RM-(no), (name of installation issuing certificate), Cert No (no).
BSE	OPM Auth SE-(no), (name if installation issuing certificate), Cert No (no).
BSS	OPM Auth SS-(no), (name of installation issuing certificate), Cert No (no).
BSW	OPM Auth SW-(no), (name of installation issuing certificate), Cert No (no).
BTM	OPM Selection Roster No.
BWA	OPM Delegation Agr (no), (name of installation issuing certificate), Cert No ____.
BWE	OPM Auth WE-(no), (name of installation issuing certificate), Cert No (no).
BWM	OPM Delegation Agr.

CURRENT APPOINTMENT AUTHORITY (1)

Code	**Name/Explanation**
BYM	USDA Direct Hire Auth (cite case file number and date). Code is for use by the Department of Agriculture only.

CURRENT APPOINTMENT AUTHORITY (1)

Code	**Name/Explanation**
	Hxx
HAM	Reg 250.101. Action required by a decision.
HDM	Reg 230.402(c). Emergency appt--outside the register.
HGM	Reg 230.402(d)(1). Emergency appt-noncomp/standby basis.
HJM	Reg 230.402(d)(2). Emergency appt-noncomp/Def Exec Res.
HLM	Reg 230.402(d)(3). Emergency appt--reinstatement elig.
HNM	Reg 301.201. Appt. of U.S. citizens overseas.
HRM	Reg 301.202. US citizen recruited outside O/S area.
H2L	Reg 304.103. Experts and consultants.
H3M	Reg 301.203(c). Temp appt overseas.
	Jxx
J8M	Reg 307.103. VRA placement.

CURRENT APPOINTMENT AUTHORITY (1)

Code	**Name/Explanation**
	Kxx
KLM	Reg 310.202. Emergency appt. of relative.
KQM	Reg 315.401. Reinstatement career or career-cond.
KTM	Reg 315.501. Transfer career or career-cond.
KVM	Reg 315.501 Prom. Transfer career or career-cond.
KXM	Reg 315.501 CLG. Transfer career or career-cond.
K1M	Reg 315.601. Appt based on svc in Panama.
K4M	Reg 315.602. Appt based on Pres, VP, or Wh House svc.
K7M	Reg 315.603(a)(1). In mil whn psn brought into comp svc.
K8M	Reg 315.603(a)(3). Comp inj when psn went to comp svc.
K9M	Reg 315.603(a)(2). Emp sep aftr psn brght into comp svc.

CURRENT APPOINTMENT AUTHORITY (1)

Code	**Name/Explanation**
	Lxx
LBM	Reg 315.604. Appt of disabled vet from VA program.
LEM	Reg 315.605. Appt of former ACTION volunteer.
LHM	Reg 315.606. Appt of Foreign Service officer.
LJM	Reg 315.607. Appt. of Peace Corps personnel.
LKK	Reg 315.608. Career-cond. appt. of former overseas employees.
LKM	Reg 315.609. Appt based on svc in US psns of PCC.
LKP	Reg 315.610. Appt based on Nat'l Guard Tech svc.
LLM	Reg 315.701. Psn brought into comp svc.
LPM	Reg 315.702. "Rare bird" appt.
LSM	Reg 315.703. Emp formerly reached on register.
LWM	Reg 315.704. Conv. to career appt. from temp appt-PER.
LYM	Reg 315.705. Conv to career/career-cond from VRA.
LZM	Reg 315.707. Conv of 30% or more disabled vet.
L1K	Reg 315.710. Conv. to career/career-cond. appt. under PAC program.
L1M	Reg 315.709. Conv of retarded or handicapped emp.
L2K	Reg. 315.711. Conv or readers/interpret/personal assts.
L3M	Reg 315.708. Conv based on PMIP service.

CURRENT APPOINTMENT AUTHORITY (1)

Code	**Name/Explanation**
	Mxx
MAM	Reg 316.201. Temp. appt-PER.
MBM	Reg 316.201(b). Temp appt--PER (worker-trainee prog).
MCM	Reg 316.302(b). Term appt outside the register.
MEM	Reg 316.302(b)(1). Term appt (reinstatement elig).
MGM	Reg 316.302(b)(2). Term appt (VRA eligibility).
MJM	Reg 316.302(b)(3). Term appt (prior service).
MLK	Reg 316.302(b)(8). Term appt (former temp employee).
MLL	Reg 316.302(c)(6). Term appt (legis/judicial svc).
MLM	Reg 316.302(b)(7). Term appt (prior term appt).
MMM	Reg 316.302(b)(4). Term appt (30%+ disabled vet).
MXM	Reg 316.402(a). Temporary appt.
M6M	Reg 316.402(b)(1). Temp appt (reinstatement elig).
M8M	Reg 316.402(b)(3). Temp appt (prior service).

CURRENT APPOINTMENT AUTHORITY (1)

Code	**Name/Explanation**
	Nxx
NAM	Reg 316.402(b)(7). Temp appt (prior temp service).
NCM	Reg 316.402(b)(2). Temp appt (VRA eligibility).
NEM	Reg 316.402(b)(4). Temp appt (30%+ disabled vet).
NFM	Reg 316.601. Temp appt--"rare bird" auth.
NJM	Reg 316.701. Temp appt--Govt takeover.
NMM	Reg 316.702. Reg 316.702. Exc Svc Indefinite brought into Comp Svc.
NRM	Reg 317.304. Conv to SES from career/career-cond.
NSM	Reg 317.305(b). Conversion to SES from excepted appt.
NTM	Reg 317.305(b)(3). Conv to SES from excepted appt.
NUM	Reg 330.207. Appt from RPL.
NVM	Reg 317.306(b)(1). Conv to SES Ltd Term appt.
NWM	Reg 317.306(b)(2). Conv to SES Noncareer appt.
NXM	Reg 317.306(b)(3(i). Conv to SES frm time-limited appt.
	Pxx
PWM	Reg 352.204. Reempl after emergency interagency move.
P2M	5 CFR 352. Reemployment of SES after svc with BIA, PCC, IAEA.
P3M	Reg 352.311. Reempl after transfer to an internat'l org.
P5M	Reg 352.507. Reempl under Foreign Asst Act.
P7M	Reg 352.803. Reemployment of SES after svc with AIT.

CURRENT APPOINTMENT AUTHORITY (1)

Code	**Name/Explanation**
	Qxx
QAK	Reg 353.207. Restoration after military service.
QBK	Reg 353.301. Restoration after recovery from injury.
QCK	Reg 353.301(d). Restoration after partial recovery.
QDK	Reg 353.303. Restoration of temp-appt. PER employee.
QEM	Reg 353.302(a). Restoration after military service.
QFK	Reg 353.306. Restoration after partial recovery from injury.
QFM	Reg 353.302(b). Restoration after recovery from injury.
QGM	Reg 432.101. Actions based on performance.
QHM	Reg 432.101 Eq. Actions based on perf--agency auth.
Q3M	Reg 353.501. Restoration after military service.
	Rxx
R9N	Reg. 772.102(a). Interim relief appt in duty status.
R9R	5 CFR part 772. Interim relief appt in nonduty status.
	Sxx
SZT	Reg 930.206. Transfer of Administrative Law Judge.
SZW	Reg 930.207. Temp reempl of senior Admin Law Judge.
SZX	Reg 930.216. Temp. reemployment of senior Admin. Law Judge.
	Uxx
UAM	10 U.S.C. 1601. DOD Civ Intel Pers Mgt System (CIPMS).
UCM	Sec 625(d) FA Act.
UDM	P.L. 105-277 as amended. Treasury demo project. Code is for use by the Department of the Treasury only.
UFM	FS Act of 1980.
USM	(Cite authority).
U2M	Agency Reg Perf. Act based on performance.

CURRENT APPOINTMENT AUTHORITY (1)

Code	Name/Explanation
	Vxx
VAG	5 U.S.C. 3395(d)(2). Transfer--SES noncareer appointee.
VAJ	5 U.S.C. 75. Adverse actions.
VBJ	5 U.S.C. 3593(a). SES reinstatement.
VBM	5 U.S.C. 3102(b). Pers assts to handicapped employees.
VCJ	5 U.S.C. 3593(b). SES reinstatement.
VCL	5 U.S.C. 3329. Conv of mil rsv tech to comp svc. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
VCS	5 U.S.C. 3594(b)(1). Placement out of SES-performance.
VCT	5 U.S.C. 3594(b)(2). Placement out of SES-RIF.
VCW	5 U.S.C. 3594(b)(3). Failure to be recertified in SES.
VDJ	5 U.S.C. 3594(a). Unsat perf--SES prob period.
VEM	5 U.S.C. 3109. Expert or consultant.
VFJ	5 U.S.C. 4314(b)(3). Move from SES--perf.
VGJ	5 U.S.C. 4314(b)(4). Move from SES--perf.
VGL	5 U.S.C. 4703. Demo projects.
VHJ	5 U.S.C. 75 Eq. Adverse action-equiv. procedures.
VHM	5 U.S.C. 3304(c). Ramspeck Act.
VJM	5 U.S.C. 3325. Appt to sci/prof positions.
VPE	5 U.S.C. 3374. Assignment from state/local govt.
VRM	5 U.S.C. 3551. Reemployment after military service.
V1P	5 U.S.C. 5371. 38 U.S.C. Pay.
V2M	5 U.S.C. 3393. SES career appt.
V4L	5 U.S.C. 3394(a) Noncareer. SES noncareer appt.
V4M	5 U.S.C. 3394(a) Limited Term. SES ltd term appt.
V4P	5 U.S.C. 3394(a) Limited Emergency. SES ltd emerg appt.
V6M	5 U.S.C. 3395(a)(1)(B). Transfer--SES career.
V8K	32 U.S.C. 709 (b). Nat'l Guard Technician. Code is only for use by the Air National Guard (Department of the Air Force) and Army National Guard (Department of the Army) technicians employed under title 32, U.S. Code.

CURRENT APPOINTMENT AUTHORITY (1)

Code	**Name/Explanation**
V8L	39 U.S.C. 1006. Reemployment based on postal service.
V8N	32 U.S.C. 709. Nat'l Guard Tech--comp svc. Code is only for use by the Air National Guard (Department of the Air Force) and Army National Guard (Department of the Army) technicians employed in the competitive service under title 32, U.S. Code.
V8V	38 U.S.C. Employment in D/Veterans Affairs. Code is for use by the Department of Veterans Affairs only.

CURRENT APPOINTMENT AUTHORITY (1)

Code	**Name/Explanation**
	Wxx
WAM	Sch A, 213.3102(a). Chaplain/Chaplain assts.
WBM	Sch A, 213.3102(b). Cooks.
WCM	Sch A, 213.3102(c). Pres appt w/o Senate confirm.
WDM	Sch A, 213.3102(d). Attorneys.
WEM	Sch A, 213.3102(e). Law clerk trainees.
WFM	Sch A, 213.3102(f). Interpreter--Chinese/Japanese/Hindu.
WGM	Sch A, 213.3102(g). Nontemp appt--p/t or intermittent.
WJM	Sch A, 213.3102(j). Former Nat'l Guard Technicians.
WKM	Sch A, 213.3102(k). Appt. without compensation.
WLM	Sch A, 213.3102(l). Consultants.
WNM	Sch A, 213.3102(n). Physicians, surgeons, dentists.
WRM	Sch A, 213.3102(r). Psn of proj nature--paid under PWA.
WTM	Sch A, 213.3102(t). Mentally retarded persons.
WUM	Sch A, 213.3102(u). Severely physically handicapped.
WXM	Sch A, 213.3102(x). Work-release program.
WZM	Sch A, 213.3102(z). White House Fellows.
W6M	Sch A, 213.3102(o). Faculty mbr--sci/prof/anal psn.
W9N	Sch A, 213.3102(i)(1). Temp, not F/T-remote loc.
W9P	Sch A, 213.3102(i)(2). Temp, not F/T-crit hiring need.
W9R	Sch A, 213.3102(i)(3). Temp, not F/T-other pos.
W9S	Sch A, 213.3102(r). Internship or Fellowship Programs.
W9T	Sch A, 213.3102(s). Student assgned to medical facility.

CURRENT APPOINTMENT AUTHORITY (1)

Code	**Name/Explanation**
	Xxx
XAM	Sch A, 213.3102(aa). GS 11+ sci/prof research assoc.
XBM	Sch A, 213.3102(bb). Alien employees.
XFM	Sch A, 213.3102(ff). Attny General programs.
XGM	SCH A, 213.3102(gg). Nontemp appt--psychiatric disabil.
XXM	Sch A, 213.3102(ll). Reader/interpreter/personal asst.
XZM	Sch A, 213.31xx. Agency-unique Schedule A authority.
X9M	Sch A, 213.3102(ii). Pres Mgt Intern Program.
	Yxx
YBM	Sch B, 213.3202(b)-HS. Career Experience-HS Diploma Prg.
YCM	Sch B, 213.3202(o). Federal Career Intern Program.
YGM	Sch B, 213.3202(b)-Voc/Tech. Career Exp-Voc/Tech Prog.
YJM	Sch B, 213.3202(j). SES executive development program.
YKB	Sch B, 213.3202(n). Vet Empl Opp Act of 1998.
YMM	Sch B, 213.3202(m). Appt. following removal from the SES.
Y1K	Sch B, 213.3202(a)-HS. Temp Emp-HS Diploma Prog.
Y1M	Sch B, 213.3202(b)-BA/BS. Career Exp-BA/BS Degree Prog.
Y2K	Sch B, 213.3202(a)-Voc/Tech. Temp Emp-Voc/Tech Prog.
Y2M	Sch B, 213.3202(b)-Grad/Prof. Career Exp-Grad/Prof Deg.
Y3K	Sch B, 213.3202(a)-Assoc. Temp Emp-Assoc Degree Prog.
Y3M	Sch B, 213.3202(b)-Assoc. Career Exp-Assoc Degree Prog.
Y4K	Sch B, 213.3202(a)-BA/BS. Temp Emp-BA/BS Degree Prog.
Y5K	Sch B, 213.3202(a)-Grad/Prof. Temp Emp-Grad/Prof Deg.
Y5M	Sch B, 213.32xx. Agency-unique Schedule B authority.
Y7M	Sch C, 213.33xx. Agency-unique Schedule C authority.
Y8M	Sch C, Authority other than Sch C, 213.33xx, (i.e., Law or E.O. which establishes a Sch C Position).
Y9K	Sch C, 213.3302(a). Temporary Transitional Schedule C.
Y9M	Sch C, 213.3302(a)(2). New temporary Schedule C.

CURRENT APPOINTMENT AUTHORITY (1)

Code	Name/Explanation
	Zxx
ZBA	P.L. 106-117, Sec. 511. Vet Emp Opp Act - comp srvc.
ZGM	EO 10826. Correction of an administrative error.
ZGY	EO 11203. Conversion of Secret Service Agent.
ZHK	EO 11955. Conversion of astronaut. Code is for use by the National Aeronautics and Space Administration only.
ZHM	EO 12008. Estab of Pres Mgt Intern Program.
ZJK	EO 12721. Family member noncomp appt.
ZJM	EO 12015. Conv of Student Career Exper Prog.
ZJP	EO 12364. Presidential Management Intern Program.
ZKM	Law, E.O., or Reg that authorizes Pres Appt.
ZLM	Other Citation (Law, E.O., Reg).
ZMM	EO 12230. Conversion of DEA criminal investigators.
ZNM	Law, E.O., or Reg that authorizes Presidential Appt with Advice and Consent of Senate.
ZQM	31 U.S.C. 732(g). Based on svc with GAO.
ZRL	P.L. 105-119. FBI comp and perf demo. Code is for use by the Federal Bureau of Investigation (Department of Justice) only.
ZRM	Agency Restoration Authority.
ZSK	P.L. 99-145, as amended. Spouse pref--DOD.
ZSP	P.L. 99-574, Sec. 10. NIST demo appts. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
ZTA	P.L. 105-33. Closing of Lorton Corr. Fac.
ZTM	P.L. 99-586. Appt of former Nat'l Guard Tech.
ZTR	P.L. 100-472, Sec. 203. Bur Ind Affairs & Ind Health Svc. Code is for use by the Bureau of Indian Affairs (Department of the Interior) and the Indian Health Service (Department of Health and Human Services) only.

CURRENT APPOINTMENT AUTHORITY (1)

Code	**Name/Explanation**
ZTU	28 U.S.C. 602. Admin Ofc of U.S. Courts.
ZTZ	P.L. 101-509. FEPCA.
ZVB	P.L. 104-50. FAA reform. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
ZZZ	Not applicable. Use only for employees whose most recent appointment or conversion was to the competitive service and was prior to January 1, 1982.
Z2M	P.L. 101-510. Def Nuclear Facilities Safty Bd. Code is for use by the Defense Nuclear Facilities Safety Board only.
Z2U	P.L. 103-337. Defense Lab Demo. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z2W	P.L. 104-106. Defense Acquisition Demo. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.

CURRENT APPOINTMENT AUTHORITY (2)

Definition:	The law, executive order, rule, regulation, or other basis that, in addition to CURRENT APPOINTMENT AUTHORITY (1), authorizes an employee's most recent conversion or accession action.
Responsible Organization:	Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.
Applicability:	Mandatory (Central Personnel Data File).
Cross-Reference:	Uses CURRENT APPOINTMENT AUTHORITY (1) code set.
Format:	AXA

DATE OF BIRTH

Definition:	An employee's date of birth.
Responsible Organization:	Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	Uses CALENDAR DATE code set.
Format:	YYYYMM (Central Personnel Data File) MMDDYY or MMDDYYYY (Personnel Actions)

DUTY STATION

Definition: The location of an employee's place of work.

Responsible Organization: General Services Administration, Public Buildings Service.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: Code set is used by PRIOR DUTY STATION.

Format: 2X4N3N

Note:

DUTY STATION codes and names can be found in the Duty Station File that is electronically issued by the Office of Workforce Information, Office of Personnel Management, which is available at Internet address http://www.opm.gov/feddata/guidance.htm. Note that the General Services Administration is responsible for the maintenance of the code set and issuance of city codes. However, to ensure completeness of the DUTY STATION code set, requests for codes for personnel use should be directed to the Office of Workforce Information at (202) 606-1162 or email address smgoldst@opm.gov.

DUTY STATION

Note (continued):

Following are the code set specifications:

(a) The first and second positions indicate the state (if the code is numeric) or the U.S. possession, U.S. administered area, or foreign country (if the code is alphabetic).

The state names and codes are in compliance with Federal Information Processing Standards Publication 5-2 (Codes for the Identification of the States, the District of Columbia and Outlying Areas of the United States, and Associated Areas), which is published by the National Institute of Standards and Technology (Department of Commerce) and is available at Internet address http://www.itl.nist.gov/fipspubs.

The U.S. possession, U.S. administered area, and foreign country names and codes are in compliance with Federal Information Processing Standards Publication 10-4 (Countries, Dependencies, Areas of Special Sovereignty, and Their Principal Administrative Divisions), which is published by the National Institute of Standards and Technology (Department of Commerce). and is available at Internet address http://www.itl.nist.gov/fipspubs.

(b) The third through the sixth positions indicate the city.

(c) The seventh through the ninth positions indicate the U.S. county.

The county names and codes are in compliance with Federal Information Processing Standards Publication 6-4 (Counties and Equivalent Entities of the United States, Its Possessions, and Associated Areas), which is published by the National Institute of Standards and Technology (Department of Commerce) and is available at Internet address http://www.itl.nist.gov/fipspubs.

EDUCATION LEVEL

Definition:	The extent of an employee's educational attainment from an accredited institution.
Responsible Organization:	Department of Education, National Center for Education Statistics.
Applicability:	Mandatory (Central Personnel Data File, Request for Personnel Action only).
Cross-Reference:	INSTRUCTIONAL PROGRAM, YEAR DEGREE OR CERTIFICATE ATTAINED
Format:	NN

EDUCATION LEVEL

Code	**Name/Explanation**
01	No formal education or some elementary school--did not complete. Elementary school means grades 1 through 8, or equivalent, not completed.
02	Elementary school completed--no high school. Grade 8 or equivalent completed.
03	Some high school--did not graduate. High school means grades 9 through 12, or equivalent.
04	High school graduate or certificate of equivalency.
05	Terminal occupational program--did not complete. Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.
06	Terminal occupational program--certificate of completion, diploma or equivalent. See code 05 above for definition of terminal occupational program. Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semiprofessional personnel in engineering and nonengineering fields; and (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers.
07	Some college--less than one year. Less than 30 semester hours completed.
08	One year college. 30-59 semester hours or 45-89 quarter hours completed.
09	Two years college. 60-89 semester hours or 90-134 quarter hours completed.
10	Associate Degree. 2-year college degree program completed.
11	Three year college. 90-119 semester hours or 135-179 quarter hours completed.
12	Four years college. 120 or more semester hours or 180 or more quarter hours completed--no baccalaureate (Bachelor's) degree.

EDUCATION LEVEL

Code	**Name/Explanation**
13	Bachelor's degree. Requires completion of at least four, but no more than five, years of academic work; includes Bachelor's degree conferred in a cooperative plan or program that provides for alternate class attendance and employment in business, industry, or government to allow student to combine actual work experience with college studies.
14	Post-Bachelor's. Some work beyond (at a higher level than) the Bachelor's degree but no additional higher degree.
15	First professional. Signifies the completion of academic requirements for selected professions that are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL. B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).
16	Post-first professional. Some work beyond (at a higher level than) the first professional degree but no additional higher degree.
17	Master's degree. For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the Bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work.
18	Post-Master's. Some work beyond (at a higher level than) the Master's degree but no additional higher degree.
19	Sixth-year degree. Includes such degrees as Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology.
20	Post-sixth year. Some work beyond (at a higher level than) the sixth-year degree but no additional higher degree.

EDUCATION LEVEL

Code	**Name/Explanation**
21	Doctorate degree. Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include a Doctor's degree that is a first professional degree, per code 15.
22	Post-Doctorate. Work beyond the Doctorate.

EFFECTIVE DATE OF PERSONNEL ACTION

Definition:	The effective date of a personnel action.
Responsible Organization:	Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	EFFECTIVE DATE OF PERSONNEL ACTION BEING CORRECTED. Uses CALENDAR DATE code set.
Format:	YYYYMMDD (Central Personnel Data File) MMDDYY or MMDDYYYY (Personnel Actions)

EFFECTIVE DATE OF PERSONNEL ACTION BEING CORRECTED

Definition:	The EFFECTIVE DATE OF A PERSONNEL ACTION, previously submitted to the Central Personnel Data File, that is being corrected.
Responsible Organization:	Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.
Applicability:	Mandatory (Central Personnel Data File).
Cross-Reference:	EFFECTIVE DATE OF A PERSONNEL ACTION..Uses CALENDAR DATE code set.
Format:	YYYYMMDD (Central Personnel Data File). MMDDYY or MMDDYYYY (Personnel Actions)

EMPLOYEE NAME

Definition:	The name by which a person is known or designated on all official transactions.
Responsible Organization:	Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	None.
Format:	23A

Note:

Employee Name has no CPDF-prescribed format. However, the preferred CPDF format is last name followed by a comma and a space, first name followed by a space, and middle name or initial. An example is "Smith, John A". Use Roman numerals to show a numeric surname suffix. Show "Smith the 3rd" as "Smith III,". The name should be left justified, with any unused positions blank.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

Definition: An employee's coverage or noncoverage under the Federal Employees' Group Life Insurance (FEGLI) Program.

Responsible Organization: Office of Personnel Management, Retirement and Insurance Service, Office of Actuaries.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: None.

Format: XN

Note:

Each Family Option multiple shown below is worth $5000 upon the death of the employee's spouse and $2500 upon the death of an eligible child.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

Code	Name/Explanation
A0	Ineligible for life insurance coverage. An employee excluded from coverage by law or regulation, or who has become ineligible for further continuation of his/her insurance without cost while in a nonpay status (when used in latter manner, code A must be coupled with date nonpay status commenced).
B0	Waived all life insurance. An employee has waived his/her right to all coverage under the Federal Employees' Group Life Insurance Program.
C0	Basic only.
D0	Basic plus Standard Option.
E1	Basic plus Family Option with 1 times multiple.
E2	Basic plus Family Option with 2 times multiple.
E3	Basic plus Family Option with 3 times multiple.
E4	Basic plus Family Option with 4 times multiple.
E5	Basic plus Family Option with 5 times multiple.
F1	Basic plus Standard Option and Family Option with 1 times multiple.
F2	Basic plus Standard Option and Family Option with 2 times multiple.
F3	Basic plus Standard Option and Family Option with 3 times multiple.
F4	Basic plus Standard Option and Family Option with 4 times multiple.
F5	Basic plus Standard Option and Family Option with 5 times multiple.
G0	Basic plus Additional Option with 1 times pay.
H0	Basic plus Additional Option with 1 times pay and Standard Option.
I1	Basic plus Additional Option with 1 times pay and Family Option with 1 times multiple.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

Code	Name/Explanation
I2	Basic plus Additional Option with 1 times pay and Family Option with 2 times multiple.
I3	Basic plus Additional Option with 1 times pay and Family Option with 3 times multiple.
I4	Basic plus Additional Option with 1 times pay and Family Option with 4 times multiple.
I5	Basic plus Additional Option with 1 times pay and Family Option with 5 times multiple.
J1	Basic plus Additional Option with 1 times pay, Standard Option, and Family Option with 1 times multiple.
J2	Basic plus Additional Option with 1 times pay, Standard Option, and Family Option with 2 times multiple.
J3	Basic plus Additional Option with 1 times pay, Standard Option, and Family Option with 3 times multiple.
J4	Basic plus Additional Option with 1 times pay, Standard Option, and Family Option with 4 times multiple.
J5	Basic plus Additional Option with 1 times pay, Standard Option, and Family Option with 5 times multiple.
K0	Basic plus Additional Option with 2 times pay.
L0	Basic plus Additional Option with 2 times pay and Standard Option.
M1	Basic plus Additional Option with 2 times pay and Family Option with 1 times multiple.
M2	Basic plus Additional Option with 2 times pay and Family Option with 2 times multiple.
M3	Basic plus Additional Option with 2 times pay and Family Option with 3 times multiple.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

Code	Name/Explanation
M4	Basic plus Additional Option with 2 times pay and Family Option with 4 times multiple.
M5	Basic plus Additional Option with 2 times pay and Family Option with 5 times multiple.
N1	Basic plus Additional Option with 2 times pay, Standard Option, and Family Option with 1 times multiple.
N2	Basic plus Additional Option with 2 times pay, Standard Option, and Family Option with 2 times multiple.
N3	Basic plus Additional Option with 2 times pay, Standard Option, and Family Option with 3 times multiple.
N4	Basic plus Additional Option with 2 times pay, Standard Option, and Family Option with 4 times multiple.
N5	Basic plus Additional Option with 2 times pay, Standard Option, and Family Option with 5 times multiple.
90	Basic plus Additional Option with 3 times pay.
P0	Basic plus Additional Option with 3 times pay and Standard Option.
Q1	Basic plus Additional Option with 3 times pay and Family Option with 1 times multiple.
Q2	Basic plus Additional Option with 3 times pay and Family Option with 2 times multiple.
Q3	Basic plus Additional Option with 3 times pay and Family Option with 3 times multiple.
Q4	Basic plus Additional Option with 3 times pay and Family Option with 4 times multiple.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

Code	Name/Explanation
Q5	Basic plus Additional Option with 3 times pay and Family Option with 5 times multiple.
R1	Basic plus Additional Option with 3 times pay, Standard Option, and Family Option with 1 times multiple.
R2	Basic plus Additional Option with 3 times pay, Standard Option, and Family Option with 2 times multiple.
R3	Basic plus Additional Option with 3 times pay, Standard Option, and Family Option with 3 times multiple.
R4	Basic plus Additional Option with 3 times pay, Standard Option, and Family Option with 4 times multiple.
R5	Basic plus Additional Option with 3 times pay, Standard Option, and Family Option with 5 times multiple.
S0	Basic plus Additional Option with 4 times pay.
T0	Basic plus Additional Option with 4 times pay and Standard Option.
U1	Basic plus Additional Option with 4 times pay and Family Option with 1 times multiple.
U2	Basic plus Additional Option with 4 times pay and Family Option with 2 times multiple.
U3	Basic plus Additional Option with 4 times pay and Family Option with 3 times multiple.
U4	Basic plus Additional Option with 4 times pay and Family Option with 4 times multiple.
U5	Basic plus Additional Option with 4 times pay and Family Option with 5 times multiple.
V1	Basic plus Additional Option with 4 times pay, Standard Option, and Family Option with 1 times multiple.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

Code	Name/Explanation
V2	Basic plus Additional Option with 4 times pay, Standard Option, and Family Option with 2 times multiple.
V3	Basic plus Additional Option with 4 times pay, Standard Option, and Family Option with 3 times multiple.
V4	Basic plus Additional Option with 4 times pay, Standard Option, and Family Option with 4 times multiple.
V5	Basic plus Additional Option with 4 times pay, Standard Option, and Family Option with 5 times multiple.
W0	Basic plus Additional Option with 5 times pay.
X0	Basic plus Additional Option with 5 times pay and Standard Option.
Y1	Basic plus Additional Option with 5 times pay and Family Option with 1 times multiple.
Y2	Basic plus Additional Option with 5 times pay and Family Option with 2 times multiple.
Y3	Basic plus Additional Option with 5 times pay and Family Option with 3 times multiple.
Y4	Basic plus Additional Option with 5 times pay and Family Option with 4 times multiple.
Y5	Basic plus Additional Option with 5 times pay and Family Option with 5 times multiple.
Z1	Basic plus Additional Option with 5 times pay, Standard Option, and Family Option with 1 times multiple.
Z2	Basic plus Additional Option with 5 times pay, Standard Option, and Family Option with 2 times multiple.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

Code	**Name/Explanation**
Z3	Basic plus Additional Option with 5 times pay, Standard Option, and Family Option with 3 times multiple.
Z4	Basic plus Additional Option with 5 times pay, Standard Option, and Family Option with 4 times multiple.
Z5	Basic plus Additional Option with 5 times pay, Standard Option, and Family Option with 5 times multiple.

FERS COVERAGE

Definition:	The indicator of how an employee came to be covered under the Federal Employees' Retirement System (FERS).
Responsible Organization:	Office of Personnel Management, Retirement and Insurance Service, Office of Actuaries.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	None.
Format:	A

Code	**Name/Explanation**
A	Automatically covered by FERS. Employee assigned FERS coverage without so choosing (primarily, but not exclusively, employees hired after December 31, 1983).
E	Elected coverage under FERS. Employee chose FERS coverage (primarily, but not exclusively, employees with 5 or more years of service as of January 1, 1987).

FLSA CATEGORY

Definition:	The status of a Federal civilian employee under the authority of Section 13 of the Fair Labor Standards Act (29 U.S.C. 213), as amended.
Responsible Organization:	Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Merit Systems Oversight.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	None.
Format:	A

Code	**Name/Explanation**
E	Exempt employee. An employee who is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act.
N	Nonexempt employee. An employee who is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

FROZEN SERVICE

Definition: The total years and months of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a FERS employee (RETIREMENT PLAN codes K, L, M, and N), or, in the case of a CSRS Offset employee (RETIREMENT PLAN codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS.

Responsible Organization: Office of Personnel Management, Retirement and Insurance Service, Office of Actuaries.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: RETIREMENT PLAN

Format: 2N2N

Note:

The first and second positions indicate the number of years (00-99). The third and fourth positions indicate the number of months (00-11). For example, 5 years and 3 months should be shown as 0503. Five years and no months should be shown as 0500. No years and no months should be shown as 0000. If the data element is not applicable to an employee, all four positions should be blank.

FUNCTIONAL CLASSIFICATION

Definition: An employee's primary work function as a scientist or engineer.

Responsible Organization: National Science Foundation, Government Studies Group.

Applicability: Mandatory (Central Personnel Data File, Request for Personnel Action only).

Cross-Reference: OCCUPATION

Format: NN

Note:

The functional classification rests on the principle that the coding of positions to categories will be done on the basis of the function in which the individual is "primarily engaged." The primary function is the single functional category which occupies the largest proportion of the employee's time or which best reflects a combination of functions in terms of the paramount requirements of the job.

The object is to capture, insofar as practical, what a person does. For example, a person who is primarily engaged in designing equipment for a testing program should be coded to Design and not to Test and Evaluation. A person who is primarily engaged in providing expert advice and consultation to others (in different agencies, or States, or foreign governments, etc.) on data collection, should be coded to Technical Assistance and Consulting and not to Data Collection, Processing, and Analysis.

FUNCTIONAL CLASSIFICATION

Note (continued):

Because of the myriad of different ways in which work is organized in the Federal Government, the categories are not completely discrete. The categories by and large consist of aggregates of sub-functions or activities. Cost estimating, for example, is defined as a sub-function of other functions such as Development and Planning. Similarly, analysis of data, which is defined as a sub-function of Data Collection, Processing, and Analysis, is also performed as a part of Research and other functions. (Even an activity like planning, which constitutes a functional category by itself, may be performed as an integral part of the work of other categories).

The coding of a person primarily engaged in an activity which is a sub-function of more than one functional category should be guided by the work relationships. Cost estimating which is part of the design process should be coded to Design; cost estimating which is a part of the construction process should be coded to Construction. Analysis of data which is an integral part of Research should be coded to Research. In cases like these, selection of the proper category depends upon the purpose and setting of the individual's work.

Separate categories are not provided for each of the activities carried out in the Federal Government. Examples of activities for which a separate category was not established are frequency allocation, valuation engineering, patent examining, and operations research. Generally, these activities are specialized and represent small populations. Data on those that are identified as separate occupations (patent examining and operations research) can be obtained from the Office of Personnel Management's occupational statistics. Jobs in specialized activities such as these should be coded, if possible, to the most appropriate category provided (e.g., patent examination to Regulatory Enforcement and Licensing).

It is fully recognized that there are many "mixed" functional positions. Wherever possible, the use of "Other--Not Elsewhere Classified" should be avoided. Coding of mixed jobs should be guided by the functional category which is most significant in terms of proportion of time or the qualifications required to perform the work successfully. Coding of mixed function positions to "Other--Not Elsewhere Classified" should be limited to those jobs of such generalized nature that no one functional category predominates.

FUNCTIONAL CLASSIFICATION

Note (continued):

Many positions, particularly in Research and Development, are mixed in that the employee performs over a period of time a sequence of functions such as research, development, production, etc. Coding of such jobs should be done on the basis of the primary function over a reasonable period of time, generally about a year. (Change in primary function which occurs at the end of 1 or several year periods should of course result in a change in the coding of the job).

Persons engaged in supervision of a function are to be included in the count of those engaged in performing the function.

FUNCTIONAL CLASSIFICATION

Code	Name/Explanation
00	Not applicable. Employee is not in one of the occupations to which the functional classifications must be applied.
11	Research. Systematic, critical, intensive investigation directed toward the development of new or fuller scientific knowledge of the subject studied. It may be with or without reference to a specific application. The work involves theoretical, taxonomic, and experimental investigations or simulation of experiments and conditions to: (1) Determine the nature, magnitude, and interrelationships of natural and social phenomena and processes, (2) Create or develop theoretical or experimental means of investigating such phenomena or processes; and (3) Develop the principles, criteria, methods and a body of data of general applicability for use by others. Excluded from this category is work concerned primarily with the administration and monitoring of research contracts and research grants.
12	Research contract and grant administration. The administration and monitoring of research contracts and research grants.
13	Development. Systematic application of scientific knowledge directed toward the creation of new or substantially improved equipment, materials, instrumentation, devices, systems, mathematical models, processes, techniques, and procedures which will perform a useful function or be suitable for a particular duty. The work involves such activities as: (1) Establishing requirements for technical objectives and characteristics; (2) Devising and evaluating concepts for design approaches, including: criteria, parameters, characteristics, and interrelationships; (3) Experimenting, investigating, and testing to produce new data, mathematical models, or methods to test concepts, formulate design criteria, and measure and predict natural and social phenomena and performance; (4) Designing and developing prototypes, breadboards, and engineering models including the direction of their fabrication as required; (5)Developing standards and test plans to assure reliability; and (6) Managing specific developments being executed in-house or under contract. Development, like research, advances the state of the art, but it is further characterized by the creation of specific end-items in the form of equipment or equipment systems ("hardware" development) and/or methodologies, mathematical models, procedures and techniques ("software" development).

FUNCTIONAL CLASSIFICATION

Code	**Name/Explanation**
14	Test and evaluation. The testing of equipment, materials, devices, components, systems and methodologies under controlled conditions and the systematic evaluation of test data to determine the degree of compliance of the test item with predetermined criteria and requirements. This work is characterized by the development and application of test plans to be carried out in-house or under contract or grant, utilizing one or more of the following kinds of tests: physical measurement techniques; controlled laboratory, shop, and field (demonstration) trials; and simulated environmental techniques. This category includes: (1) Development testing to determine the suitability of the test item for use in its environment; (2) Production and post-production testing to determine operational readiness; (3) Testing in regulatory programs to determine compliance with laws, regulations and standards; and (4) Testing in the social sciences using demonstration or experimental and control groups to determine the effectiveness of new methodologies or practices.
21	Design. The planning, synthesis, and portrayal for purposes of fabrication or construction of structures, equipment, materials, facilities, devices, and processes which will perform a useful function or be suitable for a certain duty. The work involves such activities as: (1)Investigating, analyzing, and determining needs and design considerations; (2) Planning, synthesizing, and proportioning the structure or mechanism so that the result is achieved with safety and economy; (3) Preparing design criteria, detailed designs, specifications, cost estimates, and operating instructions; and (4) Reviewing and evaluating design proposals and designs prepared by others including the management of architectural and engineering contracts. For present purposes, design in a research and development organization is the application of the known state of the art in the form of standard guidelines and references to prepare the detailed working plans and data required for fabrication, assembly, and production.

FUNCTIONAL CLASSIFICATION

Code	**Name/Explanation**
22	Construction. The original erection, repair, and improvement of structures that provide shelter for people and activities, support transportation systems, and control natural resources. The work involves surveillance and control of construction operations carried out in-house or under Federal grants, contracts, or loans through such activities as: (1) Conducting site surveys; (2) Reviewing and interpreting project plans and specifications; (3) Making cost analyses and estimates; (4) Laying out and scheduling operations; (5) Investigating materials, methods, and construction problems; (6) Negotiating with utilities, contractors, and agencies involved; and (7) Inspecting work in progress and completed work and final acceptance of completed work.
23	Production. The fabrication and manufacture of structures, equipment, materials, machines and devices. The work involves surveillance and control of production operations carried out in-house or under contract through such activities as: (1) Planning, directing, controlling, inspecting, and evaluating production processes, equipment, and facilities; (2) Refining designs to adapt them to production facilities and processes; and (3) Devising, applying, and monitoring procedures to measure and assure quality.
24	Installation, operations and maintenance. The installing, assembling, integrating, and assuring of proper technical operation and functioning of systems, facilities, machinery and equipment. The work involves such activities as: (1) Analyzing operating and environmental conditions in order to provide design inputs and feedbacks and modifying designs as necessary to adapt them to actual environments; (2) Developing and determining logistic requirements, documentation, technical plans, procedures, controls and instructions; (3) Equipping, supplying, and commissioning facilities; (4) Analyzing performance and cost data and developing actual performance and cost data requirements, (5) Integrating equipment installation and operating schedules; (6) Managing onsite an operating facility such as a power plant, test range, mission control center, irrigation station, data acquisition station, or flight control station; and (7) Managing installation, operations, or maintenance contracts.

FUNCTIONAL CLASSIFICATION

Code	Name/Explanation
31	Data collection, processing, and analysis. This category includes the collection, processing, and analysis of general purpose scientific data describing natural and social phenomena. General purpose scientific data include newly gathered statistics, observations, instrument readings, measurements, specimens, and other facts obtained from such activities as statistical and field surveys, exploration, laboratory analyses, photogrammetry, and compilations of operating records for use by others. The work involves such activities as: (1) Determining data needs and data processing requirements; (2) Planning, directing, and evaluating collection activities performed in-house or under contract; (3) Designing overall processing plans and systems to handle, control, operate, manipulate, reduce, store, check, and retrieve data; (4) Analyzing raw and processed data for validity and subject-matter interpretation; (5) Providing analytic services such as chemical analyses; (6) Forecasting and projecting data and conditions; and (7) Summarizing and presenting data for general use. Excluded from this category are collection and analysis of data only for research and development projects and internal operating or administrative purposes such as policy formulation and planning.
32	Scientific and technical information. The processing and dissemination of published and unpublished technical documents and information on work in progress and completed work to facilitate their use. The work involves developing and implementing information systems through such activities as: (1) Providing for the selection, acquisition, compilation, exchange, and storage of scientific and technical information; (2) Cataloging, abstracting, and indexing information for retrieval and dissemination; (3) Providing reference, literature search and bibliographic services for information users; (4) Interpreting, evaluating, and briefing on the significance and relevance of information; (5) Disseminating information through briefings, technical publications, and other communications media; and (6) Classifying and declassifying technical information where use must be controlled in the national interest.

FUNCTIONAL CLASSIFICATION

Code	Name/Explanation
41	Standards and specifications. The preparation and determination of mandatory and/or voluntary standards including rules, regulations, and codes. These standards are for purposes of: (1) Government regulation and (2) The assuring of the acceptability, quality, and/or standardization of products, materials, and parts as required for design, production, purchasing, logistics, and documentation. The work involves the development of performance criteria, test and inspection methods, and data for the application of the standards to technological products and services.
42	Regulatory enforcement and licensing. The application and enforcement of laws, rules, regulations, orders, and governmental agreements through inspection, investigation, surveillance, licensing, certification, and similar activities. The work includes such activities as: (1) Licensing powerplants and radio stations; (2)Enforcing plant or animal disease eradication programs; (3) Examining applications for patents; (4) Inspecting operations for compliance with requirements; (5) Approving utility rates and services; (6) Investigating aircraft accidents; (7) Allocating radio frequencies; and (8) Determining compliance with engineering aspects of Federal tax laws.
51	Natural resource operations. The development and utilization of Federally-owned and trust lands and natural resources for the purposes of bringing current use into balance with natural processes of renewal to assure sustained yields to meet present and future public needs. Natural resources include land, air, and water and their related products or uses, such as soil, minerals, forage, wildlife, power, and recreation. The work involves implementing programs and projects to inventory, classify, utilize, improve, conserve, regulate, protect, sell, lease, or market natural resources. Resource operations as defined here are concerned with managing and conserving the land and resources in a specified geographic area.
81	Clinical practice, counseling, and ancillary medical services. The provision of direct clinical and related services to patients and clients including examination, testing, diagnosis, treatment, therapy, casework, counseling, disability evaluation, and related patient care services.

FUNCTIONAL CLASSIFICATION

Code	**Name/Explanation**
91	Planning. The study and projection of present and future needs and the formulation of alternative policies and ways of meeting these needs for the utilization of: Land; natural, social, industrial, material and manpower resources; physical facilities; and social and economic services and programs. The work involves: (1) Gathering, compiling, analyzing, and evaluating data; (2) Projecting needs and establishing goals; (3) Developing single or alternative plans, policies, programs, and recommendations and measures of their economic, social, and political costs, benefits, and feasibility; and (4) Reevaluating progress to assure that plan objectives are realized in putting the plans into effect. This category includes physical, economic, and social planning for land population centers and missions, policy, and program planning.
92	Management. The direction and control of scientific and engineering programs in any one or combination of functions in a line or staff capacity with responsibilities that have a direct and substantial effect on the organizations and programs managed. The work involves decisions, actions, and recommendations that establish the basic content and character of the programs directed in terms of program objectives and priorities, program initiation and content, funding, and allocation of organizational resources. This category is not intended to cover those primarily engaged in the supervision or monitoring of work carried out through contracts and grants or in contract and grants administration. Such positions are to be coded to the appropriate function.
93	Teaching and training. The teaching of scientific and technical subjects; the education and training of scientific and technical personnel in-house and through programs consisting of fellowships, traineeships, and training grants, and the development of curricula and training materials and aids.
94	Technical assistance and consulting. The provision of scientific and technical expert assistance, consultation, and advice to other scientific personnel; foreign governments, government agencies at the Federal, State, or Local level; private industry; organized groups, and individuals. The work involves advising upon and promoting application of the results of research and specialized program knowledge.

FUNCTIONAL CLASSIFICATION

Code	**Name/Explanation**
99	Other--Not elsewhere classified. This category is to be used for: (1) Positions with highly specialized activities which are not covered in any of the categories; (2) Positions of such generalized nature that a primary function cannot be identified; and (3) Trainee positions for which functional assignments have not been made.

GRADE, LEVEL, CLASS, RANK, OR PAY BAND

Definition: An indicator of hierarchical relationships among positions covered by the same pay plan or system.

Responsible Organization: Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions)

Cross-Reference: Code set is used by PRIOR GRADE, LEVEL, CLASS, RANK, OR PAY BAND and RETAINED GRADE.

Format: AA or NN

Note:

Except for code 00 (not applicable), the grade/level/ class/rank/pay band name for a numeric code is the same as that of the code. Thus grade/level/class/rank/pay band 1 has a code of 01, grade/level/class/rank/pay band 2 has a code of 02, and so forth. Note that Arabic numbers are used for the code even though a name may use Roman numerals. Thus level I has a code of 01, level II has a code of 02, and so forth.

Note that, although most grade/level/class/rank/pay band codes are numeric, some are alphabetic. The grade/level/class/rank/pay band name for an alphabetic code is dependent on the pay plan to which it belongs. Along with code 00, following is a list of the alphabetic codes used by more than one agency, and the pay plans to which these alphabetic codes belong.

GRADE, LEVEL, CLASS, RANK, OR PAY BAND

Code	**Name/Explanation**
00	Not applicable
	AF (AMERICAN FAMILY MEMBERS)
AA	Grade AA
BB	Grade BB
CC	Grade CC
DD	Grade DD
EE	Grade EE
	FA (FOREIGN SERVICE CHIEFS OF MISSION)
CA	Career ambassador
CM	Career minister
MC	Minister counselor
NC	Noncareer
OC	Counselor
	FE (SENIOR FOREIGN SERVICE)
CA	Career ambassador
CM	Career minister
MC	Minister counselor
OC	Counselor
	FP (FOREIGN SERVICE PERSONNEL)
AA	Grade AA
BB	Grade BB
CC	Grade CC
DD	Grade DD
EE	Grade EE

GRADE, LEVEL, CLASS, RANK, OR PAY BAND

Code	**Name/Explanation**
	GG (GRADES SIMILAR TO GENERAL SCHEDULE)
SL	Senior Level

HANDICAP

Definition: The physical or mental impairment which substantially limits one or more major life activities; the record of such impairment; or the perception of such impairment by others.

Responsible Organization: Office of Personnel Management, Employment Service.

Applicability: Mandatory (Central Personnel Data File).

Cross-Reference: None.

Format: NN

Note:

In the case of multiple impairments, the code should indicate the impairment that results in the most substantial limitation.

Codes For	See Page
• No Handicap/Handicap Not Identified • Speech Impairments • Hearing Impairments	2
• Vision Impairments • Missing Extremities	3
• Nonparalytic Orthopedic Impairments • Partial Paralysis	4
• Complete Paralysis	5
• Other Impairments	6

HANDICAP

Code	**Name/Explanation**
	NO HANDICAP/HANDICAP NOT IDENTIFIED
01	Handicap not identified. Individual does not wish to have handicap status officially recorded outside his/her medical records or the individual, in the agency's judgment, has misidentified himself/herself.
04	No Handicap. No handicap of the types listed in the codes below. Use only for employees whose accession was prior to October 1, 1987.
05	No Handicap.
06	Handicap not listed.
	SPEECH IMPAIRMENTS
13	Severe speech malfunctions or inability to speak, hearing is normal. Examples: defects of articulation (unclear speech sounds); stuttering; aphasia (impaired language function); laryngectomy (removal of the "voice-box").
	HEARING IMPAIRMENTS
15	Hard of Hearing. Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid.
16	Total deafness in both ears, with understandable speech.
17	Total deafness in both ears, and unable to speak clearly.

HANDICAP

Code	**Name/Explanation**
	VISION IMPAIRMENTS
22	Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision. Restriction of the visual field to the extent that mobility is affected--"Tunnel vision."
23	Inability to read ordinary size print, not correctable by glasses. Can read oversized print or uses assisting devices such as glass or projector modifier.
24	Blind in one eye.
25	Blind in both eyes. No usable vision, but may have some light perception.
	MISSING EXTREMITIES
27	One hand.
28	One arm.
29	One foot.
32	One leg.
33	Both hands or arms.
34	Both feet or legs.
35	One hand or arm and one foot or leg.
36	One hand or arm and both feet or legs.
37	Both hands or arms and one foot or legs.
38	Both hands or arms and both feet or legs.

HANDICAP

Code	**Name/Explanation**
	NONPARALYTIC ORTHOPEDIC IMPAIRMENTS
	Because of chronic pain, stiffness or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.
44	One or both hands.
45	One or both feet.
46	One or both arms.
47	One or both legs.
48	Hip or pelvis.
49	Back.
57	Any combination of two or more parts of the body.
	PARTIAL PARALYSIS
	Because of a brain nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.
61	One hand.
62	One arm, any part.
63	One leg, any part.
64	Both hands.
65	Both legs, any part.
66	Both arms, any part.
67	One side of body, including one arm and one leg.
68	Three or more major parts of the body (arms and legs).

HANDICAP

Code	**Name/Explanation**
	COMPLETE PARALYSIS
	Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including arms, legs and/or trunk.
70	One hand.
71	Both Hands
72	One Arm.
73	Both arms.
74	One leg.
75	Both legs.
76	Lower half of body including legs.
77	One side of body, including one arm and one leg.
78	Three or more major members of the body (arms and legs).

HANDICAP

Code	**Name/Explanation**
	OTHER IMPAIRMENTS
80	Heart disease with no restriction or limitation of activity. History of heart problems with complete recovery.
81	Heart disease with restriction or limitation of activity.
82	Convulsive disorder. Example: epilepsy.
83	Blood diseases. Example: sickle cell anemia, leukemia, hemophilia.
84	Diabetes.
86	Pulmonary or respiratory disorders.
87	Kidney dysfunction. Example: if dialysis (use of an artificial kidney machine) is required.
88	Cancer with complete recovery. A history of cancer with complete recovery.
89	Cancer. Undergoing surgical and/or medical treatment.
90	Mental retardation. A chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A.
91	Mental or emotional illness. A history of treatment for mental or emotional problems.
92	Severe distortion of limbs and/or spine. Examples: dwarfism, kyphosis (severe distortion of back).
93	Disfigurement of face, hands, or feet. Examples: distortion of features on skin, such as those caused by burns, gunshot, injuries, and birth defects (gross facial birth marks, club feet, etc).
94	Learning disability. A disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written), e.g., dyslexia.

HEALTH PLAN

Definition: The health benefits plan (carrier and enrollment category) in which an employee is currently enrolled.

Responsible Organization: Office of Personnel Management; Retirement and Insurance Service; Office of Systems, Finance, and Administration.

Applicability: Mandatory (Central Personnel Data File).

Cross-Reference: None.

Format: 3X

Note:

Current health plan names and codes (as well as additions, deletions, and changes from the previous year) can be found in the Payroll Office Letter that contains information about the Federal Employees' Health Benefits Program (published annually by the Retirement and Insurance Service, Office of Personnel Management).

The first two positions of the code indicate the health plan (AFGE, Blue Cross/Blue Shield, etc.). The third position indicates the enrollment category (self only, or self and family) and, if applicable, the option (high or low):

Category/ Option	Explanation
xx1	Self only, high option (if plan also offers a low option). Self only (if plan does not offer options).
xx2	Self and family, high option (if plan also offers a low option). Self and family (if plan does not offer options).
xx4	Self only, low option.
xx5	Self and family, low option.

HEALTH PLAN

Code	**Name/Explanation**
	SPECIAL CODES
ZZW	Agency-sponsored health plan. Employee enrolled in an agency-sponsored health plan that is not part of the Office of Personnel Management administered Federal Employees' Health Benefits Program.
ZZX	Pending. Employee has not elected coverage but is eligible to do so.
ZZY	Declined enrollment. Declined enrollment or canceled policy.
ZZZ	Not eligible. Not eligible for Federal employee health benefits.

INSTRUCTIONAL PROGRAM

Defintion:	An employee's major field of study.
Responsible Organization:	Department of Education, National Center for Education Statistics.
Applicability:	Mandatory (Central Personnel Data File, Request for Personnel Action only).
Cross-Reference:	EDUCATION LEVEL
Format:	6N

Note:

This data element is only applicable with an EDUCATION LEVEL code of 06, 10, 13, or higher. Otherwise, the positions should be blank.

INSTRUCTIONAL PROGRAM

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INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	AGRICULTURAL BUSINESS AND PRODUCTION
010101	Agricultural Business and Management, General
010102	Agricultural Business/Agribusiness Operations
010103	Agricultural Economics
010104	Farm and Ranch Management
010199	Agricultural Business and Management, Other
010201	Agricultural Mechanization, General
010204	Agricultural Power Machinery Operator
010299	Agricultural Mechanization, Other
010301	Agricultural Production Workers and Managers, General
010302	Agricultural Animal Husbandry and Production Management
010303	Aquaculture Operations and Production Management
010304	Crop Production Operations and Management
010399	Agricultural Production Workers and Managers, Other
010401	Agricultural and Food Products Processing Operations and Management
010501	Agricultural Supplies Retailing and Wholesaling
010505	Animal Trainer
010507	Equestrian/Equine Studies, Horse Management and Training
010599	Agricultural Supplies and Related Services, Other
010601	Horticulture Services Operations and Management, General
010603	Ornamental Horticulture Operations and Management
010604	Greenhouse Operations and Management
010605	Landscaping Operations and Management
010606	Nursery Operations and Management
010607	Turf Management
010699	Horticulture Services Operations and Management, Other
010701	International Agriculture
019999	Agricultural Business and Production, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	AGRICULTURAL SCIENCES
020101	Agriculture/Agricultural Sciences, General
020102	Agricultural Extension
020201	Animal Sciences, General
020202	Agricultural Animal Breeding and Genetics
020203	Agricultural Animal Health
020204	Agricultural Animal Nutrition
020205	Agricultural Animal Physiology
020206	Dairy Science
020209	Poultry Science
020299	Animal Sciences, Other
020301	Food Sciences and Technology
020401	Plant Sciences, General
020402	Agronomy and Crop Science
020403	Horticulture Science
020405	Plant Breeding and Genetics
020406	Agricultural Plant Pathology
020407	Agricultural Plant Physiology
020408	Plant Protection (Pest Management)
020409	Range Science and Management
020499	Plant Sciences, Other
020501	Soil Sciences
029999	Agriculture/Agricultural Sciences, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	CONSERVATION AND RENEWABLE NATURAL RESOURCES
030101	Natural Resources Conservation, General
030102	Environmental Science/Studies
030201	Natural Resources Management and Policy
030203	Natural Resources Law Enforcement and Protective Services
030299	Natural Resources Management and Protective Services, Other
030301	Fishing and Fisheries Sciences and Management
030401	Forest Harvesting and Production Technology/Technician
030404	Forest Products Technology/Technician
030405	Logging/Timber Harvesting
030499	Forest Production and Processing, Other
030501	Forestry, General
030502	Forestry Sciences
030506	Forest Management
030509	Wood Science and Pulp/Paper Technology
030599	Forestry and Related Sciences, Other
030601	Wildlife and Wildlands Management
039999	Conservation and Renewable Natural Resources, Other
	ARCHITECTURE AND RELATED PROGRAMS
040201	Architecture
040301	City/Urban, Community and Regional Planning
040401	Architectural Environmental Design
040501	Interior Architecture
040601	Landscape Architecture
040701	Architectural Urban Design and Planning
049999	Architecture and Related Programs, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	AREA, ETHNIC AND CULTURAL STUDIES
050101	African Studies
050102	American Studies/Civilization
050103	Asian Studies
050104	East Asian Studies
050105	Eastern European Area Studies
050106	European Studies
050107	Latin American Studies
050108	Middle Eastern Studies
050109	Pacific Area Studies
050110	Russian and Slavic Area Studies
050111	Scandinavian Area Studies
050112	South Asian Studies
050113	Southeast Asian Studies
050114	Western European Studies
050115	Canadian Studies
050199	Area Studies, Other
050201	Afro-American (Black) Studies
050202	American Indian/Native American Studies
050203	Hispanic-American Studies
050204	Islamic Studies
050205	Jewish/Judaic Studies
050206	Asian-American Studies
050207	Women's Studies
050299	Ethnic and Cultural Studies, Other
059999	Area, Ethnic and Cultural Studies, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	MARKETING OPERATIONS/MARKETING AND DISTRIBUTION
080101	Apparel and Accessories Marketing Operations, General
080102	Fashion Merchandising
080103	Fashion Modeling
080199	Apparel and Accessories Marketing Operations, Other
080204	Business Services Marketing Operations
080205	Personal Services Marketing Operations
080299	Business and Personal Services Marketing Operations, Other
080301	Entrepreneurship
080401	Financial Services Marketing Operations
080503	Floristry Marketing Operations
080601	Food Products Retailing and Wholesaling Operations
080701	Auctioneering
080704	General Buying Operations
080705	General Retailing Operations
080706	General Selling Skills and Sales Operations
080708	General Marketing Operations
080709	General Distribution Operations
080799	General Retailing and Wholesaling Operations and Skills, Other
080809	Home Produts Marketing Operations
080810	Office Products Marketing Operations
080899	Home and Office Products Marketing Operations, Other
080901	Hospitality and Recreation Marketing Operations, General
080902	Hotel/Motel Services Marketing Operations
080903	Recreation Products/Services Marketing Operations
080906	Food Sales Operations
080999	Hospitality and Recreation Marketing Operations, Other
081001	Insurance Marketing Operations
081104	Tourism Promotion Operations
081105	Travel Services Marketing Operations
081199	Tourism and Travel Services Marketing Operations, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
081203	Vehicle Parts and Accessories Marketing Operations
081208	Vehicle Marketing Operations
081209	Petroleum Products Retailing Operations
081299	Vehicle and Petroleum Products Marketing Operations, Other
081301	Health Products and Services Marketing Operations
089999	Marketing Operations/Marketing and Distribution, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	COMMUNICATIONS
090101	Communications, General
090201	Advertising
090401	Journalism
090402	Broadcast Journalism
090403	Mass Communications
090499	Journalism and Mass Communication, Other
090501	Public Relations and Organizational Communications
090701	Radio and Television Broadcasting
099999	Communications, Other
	COMMUNICATIONS TECHNOLOGIES
100101	Educational/Instructional Media Technology/Technician
100103	Photographic Technology/ Technician
100104	Radio and Television Broadcasting Technology/Technician
100199	Communications Technologies/Technicians, Other
	COMPUTER AND INFORMATION SCIENCES
110101	Computer and Information Sciences, General
110201	Computer Programming
110301	Data Processing Technology/Technician
110401	Information Sciences and Systems
110501	Computer Systems Analysis
110701	Computer Science
119999	Computer and Information Sciences, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	PERSONAL AND MISCELLANEOUS SERVICES
120203	Card Dealer
120204	Umpires and Other Sports Officials
120299	Gaming and Sports Officiating Services, Other
120301	Funeral Services and Mortuary Science
120401	Cosmetic Services, General
120402	Barber/Hairstylist
120403	Cosmetologist
120404	Electrolysis Technician
120405	Massage
120406	Make-Up Artist
120499	Cosmetic Services, Other
120501	Baker/Pastry Chef
120502	Bartender/Mixologist
120503	Culinary Arts/Chef Training
120504	Food and Beverage/Restaurant Operations Manager
120505	Kitchen Personnel/Cook and Assistant Training
120506	Meatcutter
120507	Waiter/Waitress and Dining Room Manager
120599	Culinary Arts and Related Services, Other
129999	Personal and Miscellaneous Services, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	EDUCATION
130101	Education, General
130201	Bilingual/Bicultural Education
130301	Curriculum and Instruction
130401	Education Administration and Supervision, General
130402	Administration of Special Education
130403	Adult and Continuing Education Administration
130404	Educational Supervision
130405	Elementary, Middle and Secondary Education Administration
130406	Higher Education Administration
130407	Community and Junior College Administration
130499	Education Administration and Supervision, Other
130501	Educational/Instructional Media Design
130601	Educational Evaluation and Research
130603	Educational Statistics and Research Methods
130604	Educational Assessment, Testing and Measurement
130699	Educational Evaluation, Research and Statistics, Other
130701	International and Comparative Education
130802	Educational Psychology
130901	Social and Philosophical Foundations of Education
131001	Special Education, General
131003	Education of the Deaf and Hearing Impaired
131004	Education of the Gifted and Talented
131005	Education of the Emotionally Handicapped
131006	Education of the Mentally Handicapped
131007	Education of the Multiple Handicapped
131008	Education of the Physically Handicapped
131009	Education of the Blind and Visually Handicapped
131011	Education of the Specific Learning Disabled
131012	Education of the Speech Impaired
131013	Education of the Autistic
131099	Special Education, Other

INSTRUCTIONAL PROGRAM

Code	Name/Explanation
131101	Counselor Education Counseling and Guidance Services
131102	College/Postsecondary Student Counseling and Personnel Services
131201	Adult and Continuing Teacher Education
131202	Elementary Teacher Education
131203	Junior High/Intermediate/Middle School Teacher Education
131204	Pre-Elementary/Early Childhood/Kindergarten Teacher Education
131205	Secondary Teacher Education
131206	Teacher Education, Multiple Levels
131299	General Teacher Education, Other
131301	Agricultural Teacher Education (Vocational)
131302	Art Teacher Education
131303	Business Teacher Education (Vocational)
131304	Driver and Safety Teacher Education
131305	English Teacher Education
131306	Foreign Languages Teacher Education
131307	Health Teacher Education
131308	Home Economics Teacher Education (Vocational)
131309	Technology Teacher Education/Industrial Arts Teacher Education
131310	Marketing Operations Teacher Education/Marketing and Distribution Teacher Education (Vocational)
131311	Mathematics Teacher Education
131312	Music Teacher Education
131314	Physical Education Teaching and Coaching
131315	Reading Teacher Education
131316	Science Teacher Education, General
131317	Social Science Teacher Education
131318	Social Studies Teacher Education
131319	Technical Teacher Education (Vocational)
131320	Trade and Industrial Teacher Education (Vocational)
131321	Computer Teacher Education

INSTRUCTIONAL PROGRAM

Code	Name/Explanation
131322	Biology Teacher Education
131323	Chemistry Teacher Education
131324	Drama and Dance Teacher Education
131325	French Language Teacher Education
131326	German Language Teacher Education
131327	Health Occupations Teacher Education (Vocational)
131328	History Teacher Education
131329	Physics Teacher Education
131330	Spanish Language Teacher Education
131331	Speech Teacher Education
131399	Teacher Education, Specific Academic and Vocational Programs, Other
131401	Teaching English as a Second Language/Foreign Language
131501	Teacher Assistant/Aide
139999	Education, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	ENGINEERING
140101	Engineering, General
140201	Aerospace, Aeronautical and Astronautical Engineering
140301	Agricultural Engineering
140401	Architectural Engineering
140501	Bioengineering and Biomedical Engineering
140601	Ceramic Sciences and Engineering
140701	Chemical Engineering
140801	Civil Engineering, General
140802	Geotechnical Engineering
140803	Structural Engineering
140804	Transportation and Highway Engineering
140805	Water Resources Engineering
140899	Civil Engineering, Other
140901	Computer Engineering
141001	Electrical, Electronics and Communication Engineering
141101	Engineering Mechanics
141201	Engineering Physics
141301	Engineering Science
141401	Environmental/Environmental Health Engineering
141501	Geological Engineering
141601	Geophysical Engineering
141701	Industrial/Manufacturing Engineering
141801	Material Engineering
141901	Mechanical Engineering
142001	Metallurgical Engineering
142101	Mining and Mineral Engineering
142201	Naval Architecture and Marine Engineering
142301	Nuclear Engineering
142401	Ocean Engineering
142501	Petroleum Engineering
142701	Systems Engineering

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
142801	Textile Sciences and Engineering
142901	Engineering Design
143001	Engineering/Industrial Management
143101	Materials Science
143201	Polymer/Plastics Engineering
149999	Engineering, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	ENGINEERING-RELATED TECHNOLOGIES
150101	Architectural Engineering Technology/Technician
150201	Civil Engineering/Civil Technology/Technician
150301	Computer Engineering Technology/Technician
150303	Electrical, Electronic and Communications Engineering Technology/Technician
150304	Laser and Optical Technology/Technician
150399	Electrical and Electronic Engineering-Related Technologies/Technicians, Other
150401	Biomedical Engineering-Related Technology/Technician
150402	Computer Maintenance Technology/Technician
150403	Electromechanical Technology/Technician
150404	Instrumentation Technology/Technician
150405	Robotics Technology/Technician
150499	Electromechanical Instrumentation and Maintenance Technologies/Technicians, Other
150501	Heating, Air Conditioning and Refrigeration Technology/Technician
150503	Energy Management and Systems Technology/Technician
150505	Solar Technology/Technician
150506	Water Quality and Wastewater Treatment Technology/Technician
150507	Environmental and Pollution Control Technology/Technician
150599	Environmental Control Technologies/Technicians, Other
150603	Industrial/Manufacturing Technology/Technician
150607	Plastics Technology/Technician
150611	Metallurgical Technology/Technician
150699	Industrial Production Technologies/Technicians, Other
150701	Occupational Safety and Health Technology/Technician
150702	Quality Control Technology/Technician
150799	Quality Control and Safety Technologies/Technicians, Other
150801	Aeronautical and Aerospace Engineering Technology/Technician

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
150803	Automotive Engineering Technology/Technician
150805	Mechanical Engineering/Mechanical Technology/Technician
150899	Mechanical Engineering-Related Technologies/Technicians, Other
150901	Mining Technology/Technician
150903	Petroleum Technology/Technician
150999	Mining and Petroleum Technologies/Technicians, Other
151001	Construction/Building Technology/Technician
151101	Engineering-Related Technology/Technician, General
151102	Surveying
151103	Hydraulic Technology/Technician
159999	Engineering-Related Technologies/Technicians, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	FOREIGN LANGUAGES AND LITERATURES
160101	Foreign Languages and Literatures, General
160102	Linguistics
160103	Foreign Language Interpretation and Translation
160301	Chinese Language and Literature
160302	Japanese Language and Literature
160399	East and Southeast Asian Languages and Literatures, Other
160402	Russian Language and Literature
160403	Slavic Languages and Literatures (Other Than Russian)
160499	East European Languages and Literatures, Other
160501	German Language and Literature
160502	Scandinavian Languages and Literatures
160599	Germanic Languages and Literatures, Other
160601	Greek Language and Literature (Modern)
160703	South Asian Languages and Literatures
160901	French Language and Literature
160902	Italian Language and Literature
160904	Portuguese Language and Literature
160905	Spanish Language and Literature
160999	Romance Languages and Literatures, Other
161101	Arabic Language and Literature
161102	Hebrew Language and Literature
161199	Middle Eastern Languages and Literatures, Other
161201	Classics and Classical Languages and Literatures
161202	Greek Language and Literature (Ancient and Medieval)
161203	Latin Language and Literature (Ancient and Medieval)
161299	Classical and Ancient Near Eastern Languages and Literatures, Other
169999	Foreign Languages and Literatures, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	HOME ECONOMICS
190101	Home Economics, General
190201	Business Home Economics
190202	Home Economics Communications
190301	Family and Community Studies
190401	Family Resource Management Studies
190402	Consumer Economics and Science
190499	Family/Consumer Resource Management, Other
190501	Foods and Nutrition Studies, General
190502	Foods and Nutrition Science
190503	Dietetics/Human Nutritional Services
190505	Food Systems Administration
190599	Foods and Nutrition Studies, Other
190601	Housing Studies, General
190603	Interior Environments
190699	Housing Studies, Other
190701	Individual and Family Development Studies, General
190703	Family and Marriage Counseling
190704	Family Life and Relations Studies
190705	Gerontological Services
190706	Child Growth, Care and Development Studies
190799	Individual and Family Development Studies, Other
190901	Clothing/Apparel and Textile Studies
199999	Home Economics, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	VOCATIONAL HOME ECONOMICS
200201	Child Care and Guidance Workers and Managers, General
200202	Child Care Provider/Assistant
200203	Child Care Services Manager
200299	Child Care and Guidance Workers and Managers, Other
200301	Clothing, Apparel and Textile Workers and Managers, General
200303	Commercial Garment and Apparel Worker
200305	Custom Tailor
200306	Fashion and Fabric Consultant
200309	Drycleaner and Launderer (Commercial)
200399	Clothing, Apparel and Textile Workers and Managers, Other
200401	Institutional Food Workers and Administrators, General
200404	Dietician Assistant
200405	Food Caterer
200409	Institutional Food Services Administrator
200499	Institutional Food Workers and Administrators, Other
200501	Home Furnishings and Equipment Installers and Consultants, General
200502	Window Treatment Maker and Installer
200599	Home Furnishings and Equipment Installers and Consultants, Other
200601	Custodial, Housekeeping and Home Services Workers and Managers, General
200602	Elder Care Provider/Companion
200604	Custodian/Caretaker
200605	Executive Housekeeper
200606	Homemaker's Aide
200699	Custodial, Housekeeping and Home Services Workers and Managers, Other
209999	Vocational Home Economics, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	LAW AND LEGAL STUDIES
220101	Law (LL.B., J.D.)
220102	Pre-Law Studies
220103	Paralegal/Legal Assistant
220104	Juridical Science/Legal Specialization (LL.M.,M.C.L.,J.S.D./S.J.D.)
220199	Law and Legal Studies, Other
	ENGLISH LANGUAGE AND LITERATURE/LETTERS
230101	English Language and Literature, General
230301	Comparative Literature
230401	English Composition
230501	English Creative Writing
230701	American Literature (United States)
230801	English Literature (British and Commonwealth)
231001	Speech and Rhetorical Studies
231101	English Technical and Business Writing
239999	English Language and Literature/Letters, Other
	LIBERAL ARTS AND SCIENCES, GENERAL STUDIES AND HUMANITIES
240101	Liberal Arts and Sciences/Liberal Studies
240102	General Studies
240103	Humanities/Humanistic Studies
240199	Liberal Art and Sciences, General Studies and Humanities, Other
	LIBRARY SCIENCE
250101	Library Science/Librarianship
250301	Library Assistant
259999	Library Science, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	BIOLOGICAL SCIENCES/LIFE SCIENCES
260101	Biology, General
260202	Biochemistry
260203	Biophysics
260301	Botany, General
260305	Plant Pathology
260307	Plant Physiology
260399	Botany, Other
260401	Cell Biology
260402	Molecular Biology
260499	Cell and Molecular Biology, Other
260501	Microbiology/Bacteriology
260601	Anatomy
260603	Ecology
260607	Marine/Aquatic Biology
260608	Neuroscience
260609	Nutritional Sciences
260610	Parasitology
260611	Radiation Biology/Radiobiology
260612	Toxicology
260613	Genetics, Plant and Animal
260614	Biometrics
260615	Biostatistics
260616	Biotechnology Research
260617	Evolutionary Biology
260618	Biological Immunology
260619	Virology
260699	Miscellaneous Biological Specializations, Other
260701	Zoology, General
260702	Entomology
260704	Pathology, Human and Animal
260705	Pharmacology, Human and Animal

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
260706	Physiology, Human and Animal
260799	Zoology, Other
269999	Biological Sciences/Life Sciences, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	MATHEMATICS
270101	Mathematics
270301	Applied Mathematics, General
270302	Operations Research
270399	Applied Mathematics, Other
270501	Mathematical Statistics
279999	Mathematics, Other
	MILITARY TECHNOLOGIES
290101	Military Technologies
	MULTI/INTERDISCIPLINARY STUDIES
300101	Biological and Physical Sciences
300501	Peace and Conflict Studies
300601	Systems Science and Theory
300801	Mathematics and Computer Science
301001	Biopsychology
301101	Gerontology
301201	Historic Preservation, Conservation and Architectural History
301301	Medieval and Renaissance Studies
301401	Museology/Museum Studies
301501	Science, Technology and Society
309999	Multi/Interdisciplinary Studies, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	PARKS, RECREATION, LEISURE AND FITNESS STUDIES
310101	Parks, Recreation and Leisure Studies
310301	Parks, Recreation and Leisure Facilities Management
310501	Health and Physical Education, General
310502	Adapted Physical Education/Therapeutic Recreation
310503	Athletic Training and Sports Medicine
310504	Sport and Fitness Administration/Management
310505	Exercise Sciences/Physiology and Movement Studies
310506	Socio-Psychological Sports Studies
310599	Health and Physical Education/Fitness, Other
319999	Parks, Recreation, Leisure and Fitness Studies, Other
	PHILOSOPHY AND RELIGION
380101	Philosophy
380201	Religion/Religious Studies
389999	Philosophy and Religion
	THEOLOGICAL STUDIES AND RELIGIOUS VOCATIONS
390101	Biblical and Other Theological Languages and Literatures
390201	Bible/Biblical Studies
390301	Missions/Missionary Studies and Misology
390401	Religious Education
390501	Religious/Sacred Music
390601	Theology/Theological Studies
390602	Divinity/Ministry (B.D., M.Div.)
390604	Rabbinical and Talmudic Studies (M.H.L./Rav)
390605	Pre-Theological/Pre-Ministerial Studies
390699	Theological and Ministerial Studies, Other
390701	Pastoral Counseling and Specialized Ministries
399999	Theological Studies and Religious Vocations, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	PHYSICAL SCIENCES
400101	Physical Sciences, General
400201	Astronomy
400301	Astrophysics
400401	Atmospheric Sciences and Meteorology
400501	Chemistry, General
400502	Analytical Chemistry
400503	Inorganic Chemistry
400504	Organic Chemistry
400505	Medicinal/Pharmaceutical Chemistry
400506	Physical and Theoretical Chemistry
400507	Polymer Chemistry
400599	Chemistry, Other
400601	Geology
400602	Geochemistry
400603	Geophysics and Seismology
400604	Paleontology
400699	Geological and Related Sciences, Other
400701	Metallurgy
400702	Oceanography
400703	Earth and Planetary Sciences
400799	Miscellaneous Physical Sciences, Other
400801	Physics, General
400802	Chemical and Atomic/Molecular Physics
400804	Elementary Particle Physics
400805	Plasma and High-Temperature Physics
400806	Nuclear Physics
400807	Optics
400808	Solid State and Low-Temperature Physics
400809	Acoustics
400810	Theoretical and Mathematical Physics
400899	Physics, Other
409999	Physical Sciences, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	SCIENCE TECHNOLOGIES
410101	Biological Technology/Technician
410204	Industrial Radiologic Technology/Technician
410205	Nuclear/Nuclear Power Technology/Technician
410299	Nuclear and Industrial Radiologic Technologies/Technicians, Other
410301	Chemical Technology/Technician
410399	Physical Science Technologies/Technicians, Other
419999	Science Technologies/Technicians, Other
	PSYCHOLOGY
420101	Psychology, General
420201	Clinical Psychology
420301	Cognitive Psychology and Psycholinguistics
420401	Community Psychology
420601	Counseling Psychology
420701	Developmental and Child Psychology
420801	Experimental Psychology
420901	Industrial and Organizational Psychology
421101	Physiological Psychology/Psychobiology
421601	Social Psychology
421701	School Psychology
429999	Psychology, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	PROTECTIVE SERVICES
430102	Corrections/Correctional Administration
430103	Criminal Justice/Law Enforcement Administration
430104	Criminal Justice Studies
430106	Forensic Technology/Technician
430107	Law Enforcement/Police Science
430109	Security and Loss Prevention Services
430199	Criminal Justice and Corrections, Other
430201	Fire Protection and Safety Technology/Technician
430202	Fire Services Administration
430203	Fire Science/Firefighting
430299	Fire Protection, Other
439999	Protective Services, Other
	PUBLIC ADMINISTRATION AND SERVICES
440201	Community Organization, Resources and Services
440401	Public Administration
440501	Public Policy Analysis
440701	Social Work
449999	Public Administration and Services, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	SOCIAL SCIENCES AND HISTORY
450101	Social Sciences, General
450201	Anthropology
450301	Archeology
450401	Criminology
450501	Demography/Population Studies
450601	Economics, General
450602	Applied and Resource Economics
450603	Econometrics and Quantitative Economics
450604	Development Economics and International Development
450605	International Economics
450699	Economics, Other
450701	Geography
450702	Cartography
450801	History, General
450802	American (United States) History
450803	European History
450804	History and Philosophy of Science and Technology
450805	Public/Applied History and Archival Administration
450899	History, Other
450901	International Relations and Affairs
451001	Political Science, General
451002	American Government and Politics
451099	Political Science and Government, Other
451101	Sociology
451201	Urban Affairs/Studies
459999	Social Sciences and History, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	CONSTRUCTION TRADES
460101	Mason and Tile Setter
460201	Carpenter
460301	Electrical and Power Transmission Installer, General
460302	Electrician
460303	Lineworker
460399	Electrical and Power Transmission Installer, Other
460401	Building/Property Maintenance and Manager
460403	Construction/Building Inspector
460408	Painter and Wall Coverer
460499	Construction and Building Finishers and Managers, Other
460501	Plumber and Pipefitter
469999	Construction Trades, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	MECHANICS AND REPAIRS
470101	Electrical and Electronics Equipment Installer and Repairer, General
470102	Business Machine Repairer
470103	Communication Systems Installer and Repairer
470104	Computer Installer and Repairer
470105	Industrial Electronics Installer and Repairer
470106	Major Appliance Installer and Repairer
470199	Electrical and Electronics Equipment Installer and Repairer, Other
470201	Heating, Air Conditioning and Refrigeration Mechanic and Repairer
470302	Heavy Equipment Maintenance and Repairer
470303	Industrial Machinery Maintenance and Repairer
470399	Industrial Equipment Maintenance and Repairers, Other
470401	Instrument Calibration and Repairer
470402	Gunsmith
470403	Locksmith and Safe Repairer
470404	Musical Instrument Repairer
470408	Watch, Clock and Jewelry Repairer
470499	Miscellaneous Mechanics and Repairers, Other
470501	Stationary Energy Sources Installer and Operator
470603	Auto/Automotive Body Repairer
470604	Auto/Automotive Mechanic/Technician
470605	Diesel Engine Mechanic and Repairer
470606	Small Engine Mechanic and Repairer
470607	Aircraft Mechanic/Technician, Airframe
470608	Aircraft Mechanic/Technician, Powerplant
470609	Aviation Systems and Avionics Maintenance Technologist/Technician
470610	Bicycle Mechanic and Repairer
470611	Motorcycle Mechanic and Repairer
470699	Vehicle and Mobile Equipment Mechanics and Repairers, Other
479999	Mechanics and Repairers, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	PRECISION PRODUCTION TRADES
480101	Drafting, General
480102	Architectural Drafting
480103	Civil/Structural Drafting
480104	Electrical/Electronics Drafting
480105	Mechanical Drafting
480199	Drafting, Other
480201	Graphic and Printing Equipment Operator, General
480205	Mechanical Typesetter and Composer
480206	Lithographer and Platemaker
480208	Printing Press Operator
480211	Computer Typography and Composition Equipment Operator
480212	Desktop Publishing Equipment Operator
480299	Graphic and Printing Equipment Operators, Other
480303	Upholsterer
480304	Shoe, Boot and Leather Repairer
480399	Leatherworkers and Upholsterers, Other
480501	Machinist/Machine Technologist
480503	Machine Shop Assistant
480506	Sheet Metal Worker
480507	Tool and Die Maker/Technologist
480508	Welder/Welding Technologist
480599	Precision Metal Workers, Other
480701	Woodworkers, General
480702	Furniture Designer and Maker
480703	Cabinet Maker and Millworker
480799	Woodworkers, Other
489999	Precision Production Trades, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	TRANSPORTATION AND MATERIALS MOVING WORKERS
490101	Aviation and Airway Science
490102	Aircraft Pilot and Navigator (Professional)
490104	Aviation Management
490105	Air Traffic Controller
490106	Flight Attendant
490107	Aircraft Pilot (Private)
490199	Air Transportation Workers, Other
490202	Construction Equipment Operator
490205	Truck, Bus and Other Commercial Vehicle Operator
490299	Vehicle and Equipment Operators, Other
490303	Fishing Technology/Commercial Fishing
490304	Diver (Professional)
490306	Marine Maintenance and Ship Repairer
490309	Marine Science/Merchant Marine Officer
490399	Water Transportation Workers, Other
499999	Transportation and Materials Moving Workers, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	VISUAL AND PERFORMING ARTS
500101	Visual and Performing Arts
500201	Crafts, Folk Art and Artisanry
500301	Dance
500401	Design and Visual Communications
500402	Graphic Design, Commercial Art and Illustration
500404	Industrial Design
500406	Commercial Photography
500407	Fashion Design and Illustration
500408	Interior Design
500499	Design and Applied Arts, Other
500501	Drama/Theater Arts, General
500502	Technical Theater/Theater Design and Stagecraft
500503	Acting and Directing
500504	Playwriting and Screenwriting
500505	Drama/Theater Literature, History and Criticism
500599	Dramatic/Theater Arts and Stagecraft, Other
500601	Film/Cinema Studies
500602	Film-Video Making/Cinematography and Production
500605	Photography
500699	Film/Video and Photographic Arts, Other
500701	Art, General
500702	Fine/Studio Arts
500703	Art History, Criticism and Conservation
500704	Arts Management
500705	Drawing
500706	Intermedia
500708	Painting
500709	Sculpture
500710	Printmaking
500711	Ceramics Arts and Ceramics
500712	Fiber, Textile and Weaving Arts

INSTRUCTIONAL PROGRAM

Code	Name/Explanation
500713	Metal and Jewelry Arts
500799	Fine Arts and Art Studies, Other
500901	Music, General
500902	Music History and Literature
500903	Music - General Performance
500904	Music Theory and Composition
500905	Musicology and Ethnomusicology
500906	Music Conducting
500907	Music - Piano and Organ Performance
500908	Music - Voice and Choral/Opera Performance
500909	Music Business Management and Merchandising
500999	Music, Other
509999	Visual and Performing Arts, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	HEALTH PROFESSIONS AND RELATED SCIENCES
510101	Chiropractic (D.C., D.C.M.)
510201	Communication Disorders, General
510202	Audiology/Hearing Sciences
510203	Speech-Language Pathology
510204	Speech-Language Pathology and Audiology
510205	Sign Language Interpreter
510299	Communication Disorders Sciences and Services, Other
510301	Community Health Liaison
510401	Dentistry (D.D.S., D.M.D.)
510501	Dental Clinical Sciences/Graduate Dentistry (M.S., Ph.D.)
510601	Dental Assistant
510602	Dental Hygienist
510603	Dental Laboratory Technician
510699	Dental Services, Other
510701	Health System/Health Services Administration
510702	Hospital/Health Facilities Administration
510703	Health Unit Coordinator/Ward Clerk
510704	Health Unit Manager/Ward Supervisor
510705	Medical Office Management
510706	Medical Records Administration
510707	Medical Records Technology/Technician
510708	Medical Transcription
510799	Health and Medical Administrative Services, Other
510801	Medical Assistant
510802	Medical Laboratory Assistant
510803	Occupational Therapy Assistant
510804	Ophthalmic Medical Assistant
510805	Pharmacy Technician/Assistant
510806	Physical Therapy Assistant
510807	Physician Assistant
510808	Veterinarian Assistant/Animal Health Technician

INSTRUCTIONAL PROGRAM

Code	Name/Explanation
510899	Health and Medical Assistants, Other
510901	Cardiovascular Technology/Technician
510902	Electrocardiograph Technology/Technician
510903	Electroencephalograph Technology/Technician
510904	Emergency Medical Technology/Technician
510905	Nuclear Medical Technology/Technician
510906	Perfusion Technology/Technician
510907	Medical Radiologic Technology/Technician
510908	Respiratory Therapy Technician
510909	Surgical/Operating Room Technician
510910	Diagnostic Medical Sonography
510999	Health and Medical Diagnostic and Treatment Services, Other
511001	Blood Bank Technology/Technician
511002	Cytotechnologist
511003	Hematology Technology/Technician
511004	Medical Laboratory Technician
511005	Medical Technology
511006	Optometric/Ophthalmic Laboratory Technician
511099	Health and Medical Laboratory Technologies/Technicians, Other
511101	Pre-Dentistry Studies
511102	Pre-Medicine Studies
511103	Pre-Pharmacy Studies
511104	Pre-Veterinary Studies
511199	Health and Medical Preparatory Programs, Other
511201	Medicine (M.D.)
511301	Medical Anatomy
511302	Medical Biochemistry
511303	Medical Biomathematics and Biometrics
511304	Medical Physics/Biophysics
511305	Medical Cell Biology
511306	Medical Genetics
511307	Medical Immunology

INSTRUCTIONAL PROGRAM

Code	Name/Explanation
511308	Medical Microbiology
511309	Medical Molecular Biology
511310	Medical Neurobiology
511311	Medical Nutrition
511312	Medical Pathology
511313	Medical Physiology
511314	Medical Toxicology
511399	Basic Medical Sciences, Other
511401	Medical Clinical Sciences (M.S., Ph.D.)
511501	Alcohol/Drug Abuse Counseling
511502	Psychiatric/Mental Health Services Technician
511503	Clinical and Medical Social Work
511599	Mental Health Services, Other
511601	Nursing (R.N. Training)
511602	Nursing Administration (Post-R.N.)
511603	Nursing, Adult Health (Post-R.N.)
511604	Nursing Anesthetist (Post-R.N.)
511605	Nursing, Family Practice (Post-R.N.)
511606	Nursing, Maternal/Child Health (Post-R.N.)
511607	Nursing Midwifery (Post-R.N.)
511608	Nursing Science (Post-R.N.)
511609	Nursing, Pediatric (Post-R.N.)
511610	Nursing, Psychiatric/Mental Health (Post-R.N.)
511611	Nursing, Public Health (Post-R.N.)
511612	Nursing, Surgical (Post-R.N.)
511613	Practical Nurse (L.P.N. Training)
511614	Nurse Assistant/Aide
511615	Home Health Aide
511699	Nursing, Other
511701	Optometry (O.D.)
511801	Opticianry/Dispensing Optician
511802	Optical Technician/Assistant
511803	Ophthalmic Medical Technologist

INSTRUCTIONAL PROGRAM

Code	Name/Explanation
511804	Orthoptics
511899	Ophthalmic/Optometric Services, Other
511901	Osteopathic Medicine (D.O.)
512001	Pharmacy (B. Pharm., Pharm.D.)
512002	Pharmacy Administration and Pharmaceutics
512003	Medical Pharmacology and Pharmaceutical Sciences
512099	Pharmacy, Other
512101	Podiatry (D.P.M., D.P., Pod.D.)
512201	Public Health, General
512202	Environmental Health
512203	Epidemiology
512204	Health and Medical Biostatistics
512205	Health Physics/Radiologic Health
512206	Occupational Health and Industrial Hygiene
512207	Public Health Education and Promotion
512299	Public Health, Other
512301	Art Therapy
512302	Dance Therapy
512303	Hypnotherapy
512304	Movement Therapy
512305	Music Therapy
512306	Occupational Therapy
512307	Orthotics/Prosthetics
512308	Physical Therapy
512309	Recreational Therapy
512310	Vocational Rehabilitation Counseling
512399	Rehabilitation/Therapeutic Services, Other
512401	Veterinary Medicine (D.V.M.)
512501	Veterinary Clinical Sciences (M.S., Ph.D.)
512601	Health Aide
512701	Acupuncture and Oriental Medicine
512702	Medical Dietician

INSTRUCTIONAL PROGRAM

Code	Name/Explanation
512703	Medical Illustrating
512704	Naturopathic Medicine
512705	Psychoanalysis
512801	Dental/Oral Surgery Specialty
512802	Dental Public Health Specialty
512803	Endodontics Specialty
512804	Oral Pathology Specialty
512805	Orthodontics Specialty
512806	Pedodontics Specialty
512807	Periodontics Specialty
512808	Prosthodontics Specialty
512899	Dental Residency Programs, Other
512901	Aerospace Medicine Residency
512902	Allergies and Immunology Residency
512903	Anesthesiology Residency
512904	Blood Banking Residency
512905	Cardiology Residency
512906	Chemical Pathology Residency
512907	Child/Pediatric Neurology Residency
512908	Child Psychiatry Residency
512909	Colon and Rectal Surgery Residency
512910	Critical Care Anesthesiology Residency
512911	Critical Care Medicine Residency
512912	Critical Care Surgery Residency
512913	Dermatology Residency
512914	Dermatopathology Residency
512915	Diagnostic Radiology Residency
512916	Emergency Medicine Residency
512917	Endocrinology and Metabolism Residency
512918	Family Medicine Residency
512919	Forensic Pathology Residency
512920	Gastroenterology Residency
512921	General Surgery Residency

INSTRUCTIONAL PROGRAM

Code	Name/Explanation
512922	Geriatric Medicine Residency
512923	Hand Surgery Residency
512924	Hematology Residency
512925	Hematological Pathology Residency
512926	Immunopathology Residency
512927	Infectious Disease Residency
512928	Internal Medicine Residency
512929	Laboratory Medicine Residency
512930	Musculoskeletal Oncology Residency
512931	Neonatal-Perinatal Medicine Residency
512932	Nephrology Residency
512933	Neurological Surgery/Neurosurgery Residency
512934	Neurology Residency
512935	Neuropathology Residency
512936	Nuclear Medicine Residency
512937	Nuclear Radiology Residency
512938	Obstetrics and Gynecology Residency
512939	Occupational Medicine Residency
512940	Oncology Residency
512941	Ophthalmology Residency
512942	Orthopedics/Orthopedic Surgery Residency
512943	Otolaryngology Residency
512944	Pathology Residency
512945	Pediatric Cardiology Residency
512946	Pediatric Endocrinology Residency
512947	Pediatric Hemato-Oncology Residency
512948	Pediatric Nephrology Residency
512949	Pediatric Orthopedics Residency
512950	Pediatric Surgery Residency
512951	Pediatrics Residency
512952	Physical and Rehabilitation Medicine Residency
512953	Plastic Surgery Residency

INSTRUCTIONAL PROGRAM

Code	Name/Explanation
512954	Preventive Medicine Residency
512955	Psychiatry Residency
512956	Public Health Medicine Residency
512957	Pulmonary Disease Residency
512958	Radiation Oncology Residency
512959	Radioisotopic Pathology Residency
512960	Rheumatology Residency
512961	Sports Medicine Residency
512962	Thoracic Surgery Residency
512963	Urology Residency
512964	Vascular Surgery Residency
512999	Medical Residency Programs, Other
513001	Veterinary Anesthesiology
513002	Veterinary Dentistry
513003	Veterinary Dermatology
513004	Veterinary Emergency and Critical Care Medicine
513005	Veterinary Internal Medicine
513006	Laboratory Animal Medicine
513007	Veterinary Microbiology
513008	Veterinary Nutrition
513009	Veterinary Ophthalmology
513010	Veterinary Pathology
513011	Veterinary Practice
513012	Veterinary Preventive Medicine
513013	Veterinary Radiology
513014	Veterinary Surgery
513015	Theriogenology
513016	Veterinary Toxicology
513017	Zoological Medicine
513099	Veterinary Residency Programs, Other
519999	Health Professions and Related Sciences, Other

INSTRUCTIONAL PROGRAM

Code	**Name/Explanation**
	BUSINESS MANAGEMENT AND ADMINISTRATIVE SERVICES
520101	Business, General
520201	Business Administration and Management, General
520202	Purchasing, Procurement and Contracts Management
520203	Logistics and Materials Management
520204	Office Supervision and Management
520205	Operations Management and Supervision
520206	Non-Profit and Public Management
520299	Business Administration and Management, Other
520301	Accounting
520302	Accounting Technician
520399	Accounting, Other
520401	Administrative Assistant/Secretarial Science, General
520402	Executive Assistant/Secretary
520403	Legal Administrative Assistant/Secretary
520404	Medical Administrative Assistant/Secretary
520405	Court Reporter
520406	Receptionist
520407	Information Processing/Data Entry Technician
520408	General Office/Clerical and Typing Services
520499	Administrative and Secretarial Services, Other
520501	Business Communications
520601	Business/Managerial Economics
520701	Enterprise Management and Operation, General
520702	Franchise Operation
520799	Enterprise Management and Operation, Other
520801	Finance, General
520802	Actuarial Science
520803	Banking and Financial Support Services
520804	Financial Planning
520805	Insurance and Risk Management
520806	International Finance

INSTRUCTIONAL PROGRAM

Code	Name/Explanation
520807	Investments and Securities
520808	Public Finance
520899	Financial Management and Services, Other
520901	Hospitality/Administration Management
520902	Hotel/Motel and Restaurant Management
520903	Travel-Tourism Management
520999	Hospitality Services Management, Other
521001	Human Resources Management
521002	Labor/Personnel Relations and Studies
521003	Organizational Behavior Studies
521099	Human Resources Management, Other
521101	International Business
521201	Management Information Systems and Business Data Processing, General
521202	Business Computer Programming/Programmer
521203	Business Systems Analysis and Design
521204	Business Systems Networking and Telecommunications
521205	Business Computer Facilities Operator
521299	Business Information and Data Processing Services, Other
521301	Management Science
521302	Business Statistics
521399	Business Quantitative Methods and Management Science, Other
521401	Business Marketing and Marketing Management
521402	Marketing Research
521403	International Business Marketing
521499	Marketing Management and Research, Other
521501	Real Estate
521601	Taxation
529999	Business Management and Administrative Services, Other

LANGUAGE IDENTIFICATION

Definition: The language in which the individual has some speaking, listening, reading, or writing proficiency.

Responsible Organization: Department of Defense, Defense Language Institute.

Applicability: Voluntary.

Cross-Reference: None.

Format: AA

Note:

A double hyphen (--) in the code column is used to indicate that the language is a variation or part of another language, to which the user is referred.

LANGUAGE IDENTIFICATION

Code	**Name/Explanation**
ZZ	Unspecified. Language is not shown or cannot be identified.
AF	Achinese. Also Atjehnese.
AH	Acholi.
AG	Adigey.
AA	Afrikanns.
TZ	Afro-Asian. Language is identifiable as Afro-Asian, other than Semitic, but cannot be classified further; or language is a minor member of the Afro-Asian family and has not been assigned an individual code.
FB	Akan. Includes Twi and Fante.
--	Akha. See Lolo.
BC	Akposso.
AB	Albanian.
CR	Amashi.
SI	American Sign Language. Applies to English only.
AC	Amharic.
--	Amoy. See Chinese-Amoy.
YZ	Ancient/Defunct. Language is identifiable as ancient or defunct, but cannot be classified further; or language is a minor ancient or defunct language and has not been assigned an individual code.
--	Anglo-Saxon. See Old English.
--	Annamese. See Vietnamese Hanoi.
--	Anyi-Baule. See Baule.
AZ	Arabic. Language is identifiable as an Arabic dialect, but cannot be classified further; or language is a minor Arabic dialect and has not been assigned an individual code.
AJ	Arabic Classical. Dead language.
AE	Arabic-Egyptian. Arabic spoken in Eastern Libya, Egypt, and Sudan. Includes Sudanese.

LANGUAGE IDENTIFICATION

Code	Name/Explanation
DG	Arabic-Gulf. Arabic spoken in NE Saudi Arabia (to include Riyadh), United Arab Emirates, Qatar, Bahrain, Kuwait, Oman, Iraq, and Southern Iran.
AM	Arabic-Meghrebi. Arabic spoken in Morocco, Algeria, Tunisia, Western Libya (to include Tripoli), and Sub-Sahara Maghrebi.
AD	Arabic (Modern Standard). Written language only. Used for all Arabic dialects.
AN	Arabic-Peninsula. Arabic spoken in Saudi Arabia (less NE sector), Yemen (Sanaa) and Yemen (Aden).
AP	Arabic-Syrian. Arabic spoken in Syria, Jordan, Lebanon, Israel, and Palestinian realms.
AT	Aramaic.
AR	Armenian. Includes Armenian-East and Armenian-West.
--	Armenian-East. See Armenian.
--	Armenian-West. See Armenian.
XZ	Artificial. Language is identifiable as artificial, but cannot be classified further; or language is a minor artificial language and has not been assigned an individual code.
AS	Assamese.
--	Atjennese. See Achinese.
AW	Avar.
XB	Avestan. Also Zend. Dead language.
AY	Aymara.
AX	Azerbaijani. Also Azeri.
--	Azeri. See Azerbaijani.
BB	Bahnar.
BK	Bakweri.
BD	Balinese.
WZ	Baltic. Language is identifiable as a member of the Baltic branch, but cannot be classified further; or language is a minor member of the Baltic branch and has not been assigned an individual code.

LANGUAGE IDENTIFICATION

Code	Name/Explanation
BT	Baluchi.
--	Bambara. See Mandingo-Bambara.
BJ	Bamilike.
BZ	Bantu. Language is identifiable as a member of the Bantu group, but cannot be classified further; or language is a minor member of the Bantu group and has not been assigned an individual code.
BP	Bashkir.
BQ	Basque.
EC	Bassa (Cameroons).
BG	Bassa-Kru. Also Kru.
BF	Batak.
BH	Baule. Includes Anyi-Baule.
--	Bedawiye. See Beja.
BE	Beja. Also Bedawiye.
BL	Belorussian. Also Russian-White.
BM	Bemba.
BN	Bengali.
BR	Berber. Includes Berber-Tamazigt, Berber-Tashelhit and Berber-Zenatiya.
--	Berber-Tamazigt. See Berber.
--	Berber-Tashelhit. See Berber.
--	Berber-Zenatiya. See Berber.
CG	Bicol. Also Vicol.
BV	Bihari.
CU	Bini.
--	Bisayan. See Visayan.
BX	Breton.
CE	Buginese-Makassarese.
BU	Bulgarian.
--	Bulu. See Fang.
BY	Burmese.
CA	Cambodian. Includes Khmer.

LANGUAGE IDENTIFICATION

Code	Name/Explanation
--	Canarese. See Kanarese.
CB	Catalan.
--	Chamorro. See Guamanian.
CK	Chechen.
CZ	Chinese. Language is identifiable as a Chinese dialect, but cannot be classified further; or language is a minor Chinese dialect and has not been assigned an individual code.
YD	Chinese-Amoy. Includes Amoy.
CN	Chinese-Anhewei.
CC	Chinese-Cantonese. Includes Yueh.
--	Chinese-Chuang. See T'ung.
CQ	Chinese-Fuchow. Includes North Min.
CF	Chinese Fukienese. Includes Min.
CH	Chinese Hakka.
--	Chinese-Kuo-Yi. See Chinese-Mandarin.
CM	Chinese Mandarin. Includes Chinese-Kuo-Yu and Hsiang. Used to designate written language for all Chinese dialects.
DR	Chinese-Standard.
YE	Chinese-Swatow.
CT	Chinese-Toishan. Includes Taishan and Toysan.
CS	Chinese-Wu. Includes Shanghai.
--	Ching-P'o. See Kachin.
CY	Chokwe. Includes Cokwe and Kioko.
--	Chuana. See Tswana.
--	Chuang. See T'ung.
CV	Chukchi. Also Chukot and Luoravetlan.
--	Chukot. See Chukchi.
--	Cokwe. See Chokwe.
JZ	Continental Eurasian. Language is identifiable as belonging to a geographic area that includes the Arctic Islands, Kurile Islands, Sakhalin Islands, and Continental Eurasia north and east of line White Sea, Dvina and Volga Rivers, Black Sea, Caucasus, Caspian Sea, Carpathians, Karakorum Desert, Amu Darya, Pamirs, Karakorum Mountains, Himalayas, and southeast borders of China, but cannot be

LANGUAGE IDENTIFICATION

Code	**Name/Explanation**
	classified further; or language is a minor language within the described area, and has not been assigned an individual code.
CL	Coptic. Dead language.
CP	Cornish.
--	Creole. See Haitian-Creole or Spanish-Creole.
--	Croatian. See Serbo-Croatian.
CX	Czech.
DA	Danish.
DJ	Dinka.
--	Dioula. See Mandingo-Dioula.
DB	Djerma-Songhai. Includes Songhai.
DL	Duala.
DU	Dutch.
DW	Dutch-Creole.
--	E De. See Rhade.
EF	Efik. Also Fi.
EN	English.
EK	Eskimo.
EL	Esperanto.
ES	Estonian.
EW	Ewe.
EX	Ewondo. Includes Yaunde.
GX	Fana. Includes Fanagalo.
--	Fanagalo. See Fana.
FA	Fang. Also Bulu or Fang-Bulu.
--	Fang-Bulu. See Fang.
--	Fante. See Akan.
FD	Faroese.
--	Farsi. See Persian (Iranian)
--	Fi. See Efik.
FG	Fijian.
FJ	Finnish.

LANGUAGE IDENTIFICATION

Code	Name/Explanation
FL	Flemish.
FQ	Fon.
FM	Formosan.
FR	French.
--	French-Creole. See Haitian-Creole.
FE	Frisian.
FV	Fulani.
GB	Ga.
GL	Gaelic.
GA	Galla. Includes Oromo.
GC	Gallic. Dead language.
--	Ganda. See Luganda.
GG	Georgian.
GM	German.
GT	German-Bavarian.
GS	German-Swiss.
MZ	Germanic. Language is identifiable as a member of the Germanic subfamily, but cannot be classified further; or language is a minor member of the Germanic subfamily and has not been assigned an individual code.
--	Gerze. See Kpelle.
GQ	Gondi.
GD	Gothic. Dead language.
GR	Greek.
YG	Greek-Ancient.
GE	Greek (New Testament). Dead language.
CJ	Guamanian. Includes Chamorro.
GU	Guarani.
--	Guerze. See Kpelle.
GW	Gujarati.
HC	Haitian-Creole. Includes French-Creole and Martinique-Creole.
HS	Hausa.

LANGUAGE IDENTIFICATION

Code	Name/Explanation
HA	Hawaiian.
HE	Hebrew.
YH	Hebrew-Ancient.
HR	Herero.
--	Hiligaynon. See Visayan.
HJ	Hindi.
HN	Hindustani.
--	Hsiang. See Chinese-Mandarin.
HU	Hungarian.
--	I. See Lolo.
JD	Iban.
JE	Ibanag.
JB	Ibo. Includes Igbo.
JC	Icelandic.
--	Igbo. See Ibo.
JJ	Ijaw.
JF	Ila-Tonga.
JL	Ilocano.
QZ	Indic. Language is identifiable as a member of the Indic branch, but cannot be classified further; or language is a minor member of the Indic branch and has not been assigned an individual code.
RZ	Indo-European. Language is identifiable as a member of the Indo-European family, other than Germanic, Romance, Baltic, Slavic or Indic, but cannot be classified further; or language is a minor member of the Indo-European family, other than those listed and has not been assigned an individual code.
JN	Indonesian.
GF	Irish.
JT	Italian.
JM	Italian-Neapolitan.
JK	Italian-Sardinian. Includes Sardinian.
JS	Italian-Sicilian.
JA	Japanese.

LANGUAGE IDENTIFICATION

Code	Name/Explanation
JR	Jarai.
JV	Javanese.
--	Jingpaw. See Kachin.
KT	Kabre. Includes Kotokoli and Tem.
KY	Kabyle.
KH	Kachin. Includes Ching-P'o, Jingpaw, Shantou and Singhpo.
JG	Kambatta.
KA	Kanarese. Also Canarese. Includes Kannada.
--	Kanembu. See Kanuri.
--	Kannada. See Kanarese.
JH	Kanuri. Includes Kanembu.
GP	Kapingamarangi.
DC	Karachai-Balkhar.
KC	Karen.
KB	Kashmiri.
--	Kashube. See Kashubian.
KR	Kashubian. Also Kashube and Kaszub.
--	Kaszub. See Kashubian.
KE	Kazakh.
--	Khalkha-Mongol. See Mongolian.
--	Khmer. See Cambodian.
KD	Kherwari.
KG	Kikongo. Includes Kongo.
KJ	Kikuyu.
KK	Kimbundu. Includes Ndongo.
KL	Kinyarwanda.
--	Kioko. See Chokwe.
KM	Kirghiz.
KF	Kirundi.
KS	Kissi.
KN	Kituba. Also Monokituba and Munukutuba.
--	Kongo. See Kikongo.

LANGUAGE IDENTIFICATION

Code	**Name/Explanation**
KQ	Konkanis.
KP	Korean.
--	Kotokoli. See Kabre.
KV	Kpelle. Includes Gerze and Guerze.
KW	Krio.
--	Kru. See Bassa-Kru.
EB	Kumbo.
--	Kuo-Yu. See Chinese-Mandarin.
KU	Kurdish.
KX	Kurukh.
QR	Kusaie.
LD	Ladino.
LN	Lahnda.
LL	Lamba.
LR	Landsmal.
VZ	Language Family. Language is identifiable as a member of a language family other than Indo-European, Afro-Asian, or Sino-Tibetan, but cannot be classified further; or language is a minor member of a language family other than those listed and has not been assigned an individual code.
LC	Lao. Also Laotian.
--	Laotian. See Lao.
LP	Lapp.
YL	Latin.
LH	Latin (Ecclesiastic). Dead language.
LE	Latvian. Includes Lettish.
--	Lettish. See Latvian.
LJ	Lingala. Includes Ngala.
LB	Lisu.
LT	Lithuanian.
LF	Lolo. Includes Akha, I, Nesu, Nosu, and Yi.
LV	Loma.
LG	Lomongo. Includes Lunkundu.

LANGUAGE IDENTIFICATION

Code	Name/Explanation
LK	Luba Kasai. Also Tshiluba.
LQ	Luba Katanga.
LS	Luganda. Includes Ganda.
LM	Lunda.
--	Lunkundu. See Lomongo.
LU	Luo.
--	Luoravetlan. See Chukchi.
--	Lusatian. See Wendish.
MA	Macedonian.
MD	Madurese.
MJ	Makua.
MG	Malagasy.
ML	Malay.
MN	Malayalam.
--	Maldivian. See Singhalese.
--	Malinke. See Mandingo-Malinke.
MP	Maltese.
BA	Mandingo-Bambara. Also Bambara.
MB	Mandingo-Dioula. Includes Mandingo.
MQ	Mandingo-Malinke. Also Malinke.
MK	Manx. Dead language.
ME	Maori.
MR	Marathi.
MM	Marshalese.
--	Martinique-Creole. See Haitian-Creole.
MS	Masai.
MF	Maya.
--	Mbundu. See Umbundu.
MT	Mende.
--	Meo. See Miao-Yao.
MC	Miao-Yao. Includes Meo.
--	Min. See Chinese-Fukienese.
MU	Minangkabau.

LANGUAGE IDENTIFICATION

Code	Name/Explanation
--	Moldavian. See Romanian.
--	Mole. See Mossi.
MV	Mongolian. Includes Khalkha-Mongol.
--	Monokituba. See Kituba.
MW	Mordivin.
--	More. See Mossi.
MH	Moro.
RL	Mortlockese.
MY	Mossi. Includes Mole and More.
DD	Mpongwe.
--	Munukutuba. See Kituba.
MX	Muong.
ND	Ndebele. Includes Sindebele.
--	Ndongo. See Kimbundu.
NE	Nepalese.
--	Nesu. See Lolo.
--	Ngala. See Lingala.
NB	Niue.
HZ	North African, Middle East, and Southwest Asian. Language is identifiable with a geographic area including Turkey, Iran, and Afghanistan, but cannot be classified further; or language is a minor language of the described area and has not been assigned an individual code.
DZ	North American. Language is identifiable with a geographic area including Greenland and the Aleutian Islands but excluding Mexico, but cannot be classified further; or language is a minor language of the described area and has not been assigned an individual code. This data item relates principally to Indian languages.
--	North Min. See Chinese-Fuchow.
NR	Norwegian.
--	Nosu. See Lolo.
NV	Nubian.
--	Nyamwezi. See Sukuma.

LANGUAGE IDENTIFICATION

Code	Name/Explanation
NY	Nyanja.
NX	Nyoro.
--	Okinawan. See Ryukyuan.
EA	Old English. Also Anglo-Saxon. Dead language.
FC	Old French.
GH	Old High German. Dead language.
NA	Old Norse. Also Old Scandinavian. Dead language.
--	Old Scandinavian. See Old Norse.
PK	Old Slavonic. Dead language.
QA	Oriya.
--	Oromo. See Galla.
QS	Ossetic.
QT	Otetela.
--	Pachto. See Pushtu.
LZ	Pacific Islands. Language is identifiable with a geographic area, including Australia and Japan, but cannot be classified further; or language is a minor language of the described area and has not been assigned an individual code.
PH	Pahari.
PD	Palauan.
PM	Pali. Dead language.
QV	Pampangan.
PN	Pangasinan.
PA	Papiamento.
PP	Papuan.
--	Pashto. See Pushtu.
PG	Persian-Afghan.
PF	Persian (Iranian). Includes Farsi.
PB	Pidgin English.
PS	Pizar Malay.
PL	Polish.
PC	Ponapean.
PY	Portuguese.

LANGUAGE IDENTIFICATION

Code	Name/Explanation
PQ	Portuguese-Brazilian.
PT	Portuguese-European.
PR	Provencal.
PX	Pulap.
PJ	Punjabi.
PU	Pushtu.
PV	Pushtu-Afghan.
PW	Pushtu-Peshawari.
QU	Quechua.
RA	Rajasthani.
RH	Rhade. Includes E De.
RC	Rhaeto-Romance. Includes Romansh.
NZ	Romance. Language is identifiable as a member of the Romance group, but cannot be classified further; or language is a minor member of the Romance group and has not been assigned an individual code.
RQ	Romanian. Includes Moldavian.
--	Romansh. See Rhaeto-Romance.
RM	Romany.
RN	Rundi.
RU	Russian.
--	Russian-White. See Belorussian.
RT	Ruthenian.
RY	Ryukyuan. Includes Okinawan.
SA	Samoan.
SB	Sango.
RG	Sanskrit. Dead language.
RB	Santali.
SE	Sara.
--	Sardinian. See Italian-Sardinian.
GN	Scotch-Gaelic.
--	Sedan. See Sedang.
SQ	Sedang. Includes Sedan.

LANGUAGE IDENTIFICATION

Code	Name/Explanation
SZ	Semitic. Language is identifiable as a member of the Semitic subfamily, but cannot be classified further; or language is a minor member of the Semitic subfamily and has not been assigned an individual code.
RF	Sena.
--	Serbian. See Serbo-Croatian.
SC	Serbo-Croatian. Includes Croatian and Serbian.
SV	Serer.
--	Sesuto. See Sotho.
SF	Shan.
--	Shanghai. See Chinese-Wu.
--	Shantou. See Kachin.
SG	Shluh.
SH	Shona.
--	Siamese. See Thai.
RD	Sidamo.
--	Sindebele. See Ndebele.
SD	Sindhi.
SJ	Singhalese. Includes Maldivian.
--	Singhpo. See Kachin.
UZ	Sino-Tibetan. Language is identifiable as a member of the Sino-Tibetan family, but cannot be classified further; or language is a minor member of the Sino-Tibetan family and has not been assigned an individual code.
PZ	Slavic. Language is identifiable as a member of the Slavic branch, but cannot be classified further; or language is a minor member of the Slavic branch and has not been assigned an individual code.
SK	Slovak.
SL	Slovenian.
SM	Somali.
--	Songhai. See Djerma-Songhai.
SN	Soninke.
--	Sorbian. See Wendish.
SP	Sotho. Includes Sesuto.

LANGUAGE IDENTIFICATION

Code	**Name/Explanation**
EZ	South American. Language is identifiable as belonging to a geographic area, including Mexico and the Caribbean islands, but cannot be classified further; or language is a minor language of the described area and has not been assigned an individual code.
KZ	South Asian. Language is identifiable as belonging to a geographic area that includes the Indian subcontinent, Southeast Asia to the Straits of Malacca and the South China Sea, but cannot be classified further; or language is a minor language of the described area and has not been assigned an individual code.
CD	South Min.
QB	Spanish.
LA	Spanish-American.
SR	Spanish-Castilian.
SS	Spanish-Creole.
GZ	Sub-Saharan African. Language is identifiable as belonging to a geographic area that includes Africa, offshore islands which are south of 20 degrees North Latitude, and Madagascar, but cannot be classified further; or language is a minor language of the described area and has not been assigned an individual code.
--	Sudanese. See Arabic-Egyptian.
ST	Sukuma. Includes Nyamwezi.
YS	Sumerian. Dead language.
DE	Sundanese.
SU	Susu.
SW	Swahili.
SX	Swati.
SY	Swedish.
DF	Syriac.
TB	Tadjik. Also spelled Tajik.
TA	Tagalog.
TD	Tahitian.
--	Taishan. See Chinese-Toishan.
--	Tajik. See Tadjik.

LANGUAGE IDENTIFICATION

Code	Name/Explanation
TG	Taki-Taki.
TT	Tamachek. Includes Tuareg.
TC	Tamil.
TK	Tapachula.
TM	Tatar.
TE	Telugu.
--	Tem. See Kabre.
TF	Temne.
TH	Thai. Includes Siamese.
TJ	Tibetan.
TN	Tigre.
TL	Tigrinya.
UC	Tonga. Includes Tumbuka and Zambian.
--	Toysan. See Chinese-Toishan.
TQ	Trukese.
--	Tshiluba. See Luna Kasai.
TP	Tsonga.
TR	Tswa.
TS	Tswana. Includes Chuana.
--	Tuareg. See Tamachek.
TV	Tulu.
--	Tumbuka. See Tonga.
CW	T'ung. Includes Chinese-Chuang and Chuang.
TY	Tungusu.
UA	Tupi.
TU	Turkish.
--	Turkmen. See Turkoman.
UB	Turkoman. Includes Turkmen.
--	Twi. See Akan.
UJ	Uighur.
UK	Ukrainian.
UL	Ulithi.

LANGUAGE IDENTIFICATION

Code	Name/Explanation
UM	Umbundu. Also Mbundu.
UR	Urdu.
UX	Uzbek.
VA	Vai.
--	Vicol. See Bicol.
VC	Vietnamese-Central.
VN	Vietnamese-Hanoi. Also Annamese. Used to designate written language for all Vietnamese dialects.
VS	Vietnamese-Saigon.
VY	Visayan. Also Bisayan, Includes Hiligaynon, Visayan-Cebuano, Visayan-Hiligaynon and Visayan-Samaran.
--	Visayan-Cebuano. See Visayan.
--	Visayan-Hiligaynon. See Visayan.
--	Visayan-Samaran. See Visayan.
VQ	Volapuk.
WA	Walamo.
WE	Welsh.
WB	Wendish. Includes Lusatian and Sorbian.
WS	Wescos.
FZ	West European. Language is identifiable as belonging to a geographic area that includes Iceland, Spitzbergen, and Europe to the Bosporus, Volga, and Dvina Rivers and the White Sea, but cannot be classified further; or language is a minor language of the described area and has not been assigned an individual code.
WL	Woleai.
WQ	Wolof.
WH	Xhosa.
YA	Yhut.
YC	Yao (China).
YB	Yao (Malawi and Mozambique).
YP	Yappese.

LANGUAGE IDENTIFICATION

Code	**Name/Explanation**
--	Yaunde. See Ewondo.
--	Yi. See Lolo.
YJ	Yiddish.
YQ	Yoruba.
--	Yueh. See Chinese-Cantonese.
--	Zambian. See Tonga.
XA	Zenaga.
--	Zend. See Avestan.
XE	Zerba.
XU	Zulu.

LEGAL AUTHORITY (1)

Definition: The law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee.

Responsible Organization: Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: Code set is used by LEGAL AUTHORITY (2).

Format: AXA

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LEGAL AUTHORITY (1)

Code	**Name/Explanation**
	Axx
ABK	ACWA Outstanding Scholar Program.
ABL	Bicultural/Bilingual Selective Factors.
ABM	SF 59 approved (date).
ABP	President's Economic Stimulus Program
ABR	Reg 330.608. Agency Career Transition Program.
ABS	Reg 330.707. Interagency Career Transition Program.
ABT	Reg 330.707 CLG. Change to lower grade under the ICTAP.
ACA	CS Cert No _____ ACWA.
ACM	CS Cert No.
ADM	OPM Directive.
AGM	(MSPB Decision number and date).
ALM	MSPB Directive-US.
AQM	MSPB Directive-Inj.
ARM	EEOC Decision and date.
ASM	Court Decision and date.
ATM	5 U.S.C. 302. Delegation of personnel authority.
AUL	OPM Ltr, Auth No, and date.
AUM	OPM Letter.
AVM	OPM Standards.
AWM	OPM Form 1652 or OPM Ltr (date).
AXM	Labor Relations Decision and date.
AYM	Direct-Hire Authority (cite OPM authority and date).
AZM	OPM Office, Authority Number and date.
A2M	CS Cert No _____ WTO. Worker trainee program.
A3M	CS Rule V. Regs/investigations/enforcement.
A7M	CS Rule 3.2. "Rare bird" appointment.
BBM	CS Rule 6.7--TVA Agr.

LEGAL AUTHORITY (1)

Code	**Name/Explanation**
	Bxx
BDN	USDA Demo, (office issuing cert), Cert No (no). Code is for use by the Department of Agriculture only.
BKM	CS Rule 6.7--NRC Agr.
BLM	CS Rule 6.7--VA Agr.
BNK	CS Rule 6.7--FAA Agr.
BNM	CS Rule 6.7-CIPMS Agr. Code is for use by the Departments of Defense, Air Force, Army, and Navy only.
BNN	CS Rule 6.7--DOD/NAF Agr.
BPM	CS Rule 8.3. Appt. of non-US citizen overseas.
BWA	OPM Delegation Agr (no), (name of installation issuing certificate), Cert No ____
BWM	OPM Delegation Agr.
BYM	USDA Direct Hire Auth (cite case file number and date). Code is for use by the Department of Agriculture only.
	Cxx
CCM	5 U.S.C. 2108. Veterans Preference.
CGM	5 U.S.C. 552a(e)(5). Accuracy of personnel actions.
CUL	5 CFR Part 340. Other than Full-Time Career Employment.
C1M	Reg 351.201(b). RIF--placement in vacancy.
C7M	Reg 715.202 Abandonment. Abandonment of position.

LEGAL AUTHORITY (1)

Code	**Name/Explanation**
	Dxx
DAK	Reg 630.101-Decl. LWOP--decl new job or location.
DAM	Reg 630.101. LWOP.
DBM	5 CFR part 715. Move to another agency.
DFM	5 CFR part 715 Prom. Move to another agency--higher grade.
DKM	5 CFR part 715 CLG. Move to another agency--lower grade.
DPM	5 U.S.C. chapter 87. Life Insurance.
	Fxx
FEM	Reg 532.405(c)(2). FWS pay actions.
FGM	Reg 532.251. FWS pay actions.
FNM	Reg 532.415(c). FWS pay actions.
FTM	Reg 532.415(a). FWS pay actions.
F8M	Reg 532.253. FWS pay actions.
	Hxx
HAM	Reg 250.101. Action required by a decision.
HDM	Reg 230.402(c). Emergency appt--outside the register.
HGM	Reg 230.402(d)(1). Emergency appt-noncomp/standby basis.
HJM	Reg 230.402(d)(2). Emergency appt-noncomp/Def Exec Res.
HLM	Reg 230.402(d)(3). Emergency appt--reinstatement elig.
HNM	Reg 301.201. Appt of US citizens overseas.
HRM	Reg 301.202. US citizen recruited outside O/S area.
HWM	Reg 301.204 Mix. Termination--mixed reasons.
HXM	Reg 301.204 Preappt. Termination--preappt reasons.
HZM	Reg 301.204 Postappt. Termination--postappt reasons.
H2L	Reg 304.103. Experts and consultants.
H3M	Reg 301.203(c). Temp appt. overseas.

LEGAL AUTHORITY (1)

Code	**Name/Explanation**
	Jxx
J8M	Reg 307.103. VRA placement.
	Kxx
KLM	Reg 310.202. Emergency appt. of relative.
KMM	Reg 315.202. Conv to career tenure.
KQM	Reg 315.401. Reinstatement career or career-cond.
KTM	Reg 315.501. Transfer career or career-cond.
KVM	Reg 315.501 Prom. Transfer career or career-cond.
KXM	Reg 315.501 CLG. Transfer career or career-cond.
K1M	Reg 315.601. Appt based on svc in Panama.
K4M	Reg 315.602. Appt based on Pres, VP, or Wh House svc.
K7M	Reg 315.603(a)(1). In mil whn psn brought into comp svc.
K8M	Reg 315.603(a)(3). Comp inj when psn went to comp svc.
K9M	Reg 315.603(a)(2). Emp sep aftr psn brght into comp svc.

LEGAL AUTHORITY (1)

Code	**Name/Explanation**
	Lxx
LBM	Reg 315.604. Appt of disabled vet from VA program.
LEM	Reg 315.605. Appt of former ACTION volunteer.
LHM	Reg 315.606. Appt of Foreign Service Officer.
LJM	Reg 315.607. Appt of Peace Corps personnel.
LKM	Reg 315.609. Appt based on svc in US psns of PCC.
LKP	Reg 315.610. Appt based on Nat'l Guard Techn svc.
LLM	Reg 315.701. Psn brought into comp svc.
LPM	Reg 315.702. "Rare bird" appt.
LSM	Reg 315.703. Emp formerly reached on register.
LTM	Reg 315.704(c). Failure to qual for conversion--conduct.
LUM	Reg 315.704(c). Failure to meet conversion requirements.
LWM	Reg 315.704. Conv to career appt. from temp appt-PER.
LXM	Reg 315.804 Eq Mix. Unsat perf & conduct--agy sep auth.
LYM	Reg 315.705. Conv to career/career-cond from VRA.
LZM	Reg 315.707. Conv of 30% or more disabled vet.
L1M	Reg 315.709. Conv of retarded or handicapped emp.
L2K	Reg 315.711. Conv or readers/interpret/personal assts.
L2M	Reg 315.804. Sep--unsat perform or conduct--probationer.
L3M	Reg 315.708. Conv based on PMIP service.
L4M	Reg 315.804 Eq. Sep--unsat perf or conduct--agency auth.
L5M	Reg 315.804 Mix. Sep--unsat perf & conduct--probationer.
L6M	Reg 315.805. Sep--preappt conditions.
L8M	Reg 315.805 Eq. Sep--preappt conditions--agency auth.
L9K	Reg 351.806. Status during RIF notice period.
L9M	Reg 315.907. Failure to complete supv/mgr prob. period.

LEGAL AUTHORITY (1)

Code	**Name/Explanation**
	Mxx
MAM	Reg 316.201. Temp appt-PER.
MBM	Reg 316.201(b). Temp appt--PER (worker-trainee prog).
MCM	Reg 316.302(b). Term appt outside the register.
MEM	Reg 316.302(b)(1). Term appt (reinstatement elig).
MGM	Reg 316.302(b)(2). Term appt (VRA eligibility).
MJM	Reg 316.302(b)(3). Term appt (prior service).
MLK	Reg 316.302(b)(8). Term appt (former temp employee).
MLM	Reg 316.302(b)(7). Term appt (prior term appt).
MMM	Reg 316.302(b)(4). Term appt (30%+ disabled vet).
MNM	Reg 316.304 Mix. Termination during trial period.
MPM	Reg 316.304 Preappt. Termination--preappt conditions.
MRM	Reg 316.304 Postappt. Termination--postappt conditions.
MUM	Reg 316.401. Temporary appt.
MXM	Reg 316.402(a). Temporary appt.
M6M	Reg 316.402(b)(1). Temp appt (reinstatement elig).
M8M	Reg 316.402(b)(3). Temp appt (prior service).

LEGAL AUTHORITY (1)

Code	**Name/Explanation**
	Nxx
NAM	Reg 316.402(b)(7). Temp appt (prior temp service).
NCM	Reg 316.402(b)(2). Temp appt (VRA eligibility).
NEM	Reg 316.402(b)(4). Temp appt (30%+ disabled vet).
NFM	Reg 316.601. Temp appt--"rare bird" auth.
NJM	Reg 316.701. Temp appt--Govt takeover.
NMM	Reg 316.702. Reg 316.702. Exc Svc Indefinite brought into Comp Svc.
NRM	Reg 317.304. Conv to SES from career/career-cond.
NSM	Reg 317.305(b). Conversion to SES from excepted appt.
NTM	Reg 317.305(b)(3). Conv to SES from excepted appt.
NUM	Reg 330.207. Appt from RPL.
NVM	Reg 317.306(b)(1). Conv to SES Ltd Term appt.
NWM	Reg 317.306(b)(2). Conv to SES Noncareer appt.
NXM	Reg 317.306(b)(3)(i). Conv to SES frm time-limited appt.
NYM	Reg 334.101. LWOP for IPA assignment.
N1M	Reg 334.104. Ext of LWOP for IPA assignment.
N2M	Reg 335.102. Promotion/reassignment/CLG.
N3M	Reg 335.102 Comp. Competitive prom/reas/CLG.
N5M	Reg 335.102 Upgrading. Promotion because psn upgraded.
N6M	Reg 335.102 Career Prom. Career promotion.
N7M	Reg 335.102 Reclass. Prom or reas due to psn reclass.
N8M	Reg 335.102 Except to Comp. Promotion or reassignment.
N9M	Reg 351.201. Use of RIF regulations.

LEGAL AUTHORITY (1)

Code	Name/Explanation
	Pxx
PDM	Reg 351.302. Transfer of function.
PGM	Reg 351.501. Chg in career tenure.
PKM	Reg 351.502. Chg in tenure-excepted service.
PNM	Reg 351.603. RIF placement/separation.
PNR	Reg 351.603(A-76). RIF due to contracting out.
PSM	Reg 351.604(d). Recall from RIF furlough.
PTG	Reg 351.605. Exc to RIF release-liquidation situation.
PTH	Reg 351.607. Exc to RIF release-avoid interruption.
PTJ	Reg 351.606(a). Exc to RIF release-mil reempl rights.
PTK	Reg 351.608. Exc to RIF release--other.
PTL	Reg 351.608(c). Exc to RIF release--sat govt oblig.
PTM	Reg 351.608(b). Exc to RIF release--continue activity.
PTP	Reg 351.608(b). Exc to RIF release--retir & HB elig.
PTR	Reg 351.608(d). Exc to RIF release--sick leave.
PTS	Reg 351.608(e)(1)H. Exc to RIF release--HB elig.
PTT	Reg 351.608(e)(1)R. Exc to RIF release--retir elig.
PWM	Reg 352.204. Reempl after emergency interagency move.
PZM	Reg 352.308. Transfer to an international organization.
P2M	5 CFR 352. Reemployment of SES after svc with BIA, PCC, IAEA.
P3M	Reg 352.311. Reempl after transfer to internat'l org.
P5M	Reg 352.507. Reempl under the Foreign Asst Act.
P7M	Reg 352.803. Reemployment of SES after svc with AIT.

LEGAL AUTHORITY (1)

Code	**Name/Explanation**
	Qxx
QAK	Reg 353.207. Restoration after military service.
QBK	Reg 353.301. Restoration after recovery from injury.
QCK	Reg 353.301(d). Restoration after partial recovery.
QDK	Reg 353.303. Restoration of temp-appt. PER employee.
QGM	Reg 432.101. Action based on performance.
QHM	Reg 432.101 Eq. Action based on perf--agency auth.
QHP	Reg 530.306(a)(1). Special salary rates.
QJP	Reg 530.306(a)(2). Special salary rates.
QKP	Reg 530.306(b)(1)(i). Special salary rates.
QLP	Reg 530.306(b)(1)(ii). Special salary rates.
QMP	Reg 530.306(b)(1)(iii). Special salary rates.
QTM	Reg 531.203(d)(2)(vii). Use of spec salary rate on reas.
QUM	Reg 531.204(e). Pay upon loss of PMRS status.
QWM	Reg 531.205. Pay conv at time of annual pay adj.
QZM	Reg 531.301. Special pay for LEO's.
Q3K	5 CFR, Part 353. Restoration to duty.
Q5M	Reg 531.409. Denial of within grade increase.
Q7M	Reg 531.404. Within grade increase.
Q9K	Reg 531.414(a). Interim WGI.
Q9M	Reg 531.414(c). Termination of interim WGI.

LEGAL AUTHORITY (1)

Code	Name/Explanation
	Rxx
RAH	Reg 752.401. Removal/susp/pay or grade reduction/furl.
RBM	Reg 531.501. Quality increase.
RJM	Reg 536.103(b). Grade retention--agency auth.
RJR	Reg 536.205(b)(2). Pay determination for pay retention.
RKM	5 CFR Part 536. Grade & pay retention.
RLM	Reg 536.207(b)(2). Loss of grade retention.
RMM	Reg 550.151. Premium pay.
RPM	Reg 715.202. Resignation.
RPR	Reg 715.202(A-76 Assignment). Resignation in lieu of new job under A76 procedures.
RQM	Reg 715.202 CAA. Resig in lieu of cvl svc adv actn proc.
RRM	Reg 715.202 EAA. Resig in lieu of adv action-equiv proc.
RSM	Reg 715.202 OAA. Resig in lieu of adv action-other proc.
RTM	Reg 715.202 RIF. Resig--RIF.
RTR	Reg 715.202 (A-76). Resig in lieu of contracting out.
RUM	Reg 715.202 Other. Resig--employee w/no appeal rights.
RWM	Reg 715.202 Reas. Resignation in lieu of reassignment.
RXM	Reg 715.202 Relo. Resignation in lieu of relocation.
RYM	Reg 731.201. Removal based on suitability.
R6M	Reg 715.202 Prob. Resig in lieu of psn chg/sep dur prob.
R7M	Reg 715.202 Perf. Resig in lieu of perf action--CS proc.
R8M	Reg 715.202 Eq Perf. Resig in lieu of perf act--eq proc.
R9M	Reg 715.202 (Recert). Resig aftr fail to get SES recert.
R9N	Reg 772.102(a). Interim relief appt in duty status.
R9P	Reg 772.102(b). Termination of interim relief action.
R9Q	Reg 772.102(b)(3). Termination of interim relief action.
R9R	5 CFR part 772. Interim relief appt in nonduty status.

LEGAL AUTHORITY (1)

Code	**Name/Explanation**
	Sxx
SQM	5 U.S.C. 8336. Retirement under CSRS opt'l provisions.
SRM	Reg 831.501. Vol retire--CSRS (health reasons).
SUM	5 U.S.C. 8337. Disability retirement--CSRS.
SWM	5 U.S.C. 8335. Mandatory retirement--CSRS.
SZR	Reg 930.204. Promotion of Admin. Law Judge.
SZS	Reg 930.205. Reassignment of Admin. Law Judge.
SZT	Reg 930.206. Transfer of Admin. Law Judge.
SZW	Reg 930.207. Reinstatement of former Admin. Law Judge.
SZX	Reg 930.216. Temp reempl of senior Admin Law Judge.

LEGAL AUTHORITY (1)

Code	**Name/Explanation**
	Uxx
UAM	10 U.S.C. 1601. DOD Civ Intel Pers Mgt System (CIPMS).
UBM	10 U.S.C. 1606. DOD Civ Intel Pers Mgt System (CIPMS).
UCM	Sec 625(d) FA Act.
UDM	P.L. 105-277 as amended. Treasury demo project. Code is for use by the Department of the Treasury only.
UFM	FS Act of 1980.
UGM	FY1999 National Defense Auth Act, Effective 10/17/1998. Code is for use by the Department of Energy only.
UJM	Peace Corps Act.
UNM	Agency Directive or Order.
USM	(Cite authority).
USP	(Agency authority for suspension of 1-14 calendar days).
USR	(Agency authority for suspension of more than 14+ calendar days).
UTM	Agency Reg Relocation.
UWM	Agency Reg Preappt. Act based on conditions before appt.
UXM	(Enter Law, E.O., or Reg. that authorizes the termination.) Termination--preappt conditions.
UYM	(Enter authority under which employee was appointed.) Termination of temp appointee.
UZM	Agency Reg Postappt. Act based on conditions after appt.
U3M	Agency Reg Reclass. Act based on reclassification.

LEGAL AUTHORITY (1)

Code	**Name/Explanation**
	Vxx
VAA	5 U.S.C. 1204. Action ordered by MSPB.
VAB	5 U.S.C. 1204-MFD. Action ordered by MSPB for 14+ days.
VAC	5 U.S.C. 7502. Suspension for 14 days or less.
VAD	5 U.S.C. 7502-Eq. Suspen for 14 days or less--agy proc.
VAE	5 U.S.C. 7512-Eq. Adverse actions--agency procedures.
VAG	5 U.S.C. 3395(d)(2). Transfer--SES noncareer appointee.
VAJ	5 U.S.C. 75. Adverse actions.
VAV	5 U.S.C. 7532-MFD. Suspen for nat security for 14+ days.
VBA	5 U.S.C. 3501(f). Voluntary RIF Separation. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
VBJ	5 U.S.C. 3593(a). SES reinstatement.
VBM	5 U.S.C. 3102(b). Pers assts to handicapped employees.
VCJ	5 U.S.C. 3593(b). SES reinstatement.
VCL	5 U.S.C. 3329. Conv of mil rsv tech to comp svc. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
VCM	5 U.S.C. 3323. Reemployed annuitants.
VCR	5 U.S.C. 3395. Reas & transfer w/in the SES.
VCS	5 U.S.C. 3594(b)(1). Placement out of SES-performance.
VCT	5 U.S.C. 3594(b)(2). Placement out of SES-RIF.
VCW	5 U.S.C. 3594(b)(3). Failure to be recertified in SES.
VDJ	5 U.S.C. 3594(a). Unsat perf--SES prob period.
VDK	5 U.S.C. 3595. RIF-SES.
VDM	5 U.S.C. 3595(b)(3)(A). RIF placement in the SES.
VDR	5 U.S.C. 3595a. Furlough in the SES.
VEJ	5 U.S.C. 4314. Act based on SES performance appraisals.
VFJ	5 U.S.C. 4314(b)(3). Move from SES--performance.
VGG	5 U.S.C. 4703(a)(1). Demo projects-qualifications.
VGJ	5 U.S.C. 4314(b)(4). Move from SES--performance.

LEGAL AUTHORITY (1)

Code	Name/Explanation
VGK	5 U.S.C. 4703(a)(2). Classif & comp demo projects.
VGL	5 U.S.C. 4703. Demo projects.
VGM	5 U.S.C. 3343. Details to international organizations.
VGP	5 U.S.C. 5107. Classification-OPM standards.
VGR	5 U.S.C. 5304. Locality-based comparability.
VHJ	5 U.S.C. 75 Eq. Adverse action-equiv. procedures.
VJJ	5 U.S.C. 75 Relo. Adverse action-declined relocation.
VJM	5 U.S.C. 3325. Appt to sci/prof positions.
VKJ	5 U.S.C. 5362. Grade retention.
VKK	5 U.S.C. 5362 Decl Transfer. Grade ret term--decl trans.
VLJ	5 U.S.C. 5362(c). Grade retention entitlements.
VLK	5 U.S.C. 5362 Reclass. Grade retention--reclass.
VLM	5 U.S.C. 3341. Details.
VMJ	5 U.S.C. 5362(a). Conditions for grade retention.
VMK	5 U.S.C. 5362 RIF. Grade retention-RIF.
VMM	5 U.S.C. 3341 Exc-Other. Detail to exc service psn.
VNJ	5 U.S.C. 5362(d)(3). Grade retention term--decl psn.
VNM	5 U.S.C. 3341 Exc. Detail to excepted service psn.
VPE	5 U.S.C. 3374. Assignment from state/local govt.
VPF	5 U.S.C. 5753. Recruitment & relocation bonuses.
VPG	5 U.S.C. 5754. Retention allowance.
VPH	5 U.S.C. 5755. Supervisory differential.
VPL	5 U.S.C. 5362(d)(4). Grade retention terminatd--emp req.
VPM	5 U.S.C. 3341 Reorg. Detail--reorganization.
VQJ	5 U.S.C. 5362(b). 2-year limit on grade retention.
VQM	5 U.S.C. 3341 Exc-Unclass. Detail-exc svc-unclassif psn.
VRJ	5 U.S.C. 5363. Pay retention.
VSJ	5 U.S.C. 5363(a). Conditions for pay retention.
VSM	5 U.S.C. 3341 Unclass. Detail to unclassified position.
VTJ	5 U.S.C. 5363(c)(2). Grade reten terminated--decl offer.
VUJ	5 U.S.C. 75 Reclass. Adverse action--reclass.
VUL	5 U.S.C. 5343(e)(2). WGI-prevailing rate employee.

LEGAL AUTHORITY (1)

Code	Name/Explanation
VUM	5 U.S.C. 3393 Preappt. SES separatn--preappt conditions.
VVJ	5 U.S.C. 75 Reclass Eq. Adv action--reclass--agy proc.
VWH	5 U.S.C. 5383. Setting pay for SES.
VWJ	5 U.S.C. 7512. Adverse actions-coverage.
VWK	5 U.S.C. 5384. SES performance award.
VWL	5 U.S.C. 5596. Back pay.
VWM	5 U.S.C. 3341 Growth. Detail--psn w/ growth potential.
VWN	5 U.S.C. 5597. Separation incentive. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
VWP	5 U.S.C. 7513. Adverse actions-cause & procedures.
VWR	5 U.S.C. 7513-Eq. Adverse actions--agency procedures.
VXC	5 U.S.C. 5545a(i). Availability pay.
VXK	5 U.S.C. 5941. Cost of living allowances.
VXM	5 U.S.C. 6101. Work schedules.
VYM	5 U.S.C. 3393 Postappt. SES sep--postappt conditions.
VZL	5 U.S.C. 3341 Other. Detail to higher grade--no reorg.
VZM	5 U.S.C. 6303. Annual leave accrual.
V1J	5 U.S.C. 5365. Grade retention--OPM auth for regs.
V1M	5 U.S.C. 3341 Exc-Reorg. Detail to exc svc--reorg.
V1P	5 U.S.C. 5371. 38 U.S.C. Pay.
V2J	5 U.S.C. 75 Relo Eq. Adverse act--decl reloc--agy proc.
V2L	5 U.S.C. 7325. Hatch Act violation.
V2M	5 U.S.C. 3393. SES career appt.
V3M	5 U.S.C. 3396(c)(1). SES sabbatical.
V3P	5 U.S.C. 8336(d)(2). "Early out" retirement.
V4J	5 U.S.C. 7532. Susp/removal--nat'l security.
V4L	5 U.S.C. 3394(a) Noncareer. SES noncareer appt.
V4M	5 U.S.C. 3394(a) Limited Term. SES ltd term appt.
V4P	5 U.S.C. 3394(a) Limited Emergency. SES ltd emerg appt.
V5J	5 U.S.C. 75 Preappt. Adverse actions--preappt cond.

LEGAL AUTHORITY (1)

Code	Name/Explanation
V5M	5 U.S.C. 3395(a)(1)(A). Reassign--SES career.
V6J	5 U.S.C. 75 Postappt. Adverse action--postappt cond.
V6M	5 U.S.C. 3395(a)(1)(B). Transfer--SES career.
V7G	5 U.S.C. 4507(e)(1). Meritorious Executive SES.
V7J	5 U.S.C. 75 Preappt Eq. Adv act--preappt cond--agy proc.
V7M	5 U.S.C. 3395(b)(1). Reassign--SES Ltd Emergency.
V7R	5 U.S.C. 95. IRS pay flexibilities. Code is for use by the Internal Revenue Service (Department of the Treasury) only.
V8G	5 U.S.C. 4507(e)(2). Distinguished Executive-SES.
V8J	5 U.S.C. 75 Postappt Eq. Adv act-postappt cond-agy proc.
V8K	32 U.S.C. 709(b). Nat'l Guard technician. Code is only for use by the Air National Guard (Department of the Air Force) and Army National Guard (Department of the Army) technicians employed under title 32, U.S. Code.
V8L	39 U.S.C. 1006. Reemployment based on postal service.
V8M	5 U.S.C. 3395(b)(2). Reassig--SES Ltd. Term.
V8N	32 U.S.C. 709. National Guard tech--comp svc. Code is only for use by the Air National Guard (Department of the Air Force) and Army National Guard (Department of the Army) technicians employed in the competitive service under title 32, U.S. Code.
V8V	38 U.S.C. D/VA authority. Code is for use by the Department of Veterans Affairs only.
V9A	5 U.S.C. 75 Reas. Adverse action--declined reassignment.
V9B	5 U.S.C. 75 Reas-Eq. Agency adv action--declined reas.
V9M	5 U.S.C. 3395(d)(1). Reassign--SES noncareer.

LEGAL AUTHORITY (1)

Code	**Name/Explanation**
	Wxx
WAM	Sch A, 213.3102(a). Chaplain/Chaplain assts.
WCM	Sch A, 213.3102(c). Pres appt w/o Senate confirm.
WDM	Sch A, 213.3102(d). Attorneys.
WEM	Sch A, 213.3102(e). Law clerk trainees.
WFM	Sch A, 213.3102(f). Interpreter--Chinese/Japanese/Hindu.
WGM	Sch A, 213.3102(g). Nontemp appt--p/t or intermittent.
WJM	Sch A, 213.3102(j). Former Nat'l Guard technicians.
WKM	Sch A, 213.3102(k). Appt. without compensation.
WLM	Sch A, 213.3102(l). Consultants.
WNM	Sch A, 213.3102(n). Physicians, surgeons, dentists.
WTM	Sch A, 213.3102(t). Mentally retarded persons.
WUM	Sch A, 213.3102(u). Severely physically handicapped.
WXM	Sch A, 213.3102(x). Work-release program.
WZM	Sch A, 213.3102(z). White House Fellows.
W6M	Sch A, 213.3102(o). Faculty mbr--sci/prof/anal psn.
W9N	Sch A, 213.3102(i)(1). Temp, not F/T-remote loc.
W9P	Sch A, 213.3102(i)(2). Temp, not F/T-crit hiring need.
W9R	Sch A, 213.3102(i)(3). Temp, not F/T-other pos.
W9S	Sch A, 213.3102(r). Internship or Fellowship Programs.
W9T	Sch A, 213.3102(s). Student assgned to medical facility.
	Xxx
XAM	Sch A, 213.3102(aa). GS 11+ sci/prof research assoc.
XBM	Sch A, 213.3102(bb). Alien employees.
XFM	Sch A, 213.3102(ff). Attorney General programs.
XGM	Sch A, 213.3102(gg). Nontemp appt--psychiatric disabil.
XXM	Sch A, 213.3102(ll). Reader/Interpreter/Pers asst.
XZM	Sch A, 213.31xx. Agency-unique Schedule A authority.
X9M	Sch A, 213.3102(ii). Pres Mgt Intern Program.

LEGAL AUTHORITY (1)

Code	**Name/Explanation**
	Yxx
YBM	Sch B, 213.3202(b)-HS. Career Experience-HS Diploma Prg.
YCM	Sch B, 213.3202(o). Federal Career Intern Program.
YGM	Sch B, 213.3202(b)-Voc/Tech. Career Exp-Voc/Tech Prog.
YJM	Sch B, 213.3202(j). SES executive development program.
YKB	Sch B, 213.3202(n). Vet Empl Opp Act of 1998.
YMM	Sch B, 213.3202(m). Appt. following removal from the SES.
Y1K	Sch B, 213.3202(a)-HS. Temp Emp-HS Diploma Prog.
Y1M	Sch B, 213.3202(b)-BA/BS. Career Exp-BA/BS Degree Prog.
Y2K	Sch B, 213.3202(a)-Voc/Tech. Temp Emp-Voc/Tech Prog.
Y2M	Sch B, 213.3202(b)-Grad/Prof. Career Exp-Grad/Prof Deg.
Y3K	Sch B, 213.3202(a)-Assoc. Temp Emp-Assoc Degree Prog.
Y3M	Sch B, 213.3202(b)-Assoc. Career Exp-Assoc Degree Prog.
Y4K	Sch B, 213.3202(a)-BA/BS. Temp Emp-BA/BS Degree Prog.
Y5K	Sch B, 213.3202(a)-Grad/Prof. Temp Emp-Grad/Prof Deg.
Y5M	Sch B, 213.32xx. Agency-unique Schedule B authority.
Y7M	Sch C, 213.33xx. Agency-unique Schedule C authority.
Y8M	Sch C, Authority other than Sch C, 213.33xx, (i.e., Law or E.O. which establishes a Sch C Position).
Y9K	Sch C, 213.3302(a). Temporary Transitional Schedule C.

LEGAL AUTHORITY (1)

Code	Name/Explanation
	Zxx
ZAA	(Enter Agency Authority). Vol separations incentive.
ZBA	P.L. 106-117, Sec. 511. Vet Emp Opp Act - comp srvc.
ZEM	EO 10450. Security requirements for Government employees.
ZFM	EO 12107. Implementation of Reorganization Plan of 1978.
ZGM	EO 10826. Correction of an administrative error.
ZGY	EO 11203. Conversion of Secret Service Agent.
ZHK	EO 11955. Conversion of astronaut. Code is for use by the National Aeronautics and Space Administration only.
ZHM	EO 12008. Estab of Pres Mgt Intern Program.
ZJK	EO 12721. Family member noncomp appt.
ZJM	EO 12015. Conv of Student Career Exper Prog.
ZJP	EO 12364. Presidential Management Intern Program.
ZJR	Operation Desert Shield.
ZJS	Operation Restore Hope.
ZJT	Operation Uphold Democracy.
ZJU	Operation Joint Endeavor. Bosnia.
ZJV	Operation Allied Force.
ZJW	Operation Enduring Freedom
ZKM	Law, E.O., or Reg that authorizes Pres Appt.
ZLJ	Other Citation (Law, E.O., or Reg which authorizes discharge because of misconduct).
ZLK	Other Citation (Law, E.O., or Reg which authorizes discharge because of performance).
ZLL	Other Citation (Law, E.O., or Reg which authorizes discharge because of both misconduct and performance).
ZLM	Other Citation (Law, E.O., Reg).
ZMM	EO 12230. Conversion of DEA criminal investigators.

LEGAL AUTHORITY (1)

Code	**Name/Explanation**
ZNM	Law, E.O., or Reg that authorizes Presidential Appt with Advice and Consent of Senate.
ZPM	P.L. 96-8 (American Institute in Taiwan).
ZQM	31 U.S.C. 732(g). Based on svc with GAO.
ZRL	P.L. 105-119. FBI comp and perf demo. Code is for use by the Federal Bureau of Investigation (Department of Justice) only.
ZRM	Agency Restoration Authority.
ZSE	P.L. 105-61. Change to FERS Coverage.
ZSK	P.L. 99-145, as amended. Spouse pref--DOD.
ZSM	5 U.S.C. chapter 84. Election of FERS.
ZSP	P.L. 99-574, Sec. 10. NIST demo--appts. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
ZSR	P.L. 99-574, Sec. 10(b). NIST demo. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
ZST	P.L. 99-574, Sec. 10(b)(1). NIST demo--loss of supv dif. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
ZSV	P.L. 99-574, Sec. 10(b)(5). NIST demo. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
ZSW	P.L. 99-574, Sec. 10(b)(6). NIST demo--supv diff'l. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
ZSX	P.L. 99-574, Sec. 10(b)(10). NIST demo--pay adj. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
ZSY	P.L. 99-574, Sec. 10(b)(1), and 10. NIST demo. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
ZSZ	P.L. 99-574, Sec. 10(b)(10) - Temp. NIST demo--reas NTE. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.

LEGAL AUTHORITY (1)

Code	Name/Explanation
ZTM	P.L. 99-586. Appt of former Nat'l Guard Tech.
ZTP	P.L. 99-603. Immigration Act of 1986.
ZTR	P.L. 100-472, Sec. 203. Bur Ind Affairs & Ind Health Sv. Code is for use by the Bureau of Indian Affairs (Department of the Interior) and the Indian Health Service (Department of Health and Human Services) only.
ZTU	28 U.S.C. 602. Admin Ofc of U.S. Courts.
ZTW	P.L. 101-509, Sec. 403. LEO special rates.
ZTX	P.L. 101-509, Sec. 404. LEO pay adj.
ZTY	P.L. 101-509, Sec. 407. LEO relocation bonus.
ZTZ	P.L. 101-509. FEPCA.
ZVB	P.L. 104-50. FAA reform. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
Z2M	P.L. 101-510. Def Nuclear Facilities Safty Bd. Code is for use by the Defense Nuclear Facilities Safety Board only.
Z2P	P.L. 103-89. PMRS termination.
Z2R	P.L. 103-226. Vol. separations incentive.
Z2S	P.L. 103-329, Sec. 633. Availability pay.
Z2U	P.L. 103-337. Defense Lab Demo. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z2W	P.L. 104-106. Defense Acquisition Demo. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.

LEGAL AUTHORITY (2)

Definition: The law, executive order, rule, regulation, or other basis that, in addition to LEGAL AUTHORITY (1), authorizes the appointing officer to effect a personnel action on an employee.

Responsible Organization: Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: Uses LEGAL AUTHORITY (1) code set.

Format: AXA

Note:

This data element is only used when a second legal authority is required for a nature of action.

LEO GEOGRAPHIC PAY AREA

Definition: The identification of an area for purposes of special geographic pay adjustments for law enforcement officers (LEO's).

Responsible Organization: Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.

Applicability: Voluntary.

Cross-Reference: CONSOLIDATED METROPOLITAN STATISTICAL AREA, METROPOLITAN STATISTICAL AREA. Code set is used by PRIOR LEO GEOGRAPHIC PAY AREA.

Format: X

Note:

LEO geographic pay areas are usually, but not necessarily, coextensive with metropolitan statistical areas (MSA's) or consolidated metropolitan statistical areas (CMSA's).

LEO GEOGRAPHIC PAY AREA

Code	Name/Explanation
1	Boston-Worcester-Lawrence, MA-NH-ME-CT. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 07 (Boston-Worcester-Lawrence, MA-NH-ME-CT).
2	Chicago-Gary-Kenosha, IL-IN-WI. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 14 (Chicago-Gary-Kenosha, IL-IN-WI).
3	Los Angeles-Riverside-Orange County, CA. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 49 (Los Angeles-Riverside-Orange County, CA).
4	New York-Northern New Jersey-Long Island, NY-NJ-CT-PA. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 70 (New York-Northern New Jersey-Long Island, NY-NJ-CT-PA).
5	Philadelphia-Wilmington-Atlantic City, PA-NJ-DE-MD. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 77 (Philadelphia-Wilmington-Atlantic City, PA-NJ-DE-MD).
6	San Diego, CA. The area is the same as that of METROPOLITAN STATISTICAL AREA code 7320 (San Diego, CA).
7	San Francisco-Oakland-San Jose, CA. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 84 (San Francisco-Oakland-San Jose, CA).
8	Washington-Baltimore, DC-MD-VA-WV. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 97 (Washington-Baltimore, DC-MD-VA-WV).
F	FBI Employee Outside DC. Federal Bureau of Investigation (FBI) employee working outside the District of Columbia.

LISTENING PROFICIENCY

Definition: The assessed proficiency of the individual in understanding a given spoken language.

Responsible Organization: Department of Defense, Defense Language Institute.

Applicability: Voluntary.

Cross-Reference: None.

Format: NN

Note:

The following proficiency level descriptions characterize comprehension of the spoken language. Each of the six "base levels" (coded 00, 10, 20, 30, 40, and 50) implies control of any previous "base level's" function and accuracy. The "plus level" designation (coded 06, 16, 26, etc.) will be assigned when proficiency substantially exceeds one base skill level and does not fully meet the criteria for the next "base level." The "plus level" descriptions are therefore supplementary to the "base level" descriptions.

A skill level is assigned to a person through an authorized language examination. Examiners assign a level on a variety of performance criteria exemplified in the descriptive statements. Therefore, the examples given here illustrate, but do not exhaustively describe, either the skills a person may possess or situations in which he/she may function effectively.

Statements describing accuracy refer to typical stages in the development of competence in the most commonly taught languages in formal training programs. In other languages, emerging competence parallels these characterizations, but often with different details.

Unless otherwise specified, the term "native listener" refers to native speakers and listeners of a standard dialect.

"Well-educated," in the context of these proficiency descriptions, does not necessarily imply formal higher education. However, in cultures where formal higher education is common, the language-use abilities of persons who have had such education is considered the standard. That is, such a person meets contemporary expectations for the formal, careful style of the language, as well as a range of less formal varieties of the language.

LISTENING PROFICIENCY

Code	**Name/Explanation**
00	Listening, No Proficiency. No practical understanding of the spoken language. Understanding is limited to occasional isolated words with essentially no ability to comprehend communication. (Has been abbreviated L-O in some nonautomated applications.)
06	Listening, Memorized Proficiency. Sufficient comprehension to understand a number of memorized utterances in areas of immediate needs. Slight increase in utterance length understood but requires frequent long pauses between understood phrases and repeated requests on the listener's part for repetition. Understands with reasonable accuracy only when this involves short memorized utterances formulae. Utterances understood are relatively short in length. Misunderstandings arise due to ignoring or inaccurately hearing sounds or word endings (both inflectional and non-inflectional), distorting the original meaning. Can understand only with difficulty even such people as teachers who are used to speaking with non-native speakers. Can understand best those statements where context strongly supports the utterance's meaning. Gets some main ideas. (Has been abbreviated L-O+ in some nonautomated applications.)
10	Listening, Elementary Proficiency. Sufficient comprehension to understand utterances about basic survival needs and minimum courtesy and travel requirements. In areas of immediate need or on very familiar topics, can understand simple questions and answers, simple statements and very simple face-to-face conversations in a standard dialect. These must often be delivered more clearly than normal at a rate slower than normal, with frequent repetitions or paraphrase (that is, by a native used to dealing with foreigners). Once learned, these sentences can be varied for similar level vocabulary and grammar and still be understood. In the majority of utterances, misunderstandings arise due to overlooked or misunderstood syntax and other grammatical clues. Comprehension vocabulary inadequate to understand anything but the most elementary needs. Strong interference from the candidate's native language occurs. Little precision in the information understood due to the tentative state of passive grammar and lack of vocabulary. Comprehension areas include basic needs such as: meals, lodging, transportation, time and simple directions (including both route instructions and orders from customs officials, policemen, etc.). Understands main ideas. (Has been abbreviated L-1 in some nonautomated applications.)

LISTENING PROFICIENCY

Code	Name/Explanation
16	Listening, Elementary Proficiency, Plus. Sufficient comprehension to understand short conversations about all survival needs and limited social demands. Developing flexibility evident in understanding into a range of circumstances beyond immediate survival needs. Shows spontaneity in understanding by speed, although consistency of understanding uneven. Limited vocabulary range necessitates repetition for understanding. Understands more common time forms and most question forms, some word order patterns, but miscommunication still occurs with more complex patterns. Cannot sustain understanding of coherent structures in longer utterances or in unfamiliar situations. Understanding of descriptions and the giving of precise information is limited. Aware of basic cohesive features, e.g., pronouns, verb inflections, but many are unreliably understood, especially if less immediate in reference. Understanding is largely limited to a series of short, discrete utterances. Still has to ask for utterances to be repeated. Some ability to understand facts. (Has been abbreviated L-1+ in some nonautomated applications.)
20	Listening, Limited Working Proficiency. Sufficient comprehension to understand conversations on routine social demands and limited job requirements. Able to understand face-to-face speech in a standard dialect, delivered at a normal rate with some repetition and rewording, by a native speaker not used to dealing with foreigners, about everyday topics, common personal and family news, well-known current events, routine office matters through descriptions and narration about current, past and future events; can follow essential points of discussion or speech at an elementary level on topics in his/her special professional field. Only understands occasional words and phrases of statements made in unfavorable conditions, for example through loudspeakers outdoors. Understands factual content. Native language causes less interference in listening comprehension. Able to understand the facts, i.e., the lines but not between or beyond the lines. (Has been abbreviated L-2 in some nonautomated applications.)

LISTENING PROFICIENCY

Code	**Name/Explanation**
26	Listening, Limited Working Proficiency, Plus. Sufficient comprehension to understand most routine social demands and most conversations on work requirements as well as some discussions on concrete topics related to particular interests and special fields of competence. Often shows remarkable ability and ease of understanding, but under tension or pressure may breakdown. Candidate may display weakness or deficiency due to inadequate vocabulary base or less than secure knowledge of grammar and syntax. Normally understands general vocabulary with some hesitant understanding of everyday vocabulary still evident. Can sometimes detect emotional overtones. Some ability to understand implications. (Has been abbreviated L-2+ in some nonautomated applications.)
30	Listening, General Professional Proficiency. Able to understand the essentials of all speech in a standard dialect including technical discussions within a special field. Has effective understanding of face-to-face speech, delivered with normal clarity and speed in a standard dialect, on general topics and areas of special interest; understands hypothesizing and supported opinions. Has broad enough vocabulary that rarely has to ask for paraphrasing or explanation. Can follow accurately the essentials of conversations between educated native speakers, reasonably clear telephone calls, radio broadcasts, news stories similar to wire service reports, oral reports, some oral technical reports and public addresses on non-technical subjects; can understand without difficulty all forms of standard speech concerning a special professional field. Does not understand native speakers if they speak very quickly or use some slang or dialect. Can often detect emotional overtones. Can understand implications. (Has been abbreviated L-3 in some nonautomated applications.)
36	Listening, General Professional Proficiency, Plus. Comprehends most of the content and intent of a variety of forms and styles of speech pertinent to professional needs, as well as general topics and social conversation. Ability to comprehend many sociolinguistic and cultural references. However, may miss some subtleties and nuances. Increased ability to comprehend unusually complex structures in lengthy utterances and to comprehend many distinctions in language tailored for different audiences. Increased ability to understand native speakers talking quickly, using nonstandard dialect or slang; however, comprehension not complete. Can discern some relationships among sophisticated listening materials in the context of broad experience. Can follow some unpredictable turns of thought readily in, for example, informal and formal speeches covering editorial, conjectural, and literary materials in subject matter areas directed to the general listener. (Has been abbreviated L-3+ in some nonautomated applications.)

LISTENING PROFICIENCY

Code	Name/Explanation
40	Listening, Advanced Professional Proficiency. Able to understand all forms and styles of speech pertinent to professional needs. Able to understand fully all speech with extensive and precise vocabulary, subtleties and nuances in all standard dialects on any subject relevant to professional needs within the range of his/her experience, including social conversations; all intelligible broadcasts and telephone calls; and many kinds of technical discussions and discourse. Understands language specifically tailored (including persuasion, representation, counseling, and negotiating) to different audiences. Able to understand the essentials of speech in some nonstandard dialects. Has difficulty in understanding extreme dialect and slang, also in understanding speech in unfavorable conditions, for example through bad loudspeakers outdoors. Can discern relationships among sophisticated listening materials in the context of broad experience. Can follow unpredictable turns of thought readily in, for example, informal and formal speech covering editorial, conjectural, and literary materials in subject matter areas directed to the general listener. (Has been abbreviated L-4 in some nonautomated applications.)
46	Listening, Advanced Professional Proficiency, Plus. Increased ability to understand extremely difficult and abstract speech as well as ability to understand all forms and styles of speech pertinent to professional needs, including social conversations. Increased ability to comprehend native speakers using extreme nonstandard dialects and slang as well as to understand speech in unfavorable conditions. Strong sensitivity to sociolinguistic and cultural references. Accuracy is close to that of the well-educated native listener but still not equivalent. (Has been abbreviated L-4+ in some nonautomated applications.)
50	Listening, Functionally Native Proficiency. Comprehension equivalent to that of the well-educated native listener. Able to understand fully all forms and styles of speech intelligible to the well-educated native listener, including a number of regional and illiterate dialects, highly colloquial speech and conversations and discourse distorted by marked interference from other noise. Able to understand how natives think as they create discourse. Able to understand extremely difficult and abstract speech. (Has been abbreviated L-5 in some nonautomated applications.)

LOCALITY ADJUSTMENT

Definition: ADJUSTED BASIC PAY minus BASIC PAY.

Responsible Organization: Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: ADJUSTED BASIC PAY, BASIC PAY, PRIOR LOCALITY ADJUSTMENT

Format: 5N

Note:

The amount may include a locality comparability payment and/or a special pay adjustment for law enforcement officers. The amount is right justified with leading zeros.

LOCALITY PAY AREA

Definition: The identification of an area for purposes of locality-based comparability payments.

Responsible Organization: Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.

Applicability: Voluntary.

Cross-Reference: CONSOLIDATED METROPOLITAN STATISTICAL AREA, METROPOLITAN STATISTICAL AREA. Code set is used by PRIOR LOCALITY PAY AREA.

Format: NN

Note:

Locality pay areas are usually, but not necessarily, coextensive with metropolitan statistical areas (MSA's) or consolidated metropolitan statistical areas (CMSA's).

LOCALITY PAY AREA

Code	**Name/Explanation**
02	Atlanta, GA. The area is the same as that of METROPOLITAN STATISTICAL AREA code 0520 (Atlanta, GA).
05	Boston-Worcester-Lawrence, MA-NH-ME-CT. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 07 (Boston-Worcester-Lawrence, MA-NH-ME-CT), plus Bristol County, Massachusetts, and the state of Rhode Island.
08	Chicago-Gary-Kenosha, IL-IN-WI. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 14 (Chicago-Gary-Kenosha, IL-IN-WI).
11	Cincinnati-Hamilton, OH-KY-IN. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 21 (Cincinnatti-Hamilton, OH-KY-IN).
14	Cleveland-Akron, OH. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 28 (Cleveland-Akron, OH).
15	Columbus, OH. The area is the same as that of METROPOLITAN STATISTICAL AREA code 1840 (Columbus, OH).
17	Dallas-Fort Worth, TX. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 31 (Dallas-Fort Worth, TX).
20	Dayton-Springfield, OH. The area is the same as that of METROPOLITAN STATISTICAL AREA code 2000 (Dayton-Springfield, OH).
23	Denver-Boulder-Greeley, CO. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 34 (Denver-Boulder-Greeley, CO).
26	Detroit-Ann Arbor-Flint, MI. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 35 (Detroit-Ann Arbor-Flint, MI).
28	Hartford, CT. The area is the same as that of MSA code 3280 (Hartford, CT), plus that portion of New London County, CT, not located within the Hartford, CT, MSA.

LOCALITY PAY AREA

Code	**Name/Explanation**
29	Houston-Galveston-Brazoria, TX. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 42 (Houston-Galveston-Brazoria, TX).
32	Huntsville, AL. The area is the same as that of METROPOLITAN STATISTICAL AREA code 3440 (Huntsville, AL).
35	Indianapolis, IN. The area is the same as that of METROPOLITAN STATISTICAL AREA code 3480 (Indianapolis, IN).
38	Kansas City, MO-KS. The area is the same as that of METROPOLITAN STATISTICAL AREA code 3760 (Kansas City, MO-KS).
41	Los Angeles-Riverside-Orange County, CA. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 49 (Los Angeles-Riverside-Orange County, CA), plus Santa Barbara County, CA, and that portion of Edwards Air Force Base not in CMSA 49 (i.e., that portion of Edwards Air Force Base in Kern County, CA).
42	Milwaukee-Racine, WI. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 63 (Milwaukee-Racine, WI).
43	Minneapolis-St. Paul, MN-WI. The area is the same as that of METROPOLITAN STATISTICAL AREA code 5120 (Minneapolis-St. Paul, MN-WI).
45	Miami-Fort Lauderdale, FL. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 56 (Miami-Fort Lauderdale, FL).
47	New York-Northern New Jersey-Long Island, NY-NJ-CT-PA. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 70 (New York-Northern New Jersey-Long Island, NY-NJ-CT-PA).
51	Orlando, FL. The area is the same as that of MSA code 5960 (Orlando, FL).
55	Pittsburgh, PA. The area is the same as that of METROPOLITAN STATISTICAL AREA code 6280 (Pittsburgh, PA).

LOCALITY PAY AREA

Code	Name/Explanation
56	Philadelphia-Wilmington-Atlantic City, PA-NJ-DE-MD. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 77 (Philadelphia-Wilmington-Atlantic City, PA-NJ-DE-MD).
57	Portland-Salem, OR-WA. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 79 (Portland-Salem, OR-WA).
58	Richmond-Petersburg, VA. The area is the same as that of METROPOLITAN STATISTICAL AREA code 6760 (Richmond-Petersburg, VA).
59	Sacramento-Yolo, CA. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 82 (Sacramento-Yolo, CA).
62	St. Louis, MO-IL. The area is the same as that of METROPOLITAN STATISTICAL AREA code 7040 (St. Louis, MO-IL).
71	San Diego, CA. The area is the same as that of METROPOLITAN STATISTICAL AREA code 7320 (San Diego, CA).
74	San Francisco-Oakland-San Jose, CA. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 84 (San Francisco-Oakland-San Jose, CA), plus Monterey County, California.
77	Seattle-Tacoma-Bremerton, WA. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 91 (Seattle-Tacoma-Bremerton, WA).
80	Washington-Baltimore, DC-MD-VA-WV. The area is the same as that of CONSOLIDATED METROPOLITAN STATISTICAL AREA code 97 (Washington-Baltimore, DC-MD-VA-WV), plus St. Mary's County, MD.
88	Rest of the Contiguous United States. The area consists of those portions of the 48 contiguous states and the District of Columbia not located in another locality pay area.
98	FBI Employee Outside DC. Federal Bureau of Investigation (FBI) employee working outside the District of Columbia.
99	Not in a Locality Pay Area.

METROPOLITAN STATISTICAL AREA

Definition: A geographic area consisting of a large population nucleus together with adjacent communities having a high degree of economic and social integration with that nucleus.

Responsible Organization: Office of Management and Budget, Office of Information and Regulatory Affairs.

Applicability: Voluntary.

Cross-Reference: CONSOLIDATED METROPOLITAN STATISTICAL AREA, LEO GEOGRAPHIC PAY AREA, LOCALITY PAY AREA

Format: 4N

Note:

The metropolitan statistical area names and codes can be found in the Office of Management and Budget (OMB) bulletin on Revised Statistical Definitions of Metropolitan Areas at Internet address http://www.whitehouse.gov/omb/bulletins/index.html.

NATURE OF ACTION (1)

Definition: The specific personnel action used to create or change a civilian personnel record.

Responsible Organization: Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: PAY STATUS. Code set is used by NATURE OF ACTION (2) and NATURE OF ACTION BEING CORRECTED.

Format: 3N

Note:

The standard abbreviation for a code (as found in The Guide to Processing Personnel Actions, which is available at Internet address http://www.opm.gov/feddata/persdoc.htm) is shown in parentheses after the name/explanation.

Codes For	See Page
• General (0xx) • Appointments (1xx)	2
• Returns to Duty from Nonpay Status (2xx) • Separations from Employment (3xx)	4
• Placements in Nonpay/Nonduty (4xx) • Conversions to Appointments (5xx)	5
• Position Changes, Extensions, and Other Changes (6xx-7xx)	7
• Pay, Awards, and Miscellaneous Actions (8xx)	9
• Reserved for Agencies' Internal Use (9xx)	11

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NATURE OF ACTION (1)

Code	**Name/Explanation**
	GENERAL
001	Cancellation. (Cancellation)
002	Correction. (Correction)
	APPOINTMENTS
100	Career Appointment. (Career Appt)
101	Career-Conditional Appointment. (Career-Cond Appt)
107	Emergency Appointment. (Emergency Appt)
108	Term Appointment Not-to-exceed (date). (Term Appt NTE (date))
112	Temporary Appointment Pending Establishment of Register. (Temp Appt-PER)
115	Appointment Not-to-exceed (date). (Appt NTE (date))
120	Overseas Limited Appointment. (O/S Ltd Appt)
122	Overseas Limited Appointment Not-to-exceed (date). (O/S Ltd Appt NTE (date))
124	Appointment-Status Quo. (Appt-Status Quo)
130	Transfer. (Transfer)
132	Mass Transfer. (Mass Transfer)
140	Reinstatement-Career. (Reins-Career)
141	Reinstatement-Career-Conditional. (Reins-Career-Cond)
142	Senior Executive Service Career Appointment. (SES Career Appt)
143	Reinstatement-Senior Executive Service Career. (Reins-SES Career)
145	Transfer-Senior Executive Service Career. (Transfer SES Career)
146	Senior Executive Service Noncareer Appointment. (SES Noncareer Appt)
147	Transfer-Senior Executive Service Noncareer. (Transfer SES Noncareer)
148	Senior Executive Service Limited Term Appointment Not-to-exceed (date). (SES Ltd Term Appt NTE (date))
149	Senior Executive Service Limited Emergency Appointment Not-to-exceed (date). (SES Ltd Emergency Appt NTE (date))
170	Excepted Appointment. (Exc Appt)
171	Excepted Appointment Not-to-exceed (date). (Exc Appt NTE (date))
190	Provisional Appointment Not-to-exceed (date). (Provisional Appt NTE (date))
198	Interim Appointment in Nonduty Status. (Interim Appt in Nonduty Status)

NATURE OF ACTION (1)

Code	**Name/Explanation**
199	Interim Appointment. (Interim Appt)

NATURE OF ACTION (1)

Code	**Name/Explanation**
	RETURNS TO DUTY FROM NONPAY STATUS
280	Placement in Pay Status. (Placement in Pay Status)
292	Return to Duty. (RTD)
293	Return to Pay Status. (Return to Pay Status)
	SEPARATIONS FROM EMPLOYMENT
300	Retirement-Mandatory. (Retirement-Mandatory)
301	Retirement-Disability. (Retirement-Disability)
302	Retirement-Voluntary. (Retirement-Voluntary)
303	Retirement-Special Option. (Retirement-Special Option)
304	Retirement-In Lieu of Involuntary Action. (Retirement-ILIA)
312	Resignation-In Lieu of Involuntary Action. (Resignation-ILIA)
317	Resignation. (Resignation)
330	Removal. (Removal)
350	Death. (Death)
351	Termination-Sponsor Relocating. (Termination-Sponsor Relocating)
352	Termination-Appointment in (agency). (Termination-Appt in (agency))
353	Separation-US. (Separation-US)
355	Termination-Expiration of Appointment. (Termination-Exp of Appt)
356	Separation-RIF. (Separation-RIF)
357	Termination. (Termination)
385	Termination during prob/trial period. (Termination during prob/trial period)
390	Separation-Appt In (name of entity). (Separation-Appt In (name of entity))

NATURE OF ACTION (1)

Code	**Name/Explanation**
	PLACEMENTS IN NONPAY/NONDUTY
430	Placement in Nonpay Status. (Placement in Nonpay Status)
450	Suspension Not-to-exceed (date). (Suspension NTE (date))
452	Suspension-Indefinite. (Suspension-Indefinite)
460	Leave Without Pay Not-to-exceed (date). (LWOP NTE (date))
471	Furlough. (Furlough)
472	Furlough Not-to-exceed (date). (Furlough NTE (date))
473	Leave Without Pay-US. (LWOP-US)
480	Sabbatical Not-to-exceed (date). (Sabbatical NTE (date))
	CONVERSIONS TO APPOINTMENTS
500	Conversion to Career Appointment. (Conv to Career Appt)
501	Conversion to Career-Conditional Appointment. (Conv to Career-Cond Appt)
507	Conversion to Emergency Appointment. (Conv to Emergency Appt)
508	Conversion to Term Appointment Not-to-exceed (date). (Conv to Term Appt NTE (date))
512	Conversion to Temporary Appointment Pending Establishment of Register. (Conv to Temp Appt-PER)
515	Conversion to Appointment Not-to-exceed (date). (Conv to Appt NTE (date))
520	Conversion to Overseas Limited Appointment. (Conv to O/S Ltd Appt)
522	Conversion to Overseas Limited Appointment Not-to-exceed (date). (Conv to O/S Ltd Appt NTE (date))
524	Conversion to Appointment-Status Quo. (Conv to Appt-Status Quo)
540	Conversion to Reinstatement-Career. (Conv to Reins-Career)
541	Conversion to Reinstatement-Career-Conditional. (Conv to Reins-Career-Cond)
542	Conversion to Senior Executive Service Career Appointment. (Conv to SES Career Appt)
543	Conversion to Reinstatement-Senior Executive Service Career. (Conv to Reins-SES Career)

NATURE OF ACTION (1)

Code	Name/Explanation
546	Conversion to Senior Executive Service Noncareer Appointment. (Conv to SES Noncareer Appt)
548	Conversion to Senior Executive Service Limited Term Appointment Not-to-exceed (date). (Conv to SES Ltd Term Appt NTE (date))
549	Conversion to Senior Executive Service Limited Emergency Appointment Not-to-exceed (date). (Conv to SES Ltd Emergency Appt NTE (date))
570	Conversion to Excepted Appointment. (Conv to Exc Appt)
571	Conversion to Excepted Appointment Not-to-exceed (date). (Conv to Exc Appt NTE (date))
590	Conversion to Provisional Appointment Not-to-exceed (date). (Conv to Provisional Appt NTE (date))

NATURE OF ACTION (1)

Code	**Name/Explanation**
	POSITION CHANGES, EXTENSIONS, AND OTHER CHANGES
600	Code is for use by the Federal Aviation Administration (Department of Transportation) only.
601	ATC Certification. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
602	ATC Transfer. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
603	ATC Transfer NTE. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
604	Termination of ATC Transfer NTE. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
605	Extension of ATC Transfer NTE. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
606	Code is for use by the Federal Aviation Administration (Department of Transportation) only.
607	Code is for use by the Federal Aviation Administration (Department of Transportation) only.
608	Code is for use by the Federal Aviation Administration (Department of Transportation) only.
609	Code is for use by the Federal Aviation Administration (Department of Transportation) only.
610	Code is for use by the Federal Aviation Administration (Department of Transportation) only.
702	Promotion. (Promotion)
703	Promotion Not-to-exceed (date). (Promotion NTE (date))
713	Change to Lower Grade. (Chg to Lower Grade)
721	Reassignment. (Reassignment)

NATURE OF ACTION (1)

Code	Name/Explanation
740	Position Change. (Psn Chg)
741	Position Change Not-to-exceed (date). (Psn Chg NTE (date))
750	Continuance Not-to-exceed (date). (Continuance NTE (date))
755	Exception to RIF Release. (Exception to RIF Release)
760	Extension of Appointment Not-to-exceed (date). (Ext of Appt NTE (date))
762	Extension of Senior Executive Service Limited Appointment Not-to-exceed (date). (Ext of SES Limited Appt NTE (date))
765	Extension of Term Appointment Not-to-exceed (date). (Ext of Term Appt NTE (date))
769	Extension of Promotion Not-to-exceed (date). (Ext of Promotion NTE (date))
770	Extension of Position Change Not-to-exceed (date). (Ext of Psn Chg NTE (date))
772	Extension of Furlough Not-to-exceed (date). (Ext of Furlough NTE (date))
773	Extension of Leave Without Pay Not-to-exceed (date). (Ext of LWOP NTE (date))
780	Name Change from (previous name). (Name Chg from (previous name))
781	Change in Work Schedule. (Chg in Work Schedule)
782	Change in Hours. (Chg in Hours)
790	Realignment. (Realignment)
792	Change in Duty Station. (Chg in Duty Station)

NATURE OF ACTION (1)

Code	**Name/Explanation**
	PAY, AWARDS, AND MISCELLANEOUS ACTIONS
800	Change in Data Element. (Chg in Data Element)
803	Change in Retirement Plan. (Chg in Retirement Plan)
805	Elected Full Living Benefits. (Elected Full Living Benefits)
806	Elected Partial Living Benefits. (Elected Partial Living Benefits)
810	Change in Allowance/Differential. (Chg in Allowance/Differential)
815	Recruitment Bonus. (Recruitment Bonus)
816	Relocation Bonus. (Relocation Bonus)
818	Administratively Uncontrollable Overtime. (AUO)
819	Availability Pay. (Availability Pay)
825	Separation Incentive. (Separation Incentive)
840	Individual Cash Award. (Individual Cash Award)
841	Group Cash Award. (Group Cash Award)
842	Individual Suggestion/Invention Award. (Individual Suggestion/Invention Award)
843	Group Suggestion/Invention Award. (Group Suggestion/Invention Award)
844	Foreign Language Award. (Foreign Language Award)
845	Travel Savings Incentives. (Travel Savings Incentives)
846	Individual Time-Off Award. (Individual Time-Off Award)
847	Group Time-Off Award. (Group Time-Off Award)
848	Referral Bonus
850	MD/DDS Special Pay. (MD/DDS Special Pay)
855	Head Nurse Pay. (Head Nurse Pay)
866	Termination of Grade Retention. (Termination of Grade Retention)
867	Interim Within Grade Increase. (Interim WGI)
868	Termination of Interim Within Grade Increase. (Termination of Interim WGI)
871	Exemplary Performance Award (Exemplary Performance Award). Code is for use by the Civilian Intelligence Personnel Management System (CIPMS) (Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy) only.
878	Senior Executive Service (SES) Rank Award. (SES Rank Award)
879	Senior Executive Service Performance Award. (SES Performance Award)
880	Change in Tenure Group. (Chg in Tenure Group)

NATURE OF ACTION (1)

Code	Name/Explanation
881	Federal Employees Group Life Insurance Change. (FEGLI Chg)
882	Change in Service Computation Date. (Chg in SCD)
883	Change in Veteran Preference for reduction in force. (Chg in Vet Pref-RIF)
888	Denial of Within Grade Increase. (Denial of WGI)
891	GM Within Grade Increase. (GM WGI)
892	Quality Increase. (Quality Inc)
893	Within Grade Increase. (WGI)
894	Pay Adjustment. (Pay Adj)
895	Locality Payment. (Locality Payment)
899	Step Adjustment. (Step Adj)

NATURE OF ACTION (1)

Code	**Name/Explanation**
	RESERVED FOR AGENCIES' INTERNAL USE
	Codes 900-999 are reserved for agencies' internal use and are not valid for submission to the Central Personnel Data File (CPDF).

NATURE OF ACTION (2)

Definition: The specific personnel action used to create or change a civilian personnel record.

Responsible Organization: Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: Uses NATURE OF ACTION (1) code set.

Format: 3N

Note:

This data element is used when a second action with the same effective date is processed on the same Standard Form 50.

NATURE OF ACTION BEING CORRECTED

Definition:	The NATURE OF ACTION, previously submitted to the Central Personnel Data File, that is being corrected.
Responsible Organization:	Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.
Applicability:	Mandatory (Central Personnel Data File).
Cross-Reference:	Uses NATURE OF ACTION (1) code set.
Format:	3N

OCCUPATION

Definition: An employee's occupational series.

Responsible Organization: Office of Personnel Management, Workforce Compensation and Performance Service, Office of Performance and Compensation Systems Design.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: FUNCTIONAL CLASSIFICATION, OCCUPATIONAL CATEGORY. Code set is used by PRIOR OCCUPATION.

Format: 4N

Note:

Column O. The occupational category to which an occupational series belongs is shown under the column labeled O (for Occupational Category). See OCCUPATIONAL CATEGORY for code explanations.

Column F. A functional classification is required for professional occupational series pertaining to scientists or engineers. An "X" under the column labeled F (for Functional Classification) indicates that a functional classification is required. See FUNCTIONAL CLASSIFICATION for codes and explanations.

Both white collar (0001 through 2299) and blue collar (2501 through 9999) occupational series are described in the Handbook of Occupational Groups and Families, which is available at Internet address http://www.opm.gov/fedclass/index.htm.

OCCUPATION

Codes For	See Page
• White Collar (Occupational Series 0001 through 2299)	
▪ Miscellaneous Occupations (00xx)	4
▪ Social Science, Psychology, and Welfare (01xx)	5
▪ Human Resources Management (02xx)	6
▪ General Administrative, Clerical, and Office Services (03xx)	7
▪ Biological Sciences (04xx)	9
▪ Accounting and Budget (05xx)	11
▪ Medical, Hospital, Dental, and Public Health (06xx)	12
▪ Veterinary Medical Science (07xx) ▪ Engineering and Architecture (08xx)	14
▪ Legal and Kindred (09xx)	16
▪ Information and Arts (10xx)	17
▪ Business and Industry (11xx)	18
▪ Copyright, Patent, and Trademark (12xx)	19
▪ Physical Sciences (13xx)	20
▪ Library and Archives (14xx) ▪ Mathematics and Statistics (15xx)	21
▪ Equipment, Facilities, and Services (16xx) ▪ Education (17xx)	22
▪ Investigation (18xx) ▪ Quality Assurance, Inspection, and Grading (19xx)	23
▪ Supply (20xx) ▪ Transportation (21xx)	24
▪ Information Management (22xx)	26
• Blue Collar (Occupational Series 2501 through 9999)	
▪ Wire Communications Equipment Installation and Maintenance (25xx) ▪ Electronic Equipment Installation and Maintenance (26xx)	27
▪ Electrical Installation and Maintenance (28xx) ▪ Fabric and Leather Work (31xx) ▪ Instrument Work (33xx)	28

(continued)

OCCUPATION

Codes For (continued)	**See Page**
• Blue Collar (continued)	
▪ Machine Tool Work (34xx) ▪ General Services and Support Work (35xx) ▪ Structural and Finishing Work (36xx)	29
▪ Metal Processing (37xx)	30
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▪ Laundry, Dry Cleaning, and Pressing (73xx) ▪ Food Preparation and Serving (74xx) ▪ Personal Services (76xx) ▪ Fluid Systems Maintenance (82xx)	40
▪ Engine Overhaul (86xx) ▪ Aircraft Overhaul (88xx) ▪ Film Processing (90xx)	41
▪ Vessel Jobs Excluded from the Federal Wage System (99xx)	42

OCCUPATION

Code	O	F	Name/Explanation
			WHITE COLLAR (Occupational Series 0001 through 2299)
			MISCELLANEOUS OCCUPATIONS
0006	A		Correctional Institution Administration
0007	O		Correctional Officer
0011	A		Bond Sales Promotion
0018	A		Safety and Occupational Health Management
0019	T		Safety Technician
0020	P	X	Community Planning
0021	T		Community Planning Technician
0023	A		Outdoor Recreation Planning
0025	8		Park Ranger
0028	A		Environmental Protection Specialist
0029	T		Environmental Protection Assistant
0030	A		Sports Specialist
0050	A		Funeral Directing
0060	P		Chaplain
0062	A		Clothing Design
0072	1		Fingerprint Identification
0080	A		Security Administration
0081	O		Fire Protection and Prevention
0082	O		United States Marshal
0083	O		Police
0084	O		Nuclear Materials Courier
0085	O		Security Guard
0086	C		Security Clerical and Assistance
0090	T		Guide
0095	P		Foreign Law Specialist
0099	O		General Student Trainee

OCCUPATION

Code	O	F	Name/Explanation
			SOCIAL SCIENCE, PSYCHOLOGY, AND WELFARE
0101	P	X	Social Science
0102	T		Social Science Aid and Technician
0105	A		Social Insurance Administration
0106	A		Unemployment Insurance
0107	A		Health Insurance Administration
0110	P	X	Economist
0119	T		Economics Assistant
0130	P		Foreign Affairs
0131	P		International Relations
0132	A		Intelligence
0134	C		Intelligence Aid and Clerk
0135	P		Foreign Agricultural Affairs
0136	A		International Cooperation
0140	P	X	Manpower Research and Analysis
0142	A		Manpower Development
0150	P	X	Geography
0160	A		Civil Rights Analysis
0170	P	X	History
0180	P		Psychology
0181	T		Psychology Aid and Technician
0184	P	X	Sociology
0185	P	X	Social Work
0186	T		Social Services Aid and Assistant
0187	A		Social Services
0188	A		Recreation Specialist
0189	T		Recreation Aid and Assistant
0190	P	X	General Anthropology
0193	P	X	Archeology
0199	O		Social Science Student Trainee

OCCUPATION

Code	**O**	**F**	**Name/Explanation**
			HUMAN RESOURCES MANAGEMENT
0201	A		Human Resources Management
0203	5		Human Resources Assistance
0204	1		Military Personnel Clerical and Technician
0205	A		Military Personnel Management
0212	A		Personnel Staffing
0221	A		Position-Classification
0222	A		Occupational Analysis
0223	A		Salary and Wage Administration
0230	A		Employee Relations
0233	A		Labor Relations
0235	A		Employee Development
0241	A		Mediation
0243	A		Apprenticeship and Training
0244	A		Labor-Management Relations Examining
0246	A		Contractor Industrial Relations
0249	A		Wage and Hour Compliance
0260	A		Equal Employment Opportunity
0270	A		Federal Retirement Benefits
0299	O		Human Resources Management Student Trainee

OCCUPATION

Code	O	F	Name/Explanation
			GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES
0301	A		Miscellaneous Administration and Program
0302	C		Messenger
0303	5		Miscellaneous Clerk and Assistant
0304	C		Information Receptionist
0305	C		Mail and File
0309	C		Correspondence Clerk
0312	C		Clerk-Stenographer and Reporter
0313	C		Work Unit Supervising
0318	C		Secretary
0319	C		Closed Microphone Reporter
0322	C		Clerk-Typist
0326	7		Office Automation Clerical and Assistance
0332	T		Computer Operation
0334	A		Computer Specialist
0335	7		Computer Clerk and Assistant
0340	A		Program Management
0341	A		Administrative Officer
0342	A		Support Services Administration
0343	A		Management and Program Analysis
0344	5		Management and Program Clerical and Assistance
0346	A		Logistics Management
0347	A		GAO Evaluator. Code is for use by the General Accounting Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
0350	C		Equipment Operator
0351	C		Printing Clerical
0356	C		Data Transcriber
0357	C		Coding
0360	A		Equal Opportunity Compliance
0361	T		Equal Opportunity Assistance
0382	C		Telephone Operating

OCCUPATION

Code	O	F	Name/Explanation
0390	T		Telecommunications Processing
0391	A		Telecommunications
0392	T		General Telecommunications
0394	C		Communications Clerical
0399	O		Administration and Office Support Student Trainee

OCCUPATION

Code	O	F	Name/Explanation
			BIOLOGICAL SCIENCES
0401	P	X	General Biological Science
0403	P	X	Microbiology
0404	T		Biological Science Technician
0405	P	X	Pharmacology
0406	P	X	Agricultural Extension
0408	P	X	Ecology
0410	P	X	Zoology
0413	P	X	Physiology
0414	P	X	Entomology
0415	P	X	Toxicology
0421	T		Plant Protection Technician
0430	P	X	Botany
0434	P	X	Plant Pathology
0435	P	X	Plant Physiology
0436	P	X	Plant Protection and Quarantine
0437	P	X	Horticulture
0440	P	X	Genetics
0454	P	X	Rangeland Management
0455	T		Range Technician
0457	P	X	Soil Conservation
0458	T		Soil Conservation Technician
0459	T		Irrigation System Operation
0460	P	X	Forestry
0462	T		Forestry Technician
0470	P	X	Soil Science
0471	P	X	Agronomy
0475	P	X	Agricultural Management
0480	P	X	General Fish and Wildlife Administration
0482	P	X	Fishery Biology
0485	P	X	Wildlife Refuge Management
0486	P	X	Wildlife Biology

OCCUPATION

Code	O	F	Name/Explanation
0487	P	X	Animal Science
0493	P	X	Home Economics
0499	O		Biological Science Student Trainee

OCCUPATION

Code	**O**	**F**	**Name/Explanation**
			ACCOUNTING AND BUDGET
0501	A		Financial Administration and Program
0503	5		Financial Clerical and Assistance
0505	A		Financial Management
0510	P		Accounting
0511	P		Auditing
0512	P		Internal Revenue Agent
0525	4		Accounting Technician
0526	A		Tax Specialist
0530	C		Cash Processing
0540	C		Voucher Examining
0544	7		Civilian Pay
0545	7		Military Pay
0560	A		Budget Analysis
0561	5		Budget Clerical and Assistance
0570	A		Financial Institution Examining. Code is for use by the Federal Deposit Insurance Corporation and the Federal Reserve System only.
0580	A		Credit Union Examiner. Code is for use by the National Credit Union Administration only.
0592	5		Tax Examining
0593	T		Insurance Accounts
0599	O		Financial Management Student Trainee

OCCUPATION

Code	O	F	Name/Explanation
			MEDICAL, HOSPITAL, DENTAL, AND PUBLIC HEALTH
0601	P	X	General Health Science
0602	P	X	Medical Officer
0603	A		Physician's Assistant
0605	P		Nurse Anesthetist. Code is for use by the Department of Veterans Affairs only.
0610	P	X	Nurse
0620	T		Practical Nurse
0621	T		Nursing Assistant
0622	T		Medical Supply Aide and Technician
0625	T		Autopsy Assistant
0630	P	X	Dietitian and Nutritionist
0631	P	X	Occupational Therapist
0633	P	X	Physical Therapist
0635	P	X	Corrective Therapist
0636	T		Rehabilitation Therapy Assistant
0637	P	X	Manual Arts Therapist
0638	P	X	Recreation/Creative Arts Therapist
0639	P	X	Educational Therapist
0640	T		Health Aid and Technician
0642	T		Nuclear Medicine Technician
0644	P	X	Medical Technologist
0645	T		Medical Technician
0646	T		Pathology Technician
0647	T		Diagnostic Radiologic Technologist
0648	T		Therapeutic Radiologic Technologist
0649	T		Medical Instrument Technician
0650	T		Medical Technical Assistant
0651	T		Respiratory Therapist
0660	P	X	Pharmacist
0661	T		Pharmacy Technician

OCCUPATION

Code	O	F	Name/Explanation
0662	P	X	Optometrist
0664	T		Restoration Technician
0665	P	X	Speech Pathology and Audiology
0667	T		Orthotist and Prosthetist
0668	P	X	Podiatrist
0669	A		Medical Records Administration
0670	A		Health System Administration
0671	A		Health System Specialist
0672	T		Prosthetic Representative
0673	A		Hospital Housekeeping Management
0675	T		Medical Records Technician
0679	C		Medical Support Assistance
0680	P	X	Dental Officer
0681	T		Dental Assistant
0682	T		Dental Hygiene
0683	T		Dental Laboratory Aid and Technician
0685	A		Public Health Program Specialist
0688	A		Sanitarian
0690	P	X	Industrial Hygiene
0696	P	X	Consumer Safety
0698	T		Environmental Health Technician
0699	O		Medical and Health Student Trainee

OCCUPATION

Code	O	F	Name/Explanation
			VETERINARY MEDICAL SCIENCE
0701	P	X	Veterinary Medical Science
0704	T		Animal Health Technician
0799	O		Veterinary Student Trainee
			ENGINEERING AND ARCHITECTURE
0801	P	X	General Engineering
0802	T		Engineering Technician
0803	P	X	Safety Engineering
0804	P	X	Fire Protection Engineering
0806	P	X	Materials Engineering
0807	P	X	Landscape Architecture
0808	P	X	Architecture
0809	T		Construction Control
0810	P	X	Civil Engineering
0817	T		Surveying Technician
0818	T		Engineering Drafting
0819	P	X	Environmental Engineering
0828	A		Construction Analyst
0830	P	X	Mechanical Engineering
0840	P	X	Nuclear Engineering
0850	P	X	Electrical Engineering
0854	P	X	Computer Engineering
0855	P	X	Electronics Engineering
0856	T		Electronics Technician
0858	P	X	Biomedical Engineering
0861	P	X	Aerospace Engineering
0871	P	X	Naval Architecture
0873	A		Ship Surveying
0880	P	X	Mining Engineering
0881	P	X	Petroleum Engineering

OCCUPATION

Code	O	F	Name/Explanation
0890	P	X	Agricultural Engineering
0892	P	X	Ceramic Engineering
0893	P	X	Chemical Engineering
0894	P	X	Welding Engineering
0895	T		Industrial Engineering Technician
0896	P	X	Industrial Engineering
0898	O		Engineering Trainee. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
0899	O		Engineering and Architecture Student Trainee

OCCUPATION

Code	O	F	Name/Explanation
			LEGAL AND KINDRED
0901	A		General Legal and Kindred Administration
0904	P		Law Clerk
0905	P		General Attorney
0920	A		Estate Tax Examining
0930	A		Hearings and Appeals
0935	P		Adminstrative Law Judge. Code is for use with PAY PLAN code AL (Administrative Law Judges) only.
0945	A		Clerk of Court
0950	A		Paralegal Specialist
0958	A		Pension Law Specialist
0962	T		Contact Representative
0963	T		Legal Instruments Examining
0965	A		Land Law Examining
0967	A		Passport and Visa Examining
0986	1		Legal Assistance
0987	A		Tax Law Specialist
0990	3		General Claims Examining
0991	A		Worker's Compensation Claims Examining
0992	T		Loss and Damage Claims Examining
0993	A		Railroad Retirement Claims Examining
0994	T		Unemployment Compensation Claims Examining
0995	T		Dependents and Estates Claims Examining
0996	A		Veterans Claims Examining
0998	7		Claims Assistance and Examining
0999	O		Legal Occupations Student Trainee

OCCUPATION

Code	**O**	**F**	**Name/Explanation**
			INFORMATION AND ARTS
1001	2		General Arts and Information
1008	A		Interior Design
1010	T		Exhibits Specialist
1015	P		Museum Curator
1016	T		Museum Specialist and Technician
1020	T		Illustrating
1021	C		Office Drafting
1035	A		Public Affairs
1040	A		Language Specialist
1046	C		Language Clerical
1051	A		Music Specialist
1054	A		Theater Specialist
1056	A		Art Specialist
1060	T		Photography
1071	A		Audiovisual Production
1082	A		Writing and Editing
1083	A		Technical Writing and Editing
1084	A		Visual Information
1087	5		Editorial Assistance
1099	O		Information and Arts Student Trainee

OCCUPATION

Code	O	F	Name/Explanation
			BUSINESS AND INDUSTRY
1101	6		General Business and Industry
1102	P		Contracting
1103	A		Industrial Property Management
1104	A		Property Disposal
1105	T		Purchasing
1106	5		Procurement Clerical and Technician
1107	5		Property Disposal Clerical and Technician
1130	A		Public Utilities Specialist
1140	A		Trade Specialist
1144	A		Commissary Management
1145	A		Agricultural Program Specialist
1146	A		Agricultural Marketing
1147	A		Agricultural Market Reporting
1150	A		Industrial Specialist
1152	T		Production Control
1160	A		Financial Analysis
1161	A		Crop Insurance Administration
1162	A		Crop Insurance Underwriting
1163	A		Insurance Examining
1165	A		Loan Specialist
1169	A		Internal Revenue Officer
1170	A		Realty
1171	A		Appraising
1173	A		Housing Management
1176	A		Building Management
1199	O		Business and Industry Student Trainee

OCCUPATION

Code	O	F	Name/Explanation
			COPYRIGHT, PATENT, AND TRADEMARK
1202	T		Patent Technician
1210	A		Copyright
1211	T		Copyright Technician
1220	P	X	Patent Administration
1221	P	X	Patent Adviser
1222	P		Patent Attorney
1223	P	X	Patent Classifying
1224	P	X	Patent Examining
1226	P	X	Design Patent Examining
1299	O		Copyright and Patent Student Trainee

OCCUPATION

Code	O	F	Name/Explanation
			PHYSICAL SCIENCES
1301	P	X	General Physical Science
1306	P	X	Health Physics
1310	P	X	Physics
1311	T		Physical Science Technician
1313	P	X	Geophysics
1315	P	X	Hydrology
1316	T		Hydrologic Technician
1320	P	X	Chemistry
1321	P	X	Metallurgy
1330	P	X	Astronomy and Space Science
1340	P	X	Meteorology
1341	T		Meteorological Technician
1350	P	X	Geology
1360	P	X	Oceanography
1361	A		Navigational Information
1370	P	X	Cartography
1371	T		Cartographic Technician
1372	P	X	Geodesy
1373	P	X	Land Surveying
1374	T		Geodetic Technician
1380	P	X	Forest Products Technology
1382	P	X	Food Technology
1384	P	X	Textile Technology
1386	P	X	Photographic Technology
1397	A		Document Analysis
1398	O		Physical Science Trainee. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
1399	O		Physical Science Student Trainee

OCCUPATION

Code	O	F	Name/Explanation
			LIBRARY AND ARCHIVES
1410	P		Librarian
1411	T		Library Technician
1412	A		Technical Information Services
1420	P		Archivist
1421	1		Archives Technician
1499	O		Library and Archives Student Trainee
			MATHEMATICS AND STATISTICS
1510	P	X	Actuary
1515	P	X	Operations Research
1520	P	X	Mathematics
1521	T		Mathematics Technician
1529	P	X	Mathematical Statistician
1530	P	X	Statistician
1531	2		Statistical Assistant
1540	P	X	Cryptography
1541	T		Cryptanalysis
1550	P	X	Computer Science
1598	O		Mathematics Or Computer Science Trainee. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
1599	O		Mathematics and Statistics Student Trainee

OCCUPATION

Code	**O**	**F**	**Name/Explanation**
			EQUIPMENT, FACILITIES, AND SERVICES
1601	A		General Facilities and Equipment
1630	A		Cemetery Administration
1640	A		Facility Management
1654	A		Printing Management
1658	A		Laundry and Dry Cleaning Plant Management
1667	A		Steward
1670	3		Equipment Specialist
1699	O		Equipment and Facilities Management Student Trainee
			EDUCATION
1701	P		General Education and Training
1702	3		Education and Training Technician
1710	P		Education and Vocational Training
1712	A		Training Instruction
1715	A		Vocational Rehabilitation
1720	P		Education Program
1725	P		Public Health Educator
1730	P		Education Research
1740	P		Education Services
1750	P		Instructional Systems
1799	O		Education Student Trainee

OCCUPATION

Code	O	F	Name/Explanation
			INVESTIGATION
1801	A		General Inspection, Investigation, and Compliance
1802	5		Compliance Inspection and Support
1810	A		General Investigating
1811	A		Criminal Investigating
1812	A		Game Law Enforcement
1815	A		Air Safety Investigating
1816	A		Immigration Inspection
1822	A		Mine Safety and Health
1825	A		Aviation Safety
1831	A		Securities Compliance Examining
1850	A		Agricultural Commodity Warehouse Examining
1854	A		Alcohol, Tobacco, and Firearms Inspection
1862	T		Consumer Safety Inspection
1863	T		Food Inspection
1864	A		Public Health Quarantine Inspection
1884	O		Customs Patrol Officer
1889	A		Import Specialist
1890	A		Customs Inspection
1894	A		Customs Entry and Liquidating
1896	O		Border Patrol Agent
1897	1		Customs Aid
1899	O		Investigation Student Trainee
			QUALITY ASSURANCE, INSPECTION, AND GRADING
1910	A		Quality Assurance
1980	T		Agricultural Commodity Grading
1981	T		Agricultural Commodity Aid
1999	O		Quality Inspection Student Trainee

OCCUPATION

Code	O	F	Name/Explanation
			SUPPLY
2001	2		General Supply
2003	A		Supply Program Management
2005	7		Supply Clerical and Technician
2010	A		Inventory Management
2030	A		Distribution Facilities and Storage Management
2032	A		Packaging
2050	A		Supply Cataloging
2091	C		Sales Store Clerical
2099	O		Supply Student Trainee
			TRANSPORTATION
2101	A		Transportation Specialist
2102	7		Transportation Clerk and Assistant
2110	A		Transportation Industry Analysis
2121	A		Railroad Safety
2123	A		Motor Carrier Safety
2125	A		Highway Safety
2130	A		Traffic Management
2131	1		Freight Rate
2135	T		Transportation Loss and Damage Claims Examining
2144	T		Cargo Scheduling
2150	A		Transportation Operations
2151	C		Dispatching
2152	A		Air Traffic Control
2154	T		Air Traffic Assistance
2161	A		Marine Cargo
2181	T		Aircraft Operation
2183	T		Air Navigation
2185	T		Aircrew Technician

OCCUPATION

Code	O	F	Name/Explanation
2186	A		Technical Systems Program Manager. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
2199	O		Transportation Student Trainee

OCCUPATION

Code	**O**	**F**	**Name/Explanation**
			INFORMATION TECHNOLOGY
2210	A		Information Technology Management
2299	O		Information Technology Student Trainee

OCCUPATION

Code	**O**	**F**	**Name/Explanation**
			BLUE COLLAR (Occupational Series 2501 through 9999, Occupational Category B)
			WIRE COMMUNICATIONS EQUIPMENT INSTALLATION AND MAINTENANCE
2501			Miscellaneous Wire Communications Equipment Installation and Maintenance
2502			Telecommunications Mechanic
2504			Wire Communications Cable Splicing
2508			Communications Line Installing and Repairing
			ELECTRONIC EQUIPMENT INSTALLATION AND MAINTENANCE
2601			Miscellaneous Electronic Equipment Installation and Maintenance
2602			Electronic Measurement Equipment Mechanic
2604			Electronics Mechanic
2606			Electronic Industrial Controls Mechanic
2608			Digital Computer Mechanic
2610			Electronic Integrated Systems Mechanic

OCCUPATION

Code	**O**	**F**	**Name/Explanation**
			ELECTRICAL INSTALLATION AND MAINTENANCE
2801			Miscellaneous Electrical Installation and Maintenance
2805			Electrician
2810			Electrician (High Voltage)
2854			Electrical Equipment Repairer
2892			Aircraft Electrician
			FABRIC AND LEATHER WORK
3101			Miscellaneous Fabric and Leather Work
3103			Shoe Repairing
3105			Fabric Working
3106			Upholstering
3111			Sewing Machine Operating
3119			Broom and Brush Making
			INSTRUMENT WORK
3301			Miscellaneous Instrument Work
3306			Optical Instrument Repairing
3314			Instrument Making
3359			Instrument Mechanic
3364			Projection Equipment Repairing

OCCUPATION

Code	**O**	**F**	**Name/Explanation**
			MACHINE TOOL WORK
3401			Miscellaneous Machine Tool Work
3414			Machining
3416			Toolmaking
3417			Tool Grinding
3428			Die Sinking
			GENERAL SERVICES AND SUPPORT WORK
3501			Miscellaneous General Services and Support Work
3502			Laboring
3508			Pipeline Working
3511			Laboratory Working
3513			Coin/Currency Checking
3515			Laboratory Support Working
3543			Stevedoring
3546			Railroad Repairing
3566			Custodial Worker
			STRUCTURAL AND FINISHING WORK
3601			Miscellaneous Structural and Finishing Work
3602			Cement Finishing
3603			Masonry
3604			Tile Setting
3605			Plastering
3606			Roofing
3609			Floor Covering Installing
3610			Insulating
3611			Glazing
3653			Asphalt Working

OCCUPATION

Code	**O**	**F**	**Name/Explanation**
			METAL PROCESSING
3701			Miscellaneous Metal Processing
3702			Flame/Arc Cutting
3703			Welding
3705			Non-Destructive Testing
3707			Metalizing
3708			Metal Process Working
3711			Electroplating
3712			Heat Treating
3716			Leadburning
3725			Battery Repairing
3727			Buffing and Polishing
3735			Metal Phototransferring
3736			Circuit Board Making
3741			Furnace Operating
3769			Shot Peening Machine Operating

OCCUPATION

Code	**O**	**F**	**Name/Explanation**
			METAL WORK
3801			Miscellaneous Metal Work
3802			Metal Forging
3806			Sheet Metal Mechanic
3807			Structural/Ornamental Iron Working
3708			Boilermaker
3809			Mobile Equipment Metal Mechanic
3816			Engraving
3819			Airframe Jig Fitting
3820			Shipfitting
3833			Transfer Engraving
3858			Metal Tank and Radiator Repairing
3869			Metal Forming Machine Operating
3872			Metal Tube Making, Installing, and Repairing
			MOTION PICTURE, RADIO, TELEVISION, AND SOUND EQUIPMENT OPERATION
3901			Miscellaneous Motion Picture, Radio, Television, and Sound Equipment Operation
3910			Motion Picture Projection
3911			Sound Recording Equipment Operating
3940			Broadcasting Equipment Operating
3941			Public Address Equipment Operating

OCCUPATION

Code	**O**	**F**	**Name/Explanation**
			LENS AND CRYSTAL WORK
4001			Miscellaneous Lens and Crystal Work
4005			Optical Element Working
4010			Prescription Eyeglass Making
			PAINTING AND PAPERHANGING
4101			Miscellaneous Painting and Paperhanging
4102			Painting
4103			Paperhanging
4104			Sign Painting
			PLUMBING AND PIPEFITTING
4201			Miscellaneous Plumbing and Pipefitting
4204			Pipefitting
4206			Plumbing
4255			Fuel Distribution System Mechanical
			PLIABLE MATERIALS WORK
4301			Miscellaneous Pliable Materials Work
4351			Plastic Molding Equipment Operating
4352			Plastic Fabricating
4360			Rubber Products Molding
4361			Rubber Equipment Repairing
4370			Glassblowing
4373			Molding

OCCUPATION

Code	O	F	Name/Explanation
			PRINTING
4401			Miscellaneous Printing and Reproduction
4402			Bindery Working
4403			Hand Composing
4405			Film Assembling-Stripping
4406			Letterpress Operating
4413			Negative Engraving
4414			Offset Photography
4416			Platemaking
4417			Offset Press Operating
4419			Silk Screen Making and Printing
4425			Photoengraving
4431			Photo Composition Machine Operating. Code is for use by the Government Printing Office only.
4440			Stereotype Platemaking
4441			Bookbinding
4445			Bank Note Designing
4446			Bank Note Engraving
4447			Sculptural Engraving
4448			Siderographic Transferring
4449			Electrolytic Intaglio Platemaking
4450			Intaglio Die and Plate Finishing
4454			Intaglio Press Operating

OCCUPATION

Code	O	F	Name/Explanation
			WOOD WORK
4601			Miscellaneous Woodwork
4602			Blocking and Bracing
4604			Wood Worker
4605			Wood Crafting
4607			Carpenter
4616			Patternmaking
4618			Woodworking Machine Operating
4639			Timber Working
4654			Form Block Making
			GENERAL MAINTENANCE AND OPERATIONS WORK
4701			Miscellaneous General Maintenance and Operations Work
4714			Model Making
4715			Exhibits Making/Modeling
4716			Railroad Car Repairing
4717			Boat Building and Repairing
4737			General Equipment Mechanic
4741			General Equipment Operating
4742			Utility Systems Repairer-Operator
4745			Research Laboratory Mechanic
4749			Maintenance Mechanic
4754			Cemetery Caretaking

OCCUPATION

Code	**O**	**F**	**Name/Explanation**
			GENERAL EQUIPMENT MAINTENANCE
4801			Miscellaneous General Equipment Maintenance
4804			Locksmithing
4805			Medical Equipment Repairing
4806			Office Appliance Repairing
4807			Chemical Equipment Repairing
4808			Custodial Equipment Servicing
4812			Saw Reconditioning
4816			Protective and Safety Equipment Fabricating and Repairing
4818			Aircraft Survival Flight Equipment Repairer
4819			Bowling Equipment Repairing
4820			Vending Machine Repairing
4840			Tool and Equipment Repairing
4843			Navigation Aids Repairing
4845			Orthopedic Appliance Repairing
4850			Bearing Reconditioning
4855			Domestic Appliance Repairing
			PLANT AND ANIMAL WORK
5001			Miscellaneous Plant and Animal Work
5002			Farming
5003			Gardening
5026			Pest Controller
5031			Insects Production Working
5034			Dairy Farming
5035			Livestock Ranching/Wrangling
5042			Tree Trimming and Removing
5048			Animal Caretaking

OCCUPATION

Code	**O**	**F**	**Name/Explanation**
			MISCELLANEOUS OCCUPATIONS
5201			Miscellaneous Occupations
5205			Gas and Radiation Detecting
5210			Rigging
5220			Shipwright
5221			Lofting
5235			Test Range Tracking
			INDUSTRIAL EQUIPMENT MAINTENANCE
5301			Miscellaneous Industrial Equipment Maintenance
5306			Air Conditioning Equipment Mechanic
5309			Heating and Boiler Plant Equipment Mechanic
5310			Kitchen/Bakery Equipment Repairing
5312			Sewing Machine Repairing
5313			Elevator Mechanic
5317			Laundry and Dry Cleaning Equipment Repairing
5318			Lock and Dam Repairing
5323			Oiling and Greasing
5330			Printing Equipment Repairing
5334			Marine Machinery Mechanic
5335			Wind Tunnel Mechanic
5341			Industrial Furnace Building and Repairing
5350			Production Machinery Mechanic
5352			Industrial Equipment Mechanic
5364			Door Systems Mechanic
5365			Physiological Trainer Mechanic
5378			Powered Support Systems Mechanic
5384			Gasdynamic Facility Installing and Repairing

OCCUPATION

Code	O	F	Name/Explanation
			INDUSTRIAL EQUIPMENT OPERATION
5401			Miscellaneous Industrial Equipment Operation
5402			Boiler Plant Operator
5403			Incinerator Operating
5406			Utility Systems Operator
5407			Electric Power Controller
5408			Wastewater Treatment Plant Operator
5409			Water Treatment Plant Operator
5413			Fuel Distribution System Operator
5414			Baling Machine Operating
5415			Air-Conditioning Equipment Operator
5419			Stationary-Engine Operating
5423			Sandblasting
5424			Weighing Machine Operating
5426			Lock and Dam Operating
5427			Chemical Plant Operating
5433			Gas Generating Plant Operating
5435			Carton/Bagmaking Machine Operating
5438			Elevator Operator
5439			Testing Equipment Operating
5440			Packaging Machine Operating
5444			Food/Feed Processing Equipment Operating
5446			Textile Equipment Operating
5450			Conveyor Operating
5455			Paper Pulping Machine Operating
5478			Portable Equipment Operating
5479			Dredging Equipment Operating
5484			Counting Machine Operating
5485			Aircraft Weight and Balance Operating
5486			Swimming Pool Operating

OCCUPATION

Code	**O**	**F**	**Name/Explanation**
			TRANSPORTATION/MOBILE EQUIPMENT OPERATION
5701			Miscellaneous Transportation/Mobile Equipment Operation
5703			Motor Vehicle Operator
5704			Fork Lift Operating
5705			Tractor Operator
5706			Road Sweeper Operating
5716			Engineering Equipment Operating
5725			Crane Operating
5729			Drill Rig Operating
5736			Braking-Switching and Conducting
5737			Locomotive Engineering
5738			Railroad Maintenance Vehicle Operating
5767			Airfield Clearing Equipment Operating
5782			Ship Operating
5784			Riverboat Operating
5786			Small Craft Operating
5788			Deckhand
			TRANSPORTATION/MOBIL EQUIPMENT MAINTENANCE
5801			Miscellaneous Transportation/Mobile Equipment Maintenance
5803			Heavy Mobile Equipment Mechanic
5806			Mobile Equipment Servicing
5823			Automotive Mechanic
5876			Electromotive Equipment Mechanic
			AMMUNITION, EXPLOSIVES, AND TOXIC MATERIALS WORK
6501			Miscellaneous Ammunition, Explosives, and Toxic Materials Work
6502			Explosives Operating
6505			Munitions Destroying
6511			Missile/Toxic Materials Handling
6517			Explosives Test Operating

OCCUPATION

Code	**O**	**F**	**Name/Explanation**
			ARMAMENT WORK
6601			Miscellaneous Armament Work
6605			Artillery Repairing
6606			Artillery Testing
6610			Small-Arms Repairing
6641			Ordnance Equipment Mechanic
6652			Aircraft Ordnance Systems Mechanic
6656			Special Weapons Systems Mechanic
			WAREHOUSING AND STOCK HANDLING
6901			Miscellaneous Warehousing and Stock Handling
6903			Coal Handling
6904			Tools and Parts Attending
6907			Materials Handler
6910			Materials Expediting
6912			Materials Examining and Identifying
6913			Hazardous Waste Disposer
6914			Store Working
6941			Bulk Money Handling
6968			Aircraft Freight Loading
			PACKING PROCESSING
7001			Miscellaneous Packing and Processing
7002			Packing
7006			Preservation Service
7009			Equipment Cleaning
7010			Parachute Packing

OCCUPATION

Code	**O**	**F**	**Name/Explanation**
			LAUNDRY, DRY CLEANING, AND PRESSING
7301			Miscellaneous Laundry, Dry Cleaning, and Pressing
7304			Laundry Working
7305			Laundry Machine Operating
7306			Pressing
			FOOD PREPARATION AND SERVING
7401			Miscellaneous Food Preparation and Serving
7402			Baking
7404			Cook
7405			Bartending
7407			Meatcutter
7408			Food Service Worker
7420			Waiter
			PERSONAL SERVICES
7601			Miscellaneous Personal Services
7603			Barbering
7641			Beautician
			FLUID SYSTEMS MAINTENANCE
8201			Miscellaneous Fluid Systems Maintenance
8255			Pneudraulic Systems Mechanic
8268			Aircraft Pneudraulic Systems Mechanic

OCCUPATION

Code	**O**	**F**	**Name/Explanation**
			ENGINE OVERHAUL
8601			Miscellaneous Engine Overhaul
8602			Aircraft Engine Mechanic
8610			Small Engine Mechanic
8675			Liquid Fuel Rocket Engine Mechanic
			AIRCRAFT OVERHAUL
8801			Miscellaneous Aircraft Overhaul
8810			Aircraft Propeller Mechanic
8840			Aircraft Mechanical Parts Repairing
8852			Aircraft Mechanic
8862			Aircraft Servicing
8863			Aircraft Tire Mounting
8882			Airframe Test Operating
			FILM PROCESSING
9001			Miscellaneous Film Processing
9003			Film Assembling and Repairing
9004			Motion Picture Developing/Printing Machine Operating

OCCUPATION

Code	O	F	Name/Explanation
			VESSEL JOBS EXCLUDED FROM THE FEDERAL WAGE SYSTEM (by section 5342 of title 5 of the United States Code)
9901			Miscellaneous Vessel Jobs
9902			Master
9903			Chief Officer Cable
9904			Ship Pilot
9905			First Officer
9906			Second Officer
9907			Third Officer
9908			Junior Deck Officer
9909			Radio Officer
9910			First Assistant Radio Officer
9911			Radio Electronics Officer
9912			First Assistant Radio Electronics Officer
9913			Relief Deck Officer
9914			Damage Control Officer
9915			Assistant Damage Control Officer
9916			Master-Mate (Fishing Vessel)
9917			Deck Midshipman
9918			Damage Control Leader
9919			Damage Control Assistant Leader
9920			Boatswain
9921			Carpenter
9922			Carpenter-Maintenance
9923			Boatswain's Mate
9924			Able Seaman
9925			Able Seaman-Maintenance
9926			Quartermaster
9927			Seaman-Fisherman
9928			Ordinary Seaman
9929			Damage Controlman
9931			Chief Engineer

OCCUPATION

Code	O	F	Name/Explanation
9932			First Assistant Engineer
9933			Second Assistant Engineer
9934			Third Assistant Engineer
9935			Relief Engineer
9936			Engine Midshipman
9939			Chief Electrician
9940			Electrician
9941			Electrician-Maintenance
9942			Second Electrician
9943			Third Electrician
9944			Electronics Technician
9945			Refrigeration Engineer
9946			Second Refrigeration Engineer
9947			Third Refrigeration Engineer
9948			Plumber
9949			Assistant Plumber
9950			Plumber-Machinist
9951			Deck Engineer
9952			Deck Engineer-Machinist
9953			Deck Engineer-Mechanic
9954			Unlicensed Junior Engineer
9955			Pumpman
9956			Engineman
9957			Engine Utilityman
9958			Evaporator-Utilityman
9959			Machinist
9960			Oiler
9961			Oiler Diesel
9962			Refrigeration Oiler
9963			Fireman
9964			Fireman-Watertender
9965			Wiper

OCCUPATION

Code	O	F	Name/Explanation
9968			Chief Steward
9969			Third Steward
9971			Chief Cook
9972			Steward Cook
9973			Second Cook
9974			Third Cook
9975			Assistant Cook
9976			Cook-Baker
9977			Second Cook-Baker
9978			Night Cook and Baker
9979			Steward Baker
9980			Third Pantryman
9981			Galleyman
9982			Laundryman
9983			Assistant Laundryman
9984			Messman
9985			Steward Utilityman
9988			Purser
9989			Junior Purser
9990			Disbursing Officer
9991			Supply Officer
9992			Assistant Supply Officer
9993			Junior Supply Officer
9994			Assistant Storekeeper
9995			Chief Radio Electronics Technician
9996			Medical Services Officer
9997			First Radio Electronics Technician
9998			Yeoman-Storekeeper
9999			Second Radio Electronics Technician

OCCUPATIONAL CATEGORY

Definition: The category to which an occupational series belongs.

Responsible Organization: Office of Personnel Management, Workforce Compensation and Performance Service, Office of Performance and Compensation Systems Design.

Applicability: Voluntary.

Cross-Reference: OCCUPATION

Format: X

Note:

Exception Codes. For some white collar occupational series, the occupational category is based on the GS (General Schedule) pay plan grade or the GS-related grade, as described below:

OCCUPATIONAL CATEGORY

Note (continued):

If Exception Code Is	And GS/Related Grade Is	Then Occ. Category Code Is
1	1-6	C
	7-15	T
2	1-6	C
	7-10	T
	11-15	A
3	1-10	T
	11-15	A
4	1-3	C
	4-15	T
5	1-5	C
	6-15	T
6	1-5	C
	6-10	T
	11-15	A
7	1-4	C
	5-15	T
8	1-4	T
	5-15	A

Thus, an occupational series with an exception code of 8 indicates that GS grades 1-4 (or positions related to GS grades 1-4) belong to occupational category T (Technical) and that GS grades 5-15 (or positions related to GS grades 5-15) belong to occupational category A (Administrative).

OCCUPATIONAL CATEGORY

Code	Name/Explanation
	BLUE COLLAR (Occupational Series 2501 through 9999)
B	Blue collar. Occupations comprising the trades, crafts, and manual labor (unskilled, semiskilled, and skilled), including foreman and supervisory positions entailing trade, craft, or laboring experience and knowledge as the paramount requirement.
	WHITE COLLAR (Occupational Series 0001 through 2299).
P	Professional. White collar occupations that require knowledge in a field of science or learning characteristically acquired through education or training equivalent to a bachelor's or higher degree with major study in or pertinent to the specialized field, as distinguished from general education. The work of a professional occupation requires the exercise of discretion, judgment, and personal responsibility for the application of an organized body of knowledge that is constantly studied to make new discoveries and interpretations, and to improve the data, materials, and methods.
A	Administrative. White collar occupations that involve the exercise of analytical ability, judgment, discretion, and personal responsibility, and the application of a substantial body of knowledge of principles, concepts, and practices applicable to one or more fields of administration or management. While these positions do not require specialized educational majors, they do involve the type of skills (analytical, research, writing, judgment) typically gained through a college level general education, or through progressively responsible experience. Occupation series in this category typically follow a two-grade interval pattern.
T	Technical. White collar occupations that involve work typically associated with and supportive of a professional or administrative field, that is nonroutine in nature; that involves extensive practical knowledge, gained through on-job experience and/or specific training less than that represented by college graduation. Work in these occupations may involve substantial elements of the work of the professional or administrative field, but requires less than full competence in the field involved. Occupation series in this category typically follow a one-grade interval pattern.

OCCUPATIONAL CATEGORY

Code	Name/Explanation
C	Clerical. White collar occupations that involve structured work in support of office, business, or fiscal operations; performed in accordance with established policies, or techniques; and requiring training, experience, or working knowledge related to the tasks to be performed.
O	Other white collar. White collar occupations that cannot be related to the above professional, administrative, technical, or clerical categories.
1	Exception 1.
2	Exception 2.
3	Exception 3.
4	Exception 4.
5	Exception 5.
6	Exception 6.
7	Exception 7.
8	Exception 8.

OPM OVERSIGHT OFFICE

Definition: An office of the Office of Personnel Management responsible for overseeing geographic areas within its jurisdiction.

Responsible Organization: Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness.

Applicability: Voluntary.

Cross-Reference: None.

Format: A

Code	Name/Explanation
A	Atlanta Oversight Office.
C	Chicago Oversight Office.
D	Dallas Oversight Office.
P	Philadelphia Oversight Office.
S	San Francisco Oversight Office.
W	Washington Oversight Office.

OPM SERVICE CENTER

Definition: An office of the Office of Personnel Management responsible for servicing geographic areas within its jurisdiction.

Responsible Organization: Office of Personnel Management, Employment Service.

Applicability: Voluntary.

Cross-Reference: None.

Format: NN

Code	Name/Explanation
09	Atlanta Service Center.
16	Chicago Service Center.
20	Dayton Service Center.
22	Denver Service Center.
24	Detroit Service Center.
30	Honolulu Service Center.
33	Huntsville Service Center.
38	Kansas City Service Center.
56	Norfolk Service Center.
63	Philadelphia Service Center.
71	Raleigh Service Center.
80	San Antonio Service Center.
83	San Francisco Service Center.
86	San Juan Service Center.
89	Seattle Service Center.
94	Twin Cities Service Center.
96	Washington Service Center.

ORGANIZATIONAL COMPONENT

Definition: The lowest administrative subdivision of an agency to which an employee is assigned.

Responsible Organization: Each agency maintains its own codes and provides the Office of Personnel Management with a copy. Information about the codes can be obtained directly from the agency.

Applicability: Mandatory (Central Personnel Data File).

Cross-Reference: AGENCY/SUBELEMENT, ORGANIZATIONAL TITLE

Format: 18X

Note:

For Central Personnel Data File submissions, the code should be left justified, with any unused positions blank. Each code should be unique when preceded by the first and second positions of the AGENCY/SUBELEMENT code.

ORGANIZATIONAL TITLE

Definition: The name of the lowest administrative subdivision of an agency to which an employee is assigned.

Responsible Organization: Each agency maintains its own titles and provides the Office of Personnel Management with a copy. Information about the titles can be obtained directly from the agency.

Applicability: Mandatory (Central Personnel Data File).

Cross-Reference: ORGANIZATIONAL COMPONENT

Format: 179X

Note:

For Central Personnel Data File submissions, the title should be left justified, but should indicate hierarchical sequence. Hierarchical sequence should be indicated by indenting the title of each component organization two spaces to the right of the title of the organization to which it reports.

OTHER PAY

Definition:	The difference between TOTAL SALARY and ADJUSTED BASIC PAY. This is the amount of any administratively uncontrollable overtime (AUO) pay, availability pay, RETENTION ALLOWANCE, or SUPERVISORY DIFFERENTIAL that may be paid after applying all appropriate pay caps.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Mandatory (Personnel Actions).
Cross-Reference:	ADJUSTED BASIC PAY, RETENTION ALLOWANCE, SUPERVISORY DIFFERENTIAL, TOTAL SALARY
Format:	6N

PART-TIME HOURS PER BIWEEKLY PAY PERIOD

Definition:	The number of hours a part-time employee is scheduled to work during a biweekly pay period.
Responsible Organization:	Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.
Applicability:	Mandatory (Personnel Actions).
Cross-Reference:	WORK SCHEDULE
Format:	2N

PAY BASIS

Definition:	The principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	BASIC PAY. Code set is used by PRIOR PAY BASIS.
Format:	AA

Code	**Name/Explanation**
BW	Bi-weekly.
FB	Fee basis.
PA	Per annum.
PD	Per diem.
PH	Per hour.
PM	Per month.
PW	Piece work.
SY	School year. Teachers/educators hired for less than a 12-month period.
WC	Without compensation.

PAY PLAN

Definition: A particular table or array of pay rates prescribed by law or other authoritative source that establishes the basic pay rates for certain employees.

Responsible Organization: Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: Code set is used by PRIOR PAY PLAN and RETAINED PAY PLAN.

Format: AA

Note:

In most cases, a pay plan (system) is a two dimensional matrix of pay rates: one dimension providing a series of different pay rates or ranges corresponding to differences in grade (or level, class, rank, or pay band of work) and the other dimension providing a series of pay rates or a range of rates within a grade. These rates may be a function of length of service in the grade or of performance ratings. Note that the term "pay plan" is intended to include other terms such as pay system, pay schedule, pay scale, pay rates, basic pay schedule, statutory pay system, wage schedule, wage system, wage schedules and rates, regular wage schedule, special wage schedule and rates, and so forth.

PAY PLAN

Codes For	See Page
Ax-Bx	3
Cx	4
Dx	5
Ex	7
Fx	9
Gx-Ix	11
Jx	12
Kx-Mx	14
Nx	15
Px-Rx	17
Sx	18
Tx	20
Vx	22
Wx	23
Xx	25
Zx	26

PAY PLAN

Code	**Name/Explanation**
	Ax
AA	Administrative Appeals Judges
AD	Administratively determined rates not elsewhere specified.
AF	American Family Members (Public Law 96-465, Section 311). Code is for use by the Agency for International Development, Broadcasting Board of Governors, Department of State, Foreign Agricultural Service (Department of Agriculture), International Trade Administration (Department of Commerce), and Peace Corps only.
AG	Summer Program. Code is for use by the Federal Deposit Insurance Corporation only.
AJ	Administrative Judges. Code is for use by the Nuclear Regulatory Commission only.
AL	Administrative Law Judges.
AT	Federal Aviation Administration Air Traffic Controller Compensation Plan. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
	Bx
BB	Nonsupervisory--negotiated pay employees.
BL	Leader--negotiated pay employees.
BP	Printing and Lithographic--negotiated pay employees.
BS	Supervisory--negotiated pay employees.

PAY PLAN

Code	**Name/Explanation**
	Cx
CA	Board of Contract Appeals.
CB	FDIC Wage Grade Non-Supervisory Pay Schedules Only. Code is for use by the Federal Deposit Insurance Corporation only.
CC	Commissioned Corps of the Public Health Service. Code is for use by the Environmental Protection Agency, Department of Commerce, and Department of Health and Human Services only. Code is not valid for submission to the Central Personnel Data File.
CE	Contract Education--year long. Code is for use by Indian Affairs (Department of Interior) only.
CF	FDIC Wage Grade Supervisory Pay Schedules Only. Code is for use by the Federal Deposit Insurance Corporation only.
CG	Corporate Graded. Code is for use by the Federal Deposit Insurance Corporation only.
CH	FDIC Wage Grade Supervisory Special Schedule Printing Employees Only. Code is for use by the Federal Deposit Insurance Corporation only.
CI	FDIC Wage Grade Leader Special Schedule Printing Employees Only. Code is for use by the Federal Deposit Insurance Corporation only.
CJ	FDIC Wage Grade Non-Supervisory Special Schedule Printing Employees Only. Code is for use by the Federal Deposit Insurance Corporation only.
CL	FDIC Wage Grade Leader Pay Schedules Only. Code is for use by the Federal Deposit Insurance Corporation only.
CU	Credit Union Employees. Code is for use by the National Credit Union Administration only.
CY	Contract Education--school year. Code is for use by Indian Affairs (Department of the Interior) only.

PAY PLAN

Code	**Name/Explanation**
	Dx
DA	Demonstration Administrative. Code is for use by the Department of the Navy only.
DB	Demonstration Engineers and Scientists. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only.
DE	Demonstration Engineers and Scientists Technicians. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only.
DG	Demonstration General. Code is for use by the Department of the Navy only.
DJ	Demonstration Administrative. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only.
DK	Demonstration General Support. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only.
DL	Applied Skills Demonstration Project. Code is for use by the Veterans Administration only.
DN	Defense Nuclear Facilities Safety Board Excepted Service Employees. Code is for use by the Defense Nuclear Facilities Safety Board only.
DP	Demonstration Professional. Code is for use by the Department of the Navy only.
DQ	Demonstration Artisan Leader. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only.
DR	Demonstration Air Force Scientist and Engineer. Code is for use by the Department of the Air Force only.
DS	Demonstration Specialist. Code is for use by the Department of the Navy only.

PAY PLAN

Code	**Name/Explanation**
DT	Demonstration Technician. Code is for use by the Department of the Navy only.
DV	Demonstration Artisan. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only.
DZ	Demonstration Artisan Supervisor. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only.

PAY PLAN

Code	**Name/Explanation**
	Ex
EA	Administrative Schedule (Excluded). Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File.
EB	Clerical Schedule (Excluded). Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File.
EC	Engineering and Computing Schedule (Excluded). Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File.
ED	Expert (5 U.S.C. 3109). Use when the individual is appointed under 5 U.S.C. 3109 as an expert. Do not use when the appointment as an expert is solely for services as an advisory committee member.
EE	Expert (Other). Use when the individual is appointed under authorities similar to 5 U.S.C. 3109 (i.e., exempt from civil service requirements for competitive examination, job classification, and General Schedule pay) as an expert. Do not use when the appointment as an expert is solely for service as an advisory committee member.
EF	Consultant (5 U.S.C. 3109). Use when the individual is appointed under 5 U.S.C. 3109 as consultant. Do not use when the appointment as a consultant is solely for service as an advisory committee member.
EG	Consultant (Other). Use when the individual is appointed under authorities similar to 5 U.S.C. 3109 (i.e., exempt from civil service requirements for competitive examination, job classification, and General Schedule pay) as a consultant. Do not use when the PAY appointment as a consultant is solely for service as an advisory committee member.
EH	Advisory Committee Member (5 U.S.C. 3109). Use when the individual is appointed under 5 U.S.C. 3109 to serve as a member of an advisory committee. (See Office of Management and Budget Circular No. A-63 for definition of "advisory committee.").

PAY PLAN

Code	Name/Explanation
EI	Advisory Committee Member (Other). Use when the individual is appointed under authorities similar to 5 U.S.C. 3109 (i.e., exempt from civil service requirements for competitive examination, job classification, and General Schedule pay) to serve as a member of an advisory committee. (See Office of Management and Budget Circular No. A-63 for definition of "advisory committee.").
EJ	The Department of Energy Organization Act Excepted Service. Code is for use by the Department of Energy only.
EK	The National Defense Authorization Act of 1995 Department of Energy Excepted Service. Code is for use by the Department of Energy only.
EO	FDIC Executive Pay. Code is for use by the Federal Deposit Insurance Corporation only.
EN	National Nuclear Security Administration Excepted Service Only. Code is for use by the National Nuclear Security Administration (Department of Energy) only.
EP	Defense Intelligence Senior Executive Service. Code is for use by the Defense Intelligence Agency only. Code is not valid for submission to the Central Personnel Data File.
ES	Senior Executive Service (SES).
ET	General Accounting Office Senior Executive Service. Code is for use by the General Accounting Office only. Code is not valid for submission to the Central Personnel Data File.
EV	Federal Aviation Administration Executive Compensation Plan. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
EX	Executive pay (Subch. II, ch. 53, 5 U.S.C).
EZ	Professional Economist. Code is for use by the Securities and Exchange Commission only.

PAY PLAN

Code	**Name/Explanation**
	Fx
FA	Foreign Service Chiefs of Mission (Public Law 96-465, Section 103(1)). Code is for use by the Agency for International Development and the Department of State only.
FB	Officers (similar to the Senior Executive Service). Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FC	Foreign compensation. For use only when employee is assigned to the Agency for International Development under a Participating Agency Service Agreement (PASA).
FD	Foreign defense. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Deparment of the Navy only.
FE	Senior Foreign Service (SFS) (Public Law 96-465, Section 103(3)). Code is for use by the Agency for International Development, Broadcasting Board of Governors, Department of State, Foreign Agricultural Service (Department of Agriculture), International Trade Administration (Department of Commerce), and Peace Corps only.
FF	Nonsupervisory Production Facilitators (similar to the nonsupervisory production facilitating WD pay schedule under the Federal Wage System). Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FG	Similar to the General Schedule. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FJ	Officials on Noncareer Appointments (similar to the Senior Executive Service). Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FL	Wage Leaders (similar to the leader pay schedule under the Federal Wage System). Code is for use by the Federal Aviation Administration (Department of Transportation) only.

PAY PLAN

Code	Name/Explanation
FM	Former Performance Management and Recognition Service Employees (similar to former PMRS employees in the GM pay plan). Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FN	Supervisory Production Facilitators (similar to the supervisory production facilitating WN pay schedule under the Federal Wage System). Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FO	Foreign Service Officers (Public Law 96-465, Section 103(4)). Code is for use by the Agency for International Development, Broadcasting Board of Governors, Department of State, Foreign Agricultural Service (Department of Agriculture), International Trade Administration (Department of Commerce), and Peace Corps only.
FP	Foreign Service Personnel (Public Law 96-465, Section 103(5)). Code is for use by the Agency for International Development, Broadcasting Board of Governors, Department of State, Foreign Agricultural Service (Department of Agriculture), International Trade Administration (Department of Commerce), and Peace Corps only.
FS	Wage Supervisors (similar to the supervisory pay schedule under the Federal Wage System). Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FT	Senior Technical and Senior Level (similar to the senior-level and scientific or professional positions paid under 5 U.S.C. 5376). Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FV	Federal Aviation Administration Core Compensation Plan. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FW	Wage Grade (similar to the nonsupervisory pay schedule under the Federal Wage System). Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FX	Executives (similar to the Senior Executive Service). Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FZ	Consular Agent. Code is for use by the Department of State only.

PAY PLAN

Code	**Name/Explanation**
	Gx
GG	Grades similar to General Schedule.
GH	GG employees converted to the former Performance Management and Recognition System (PMRS).
GM	Employees covered by the Performance Management and Recognition System (PMRS) termination provisions.
GN	Nursing at the Warren G. Magnuson Clinical Center. Code is for use by the National Institutes of Health (Department of Health and Human Services) only.
GS	General Schedule (Ch. 51, 5 U.S.C.).
	Hx
HU	Haskell Indian Nations University demonstration project. Code is for use by the Department of the Interior only.
	Ix
IE	Senior Intelligence Executive Service (SIES) Program. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only.
IJ	Immigration Judge Schedule. Code is for use by the Department of Justice only.
IP	Senior Intelligence Professional (SIP) Program. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only.
IR	Internal Revenue Service Broadband Classification and Pay System Positions Only. Code is for use by the Internal Revenue Service (Department of the Treasury) only.

PAY PLAN

Code	**Name/Explanation**
	Jx
JA	Demonstration FBI Scientific and Engineering Positions. Code is for use by the Federal Bureau of Investigation (Department of Justice) only.
JB	Demonstration FBI Technical Positions. Code is for use by the Federal Bureau of Investigation (Department of Justice) only.
JC	Demonstration FBI Intelligence Analyst Positions. Code is for use by the Federal Bureau of Investigation (Department of Justice) only.
JD	Demonstration FBI Language Translator Positions. Code is for use by the Federal Bureau of Investigation (Department of Justice) only.
JE	Demonstration FBI Medical Positions. Code is for use by the Federal Bureau of Investigation (Department of Justice) only.
JG	Graded Tradesmen and Craftsmen (excluding lithographers and printers). Code is for use by the Administrative Office of the United States Courts only. Code is not valid for submission to the Central Personnel Data File.
JL	Leaders of Tradesmen and Craftsmen. Code is for use by the Administrative Office of the United States Courts only. Code is not valid for submission to the Central Personnel Data File.
JP	Nonsupervisory Lithographers and Printers. Code is for use by the Administrative Office of the United States Courts only. Code is not valid for submission to the Central Personnel Data File.
JQ	Lead Lithographers and Printers. Code is for use by the Administrative Office of the United States Courts only. Code is not valid for submission to the Central Personnel Data File.
JR	Supervisory Lithographers and Printers. Code is for use by the Administrative Office of the United States Courts only. Code is not valid for submission to the Central Personnel Data File.

PAY PLAN

Code	**Name/Explanation**
JT	Supervisors of Tradesmen and Craftsmen. Code is for use by the Administrative Office of the United States Courts only. Code is not valid for submission to the Central Personnel Data File.

PAY PLAN

Code	**Name/Explanation**
	Kx
KA	Kiess Act. Code is for use by the Government Printing Office only.
KG	Non-Craft--nonsupervisory. Code is for use by the Bureau of Engraving and Printing (Department of the Treasury) only.
KL	Non-Craft--leader. Code is for use by the Bureau of Engraving and Printing (Department of the Treasury) only.
KS	Non-Craft--supervisory. Code is for use by the Bureau of Engraving and Printing (Department of the Treasury) only.
	Lx
LE	United States Secret Service Uniformed Division. Code is for use by the Department of the Treasury only.
LG	Liquidation Graded. Code is for use by the Federal Deposit Insurance Corporation only.
	Mx
MA	Milk Marketing. Code is for use by the Department of Agriculture only.
MG	OMHAR Compensation Plan. Code is for use by the Office of Multifamily Housing Assistance Restructuring (Department of Housing and Urban Development) only.
MS	OMHAR Executive Compensation Plan. Code is for use by the Office of Multifamily Housing Assistance Restructuring (Department of Housing and Urban Development) only.
MX	OMHAR Executive Director Compensation Plan. Code is for use by the Office of Multifamily Housing Assistance Restructuring (Department of Housing and Urban Development) only.

PAY PLAN

Code	**Name/Explanation**
	Nx
NA	Nonappropriated funds--nonsupervisory and nonleader--Federal Wage System.
NB	Office of the Comptroller of the Currency Only. Code is for use by the Office of the Comptroller of the Currency (Department of the Treasury) only.
NC	NRL Administrative Support. Code is for use by the Naval Research Laboratory (Department of the Navy) only.
ND	Demonstration Scientific and Engineering. Code is for use by the Department of the Navy only.
NG	Demonstration General Support. Code is for use by the Department of the Navy only.
NH	Business Management and Technical Management Professional. DOD Acquisition Workforce Demonstration Project. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
NJ	Technical Management Support. DOD Acquisition Workforce Demonstration Project. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
NK	Administration Support. DOD Acquisition Workforce Demonstration Project. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
NL	Nonappropriated funds--leader--Federal Wage System.
NO	NRL Administrative Specialist/Professional. Code is for use by the Naval Research Laboratory (Department of the Navy) only.
NP	NRL Science and Engineering Professional. Code is for use by the Naval Research Laboratory (Department of the Navy) only.
NR	NRL Science and Engineering Technical. Code is for use by the Naval Research Laboratory (Department of the Navy) only.

PAY PLAN

Code	**Name/Explanation**
NS	Nonappropriated funds--supervisory--Federal Wage System.
NT	Demonstration Administrative and Technical. Code is for use by the Department of the Navy only.
NX	Executive-level and managerial positions in the Corporation for National and Community Service (Public Law 103-82, Subtitle G, Section 195(b)). Code is for use by the Corporation for National and Community Service only.
NY	All other positions in the Corporation for National and Community Service (Public Law 103-82, Subtitle G, Section 195(b)). Code is for use by the Corporation for National and Community Service only.

PAY PLAN

Code	**Name/Explanation**
	Px
PA	Attorneys and Law Clerks. Code is for use by the General Accounting Office only. Code is not valid for submission to the Central Personnel Data File.
PD	Treasury Demonstration Project Positions. Code is for use by the Bureau of Alcohol, Tobacco, and Firearms (Department of the Treasury), U.S. Customs Service (Department of the Treasury), and the U.S. Secret Service (Department of the Treasury) only.
PE	Evaluator and Evaluator Related. Code is for use by the General Accounting Office only. Code is not valid for submission to the Central Personnel Data File.
PG	Printing Office Grades. Code is for use by the Government Printing Office only.
	Rx
RS	Senior Biomedical Research Service. Code is for use by the Public Health Service (Department of Health and Human Services) only.

PAY PLAN

Code	**Name/Explanation**
	Sx
SA	Administrative Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File.
SB	Clerical Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File.
SC	Engineering and Computing Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File.
SD	Scientific and Programming Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File.
SE	Aide and Technician Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File.
SF	Custodial Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File.
SG	Public Safety Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File.
SH	Physicians Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Note that, within the Tennessee Valley Authority, code P is used.
SJ	Scientific and Programming Schedule (Excluded). Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Note that, within the Tennessee Valley Authority, code ET is used.
SL	Senior Level Positions.
SM	Management Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Note that, within the Tennessee Valley Authority, code M is used.

PAY PLAN

Code	**Name/Explanation**
SN	Senior Level System. Code is for use by the Nuclear Regulatory Commission only.
SP	Park Police. Code is for use by the Department of the Interior only.
SR	Statutory rates not elsewhere specified.
SS	Senior Staff Positions. Code is for use by the National Credit Union Administration only.
ST	Scientific and professional (5 U.S.C. 3104).

PAY PLAN

Code	**Name/Explanation**
	Tx
TA	Construction Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File.
TB	Operating and Maintenance Schedule (Power Generating Facilities). Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File.
TC	Chemical Operators Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File.
TD	Plant Operators Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File.
TE	Operating and Maintenance Schedule (Nonpower Generating Facilities). Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File.
TF	Federal Housing Finance Board Executive Level. Code is for use by the Federal Housing Finance Board only.
TG	Office of Thrift Supervision Salary Schedule. Code is for use by the Office of Thrift Supervision (Department of the Treasury) only.
TM	Federal Housing Finance Board Merit Pay. Code is for use by the Federal Housing Finance Board only.
TP	Teaching Positions. Code is for use by the Department of Defense Education Activity only.
TR	Police Forces of the U.S. Mint and Bureau of Engraving and Printing. Code is for use by the police forces of the U.S. Mint (Department of the Treasury) and the Bureau of Engraving and Printing (Department of the Treasury) only.
TS	Federal Housing Finance Board Step System. Code is for use by the Federal Housing Finance Board only.

PAY PLAN

Code	**Name/Explanation**
TW	Bureau of Engraving and Printing and U.S. Mint Police Officers in Washington, DC, Only. Code is for use by the Bureau of Engraving and Printing (Department of the Treasury) and the U.S. Mint (Department of the Treasury) only.

PAY PLAN

Code	**Name/Explanation**
	Vx
VC	Canteen Service. Code is for use by the Department of Veterans Affairs only.
VE	Veterans Canteen Service Executives Only. Code is for use by the Department of Veterans Affairs only.
VG	Clerical and Administrative Support. Code is for use by the Farm Credit Administration and the Farm Credit System Insurance Corporation only.
VH	Professional, Administrative, and Managerial. Code is for use by the Farm Credit Administration and the Farm Credit System Insurance Corporation only.
VM	Medical and Dental. Code is for use by the Department of Veterans Affairs only.
VN	Nursing. Code is for use by the Department of Veterans Affairs only.
VP	Clinical Podiatrists and Optometrists Schedule. Code is for use by the Department of Veterans Affairs only.

PAY PLAN

Code	**Name/Explanation**
	Wx
WA	Navigation Lock and Dam Operation and Maintenance Positions in the U.S. Army Corps of Engineers--supervisory--Federal Wage System. Code is for use by the Department of Army only.
WB	Wage positions under the Federal Wage System not otherwise designated.
WD	Production facilitating nonsupervisory--Federal Wage System.
WE	Currency manufacturing. Code is for use by the Department of the Treasury only.
WG	Nonsupervisory pay schedules--Federal Wage System.
WJ	Hopper Dredge Schedule--Federal Wage System. Code is for use by the Department of the Army only.
WK	Hopper Dredge Schedule--nonsupervisory--Federal Wage System. Code is for use by the Department of the Army only.
WL	Leader pay schedules--Federal Wage System.
WM	Maritime pay schedules--5 U.S.C. 5348.
WN	Production facilitating supervisory--Federal Wage System.
WO	Navigational Lock and Dam Operation and Maintenance Positions in the U.S. Army Corps of Engineers--leader Federal Wage System. Code is for use by the Department of the Army only.
WQ	Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico--supervisory--Federal Wage System.
WR	Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico--leader--Federal Wage System.
WS	Supervisory pay schedules--Federal Wage System.
WT	Apprentices and Shop Trainees--Federal Wage System.

PAY PLAN

Code	**Name/Explanation**
WU	Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico--nonsupervisory Federal Wage System.
WY	Navigational Lock and Dam Operation and Maintenance Positions in the U.S. Army Corps of Engineers--non-supervisory--Federal Wage System. Code is for use by the Department of Army only.

PAY PLAN

Code	**Name/Explanation**
	Xx
XA	Special Overlap Area Rate Schedule--nonsupervisory--Federal Wage System. Code is for use by the Department of the Interior only.
XB	Special Overlap Area Rate Schedule--leader--Federal Wage System. Code is for use by the Department of the Interior only.
XC	Special Overlap Area Rate Schedule--supervisory--Federal Wage System. Code is for use by the Department of the Interior only.
XD	Nonsupervisory production facilitating special schedule printing employees--Federal Wage System.
XE	Supervisors of negotiated rate employees--Federal Wage System. Code is for use by the Bureau of Reclamation (Department of the Interior) only.
XF	Floating Plant (Other than Hopper Dredge) Schedule--Nonsupervisory--Federal Wage System. Code is for use by the Department of the Army only.
XG	Floating Plant (Other than Hopper Dredge) Schedule--Leader--Federal Wage System. Code is for use by the Department of the Army only.
XH	Floating Plant (Other than Hopper Dredge) Schedule--Federal Wage System. Code is for use by the Department of the Army only.
XL	Leader special schedule printing employees--Federal Wage System.
XN	Supervisory production facilitating special schedule printing employees--Federal Wage System.
XP	Nonsupervisory special schedule printing employees--Federal Wage System.
XS	Supervisory special schedule printing employees--Federal Wage System.

PAY PLAN

Code	**Name/Explanation**
	Zx
ZA	Administrative. Code is for use by the Department of Commerce only.
ZP	Scientific and Engineering Professional. Code is for use by the Department of Commerce only.
ZS	Administrative Support. Code is for use by the Department of Commerce only.
ZT	Scientific and Engineering Technician. Code is for use by the Department of Commerce only.
ZZ	Nonapplicable. Code is for use only with pay basis WC (without compensation) when other pay plan codes are not applicable.

PAY RATE DETERMINANT

Definition: A designation of any special factors that help determine an employee's rate of basic pay or adjusted basic pay.

Responsible Organization: Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: Code set is used by PRIOR PAY RATE DETERMINANT.

Format: X

Note:

Pay Rate Determinants are defined in terms of provisions in title 5 of the United States Code and Title 5 of the Code of Federal Regulations.

The Pay Rate Determinants may also be used for pay systems not covered by these references that have similar provisions in law, regulation, or administrative procedure.

PAY RATE DETERMINANT

Code	**Name/Explanation**
0	This code is used for all employees, regardless of pay system, who receive a scheduled rate and for whom none of the following codes apply.
2	Saved Rate--Indefinite. Employee is paid, without time limitation, at a pay rate above the maximum rate for the grade when: (a) on or before June 30, 1984, the Foreign Service domestic employee was converted to the General Schedule in accordance with P.L. 96-465; or (b) (1) prior to January 11, 1979, (the effective date of section 801(a) of the Civil Service Reform Act (CSRA) P.L. 95-454, 92 Stat. 1111), the employee and his or her position had been converted from one pay plan to another under appropriate authority; and (2) the employee was not entitled to either grade or pay retention (codes A, B, J, K, U, or V below) on the effective date of the CSRA.
3	Retained Pay--Special Rate Adjustment. Employee is receiving retained pay due to: (1) a downward adjustment of a special rate range that left the employee with a pay rate higher than the highest pay rate in the new special rate range; or (2) abolishment of a special rate range that left the employee with a pay rate in excess of the top rate of the grade. References: 5 U.S.C. 5363(a)(2) and 5 CFR 536.104(a)(3).
4	Saved Rate--Other. Employee is receiving saved rate pay at a pay rate above the regular rate and no other code is applicable. (This code is not applicable for saved rates under the Federal Wage System and is not applicable for saved rates under the General Schedule except when authorized by 5 CFR 531.205(a)(3), e.g., for employees promoted from special rate positions to non-special rate positions.)
5	Special and Superior Qualifications Rates. For use when PRD codes 6 and 7 below are both applicable. Note: Code 5 is used only on the action that appointed the employee at a superior qualifications rate within a special rate range; code 6 is used on subsequent actions while the employee continues to receive a special rate of pay.
6	Special Rate. Employee is paid at a special rate, established under appropriate authority to recruit well qualified individuals in selected occupations and locations. (If employee is also entitled to a retained grade, use code E or F, as appropriate.) References: 5 U.S.C. 5305, 5 U.S.C. 5343(a)(1)(A)(ii), and 5 U.S.C. 5343(a)(1)(B)(ii).

PAY RATE DETERMINANT

Code	Name/Explanation
7	Superior Qualifications Rate. Employee is hired at a pay rate above the minimum rate of the grade. Note: Code 7 is used only on the action that appointed the employee at a superior qualifications rate; code 0 or another appropriate code is used on actions subsequent to the appointment action. References: 5 U.S.C. 5333 and 5 CFR 531.203(b).
A	Retained Grade--Different Position. Employee retains grade for a 2-year period, but is occupying a different position than that held before the grade reduction. (If employee is also entitled to a special rate in the retained grade, use code E.) References: 5 U.S.C. 5362 and 5 CFR 536.103.
B	Retained Grade--Same Position. Employee retains grade for a 2-year period and continues to occupy the same position held before the grade reduction. (If employee is also entitled to a special rate in the retained grade, use code F.) References: 5 U.S.C. 5362 and 5 CFR 536.103.
C	Critical Position Pay. Employee is receiving pay greater than would otherwise be payable for the employee's position because the position has been designated critical by the Office of Management and Budget in consultation with the Office of Personnel Management. Reference: 5 U.S.C. 5377.
E	Retained Grade and Special Rate--Different Position. Employee retains grade for a 2-year period, is entitled to a special rate in the retained grade, but is occupying a different position than that held before the grade reduction.
F	Retained Grade and Special Rate--Same Position. Employee retains grade for a 2-year period, is entitled to a special rate in the retained grade, and is occupying the same position held before the grade reduction.
J	Retained Pay--Same Position. Employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3), or 5 CFR 536.104 (except section 536.104(a)(3)), and continues to occupy the same position held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay. (Note: The employee's pay rate may have been reduced to 150 percent of the maximum rate of basic pay payable for the present grade of the position.)

PAY RATE DETERMINANT

Code	**Name/Explanation**
K	Retained Pay--Different Position. Employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3) or 5 CFR 536.104 (except section 536.104(a)(3)), but is currently occupying a different position than that held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay. (Note: The employee's pay rate may have been reduced to 150 percent of the maximum rate of basic pay payable for the grade of the position now occupied.)
M	Continued IGA/LEO Pay. Employee continues to receive an adjusted annual rate of pay based on a nationwide or worldwide special salary rate. The employee should be paid the dollar amount of the General Schedule increase or the dollar amount of the increase in the special salary rate, whichever is less, at the time of an ECI adjustment. Reference: 5 CFR 531.703 or 5 CFR 531.307.
P	Preserved IGA Pay. Employee is a Department of Veterans Affairs (VA) physician or dentist authorized under 38 U.S.C. 7401(1) and 7405(a)(1)(A) at VA facilities in the San Francisco-Oakland-San Jose, CA, Consolidated Metropolitan Statistical Area (CMSA) whose 8 percent interim geographic adjustment (IGA) was preserved when the San Francisco CMSA was removed as an IGA area in January 1995.
R	Retained Pay--SES Removal. A former career Senior Executive Service (SES) employee is receiving a retained rate of pay under 5 U.S.C. 3594 and 5 CFR 359.705 following removal from the SES.
S	Continued SES Basic Pay. A career Senior Executive Service (SES) employee appointed to a position outside of the SES for which the rate of basic pay is equal to or greater than the rate payable for level V of the Executive Schedule and the employee elected to continue to receive basic pay as if remaining in the SES in accordance with 5 U.S.C. 3392(c) and 5 CFR Part 317, Subpart H.
T	Below the Minimum Rate. Employee is paid, without time limitation, at a pay rate below the minimum rate for the grade or pay band.
U	Retained Grade and Pay--Same Position. The employee: (1) has a retained grade; (2) is receiving retained pay; and (3) continues to occupy the same position held immediately before the action that otherwise would have resulted in a reduction in basic pay; i.e., use this code only when code J would be appropriate if grade

PAY RATE DETERMINANT

Code	**Name/Explanation**
	retention were not also applicable. References: 5 U.S.C. 5362, 5 U.S.C. 5363, and 5 CFR Part 536.
V	Retained Grade and Pay--Different Position. The employee: (1) has a retained grade, (2) is receiving pay retention, and (3) is currently occupying a different position than that held immediately before the action that otherwise would have resulted in a reduction in basic pay; i.e., use this code only when code K would be appropriate if grade retention were not also applicable. References: 5 U.S.C. 5362, 5 U.S.C. 5363, and 5 CFR Part 536.

PAY STATUS

Definition:	An employee's pay status in the Federal civilian workforce.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Mandatory (Central Personnel Data File).
Cross-Reference:	NATURE OF ACTION (1)
Format	A

Code	**Name/Explanation**
N	Nonpay Status. Employee has been placed in nonpay status through the use of a nature of action in the 400 series (except NATURE OF ACTION 471 or 480).
P	Pay Status. Employee is in pay status in the Federal civilian workforce.

PERSONNEL OFFICE IDENTIFIER

Definition: The identification of the Federal civilian personnel office authorized to appoint and separate an employee, and to the extent such functions have been delegated, prepare personnel actions, maintain official personnel records, and administer programs for staff compensation, training and development, benefits and awards, and employee and labor relations.

Responsible Organization: Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: None.

Format: 4N

Note:

The personnel office names and codes can be found in the Personnel Office Identifier (POI) Listing (produced by the Office of Workforce Information, Office of Personnel Management). The Listing contains the agency/subelement code, the personnel office code, the name and mailing address of the personnel office, and the name, title, and telephone number of the personnel office contact.

POSITION OCCUPIED

Definition: An employee's position in the Competitive Service, Excepted Service, or the Senior Executive Service.

Responsible Organization: Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: None.

Format: N

Code	Name/Explanation
1	Competitive service. See 5 U.S.C. 2102 for definition of the competitive service.
2	Excepted service. This position is not in the competitive service or in the Senior Executive Service. See 5 U.S.C. 2103 for definition of the excepted service.
3	SES General. Employee in the SES occupies a general position as defined in 5 U.S.C. 3132(a)(9).
4	SES Career Reserved. Employee in the SES occupies a career reserved position as defined in 5 U.S.C. 3132(a)(8).

POSITION SENSITIVITY

Definition:	The designation of the level of risk associated with a position.
Responsible Organization:	Office of Personnel Management, Investigations Service.
Applicability:	Voluntary.
Cross-Reference:	None.
Format:	N

POSITION SENSITIVITY

Code	**Name/Explanation**
0	Not Designated. No designation of sensitivity has been made. (Not valid for use on Standard Forms 50 or 52, Optional Form 8, or equivalent agency form.)
1	Nonsensitive (NS) National Security Risk. Potentially prejudicial to the national security. Adverse impact on the efficiency of the service: Potential for impact involving duties of limited relation to the agency mission with program responsibilities that affect the efficiency of the service. Low Risk (LR) Public Trust Position. Adverse impact on the efficiency of the service: Potential for impact involving duties of limited relation to the agency mission with program responsibilities which affect the efficiency of the service.
2	Noncritical-Sensitive (NCS) National Security Risk. Potential for damage to potential for serious damage to the national security. Adverse impact on the efficiency of the service: Potential for moderate to serious impact involving duties of considerable importance to the agency mission with significant program responsibilities that affect the efficiency of the service.
3	Critical-Sensitive (CS) National Security Risk. Potential for exceptionally grave damage to the national security. Adverse impact on the efficiency of the service: Potential for exceptionally grave impact involving duties of clearly major importance to the agency mission with major program responsibilities that affect the efficiency of the service.
4	Special-Sensitive (SS) National Security Risk. Potential for inestimable damage to the national security. Adverse impact on the efficiency of the service: Potential for inestimable impact involving duties especially critical to the agency mission with broad scope and authority (e.g., overall direction of a major Government program) or other extremely important responsibilities that affect the overall efficiency of the service.
5	Moderate Risk (MR) Public Trust Position. Adverse impact on the efficiency of the service: Potential for moderate to serious impact involving duties of considerable importance to the agency or program mission with significant program responsibilities and delivery of customer services to the public.

POSITION SENSITIVITY

Code	**Name/Explanation**
6	High Risk (HR) Public Trust Position. Adverse impact on the efficiency of the service: Potential for exceptionally serious impact involving duties especially critical to the agency or a program mission with broad scope of policy or program authority.

PREVIOUS RETIREMENT COVERAGE

Definition:	The indicator of whether an employee has, at the time of most recent appointment to the Federal service, previously been covered by the Civil Service Retirement System or the Federal Employees' Retirement System.
Responsible Organization:	Office of Personnel Management, Retirement and Insurance Service, Office of Actuaries.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	None.
Format:	A

Code	**Name/Explanation**
N	Never covered. Employee has never been covered by the CSRS or FERS.
P	Previously covered. Employee has previously been covered by the Civil Service Retirement System (CSRS) or Federal Employees' Retirement System (FERS). An employee would be considered as having previously been covered regardless of whether contributions were made to the CSRS or the FERS, or whether or not they withdrew previously contributed funds.

PRIOR ADJUSTED BASIC PAY

Definition:	An employee's prior ADJUSTED BASIC PAY.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Mandatory (Personnel Actions).
Cross-Reference:	ADJUSTED BASIC PAY
Format:	6N

PRIOR BASIC PAY

Definition:	An employee's prior BASIC PAY.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	BASIC PAY
Format:	6N

PRIOR DUTY STATION

Definition:	An employee's prior DUTY STATION.
Responsible Organization:	General Services Administration, Public Buildings Service.
Applicability:	Mandatory (Central Personnel Data File).
Cross-Reference:	Uses DUTY STATION code set.
Format:	2X4N3N

PRIOR GRADE, LEVEL, CLASS, RANK, OR PAY BAND

Definition:	An employee's prior GRADE, LEVEL, CLASS, RANK, OR PAY BAND.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	Uses GRADE, LEVEL, CLASS, RANK, OR PAY BAND code set.
Format:	AA or NN

PRIOR LEO GEOGRAPHIC PAY AREA

Definition:	An employee's prior LEO GEOGRAPHIC PAY AREA.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Voluntary.
Cross-Reference:	Uses LEO GEOGRAPHIC PAY AREA code set.
Format:	X

PRIOR LOCALITY ADJUSTMENT

Definition:	An employee's prior LOCALITY ADJUSTMENT.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	LOCALITY ADJUSTMENT
Format:	5N

PRIOR LOCALITY PAY AREA

Definition:	An employee's prior LOCALITY PAY AREA.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Voluntary.
Cross-Reference:	Uses LOCALITY PAY AREA code set.
Format:	NN

PRIOR OCCUPATION

Definition:	An employee's prior OCCUPATION.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Performance and Compensation Systems Design.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	Uses OCCUPATION code set.
Format:	4N

PRIOR PAY BASIS

Definition:	An employee's prior PAY BASIS.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	Uses PAY BASIS code set.
Format:	AA

PRIOR PAY PLAN

Definition:	An employee's prior PAY PLAN.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	Uses PAY PLAN code set.
Format:	AA

PRIOR PAY RATE DETERMINANT

Definition:	An employee's prior PAY RATE DETERMINANT.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Mandatory (Central Personnel Data File).
Cross-Reference:	Uses PAY RATE DETERMINANT code set.
Format:	X

PRIOR STEP OR RATE

Definition:	An employee's prior STEP OR RATE.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	Uses STEP OR RATE code set.
Format:	AA or NN

PRIOR WORK SCHEDULE

Definition:	An employee's prior WORK SCHEDULE.
Responsible Organization:	Office of Personnel Management, Employment Service.
Applicability:	Mandatory (Central Personnel Data File).
Cross-Reference:	Uses WORK SCHEDULE code set.
Format:	A

RACE OR NATIONAL ORIGIN

Definition: An employee's race or national origin.

Responsible Organization: Office of Personnel Management, Employment Service.

Applicability: Mandatory (Central Personnel Data File).

Cross-Reference: None.

Format: A

Note:

Employees of mixed race or national origin should be identified with the race or national origin with which they most closely associate themselves.

RACE OR NATIONAL ORIGIN

Code	**Name/Explanation**
A	American Indian or Alaskan Native. A person having origins in any of the original people of North America, and who maintains cultural identification through community recognition or tribal affiliation. (This code must not be used for employees in Puerto Rico.)
B	Asian or Pacific Islander. A person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. (This code must not be used for employees in Hawaii or Puerto Rico.)
C	Black, not of Hispanic origin. A person having origins in any of the black racial groups of Africa. Does not include people of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). (This code must not be used for employees in Puerto Rico.)
D	Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include people of Portuguese culture or origin.
E	White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East. Does not include people of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). Also includes people not included in other categories. (This code must not be used for employees in Puerto Rico.)
F	Asian Indian. A person having origins in any of the original people of the Indian subcontinent, i.e., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan. (This code is for use in Hawaii only.)
G	Chinese. A person having origins in any of the original people of China. (This code is for use in Hawaii only.)
H	Filipino. A person having origins in any of the original people of the Philippines. (This code is for use in Hawaii only.)
J	Guamanian. A person having origins in any of the original people of Guam (e.g., Chamorro). (This code is for use in Hawaii only.)

RACE OR NATIONAL ORIGIN

Code	**Name/Explanation**
K	Hawaiian. A person having origins in any of the original people of Hawaii. Includes people who are Part Hawaiian and identify most closely with the Hawaiian category. (This code is for use in Hawaii only.)
L	Japanese. A person having origins in any of the original people of Japan. (This code is for use in Hawaii only.)
M	Korean. A person having origins in any of the original people of Korea. (This code is for use in Hawaii only.)
N	Samoan. A person having origins in any of the original people of Samoa. (This code is for use in Hawaii only.)
P	Vietnamese. A person having origins in any of the original people of Vietnam. (This code is for use in Hawaii only.)
Q	All Other Asian or Pacific Islanders. A person having origins in any of the original people of Asia or the Pacific Islands not included in codes F through P above. (This code is for use in Hawaii only.)
Y	Not Hispanic in Puerto Rico. A person not of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico. (This code is for use in Puerto Rico only.)

RATING OF RECORD (LEVEL)

Definition:	The summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period. Refer to 5 CFR 430.203 and 5 CFR 430.303 for the definition of rating of record and to 5 CFR 430.208 and 5 CFR 430.303 for definitions of summary levels.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Performance and Compensation Systems Design.
Applicability:	Mandatory (Central Personnel Data File).
Cross-Reference:	RATING OF RECORD (PATTERN), RATING OF RECORD (PERIOD)
Format:	X

RATING OF RECORD (LEVEL)

Code	**Name/Explanation**
1	Level 1. Unacceptable. Fail level under pass/fail program.
2	Level 2. Level between Fully Successful and Unacceptable.
3	Level 3. Fully Successful or equivalent. Pass level under pass/fail program.
4	Level 4. Level between Outstanding and Fully Successful.
5	Level 5. Outstanding or equivalent.
X	Not Rated. Code applies to General Schedule (GS/GM), Prevailing Rate, and other employees subject to the provisions of 5 CFR 430 (see coverage at 5 CFR 430.202 and 5 CFR 430.302) who have not yet received a rating of record under the agency performance appraisal system (e.g., someone newly hired).
Z	Exclusion. Code applies to those employees excluded from the performance appraisal requirements in 5 CFR 430 by law or by the Office of Personnel Management.

RATING OF RECORD (PATTERN)

Definition: The specific summary levels which can be assigned to a rating of record under an appraisal program. The patterns of summary levels which shall be used are defined in 5 CFR 430.208(d) and in 5 CFR 430.304(g).

Responsible Organization: Office of Personnel Management, Workforce Compensation and Performance Service, Office of Performance and Compensation Systems Design.

Applicability: Mandatory (Central Personnel Data File).

Cross-Reference: RATING OF RECORD (LEVEL)

Format: A

Note:

The summary levels shown below refer to RATING OF RECORD (LEVEL) codes.

Code	Name/ Explanation
A	Summary levels 1 and 3. Use for pass/fail programs.
B	Summary levels 1, 3, and 5.
C	Summary levels 1, 3, and 4.
D	Summary levels 1, 2, and 3.
E	Summary levels 1, 3, 4, and 5.
F	Summary levels 1, 2, 3, and 5.
G	Summary levels 1, 2, 3, and 4.
H	Summary levels 1, 2, 3, 4, and 5.

RATING OF RECORD (PERIOD)

Definition:	The ending date of the appraisal period for which the RATING OF RECORD (LEVEL) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Performance and Compensation Systems Design.
Applicability:	Mandatory (Central Personnel Data File).
Cross-Reference:	RATING OF RECORD (LEVEL). Uses CALENDAR DATE code set.
Format:	YYYYMM

READING PROFICIENCY

Definition: The assessed proficiency of the individual in understanding a given written language.

Responsible Organization: Department of Defense, Defense Language Institute.

Applicability: Voluntary.

Cross-Reference: None.

Format: NN

Note:

The following proficiency level descriptions characterize comprehension of the written language. Each of the six "base levels" (coded 00, 10, 20, 30, 40, and 50) implies control of any previous "base level's" functions and accuracy. The "plus level" designation (coded 06, 16, 26, etc.) will be assigned when proficiency substantially exceeds one base skill level and does not fully meet the criteria for the next "base level." The "plus level" descriptions are therefore supplementary to the "base level" descriptions.

A skill level is assigned to a person through an authorized language examination. Examiners assign a level on a variety of performance criteria exemplified in the descriptive statements. Therefore, the examples given here illustrate, but do not exhaustively describe, either the skills a person may possess or situations in which he/she may function effectively.

Statements describing accuracy refer to typical stages in the development of competence in the most commonly taught languages in formal training programs. In other languages, emerging competence parallels these characterizations, but often with different details.

Unless otherwise specified, the term "native reader" refers to native readers of a standard dialect.

READING PROFICIENCY

Note (continued):

"Well-educated," in the context of these proficiency descriptions, does not necessarily imply formal higher education. However, in cultures where formal higher education is common, the language-use abilities of persons who have had such education is considered the standard. That is, such a person meets contemporary expectations for the formal, careful style of the language, as well as range of less formal varieties of the language.

In the following descriptions a standard set of text-types is associated with each level. The text-type is generally characterized in each descriptive statement.

The word "read," in the context of these proficiency descriptions, means that the person at a given skill level can thoroughly understand the communicative intent in the text-types described. In the usual case the reader could be expected to make a full representation, thorough summary, or translation of the text into English.

Other useful operations can be performed on written texts that do not require the ability to "read," as defined above. Examples of such tasks which people of a given skill level may reasonably be expected to perform are provided, when appropriate, in the descriptions.

READING PROFICIENCY

Code	Name/Explanation
00	Reading, No Proficiency. No practical ability to read the language. Consistently misunderstands or cannot comprehend at all. (Has been abbreviated R-O in some nonautomated applications.)
06	Reading, Memorized Proficiency. Can recognize all the letters in the printed version of an alphabetic system and high-frequency elements of a syllabary or a character system. Able to read some or all of the following: numbers, isolated words and phrases, personal and place names, street signs, office and shop designations. The above often interpreted inaccurately. Unable to read connected prose. (Has been abbreviated R-O+ in some nonautomated applications.)
10	Reading, Elementary Proficiency. Sufficient comprehension to read very simple connected written material in a form equivalent to usual printing of typescript. Can read either representations of familiar formulaic verbal exchanges or simple language containing only the highest frequency structural patterns and vocabulary, including shared international vocabulary items and cognates (when appropriate). Able to read and understand known language elements that have been recombined in new ways to achieve different meanings at a similar level of simplicity. Texts may include simple narratives of routine behavior; highly predictable descriptions of persons, places or things; and explanations of geography and government such as those simplified for tourists. Some misunderstandings possible on simple texts. Can get some main ideas and locate prominent items of professional significance in more complex texts. Can identify general subject matter in some authentic texts. (Has been abbreviated R-1 in some nonautomated applications.)

READING PROFICIENCY

Code	**Name/Explanation**
16	Reading, Elementary Proficiency, Plus. Sufficient comprehension to understand simple discourse in printed form for informative social purposes. Can read material such as announcements of public events, simple prose containing biographical information or narration of events, and straightforward newspaper headlines. Can guess at unfamiliar vocabulary if highly contextualized, but with difficulty in unfamiliar contexts. Can get some main ideas and locate routine information of professional significance in more complex texts. Can follow essential points of written discussion at an elementary level on topics in his/her professional field. In commonly taught languages, the individual may not control the structure well. For example, basic grammatical relations are often misinterpreted, and temporal reference may rely primarily on lexical items as time indicators. Has some difficulty with the cohesive factors in discourse, such as matching pronouns with referents. May have to read materials several times for understanding. (Has been abbreviated R-1+ in some nonautomated applications.)
20	Reading, Limited Working Proficiency. Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on subjects within a familiar context. Able to read with some misunderstandings straightforward, familiar, factual material, but in general insufficiently experienced with the language to draw inferences directly from the linguistic aspects of the text. Can locate and understand the main ideas and details in material written for the general reader. However, persons who have professional knowledge of a subject may be able to summarize or perform sorting and locating tasks with written texts that are well beyond their general proficiency level. The individual can read uncomplicated, but authentic prose on familiar subjects that are normally presented in a predictable sequence which aids the reader in understanding. Texts may include descriptions and narrations in contexts such as news items describing frequently occurring events, simple biographical information, social notices, formulaic business letters, and simple technical material written for the general reader. Generally the prose that can be read by the individual is predominantly in straightforward/high-frequency sentence patterns. The individual does not have a broad active vocabulary (that is, which he/she recognizes immediately on sight), but is able to use contextual and real world cues to understand the text. Characteristically, however, the individual is quite slow in performing such a process. He/she is typically able to answer factual questions about authentic texts of the types described above. (Has been abbreviated R-2 in some nonautomated applications.)

READING PROFICIENCY

Code	Name/Explanation
26	Reading, Limited Working Proficiency, Plus. Sufficient comprehension to understand most factual material in non-technical prose as well as some discussions on concrete topics related to special professional interests. Is markedly more proficient at reading materials on a familiar topic. Is able to separate the main ideas and details from lesser ones and uses that distinction to advance understanding. The individual is able to use linguistic context and real-world knowledge to make sensible guesses about unfamiliar material. Has a broad active reading vocabulary. The individual is able to get the gist of main and subsidiary ideas in texts which could only be read thoroughly by persons with much higher proficiencies. Weaknesses include slowness, uncertainty, inability to discern nuance and/or intentionally disguised meaning. (Has been abbreviated R-2+ in some nonautomated applications.)
30	Reading, General Professional Proficiency. Able to read within a normal range of speed and with almost complete comprehension a variety of authentic prose material on unfamiliar subjects. Reading ability is not dependent on subject matter knowledge, although it is not expected that the individual can comprehend thoroughly subject matter which is highly dependent on cultural knowledge or which is outside his/her general experience and not accompanied by explanation. Text-types include news stories similar to wire service reports or international news items in major periodicals, routine correspondence, general reports, and technical material in his/her professional field; all of these may include hypothesis, argumentation, and supported opinions. Misreading rare. Almost always able to interpret material correctly, relate ideas, and "read between the lines," (that is, understand the writers' implicit intents in texts of the above types). Can get the gist of more sophisticated texts, but may be unable to detect or understand subtlety and nuance. Rarely has to pause over or reread general vocabulary. However, may experience some difficulty with unusually complex structure and low frequency idioms. (Has been abbreviated R-3 in some nonautomated applications.)

READING PROFICIENCY

Code	**Name/Explanation**
36	Reading, General Professional Proficiency, Plus. Can comprehend a variety of styles and forms pertinent to professional needs. Rarely misinterprets such texts or rarely experiences difficulty relating ideas or making inferences. Able to comprehend many sociolinguistic and cultural references. However, may miss some nuances and subtleties. Able to comprehend a considerable range of intentionally complex structures, low frequency idioms, and uncommon connotative intentions; however, accuracy is not complete. The individual is typically able to read with facility, understand, and appreciate contemporary exposition, technical, or literary texts which do not rely heavily on slang and unusual idioms. (Has been abbreviated R-3+ in some nonautomated applications.)
40	Reading, Advanced Professional Proficiency. Able to read fluently and accurately all styles and forms of the language pertinent to professional needs. The individual's experience with the written language is extensive enough that he/she is able to relate inferences in the text to real-world knowledge and understand almost all sociolinguistic and cultural references. Able to "read beyond the lines" (that is, to understand the full ramifications of texts as they are situated in the wider cultural, political, or social environment). Able to read and understand the intent of writers' use of nuance and subtlety. The individual can discern relationships among sophisticated written materials in the context of broad experience. Can follow unpredictable turns of thought readily in, for example, editorial, conjectural, and literary texts in any subject matter area directed to the general reader. Can read essentially all materials in his/her special field, including official and professional documents and correspondence. Recognizes all professionally relevant vocabulary known to the educated non-professional native, although may have some difficulty with slang. Can read reasonably legible hand-writing without difficulty. Accuracy is often nearly that of a well-educated native reader. (Has been abbreviated R-4 in some nonautomated applications.)

READING PROFICIENCY

Code	**Name/Explanation**
46	Reading, Advanced Professional Proficiency, Plus. Nearly native ability to read and understand extremely difficult or abstract prose, a very wide variety of vocabulary, idioms, colloquialisms, and slang. Strong sensitivity to and understanding of sociolinguistic and cultural references. Little difficulty in reading less than fully legible handwriting. Broad ability to "read beyond the lines" (that is, to understand the full ramifications of texts as they are situated in the wider cultural, political, or social environment) is nearly that of a well-read or well-educated native reader. Accuracy is close to that of the well-educated native reader, but not equivalent. (Has been abbreviated R-4+ in some nonautomated applications.)
50	Reading, Functionally Native Proficiency. Reading proficiency is functionally equivalent to that of the well-educated native reader. Can read extremely difficult and abstract prose; for example, general legal and technical as well as highly colloquial writings. Able to read literary texts, typically including contemporary avant-garde prose, poetry, and theatrical writing. Can read classical/archaic forms of literature with the same degree of facility as the well-educated, but non-specialist native. Reads and understands a wide variety of vocabulary and idioms, colloquialisms, slang, and pertinent cultural references. With varying degrees of difficulty, can read all kinds of handwritten documents. Accuracy of comprehension is equivalent to that of a well-educated native reader. (Has been abbreviated R-5 in some nonautomated applications.)

REMARKS

Definition: The remarks that explain the personnel action recorded on the Standard Form 50.

Responsible Organization: Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.

Applicability: Mandatory (Personnel Actions). Only the remarks are required, not the codes.

Cross-Reference: None.

Format: AXN

Note:

Codes For	See Page
• Appointment Limitations (Axx)	2
• Benefits and Leave (Bxx)	4
• Corrections and Cancellations (Cxx)	7
• Employment Conditions (Exx)	9
• Service Credit (Gxx) • Position Change Actions (Kxx)	11
• Miscellaneous (Mxx)	13
• Pay in Addition to, or Outside of, Salary (Nxx)	16
• Pay Rate (Pxx)	17
• Employee Reason for Resignation, Retirement, Failure To Relocate or To Accept Reassignment (Rxx) • Agency Explanation of Employee's Separation (Sxx)	20
• Tenure (Txx) • Retained Grade and Retained Pay (Xxx)	24
• Reserved for Agencies' Internal Use (Yxx-Zxx)	26

REMARKS

Code	**Name/Explanation**
	APPOINTMENT LIMITATIONS
A01	Appointment is on a seasonal basis; the employee is subject to release to nonpay status and recall to duty to meet workload requirements as a condition of employment in accordance with the attached agreement.
A03	This appointment is intended to continue for 2 years. Upon satisfactory completion of 2-year trial period, you will be noncompetitively converted to career-conditional appointment. If performance is not satisfactory, or you fail to satisfactorily complete program, employment will be terminated.
A04	Appointment is NTE 2 years. Upon satisfactory completion of internship, you may be noncompetitively converted to career or career conditional appointment. If your performance is not satisfactory or if you fail to satisfactorily complete internship, employment will be terminated.
A11	Employment under this appointment must not exceed (number) working days a year.
A12	Employment under this and previous appointment must not exceed (number) working days a year.
A15	Total compensation during service year may not exceed 40% of salary for GS-3/1; salary increase resulting from a within-grade increase will not count against this limitation.
A17	As a reemployed annuitant, you serve at the will of the appointing officer.
A21	Temporary employees serve under appointments limited to 1-year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to career-conditional appointment.
A22	This appointment cannot be renewed. Upon admission to the Bar, you will be eligible for appointment as attorney in accordance with (agency) appointment procedures.

REMARKS

Code	**Name/Explanation**
A24	Employee informed in advance of the conditions of appointment under the Presidential Management Intern Program.
A25	This action provides relief required by Public Law 101-12, pending final decision of the MSPB.
A30	This appointment does not confer eligibility to be noncompetitively converted to career-conditional or career appointment.
A31	This appointment is intended to continue through completion of education and study-related work requirements. An agency may noncompetitively appoint you to a career or career-conditional appointment within 120 days after satisfactory completion of your educational program and satisfactory completion of at least 640 hours of career-related work experience. The work experience must have been completed prior to or concurrently with the completion of the requirements of your educational program.

REMARKS

Code	**Name/Explanation**
	BENEFITS AND LEAVE
B01	Cancelled health benefits.
B02	Elected not to enroll for health benefits.
B03	Ineligible for health benefits.
B04	Ineligible for leave.
B31	Changes SCD from (date) to reflect (number) hours worked under intermittent work schedule.
B32	Changes SCD from (date) to reflect excess time in nonpay status during calendar year (year).
B33	Changes SCD from (date) to reflect service which has been ruled creditable.
B34	Changes SCD from (date) to reflect previously unclaimed service.
B35	Changes SCD from (date) because (state reason).
B36	Changes SCD from (date) upon employee's receipt of discharge from uniformed service.
B41	Health benefits will continue as long as you participate in the work-study program if you pay the employee's share of costs. Contact your servicing Human Resources Office or see the FEHB Handbook at http://www.opm.gov/insure for detailed information.

REMARKS

Code	**Name/Explanation**
B43	Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.
B44	Health benefits coverage continues.
B45	You may change your health benefits enrollment within 60 days after the effective date of this action.
B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this SF 50. However, Basic Life insurance coverage is always at least $10,000.
B52	Ineligible for health benefits until you complete one year of current continuous employment. Then you may elect health benefits for which you will be charged the full premium.
B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). You are also eligible for temporary continuation of your FEHB coverage for up to 18 months.
B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within six months of the effective date of this personnel action. SF 3109 provided to employee.
B61	You appear to be eligible for early deferred retirement benefits at age (enter eligibility age). If you have questions, contact your agency retirement counselor.
B62	You appear to be eligible for immediate MRA + 10 retirement annuity. If you have questions, contact your agency retirement counselor.
B63	Elected to retain coverage under a retirement system for NAF employees.

REMARKS

Code	**Name/Explanation**
B66	Health benefits coverage will continue for 18 months unless you elect to terminate coverage. Contact your servicing Human Resources Office or see the FEHB Handbook at http://www.opm.gov/insure for detailed information.
B67	Elected full Living Benefits on (enter date from FE-8C). Post-election Basic Insurance amount is $00.00.
B68	Elected partial Living Benefits on (enter date from FE-8C). Post-election Basic Insurance amount is (enter amount from FE-8C). Must elect "no reduction" at retirement.
B69	Employee has assigned ownership of life insurance coverage. Assignment terminates 31 days after separation date unless employee is entitled to continued coverage before that date.
B71	You must elect to either: (1) terminate your enrollment in FEHB, or (2) continue it for up to 365 days and agree to pay the premium or incur a debt. If you do not elect to terminate or continue your enrollment, it automatically terminates at the end of the last pay period in which you paid premiums. Contact your servicing Human Resources Office or see FEHB Handbook at http://www.opm.gov/insure for detailed information.
B72	FEGLI coverage continues until your time in nonpay status totals 12 months. Contact your servicing Human Resources Office or see the FEGLI Handbook at http://www.opm.gov/insure for detailed information.

REMARKS

Code	**Name/Explanation**
	CORRECTIONS AND CANCELLATIONS
C02	Employee found to be ineligible for (type) retirement.
C03	Retroactive restoration based on ( ).
C04	Retroactive change to intermediate grade based on ( ).
C06	Retroactive change to former grade based on ( ).
C07	Retroactive change to lower grade based on ( ).
C08	Also corrects same item(s) on personnel action (code and nature of action) dated (date).
C09	Also corrects (code and nature of action) effective (date), item (number), to add ( ).
C10	Corrects date of separation from (date) to avoid a break in service when employee was appointed by (agency).
C11	Corrects item (number) from ( ).
C12	Also corrects same item(s) on all previous actions from (date) to (date).
C13	Also corrects (code and nature of action) effective (date), item (number), from ( ).
C14	(Explain why the action is cancelled).
C15	This notification of personnel action replaces a previously executed one.
C16	This notification of personnel action prepared by (name of employing office).
C17	Completes item (number) which was omitted.
C18	Corrects item (number) to read:
C19	Corrects salary to give employee benefit of highest previous rate of basic pay.

REMARKS

Code	**Name/Explanation**
C20	Action cancelled in accordance with OPM letter (or instructions) dated (date). This SF 50 and the SF 50 being cancelled must be retained permanently in the employee's Official Personnel Folder.
C21	Service from (date of appointment) to (date appointment was regularized or cancelled) may be credited for qualifications purposes, and for leave accrual and RIF retention purposes, and for (list other purposes).
C27	Entitled to back pay under 5 U.S.C. 5596.
C28	Active duty begins (date).
C30	Nature of action and code shown on original action are no longer in use.

REMARKS

Code	**Name/Explanation**
	EMPLOYMENT CONDITIONS
E01	Appointment is indefinite.
E03	Trial period completed.
E04	Initial probationary period completed.
E05	Date for completion of initial probationary (or trial) period has been adjusted to reflect excess time in nonpay status. New completion date is (date).
E06	Date for completion of probationary (or trial) period has been adjusted to reflect credit for service on intermittent work schedule. Estimated completion date is (date).
E07	You will be in tenure group II until you complete the one-year probationary period that began (date); then you will be changed back to tenure group I.
E18	Appointment is subject to completion of one year initial probationary period beginning (date).
E19	Appointment is subject to completion of one year trial period beginning (date).
E21	You are subject to regulations governing conduct and responsibilities of special government employees.
E23	Veteran preference is not applicable to the Senior Executive Service.
E24	Probationary period for SES position is not required.
E25	Subject to satisfactory completion of one year SES probationary period beginning (date).
E37	Satisfactorily completed prescribed training under training agreement. Meets basic qualifications for other positions in this series.
E39	Employee is assigned to a worker-trainee developmental position.
E44	Probationary period for supervisory (or managerial) position not required.

REMARKS

Code	**Name/Explanation**
E45	Probationary period for supervisory (or managerial) position completed.
E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).
E51	Employee has guaranteed placement rights during probation.
E54	Employee elects to continue appropriate SES provisions under 5 U.S.C. 3392(c).
E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.
E58	Appointment is on a provisional basis. You are eligible for retirement coverage and for health benefits and life insurance. If your performance is satisfactory, and you meet all legal, qualifications, and other applicable requirements, you may be converted to a nontemporary appointment before this appointment expires.

REMARKS

Code	**Name/Explanation**
	SERVICE CREDIT
G11	Employee paid under 5 U.S.C. chapter 81 from (date) through (date). The entire period shall be credited for all rights and benefits based on length of service.
G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
G33	Service credit for retirement, reduction-in-force, and leave accrual purposes continues for up to a maximum of 6 months in nonpay status per calendar year.
	POSITION CHANGE ACTIONS
K01	Qualification requirements modified because of general OPM amendment.
K02	Qualification waived per Reg 351.703.
K12	Selected from (cite the number of the agency's merit promotion certificate or list of eligibles), dated (date).
K13	Removes temporary limitation placed on the last action.
K16	From promotion NTE (date).
K17	Repromotion to grade not above that from which down-graded without personal cause and not at employee's request.
K18	Position is at the full performance level.
K19	Successor position--employee retained in competitive service.
K20	Full performance level of employee's position is (enter pay plan and grade).

REMARKS

Code	**Name/Explanation**
K23	Result of change in classification standards.
K26	Result of additional duties and responsibilities.
K27	Result of position review.
K38	Promoted (or reassigned) from (former position and grade), effective (date).
K43	Result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
K50	From position change NTE (date).
K55	Based on OPM CEG letter of 9/29/92. (Remark is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.)
K60	Action is in lieu of RIF separation of employee retained under temporary exception.

REMARKS

Code	**Name/Explanation**
	MISCELLANEOUS
M01	Appointment affidavit executed (date).
M02	You have reemployment rights for two years in (former agency) granted under Reg 352.204 and OPM letter of (date).
M04	Under Public Law 96-8, is entitled to continue FEGLI and health benefits. Has reemployment rights in (agency from which separated) or successor agency upon separation from the Institute, subject to such time period and other conditions as the President may prescribe.
M06	Reason for temporary appointment (state reason).
M10	OPF maintained by (name and address of office).
M20	Action at employee's request.
M23	Continues promotion NTE (date).
M24	Continues position change NTE (date).
M26	Employee was advised of opportunity to file grievance and elected to do so.
M27	Employee was advised of opportunity to file grievance and elected not to do so.
M33	On nonpay status in (agency).
M34	On part-time (or intermittent) appointment in (agency).
M36	Concurrent employment (identify position or agency unit where concurrently employed).
M38	Frozen service: (enter yrs. and mos., e.g., "20 yrs., 5 mos.").
M39	Creditable military service: (enter yrs. and mos., e.g., "6 yrs, 7 mos.").
M40	Previous retirement coverage: (enter "never covered" or "previously covered" or "previously covered--refund eligible").

REMARKS

Code	**Name/Explanation**
M42	Approved by (OPM office or agency official) on (date).
M44	Employee elected coverage under FERS.
M45	Employee is automatically covered under FERS.
M46	Employee is covered by FERS because of previous election.
M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.
M53	Employee to suffer no loss of, or reduction in, pay, leave, credit for time or service, or performance or efficiency rating.
M58	No SES reinstatement rights.
M60	Information on possible 5 U.S.C. chapter 83, subchapter II, case may be obtained from (enter name and address).
M61	Possible 5 U.S.C. chapter 83, subch. II, case.
M62	You have reemployment rights in (agency) under 5 U.S.C. 3582 provided separation is no later than (enter period) after the date of entry on duty in (name of international organization) and you apply to this agency within 90 days from date of your separation.
M64	You have employment rights in (agency) for (how long) under (authority).
M67	Forwarding address:
M71	Reason for placement in nonpay status:
M72	Reason for furlough: (state reason).
M73	To be furloughed on (list dates) for total of (number) hours.
M74	Changes data element(s) in block(s) (list SF 50 block number(s)).

REMARKS

Code	**Name/Explanation**
M76	Requested, in lieu of annual leave, after declining offer of (position title, series, grade, and location).
M80	Variation under CS Rule 5 approved by OPM on (date).
M81	Code S in block 32 indicates a part-time employee who is job sharing.
M82	Code T in block 32 indicates a seasonal employee, with a part-time work schedule, who is job sharing.
M83	The 3-year limit on eligibility for reinstatement is extended by the period you serve on excepted, SES, term, or temporary appointment.
M85	You are scheduled to work a minimum of (number) hours per week; additional hours may be scheduled when needed to complete assignments. (Remark is for use by the Bureau of Census (Department of Commerce) only.)
M90	Employee retained, on accrued annual leave NTE (date), past RIF separation date of (date) to establish eligibility for (enter: retirement; health benefits coverage; or retirement and health benefits coverage.)
M91	Employee retained on sick leave past RIF separation date of (date).
M92	Employee retained past RIF effective date of (date) to (enter reason).
M93	Employee retained under authority of liquidation provisions prior to completion of liquidation on RIF separation date of (date).
M94	Employee elected deemed FERS coverage under 5 CFR 846.204(b)(2)(i) on (insert date employee made the election).
M95	Employee given deemed FERS election notice on (insert date of notice), and did not respond. Employee is deemed to have elected FERS coverage under 5 CFR 846.204(b)(2)(i).
M96	Employee declined FERS coverage under 5 CFR 846.204(b)(2)(ii) on (insert date employee made the election).

REMARKS

Code	**Name/Explanation**
	PAY IN ADDITION TO, OR OUTSIDE OF, SALARY
N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
N11	Employee is entitled to 45 calendar days of continuation of regular pay under 5 U.S.C., Chapter 81, section 8118.
N12	Expected to be paid under 5 U.S.C. chapter 81 following 45 calendar days COP period.
N20	Severance pay to be resumed by (agency responsible for the severance pay fund).
N21	Severance pay to be recomputed by (agency responsible for the severance pay fund).
N22	Entitled to ($) severance pay fund to be paid at the rate of ($) per week over (number) weeks beginning (date).
N23	Not entitled to severance pay.
N24	Severance pay suspended by (agency paying the severance pay) until termination of this appointment.
N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.
N26	Lump-sum payment to cover (number) hours ending (date and hour.)
N27	Lump-sum payment to be made for any unused annual leave.
N59	OPF retained by (name and address of office).
N61	Per Reg 531.203(d)(2)(vi), the rate received solely during period of Interim WGI may not be used to establish highest previous rate.

REMARKS

Code	**Name/Explanation**
	PAY RATE
P01	Previously employed at (pay plan, grade, rate).
P02	Pay rate fixed to include rate increase due on same date.
P03	Pay rate is subject to upward retroactive adjustment upon verification of prior service.
P04	Superior qualifications appointment made under Reg 531.203(b).
P05	Special rate under 5 U.S.C. 5305.
P06	Pay rate includes within-grade increases or other rate changes to which employee would have been entitled had he or she remained continuously in Federal service.
P08	Annual salary to be reduced by the amount of your retirement annuity and by future cost of living increases.
P09	Pay or step adjusted (date) by (authority).
P10	Annuity at present is $ _____ pa.
P12	Eligibility date for within-grade increase adjusted to reflect excess time in nonpay status. New estimated eligibility date is (date).
P13	Effective date adjusted due to excess time in nonpay status of (number) hours.
P14	Work performance is at an acceptable level of competence.
P15	Within-grade increase to step (number) denied because your work is not at an acceptable level of competence. You remain at GS (number), step (number).
P16	Met all requirements for WGI to (grade and step) (date); due on (date).
P17	Entitled to retained pay until (date); otherwise, pay would be (pay plan, grade and step).
P18	Retained rate period expires (date). Effective (date) pay will be ($_____).

REMARKS

Code	**Name/Explanation**
P19	Salary includes WGI for which employee became eligible on (date).
P20	Position and pay reflect the following actions effective during employee's absence: (list actions).
P30	Eligibility date for WGI has been adjusted to reflect credit for service on intermittent work schedule. Estimated eligibility date is (date).
P48	Salary may not be reduced below salary earned immediately prior to SES conversion with any future involuntary action while continuously employed.
P54	Superior qualifications appointment made under 35 CFR 251.42.
P55	Special rate under 35 CFR 251.42.
P70	Salary in block 20 includes retention allowance of $_____.
P72	Salary in block 20 includes supervisory differential of $_____.
P73	Block 20 shows the percent of your rate of adjusted basic pay which is paid to you for the substantial, irregular overtime work you perform which cannot be controlled administratively.
P78	Salary in block 12 includes retention allowance of $_____.
P80	Salary in block 12 includes supervisory differential of $_____.
P81	Salary in block 20 includes AUO of $_____.
P82	Salary in block 12 includes AUO of $_____.
P85	Amount in block 20-B includes the special pay adjustment for law enforcement officers of $_____.
P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate.
P91	Within-grade increase denied because your work is not at an acceptable level of competence. Your salary does not change.

REMARKS

Code	**Name/Explanation**
P92	Salary includes a locality-based payment of __%.
P93	Special salary rate exceeds the locality rate of pay, so employee receives no locality payment.
P95	Special adjusted rate for law enforcement officers exceeds locality rate of pay, so employee receives no locality payment.
P96	IGA continued rate of pay continues until one of the terminating conditions of 5 CFR 531.703(g) is satisfied--i.e., the employee=s duty station is no longer in an interim geographic adjustment area; the employee is no longer in a position covered by a nationwide or worldwide special salary rate; the employee is entitled to a higher rate of pay under another authority; or the employee is reduced in grade.
P97	This action terminates your IGA continued rate of pay.
P98	Salary in block 12 includes availability pay of $___.
P99	Salary in block 20 includes availability pay of $___.

REMARKS

Code	**Name/Explanation**
	EMPLOYEE REASON FOR RESIGNATION, RETIREMENT, FAILURE TO RELOCATE OR TO ACCEPT REASSIGNMENT
R19	Reason for resignation: (Enter reason given by employee. When reason is too lengthy to fit into block 45 of the SF 50, it should be summarized.)
R20	Reason for retirement: to obtain retirement benefits.
R21	Reason for retirement: (State reason.)
R22	Employee has elected to receive workers' compensation in lieu of a retirement annuity.
R52	Reason(s) for declination of assignment: (Enter reason(s).)
R53	Reason(s) for declination of relocation: (Enter reason(s).)
R55	Refused job offer because (reasons given by employee).
	AGENCY EXPLANATION OF EMPLOYEE'S SEPARATION
S20	(State the conditions under which the employee abandoned his/her position).
S25	Agency finding: (State the specific, factual reason known to the agency as to why the employee retired.)
S28	Agency finding: Resigned after receiving written notice on (date) of decision to separate for (reasons).
S29	Agency finding: Resigned after receiving written notice on (date) of decision to demote for (reasons).
S30	Agency finding: Resigned after receiving written notice on (date) of decision to suspend for (reasons).
S31	Agency finding: Resigned after receiving written notice on (date) of proposal to separate for (reasons).

REMARKS

Code	**Name/Explanation**
S32	Agency finding: Resigned after receiving written notice on (date) of proposal to demote for (reasons).
S33	Agency finding: Resigned after receiving written notice on (date) of proposal to suspend for (reasons).
S34	Agency finding: Retired after receiving written notice on (date) of decision to separate for (reasons).
S35	Agency finding: Retired after receiving written notice on (date) of decision to demote for (reasons).
S36	Agency finding: Retired after receiving written notice on (date) of decision to suspend for (reasons).
S37	Agency finding: Retired after receiving written notice on (date) of proposal to separate for (reasons).
S38	Agency finding: Retired after receiving written notice on (date) of proposal to demote for (reasons).
S39	Agency finding: Retired after receiving written notice on (date) of proposal to suspend for (reasons).
S40	Agency finding: Terminated after receiving written notice on (date) of proposal to suspend for (reasons).
S41	Agency finding: Terminated after receiving written notice on (date) of proposal to demote for (reasons).
S42	Agency finding: Terminated after receiving written notice on (date) of proposal to separate for (reasons).
S43	Agency finding: Terminated after receiving written notice on (date) of decision to suspend for (reasons).
S44	Agency finding: Terminated after receiving written notice (date) of decision to demote for (reasons).

REMARKS

Code	**Name/Explanation**
S45	Agency finding: Terminated after receiving written notice on (date) of decision to separate for (reasons).
S46	Separated by order of OPM dated (date) for violation of CS (enter proper rule or regulation).
S47	Reason(s) for removal: (State reason(s).)
S48	Reason(s) for termination: (State reason(s).)
S49	Reason for suspension: (State reason).
S51	RIF notice dated: (date).
S54	Offered job(s) of (position title, grade, salary, and geographical location).
S56	No reason given by employee for refusing job offer.
S57	Refused extension of appointment.
S58	No other work available.
S65	Resigned during initial appointment probationary period.
S66	Resigned during trial period.
S68	Employee gave no reason for resignation.
S69	Employee gave no reason for retiring.
S73	Separation by order of Merit Systems Protection Board dated (date) for (enter briefly, but specifically, the reasons given by MSPB).
S74	Agency finding: Resigned after receiving notice of proposed position change as result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.

REMARKS

Code	**Name/Explanation**
S75	Agency finding: Resigned after receiving notice of decision on position change as result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
S77	Suspension to be imposed on (list days of the week or specific dates on which suspension will be imposed).
S78	Employee is accompanying a U.S. Government sponsor overseas.
S80	Resigned after receiving notice that within-grade increase would be denied.
S81	Agency Finding: Retired after receiving written notice on (date) of decision to remove from the SES for (reasons).
S82	Agency Finding: Resigned after receiving written notice on (date) of proposed placement out of the SES for (reasons).
S83	There is no annuity reduction based on age per 5 U.S.C. 8339(h).
S84	Eligible for an annuity supplement per 5 U.S.C. 8421(a)(2).

REMARKS

Code	**Name/Explanation**
	TENURE
T05	Date for conversion to career tenure has been adjusted to reflect credit for service on intermittent work schedule. Estimated conversion date is (date).
T06	Date for conversion to career tenure has been adjusted to reflect excess time in nonpay status. New conversion date is (date).
T07	Completed service requirement for career tenure from (date) to (date).
T08	Service counting towards permanent tenure from (date) to (date).
T09	Service counting towards permanent tenure from (date).
T10	Service counting toward career tenure from (date).
T11	Completed one year of current continuous service.
T29	(Briefly state reason for change in tenure group).
T30	Reason for retroactive action:
T55	Tenure as used for 5 U.S.C. 3502 is not applicable to the Senior Executive Service.
	RETAINED GRADE AND RETAINED PAY
X35	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
X37	Employee is entitled to retain grade of (pay plan and grade) through (date).
X38	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.

REMARKS

Code	**Name/Explanation**
X39	Employee elected to terminate grade retention entitlement.
X40	Employee is entitled to pay retention.
X41	Salary is 150 percent of maximum rate of grade to which assigned.
X42	Pay retention entitlement terminated.
X43	Expiration of grade retention period as (pay plan and grade).
X44	Rate is step (number) of (pay plan and grade), retained grade.
X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
X46	Action gives employee within-grade increase/quality increase to step (number) of (pay plan and grade), retained grade.
X47	Action denies within-grade increase to step (number) of employee's retained grade.
X48	Declined offer of (position title, pay plan, series, and grade).
X49	Change to lower grade is for personal cause.
X50	Failed to comply with priority placement program requirements.
X61	Retained grade will not be used for purposes of reduction-in-force.
X62	Action grants within-grade increase in employee's retained grade of (pay plan and grade).
X63	Action denies within-grade increase in employee's retained grade of (pay plan and grade).
X65	Grade retention entitlement is terminated.

REMARKS

Code	**Name/Explanation**
	RESERVED FOR AGENCIES' INTERNAL USE
	Codes with the first character of Y or Z are reserved for agencies' internal use.

RETAINED GRADE

Definition:	The grade an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision as described in 5 CFR 536.103(b).
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	Uses GRADE, LEVEL, CLASS, RANK, OR PAY BAND code set.
Format:	AA or NN

RETAINED PAY PLAN

Definition:	The pay plan an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision described in 5 CFR 536.103(b).
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	Uses PAY PLAN code set.
Format:	AA

RETAINED STEP

Definition:	The pay rate step an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision as described in 5 CFR 536.301(b).
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	Uses STEP OR RATE code set.
Format:	AA or NN

RETENTION ALLOWANCE

Definition:	The annual total dollar amount (up to 25 percent of basic pay) paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	BASIC PAY, OTHER PAY, TOTAL SALARY
Format:	5N

Note:

The amount is right justified with leading zeros.

RETIREMENT PLAN

Definition:	The civilian retirement system(s) to which deductions from an employee's pay are credited.
Responsible Organization:	Office of Personnel Management, Retirement and Insurance Service, Office of Actuaries.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	FROZEN SERVICE
Format:	X

RETIREMENT PLAN

Code	**Name/Explanation**
	SINGLE SYSTEM DEDUCTIONS
1	Civil Service Retirement System (CSRS)
2	Social Security System (FICA)
3	Foreign Service Retirement and Disability System (FS)
4	None.
5	Other Retirement System. State government retirement systems for National Guard technicians, the Teachers Insurance Retirement Annuity Plan for professors at the Uniformed Services University of the Health Sciences, the District of Columbia Police and Firemen's Retirement Fund for law enforcement officers of the Park Police and Secret Service, the special withholding rate Civil Service Retirement System for Congressional Record indexers at the Government Printing Office, the special withholding rate Federal Employees' Retirement System for Congressional Record indexers at the Government Printing Office, the Financial Institutions Retirement Fund for employees who worked for the Federal Home Loan Bank Board, and retained coverage under the Non-Appropriated Fund (NAF) Retirement System.
6	Civil Service Retirement System--Special (CSRS--Special). For law enforcement officers and firefighters.
7	For foreign national employees exempt from retirement and from Social Security and Medicare tax deductions. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
8	U.S. Court of Veterans Appeals without election of survivor annuity benefits. Code is for use by the judges of the U.S. Court of Veterans Appeals only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
9	U.S. Court of Veterans Appeals with election of survivor annuity benefits. Code is for use by the judges of the U.S. Court of Veterans Appeals only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.

RETIREMENT PLAN

Code	**Name/Explanation**
A	Article III Judges and Justices. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
B	Bankruptcy Judges and Justices under the Judicial Retirement System. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
D	Foreign Service Pension System--Law Enforcement (FSPS--Law Enforcement).
F	Foreign Service Retirement and Disability System--Law Enforcement (FSRDS--Law Enforcement).
H	Foreign Service Retirement and Disability System--Law Enforcement Offset (FSRDS--Law Enforcement Offset).
S	U.S. Claims Court Judges Retirement System. Code is for use by the judges of the U.S. Claims Court only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
V	Clerks/Magistrates (CSRS). Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
	COMBINATIONS OF FICA AND PARTIAL DEDUCTIONS
	Full deductions are withheld for FICA, and partial deductions are withheld for another system. When the employee's basic pay exceeds the maximum FICA wage base and is no longer subject to FICA withholding, full deductions are withheld for CSRS, CSRS--Special, FS, or Other Retirement System.
C	FICA and CSRS (Partial)
E	FICA and CSRS--Special (Partial). For law enforcement officers and firefighters.
G	FICA and FS (Partial)
J	FICA and Other Retirement System (Partial)
K	Federal Employees' Retirement System (FERS) and FICA

RETIREMENT PLAN

Code	**Name/Explanation**
L	FERS and FICA--Air Traffic Controllers
M	FERS and FICA--Special
N	FERS and FICA--Reserve Technicians
P	Foreign Service Pension System (FSPS) and FICA
U	Bankruptcy Judges (Full FICA/Partial CSRS). Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
	COMBINATIONS OF FICA AND FULL DEDUCTIONS
	Full deductions are withheld for FICA, and full deductions are withheld for another system.
R	FICA and CSRS (Full)
T	FICA and CSRS--Special (Full). For law enforcement officers and firefighters.
W	FICA and FS (Full)
X	FICA and Other Retirement System (Full)
Y	Bankruptcy Judges (Full FICA/Full CSRS). Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.

SECURITY CLEARANCE LEVEL

Definition: The degree of access to information and materials.

Responsible Organization: Office of Personnel Management, Investigations Service.

Applicability: Voluntary.

Cross-Reference: None.

Format: N

Code	Name/Explanation
0	Not Required.
1	Confidential. Executive Order 12958.
2	Secret. Executive Order 12958.
3	Top Secret. Executive Order 12958.
4	Sensitive Compartmented Information. Director of Central Intelligence Directive 1/14.
5	Q Sensitive. Atomic Energy Act of 1954.
6	Q Nonsensitive. Atomic Energy Act of 1954.
7	L. Atomic Energy Act of 1954.
8	Other.

SERVICE COMPUTATION DATE (LEAVE)

Definition:	An employee's service computation date for leave accrual purposes.
Responsible Organization:	Office of Personnel Management, Retirement and Insurance Service, Office of Actuaries.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	Uses CALENDAR DATE code set.
Format:	YYYYMM (Central Personnel Data File) MMDDYY or MMDDYYYY (Personnel Actions)

SEX

Definition:	An employee's sex.
Responsible Organization:	Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.
Applicability:	Mandatory (Central Personnel Data File).
Cross-Reference:	None.
Format:	A

Code	**Name/Explanation**
F	Female
M	Male

SOCIAL SECURITY NUMBER

Definition:	The number assigned to an employee's social security account.
Responsible Organization:	Social Security Administration.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	SOCIAL SECURITY NUMBER BEING CORRECTED
Format:	9N

SOCIAL SECURITY NUMBER BEING CORRECTED

Definition:	The SOCIAL SECURITY NUMBER, previously submitted to the Central Personnel Data File, that is being corrected.
Responsible Organization:	Social Security Administration.
Applicability:	Mandatory (Central Personnel Data File).
Cross-Reference:	SOCIAL SECURITY NUMBER
Format:	9N

SPEAKING PROFICIENCY

Definition: The assessed proficiency of the individual in speaking a given language.

Responsible Organization: Department of Defense, Defense Language Institute.

Applicability: Voluntary.

Cross-Reference: None.

Format: NN

Note:

The following proficiency level descriptions characterize spoken language use. Each of the six "base levels" (coded 00, 10, 20, 30, 40, and 50) implies control of any previous "base level's" functions and accuracy. The "plus level" designation (coded 06, 16, 26, etc.) will be assigned when proficiency substantially exceeds one base skill level and does not fully meet the criteria for the next "base level." The "plus level" descriptions are therefore supplementary to the "base level" descriptions.

A skill level is assigned to a person through an authorized language examination. Examiners assign a level on a variety of performance criteria exemplified in the descriptive statements. Therefore, the examples given here illustrate, but do not exhaustively describe, either the skills a person may possess or situations in which he/she may function effectively.

Statements describing accuracy refer to typical stages in the development of competence in the most commonly taught languages in formal training programs. In other languages, emerging competence parallels these characterizations, but often with different details.

Unless otherwise specified, the term "native speaker" refers to native speakers of a standard dialect.

"Well-educated," in the context of these proficiency descriptions, does not necessarily imply formal higher education. However, in cultures where formal higher education is common, the language-use abilities of persons who have had such education is considered the standard. That is, such a person meets contemporary expectations for the formal, careful style of the language, as well as a range of less formal varieties of the language.

SPEAKING PROFICIENCY

Code	**Name/Explanation**
00	Speaking, No Proficiency. Unable to function in the spoken language. Oral production is limited to occasional isolated words. Has essentially no communicative ability. (Has been abbreviated S-0 in some nonautomated applications.)
06	Speaking, Memorized Proficiency. Able to satisfy immediate needs using rehearsed utterances. Shows little real autonomy of expression, flexibility, or spontaneity. Can ask questions or make statements with reasonable accuracy only with memorized utterances or formulae. Attempts at creating speech are usually unsuccessful. Examples: The individual's vocabulary is usually limited to areas of immediate survival needs. Most utterances are telegraphic; that is, functors (linking words, markers, and the like) are omitted, confused, or distorted. The individual can usually differentiate most significant sounds when produced in isolation, but, when combined in words or groups of words, errors may be frequent. Even with repetition, communication is severely limited even with people used to dealing with foreigners. Stress, intonation, tone, etc. are usually quite faulty. (Has been abbreviated S-O+ in some nonautomated applications.)

SPEAKING PROFICIENCY

Code	**Name/Explanation**
10	Speaking, Elementary Proficiency. Able to satisfy minimum courtesy requirements and maintain very simple face-to-face conversations on familiar topics. A native speaker must often use slowed speech, repetition, paraphrase, or a combination of these to be understood by the individual. Similarly, the native speaker must strain and employ real-world knowledge to understand even simple statements/questions from this individual. This speaker has a functional, but limited proficiency. Misunderstandings are frequent, but the individual is able to ask for help and to verify comprehension of native speech in face-to-face interaction. The individual is unable to produce continuous discourse except with rehearsed material. Examples: Structural accuracy is likely to be random or severely limited. Time concepts are vague. Vocabulary is inaccurate, and its range is very narrow. The individual often speaks with great difficulty. By repeating, such speakers can make themselves understood to native speakers who are in regular contact with foreigners, but there is little precision in the information conveyed. Needs, experience, or training may vary greatly from individual to individual, for example, speakers at this level may have encountered quite different vocabulary areas. However, the individual can typically satisfy predictable, simple, personal and accommodation needs; can generally meet courtesy, introduction, and identification requirements; exchange greetings; elicit and provide, for example, predictable and skeletal biographical information. He/she might give information about business hours, explain routine procedures in a limited way, and state in a simple manner what actions will be taken. He/she is able to formulate some questions even in languages with complicated question constructions. Almost every utterance may be characterized by structural errors and errors in basic grammatical relations. Vocabulary is extremely limited and characteristically does not include modifiers. Pronunciation, stress, and intonation are generally poor, often heavily influenced by another language. Use of structure and vocabulary is highly imprecise. (Has been abbreviated S-1 in some nonautomated applications.)

SPEAKING PROFICIENCY

Code	**Name/Explanation**
16	Speaking, Elementary Proficiency, Plus. Can initiate and maintain predictable face-to-face conversations and satisfy limited social demands. He/she may, however, have little understanding of the social conventions of conversation. The interlocutor is generally required to strain and employ real-world knowledge to understand even some simple speech. The speaker at this level may hesitate and may have to change subjects due to lack of language resources. Range and control of the language are limited. Speech largely consists of a series of short, discrete utterances. Examples: The individual is able to satisfy most travel and accommodation needs and a limited range of social demands beyond exchange of skeletal biographic information. Speaking ability may extend beyond immediate survival needs. Accuracy in basic grammatical relations is evident, although not consistent. May exhibit the more common forms of verb tenses, for example, but may make frequent errors in formation and selection. While some structures are established, errors occur in more complex patterns. The individual typically cannot sustain coherent structures in longer utterances or unfamiliar situations. Ability to describe and give precise information is limited. Person, space, and time references are often used incorrectly. Pronunciation is understandable to natives used to dealing with foreigners. Can combine most significant sounds with reasonable comprehensibility, but has difficulty in producing certain sounds in certain positions or in certain combinations. Speech will usually be labored. Frequently, has to repeat utterances to be understood by the general public. (Has been abbreviated S-1+ in some nonautomated applications.)

SPEAKING PROFICIENCY

Code	**Name/Explanation**
20	Speaking, Limited Working Proficiency. Able to satisfy routine social demands and limited work requirements. Can handle routine work-related interactions that are limited in scope. In more complex and sophisticated work-related tasks, language usage generally disturbs the native speaker. Can handle with confidence, but not with facility, most normal, high-frequency social conversational situations including extensive, but casual conversations about current events, as well as work, family, and autobiographical information. The individual can get the gist of most everyday conversations, but has some difficulty understanding native speakers in situations that require specialized or sophisticated knowledge. The individual's utterances are minimally cohesive. Linguistic structure is usually not very elaborate and not thoroughly controlled; errors are frequent. Vocabulary use is appropriate for high-frequency utterances, but unusual or imprecise elsewhere. Examples: While these interactions will vary widely from individual to individual, the individual can typically ask and answer predictable questions in the workplace and give straightforward instructions to subordinates. Additionally, the individual can participate in personal and accommodation-type interactions with elaboration and facility; that is, can give and understand complicated, detailed, and extensive directions and make non-routine changes in travel and accommodation arrangements. Simple structures and basic grammatical relations are typically controlled; however, there are areas of weakness. In the commonly taught languages, these may be simple markings such as plurals, articles, linking words, and negatives or more complex structures such as tense/aspect usage, case morphology, passive constructions, word order, and embedding. (Has been abbreviated S-2 in some nonautomated applications.)

SPEAKING PROFICIENCY

Code	**Name/Explanation**
26	Speaking, Limited Working Proficiency, Plus. Able to satisfy most work requirements with language usage that is often, but not always, acceptable and effective. The individual shows considerable ability to communicate effectively on topics relating to particular interests and special fields of competence. Often shows a high degree of fluency and ease of speech, yet when under tension or pressure, the ability to use the language effectively may deteriorate. Comprehension of normal native speech is typically nearly complete. The individual may miss cultural and local references and may require a native speaker to adjust to his/her limitations in some ways. Native speakers often perceive the individual's speech to contain awkward or inaccurate phrasing of ideas, mistaken time, space, and person references, or to be in some way inappropriate, if not strictly incorrect. Examples: Typically the individual can participate in most social, formal, and informal interactions; but limitations either in range of contexts, types of tasks, or level of accuracy hinder effectiveness. The individual may be ill at ease with the use of the language either in social interaction or in speaking at length in professional contexts. He/she is generally strong in either structural precision or vocabulary, but not in both. Weakness or unevenness in one of the foregoing, or in pronunciation, occasionally results in miscommunication. Normally controls, but cannot always easily produce general vocabulary. Discourse is often incohesive. (Has been abbreviated S-2+ in some nonautomated applications.)

SPEAKING PROFICIENCY

Code	Name/Explanation
30	Speaking, General Professional Proficiency. Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics. Nevertheless, the individual's limitations generally restrict the professional contexts of language use to matters of shared knowledge and/or international convention. Discourse is cohesive. The individual uses the language acceptably, but with some noticeable imperfections; yet, errors virtually never interfere with understanding and rarely disturb the native speaker. The individual can effectively combine structure and vocabulary to convey his/her meaning accurately. The individual speaks readily and fills pauses suitably. In face-to-face conversation with natives speaking the standard dialect at a normal rate of speech, comprehension is quite complete. Although cultural references, proverbs, and the implications of nuances and idiom may not be fully understood, the individual can easily repair the conversation. Pronunciation may be obviously foreign. Individual sounds are accurate; but stress, intonation, and pitch control may be faulty. Examples: Can typically discuss particular interests and special fields of competence with reasonable ease. Can use the language as part of normal professional duties such as answering objections, clarifying points, justifying decisions, understanding the essence of challenges, stating and defending policy, conducting meetings, delivering briefings, or other extended and elaborate informative monologues. Can reliably elicit information and informed opinion from native speakers. Structural inaccuracy is rarely the major cause of misunderstanding. Use of structural devices is flexible and elaborate. Without searching for words or phrases, the individual uses the language clearly and relatively naturally to elaborate concepts freely and make ideas easily understandable to native speakers. Errors occur in low-frequency and highly complex structures. (Has been abbreviated S-3 in some nonautomated applications.)

SPEAKING PROFICIENCY

Code	**Name/Explanation**
36	Speaking, General Professional Proficiency, Plus. Is often able to use the language to satisfy professional needs in a wide range of sophisticated and demanding tasks. Examples: Despite obvious strengths, may exhibit some hesitancy, uncertainty, effort, or errors which limit the range of language-use tasks that can be reliably performed. Typically there is particular strength in fluency and one or more, but not all, of the following: breadth of lexicon, including low-and medium frequency items, especially sociolinguistic/cultural references and nuances of close synonyms; structural precision, with sophisticated features that are readily, accurately, and approximately controlled (such as complex modification and embedding in Indo-European languages); discourse competence in a wide range of contexts and tasks, often matching a native speaker's strategic and organizational abilities and expectations. Occasional patterned errors occur in low-frequency and highly-complex structures. (Has been abbreviated S-3+ in some nonautomated applications.)

SPEAKING PROFICIENCY

Code	**Name/Explanation**
40	Speaking, Advanced Professional Proficiency. Able to use the language fluently and accurately on all levels normally pertinent to professional needs. The individual's language usage and ability to function are fully successful. Organizes discourse well, using appropriate rhetorical speech devices, native cultural references, and understanding. Language ability only rarely hinders him/her in performing any task requiring language; yet, the individual would seldom be perceived as a native. Speaks effortlessly and smoothly and is able to use the language with a high degree of effectiveness, reliability, and precision of all representational purposes within the range of personal and professional experience and scope of responsibilities. Can serve as an informal interpreter in a range of unpredictable circumstances. Can perform extensive, sophisticated language tasks, encompassing most matters of interest to well-educated native speakers, including tasks which do not bear directly on a professional specialty. Examples: Can discuss in detail concepts which are fundamentally different from those of the target culture and make those concepts clear and accessible to the native speaker. Similarly, the individual can understand the details and ramifications of concepts that are culturally or conceptually different from his/her own. Can set the tone of interpersonal official, semi-official, and non-professional verbal exchanges with a representative range of native speakers (in a range of varied audiences, purposes, tasks, and settings). Can play an effective role among native speakers in such contexts as conferences, lectures, and debates on matters of disagreement. Can advocate a position at length, both formally and in chance encounters, using sophisticated verbal strategies. Can understand and reliably produce shifts of both subject matter and tone. Can understand native speakers of the standard and other major dialects in essentially any face-to-face interaction. (Has been abbreviated S-4 in some nonautomated applications.)

SPEAKING PROFICIENCY

Code	**Name/Explanation**
46	Speaking, Advanced Professional Proficiency, Plus. Speaking proficiency is regularly superior in all respects, usually equivalent to that of a well-educated, highly articulate native speaker. Language ability does not impede the performance of any language-use task. However, the individual would not necessarily be perceived as culturally native. Examples: The individual organizes discourse well, employing functional rhetorical speech devices, native cultural references and understanding. Effectively applies a native speaker's social and circumstantial knowledge. However, cannot sustain that performance under all circumstances. While the individual has a wide range and control of structure, an occasional non-native slip may occur. The individual has a sophisticated control of vocabulary and phrasing that is rarely imprecise, yet there are occasional weaknesses in idioms, colloquialisms, pronunciation, cultural references or there may be an occasional failure to interact in a totally native manner. (Has been abbreviated S-4+ in some nonautomated applications.)
50	Speaking, Functionally Native Proficiency. Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker and reflects the cultural standards of the country where the language is natively spoken. The individual uses the language with complete flexibility and intuition, so that speech on all levels is fully accepted by well-educated native speakers in all of its features, including breadth of vocabulary and idiom, colloquialisms, and pertinent cultural references. Pronunciation is typically consistent with that of well-educated native speakers of a non-stigmatized dialect. (Has been abbreviated S-5 in some nonautomated applications.)

SPECIAL PAY TABLE IDENTIFIER

Definition: The identification of a special pay table.

Responsible Organization: Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.

Applicability: Mandatory (Central Personnel Data File).

Cross-Reference: None.

Format: 4X

Note:

Where applicable, the codes are right justified with leading zeros. For information about the SPECIAL PAY TABLE IDENTIFIER codes, contact the Office of Compensation Administration, Office of Personnel Management.

STEP OR RATE

Definition: An indicator of a specific salary within a grade, level, class, rate, or pay band.

Responsible Organization: Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: Code set is used by PRIOR STEP OR RATE and RETAINED STEP.

Format: AA or NN

Note:

Except for code 00 (not applicable), the step/rate name for a numeric code is the same as that of the code. Thus, step/rate 1 has a code of 01, step/rate 2 has a code of 02, and so forth. For example, the Senior Executive Service (PAY PLAN code ES) has the following rates. (Grade is not applicable for this pay plan.)

Code	Name/Explanation
	ES (SENIOR EXECUTIVE SERVICE)
01	Rate 1.
02	Rate 2.
03	Rate 3.
04	Rate 4.
05	Rate 5.
06	Rate 6.

Note that, although most step/rate codes are numeric, some are alphabetic. The step/rate name for an alphabetic code is dependent on the PAY PLAN to which it belongs. Along with code 00, following is a list of the alphabetic codes and the PAY PLAN to which these alphabetic codes belong. The codes are left justified, with any unused positions blank.

STEP OR RATE

Code	**Name/Explanation**
00	Not applicable
	AL (ADMINISTRATIVE LAW JUDGES)
A	Rate A of grade 3.
B	Rate B of grade 3.
C	Rate C of grade 3.
D	Rate D of grade 3.
E	Rate E of grade 3.
F	Rate F of grade 3.

SUPERVISORY DIFFERENTIAL

Definition:	The annual total dollar amount paid, over and above BASIC PAY, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	BASIC PAY, OTHER PAY, TOTAL SALARY
Format:	5N

Note:

The amount is right justified with leading zeros.

SUPERVISORY STATUS

Definition:	The nature of managerial, supervisory, or non-supervisory responsibility assigned to an employee's position.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Performance and Compensation Systems Design.
Applicability:	Mandatory (Central Personnel Data File, Request for Personnel Action only).
Cross-Reference:	None.
Format:	N

SUPERVISORY STATUS

Code	Name/Explanation
2	Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide or similar standards of minimum supervisory responsibility specified by position classification standards or other directives of the applicable pay schedule or system.
4	Supervisor (CSRA). Position meets the definition of Supervisor in 5 U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the General Schedule Supervisory Guide.
5	Management Official (CSRA). Position meets the definition of Management Official in 5 U.S.C. 7103(a)(11), but does not meet the General Schedule Supervisory Guide definition of Supervisor/Manager or the definition of Supervisor in 5 U.S.C. 7103(a)(10).
6	Leader. Position is titled with the prefix "Lead" and meets the minimum requirements for application of the Work Leader Grade Evaluation Guide; or meets similar minimum requirements for leader responsibilities specified by the job standards or other directives of the applicable pay schedule or system. Position is under a wage system or leads a team performing one-grade interval work.
7	Team Leader. Position is titled with the prefix "Lead" and meets the minimum requirements for application of the General Schedule Team Leader Grade-Evaluation Guide; position leads a team of General Schedule employees performing two-grade interval work.
8	All Other Positions. Position does not meet the above definition of Supervisor or Manager, Supervisor (CSRA), Management Official (CSRA), Leader, or Team Leader.

TENURE

Definition:	For purposes of reduction in force, the retention group in which an employee is placed based on the employee's type of appointment.
Responsible Organization:	Office of Personnel Management, Employment Service.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	None.
Format:	N

TENURE

Code	**Name/Explanation**
0	No tenure group. Employee is in none of the tenure groups established for reduction-in-force purposes.
1	Tenure group 1. Competitive service--Tenure group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation. Excepted service--Tenure group 1 includes permanent employees whose appointments carry no restriction or condition such as conditional, indefinite, specific time limitation, or trial period.
2	Tenure group 2. Competitive service--Tenure group 2 includes employees serving under career-conditional appointments, and under career appointments who are serving initial appointment probation. Excepted service--Tenure group 2 includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that have that type of appointment (for example, excepted appointment-conditional).
3	Tenure group 3. Competitive service--Tenure group 3 includes indefinite employees, employees under temporary appointments pending establishment of registers, employees under term appointments, employees in status quo, and employees under any other non-status non-temporary appointments. Excepted service--Tenure group 3 includes employees whose tenure is indefinite; that is, without specific time limitation but not actually or potentially permanent, or with a specific time limitation of more than one year; also, employees who, though currently under appointments limited to one year or less, complete one year of current continuous employment.

TOTAL SALARY

Definition:	The sum of ADJUSTED BASIC PAY plus any administratively uncontrollable overtime (AUO) pay, availability pay, RETENTION ALLOWANCE, or SUPERVISORY DIFFERENTIAL after taking into account all pay caps that may be applicable.
Responsible Organization:	Office of Personnel Management, Workforce Compensation and Performance Service, Office of Compensation Administration.
Applicability:	Mandatory (Personnel Actions).
Cross-Reference:	ADJUSTED BASIC PAY, OTHER PAY, RETENTION ALLOWANCE, SUPERVISORY DIFFERENTIAL
Format:	6N

TYPE OF APPOINTMENT

Definition: The type of appointment under which an employee is serving.

Responsible Organization: Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.

Applicability: Voluntary.

Cross-Reference: None.

Format: NN

Code	Name/Explanation
10	Career (Competitive Service Permanent).
15	Career-Conditional (Competitive Service Permanent).
20	Nonpermanent (Competitive Service Nonpermanent).
30	Schedule A (Excepted Service Permanent).
32	Schedule B (Excepted Service Permanent).
34	Schedule C (Excepted Service Permanent).
36	Executive (Excepted Service Permanent).
38	Other (Excepted Service Permanent).
40	Schedule A (Excepted Service Nonpermanent).
42	Schedule B (Excepted Service Nonpermanent).
44	Schedule C (Excepted Service Nonpermanent).
46	Executive (Excepted Service Nonpermanent).
48	Other (Excepted Service Nonpermanent).
50	Career (Senior Executive Service Permanent).
55	Noncareer (Senior Executive Service Permanent).
60	Limited Term (Senior Executive Service Nonpermanent).
65	Limited Emergency (Senior Executive Service Nonpermanent).

U.S. CITIZENSHIP

Definition:	The indicator of whether an employee is a U.S. citizen.
Responsible Organization:	Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.
Applicability:	Mandatory (Central Personnel Data File, Request for Personnel Action only).
Cross-Reference:	None.
Format:	N

Code	**Name/Explanation**
1	U.S. citizen. A citizen of the United States, by birth or naturalization. (Includes U.S. Nationals. A U.S. National, though not a citizen of the United States, owes permanent allegiance to the United States. Limited to natives of American Samoa and Swains Island.)
8	Other.

VETERANS PREFERENCE

Definition: An employee's category of entitlement to preference at time of appointment in the Federal service based on active military service that terminated honorably.

Responsible Organization: Office of Personnel Management, Employment Service.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: VETERANS STATUS (ACTIVE MILITARY SERVICE)

Format: N

Code	Name/Explanation
1	None. Person is not entitled to veterans preference.
2	5-point. Veteran is entitled to 5-point preference.
3	10-point/disability. Veteran is entitled to 10-point preference due to a service-connected disability (includes recipient of the Purple Heart who is not rated as having a compensable disability of 10 percent or more).
4	10-point/compensable. Veteran is entitled to 10-point preference due to a compensable service-connected disability of less than 30 percent.
5	10-point/other. Persons entitled to 10-point preference in this category: (1) Both the spouse and mother of veterans occupationally disabled because of a service-connected disability; and (2) the widow/widower and mother of a deceased wartime veteran.
6	10-point/compensable/30 percent. Veteran is entitled to 10-point preference due to a compensable service-connected disability of 30 percent or more.

VETERANS STATUS (ACTIVE MILITARY SERVICE)

Definition: The indicator of whether an employee is a veteran as defined by 38 U.S.C. 101 (i.e., a person who served in the active uniformed military service of the United States and who was discharged or released from service under conditions other than dishonorable).

Responsible Organization: Office of Personnel Management, Employment Service.

Applicability: Mandatory (Central Personnel Data File, Request for Personnel Action only).

Cross-Reference: VETERANS PREFERENCE

Format: A

Note:

Individuals can be coded as veterans under this data element even though they may not qualify for Veterans Preference under 5 U.S.C. 2108 (see VETERANS PREFERENCE data element).

VETERANS STATUS (ACTIVE MILITARY SERVICE)

Code	**Name/Explanation**
N	Not a Vietnam-era veteran. Employee may or may not be a veteran, but is not a veteran of the Vietnam era (i.e., employee did not serve during the period August 5, 1964, through May 7, 1975). Use only for an employee whose accession to the agency's rolls was prior to October 1, 1991.
V	Vietnam-era veteran. A veteran who served any time during the Vietnam era (i.e., from August 5, 1964, through May 7, 1975).
B	Pre-Vietnam-era veteran. A veteran whose service ended before the Vietnam era (i.e., before August 5, 1964). Use only for an employee whose accession to the agency's rolls was after September 30, 1991.
P	Post-Vietnam-era veteran. A veteran whose service began after the Vietnam era (i.e., after May 7, 1975). Use only for an employee whose accession to the agency's rolls was after September 30, 1991.
X	Not a veteran. Use only for an employee whose accession to the agency's rolls was after September 30, 1991.

WORK SCHEDULE

Definition:	The time basis on which an employee is scheduled to work.
Responsible Organization:	Office of Personnel Management, Employment Service, Office of Staffing Policy and Operations.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Cross-Reference:	PART-TIME HOURS PER BIWEEKLY PAY PERIOD. Code set is used by PRIOR WORK SCHEDULE.
Format:	A

WORK SCHEDULE

Code	**Name/Explanation**
B	Baylor Plan. A schedule that requires employee to work two regularly scheduled 12-hour tours of duty between midnight Friday and midnight Sunday to fulfill the 40-hour work week requirement.
F	Full-time. A schedule that usually requires an employee to work 40 hours as prescribed by the administrative work week for that particular employment group or class.
G	Full-time seasonal. A schedule that requires an employee to work full-time for less than 12 months each year on an annually recurring basis.
I	Intermittent. A schedule that requires an employee to work an irregular number of hours or days for which there is no prearranged scheduled tour of duty.
J	Intermittent seasonal. A schedule that requires an employee to work less than 12 months a year on an annually recurring basis, and that requires an employee to work an irregular number of hours or days for which there is no prearranged scheduled tour of duty.
P	Part-time. A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 per administrative work week) on a prearranged scheduled tour of duty.
Q	Part-time seasonal. A schedule that requires an employee to work part-time for less than 12 months each year on an annually recurring basis.
S	Part-time job sharer. A schedule that requires an employee who is job sharing to work less than full-time, but for a specific number of hours (usually 16-32 per administrative work week) on a prearranged scheduled tour of duty.
T	Part-time seasonal job sharer. A schedule that requires an employee who is job sharing to work part-time for less than 12 months each year on an annually recurring basis.

WRITING PROFICIENCY

Definition: The assessed proficiency of the individual in writing a given language.

Responsible Organization: Department of Defense, Defense Language Institute.

Applicability: Voluntary.

Cross-Reference: None.

Format: NN

Note:

The following proficiency level descriptions characterize written language use. Each of the six "base levels" (coded 00, 10, 20, 30, 40, and 50) implies control of any previous "base level's" functions and accuracy. The "plus level" designation (coded 06, 16, 26, etc.) will be assigned when proficiency substantially exceeds one base skill level and does not fully meet the criteria for the next "base level." The "plus level" descriptions are therefore supplementary to the "base level" descriptions.

A skill level is assigned to a person through an authorized language examination. Examiners assign a level on a variety of performance criteria exemplified in the descriptive statements. Therefore, the examples given here illustrate, but do not exhaustively describe, either the skills a person may possess or situations in which he/she may function effectively.

Statements describing accuracy refer to typical stages in the development of competence in the most commonly taught languages in formal training programs. In other languages, emerging competence parallels these characterizations, but often with different details.

Unless otherwise specified, the term "native writer" refers to native writers of a standard dialect.

WRITING PROFICIENCY

Note (continued):

"Well-educated," in the context of these proficiency descriptions, does not necessarily imply formal higher education. However, in cultures where formal higher education is common, the language-use abilities of persons who have had such education is considered the standard. That is, such a person meets contemporary expectations for the formal, careful style of the language, as well as range of less formal varieties of the language.

WRITING PROFICIENCY

Code	Name/Explanation
00	Writing, No Proficiency. No functional writing ability. (Has been abbreviated W-O in some nonautomated applications.)
06	Writing, Memorized Proficiency. Writes using memorized material and set expressions. Can produce symbols in an alphabetic or syllabic writing system or 50 of the most common characters. Can write numbers and dates, own name, nationality, address, etc., such as on a hotel registration form. Otherwise, ability to write is limited to simple lists of common items such as a few short sentences. Spelling and even representation of symbols (letters, syllables, characters) may be incorrect. (Has been abbreviated W-O+ in some nonautomated applications.)
10	Writing, Elementary Proficiency. Has sufficient control of the writing system to meet limited practical needs. Can create by writing statements and questions on topics very familiar to him/her within the scope of his/her very limited language experience. Writing vocabulary is inadequate to express anything but elementary needs; writes in simple sentences making continual errors in spelling, grammar and punctuation but writing can be read and understood by a native reader used to dealing with foreigners attempting to write his/her language. Writing tends to be a loose collection of sentences (or fragments) on a given topic and provides little evidence of conscious organization. While topics which are "very familiar" and elementary needs vary considerably from individual to individual, any person at this level should be able to write simple phone messages, excuses, and notes to friends. (800-1000 characters controlled.) (Has been abbreviated W-1 in some nonautomated applications.)

WRITING PROFICIENCY

Code	**Name/Explanation**
16	Writing, Elementary Proficiency, Plus. Sufficient control of writing system to meet most survival needs and limited social demands. Can create sentences and short paragraphs related to most survival needs (food, lodging, transportation, immediate surroundings and situations) and limited social demands. Can express fairly accurate present and future time. Can produce some past verb forms but not always accurately or with correct usage. Can relate personal history, discuss topics such as daily life, preferences and very familiar material. Shows good control of elementary vocabulary and some control of basic syntactic patterns but major errors still occur when expressing more complex thoughts. Dictionary usage may still yield incorrect vocabulary or forms, although the individual can use a dictionary to advantage to express simple ideas. Generally, cannot use basic cohesive elements of discourse to advantage (such as relative constructions, object pronouns, connectors, etc.). Can take notes in some detail on familiar topics, and respond to personal questions using elementary vocabulary and common structures. Can write simple letters, summaries of biographical data and work experience with fair accuracy. Writing, though faulty, is comprehensible to native readers used to dealing with foreigners. (Has been abbreviated W-1+ in some nonautomated applications.)
20	Writing, Limited Working Proficiency. Able to write routine social correspondence and prepare documentary materials required for most limited work requirements. Has writing vocabulary sufficient to express himself/herself simply with some circumlocutions. Can write simply about a very limited number of current events or daily situations. Still makes common errors in spelling and punctuation but shows some control of the most common formats and punctuation conventions. Good control of morphology of language (in inflected languages) and of the most frequently used syntactic structures. Elementary constructions are usually handled quite accurately and writing is understandable to a native reader not used to reading the writing of foreigners. Uses a limited number of cohesive devices. (Has been abbreviated W-2 in some nonautomated applications.

WRITING PROFICIENCY

Code	**Name/Explanation**
26	Writing, Limited Working Proficiency, Plus. Shows ability to write with some precision and in some detail about most common topics. Can write about concrete topics relating to particular interests and special fields of competence. Often shows surprising fluency and ease of expression but under time constraints and pressure language may be inaccurate and/or incomprehensible. Generally, strong in either grammar or vocabulary but not in both. Weaknesses or unevenness in one of the foregoing or in spelling result in occasional miscommunication. Areas of weakness range from simple constructions such as plurals, articles, prepositions and negatives to more complex structures such as tense usage, passive constructions, word order and relative clauses. Normally controls general vocabulary with some misuse of everyday vocabulary evident. Shows a limited ability to use circumlocutions. Uses dictionary to advantage to supply unknown words. Can take fairly accurate notes on material presented orally and handle with fair accuracy most social correspondence. Writing is understandable to native readers not used to dealing with foreigners' attempts to write the language, though style is still obviously foreign. (Has been abbreviated W-2+ in some nonautomated applications.)
30	Writing, General Professional Proficiency. Able to use the language effectively in most formal and informal written exchanges on practical, social and professional topics. Can write reports, summaries, short library research papers on current events, on particular areas of interest, or on special fields with reasonable ease. Control of structure, spelling and general vocabulary is adequate to convey his/her message accurately but style may be obviously foreign. Errors virtually never interfere with comprehension and rarely disturb the native reader. Punctuation generally controlled. Employs a full range of structures. Control of grammar good with only sporadic errors in basic structures, occasional errors in the most complex frequent structures and somewhat more frequent errors in low frequency complex structures. Consistent control of compound and complex sentences. Relationship of ideas is consistently clear. (Has been abbreviated W-3 in some nonautomated applications.)

WRITING PROFICIENCY

Code	Name/Explanation
36	Writing, General Professional Proficiency, Plus. Able to write the language in a few prose styles pertinent to professional/educational needs. Not always able to tailor language to suit audience. Weaknesses may lie in poor control of low frequency complex structures, vocabulary or the ability to express subtleties and nuances. May be able to write on some topics pertinent to professional/educational needs. Organization may suffer due to lack of variety in organizational patterns or in variety of cohesive devices. (Has been abbreviated W-3+ in some nonautomated applications.)
40	Writing, Advanced Professional Proficiency. Able to write the language precisely and accurately in a variety of prose styles pertinent to professional/educational needs. Errors of grammar are rare including those in low frequency complex structures. Consistently able to tailor language to suit audience and able to express subtleties and nuances. Expository prose is clearly, consistently and explicitly organized. The writer employs a variety of organizational patterns, uses a wide variety of cohesive devices such as ellipses and parallelisms, and subordinates in a variety of ways. Able to write on all topics normally pertinent to professional/educational needs and on social issues of a general nature. Writing adequate to express all his/her experiences. (Has been abbreviated W-4 in some nonautomated applications.)
46	Writing, Advanced Professional Proficiency, Plus. Able to write the language precisely and accurately in a wide variety of prose styles pertinent to professional/educational needs. May have some ability to edit, but not in the full range of styles. Has some flexibility within a style and shows some evidence of a use of stylistic devices. (Has been abbreviated W-4+ in some nonautomated applications.)
50	Writing, Functionally Native Proficiency. Has writing proficiency equal to that of a well-educated native. Without non-native errors of structure, spelling, style or vocabulary, can write and edit both formal and informal correspondence, official reports and documents, and professional/educational articles including writing for special purposes which might include legal, technical, educational, literary and colloquial writing. In addition, to being clear, explicit and informative, the writing and the ideas are also imaginative. The writer employs a very wide range of stylistic devices. (Has been abbreviated W-5 in some nonautomated applications.)

YEAR DEGREE OR CERTIFICATE ATTAINED

Definition:	The calendar year during which the employee received the degree or certificate shown for EDUCATION LEVEL.
Responsible Organization:	Office of Personnel Management, Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information.
Applicability:	Mandatory (Central Personnel Data File, Request for Personnel Action only).
Cross-Reference:	EDUCATION LEVEL. Uses CALENDAR DATE code set.
Format:	YYYY (Central Personnel Data File) YY (Personnel Actions)

Note:

This data element is only applicable with an EDUCATION LEVEL code of 06, 10, 13, or higher. Otherwise, the positions should be blank.

APPENDIX

TABLE OF CONTENTS

1. Agency Listing

2. Incorporated Changes
(Changes to the Guide since the last Update.)

3. Unincorporated Changes
(Changes for the next Update to the Guide.)

AGENCY LISTING

Following is a listing of agency codes. An asterisk (*) after a code indicates that the agency does not make submissions to the Central Personnel Data File (CPDF), but the code may be used for other documentation purposes.

CODE	AGENCY
AB	American Battle Monuments Commission
AF	Department of the Air Force
AG	Department of Agriculture
AH	National Foundation on the Arts and the Humanities
AI	U.S. Institute of Peace
AM	Agency for International Development
AN	African Development Foundation
AP	Appalachian Regional Commission
AR	Department of the Army
AU	Federal Labor Relations Authority
AW	Arctic Research Commission
BD	Merit Systems Protection Board
BF	Defense Nuclear Facilities Safety Board
BG	Pension Benefit Guaranty Corporation
BH*	Commission for the Preservation of America's Heritage Abroad
BJ*	Illinois and Michigan Canal National Heritage Corridor Commission
BK	James Madison Memorial Fellowship Foundation
BO	Office of Management and Budget
BT	Architectural and Transportation Barriers Compliance Board
BW	Nuclear Waste Technical Review Board
BZ	Christopher Columbus Fellowship Foundation
CC	Commission on Civil Rights
CE	Council of Economic Advisers
CF	Commission of Fine Arts
CG	National Education Goals Panel
CI*	Central Intelligence Agency
CM	Department of Commerce
CT	Commodity Futures Trading Commission
CU	National Credit Union Administration
CX	National Commission on Libraries and Information Science

AGENCY LISTING

CODE	AGENCY
DA	Delta Regional Authority
DC*	Office of Policy Development
DD	Department of Defense
DJ	Department of Justice
DL	Department of Labor
DN	Department of Energy
EB	Export-Import Bank of the United States
EC	Office of Administration
ED	Department of Education
EE	Equal Employment Opportunity Commission
EM	Federal Emergency Management Agency
EO	Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation
EP	Environmental Protection Agency
EQ	Council on Environmental Quality/Office of Environmental Quality
ES	Commission on Executive, Legislative, and Judicial Salaries
EW	Trade and Development Agency
EX	Executive Residence at the White House
FC	Federal Communications Commission
FD	Federal Deposit Insurance Corporation
FI	Federal Financial Institutions Examination Council
FJ	Chemical Safety and Hazard Investigation Board
FK	Farm Credit System Insurance Corporation
FL	Farm Credit Administration
FM	Federal Mediation and Conciliation Service
FQ	Court Services and Offender Supervision Agency for the District of Columbia
FR*	Federal Reserve System -- Board of Governors
FT	Federal Trade Commission
FW	Office of Special Counsel
FY	Federal Housing Finance Board
GB	Overseas Private Investment Corporation
GE	Barry Goldwater Scholarship and Excellence in Education Foundation
GG	Office of Government Ethics
GJ	Presidio Trust
GK*	Centennial of Flight Commission
GM	Valles Caldera Trust
GS	General Services Administration
GW	International Boundary and Water Commission: United States and Mexico
GX	International Boundary Commission: United States and Canada
GY	International Joint Commission: United States and Canada
HB	Committee for Purchase from People Who Are Blind or Severely Disabled
HD	U.S. Holocaust Memorial Museum
HE	Department of Health and Human Services
HP	Advisory Council on Historic Preservation

AGENCY LISTING

CODE	AGENCY
HT	Harry S. Truman Scholarship Foundation
HU	Department of Housing and Urban Development
IB	Broadcasting Board of Governors
IF	Inter-American Foundation
IN	Department of the Interior
JL*	Judicial Branch
KS	Corporation for National and Community Service
LA*	Architect of the Capitol
LB*	Botanic Garden
LC*	Library of Congress
LD*	Congressional Budget Office
LF	Federal Election Commission
LG*	General Accounting Office
LL*	Congress
LP	Government Printing Office
LQ*	John C. Stennis Center for Public Service Training and Development
LT	U.S. Tax Court
MA	Marine Mammal Commission
MC	Federal Maritime Commission
NF	National Science Foundation
NK	National Council on Disability
NL	National Labor Relations Board
NM	National Mediation Board
NN	National Aeronautics and Space Administration
NP	National Capital Planning Commission
NQ	National Archives and Records Administration
NS	National Security Council
NU	Nuclear Regulatory Commission
NV	Department of the Navy
OM	Office of Personnel Management
OS	Occupational Safety and Health Review Commission
OV*	Office of the Vice President
PC*	Panama Canal Commission
PI*	Public International Organization
PJ*	Postal Rate Commission
PO*	U.S. Postal Service
PU	Peace Corps
QQ	Office of National Drug Control Policy
RE	Office of Navajo and Hopi Indian Relocation
RF	Federal Retirement Thrift Investment Board
RH	Armed Forces Retirement Home
RR	Railroad Retirement Board
RS	Federal Mine Safety and Health Review Commission
SB	Small Business Administration

AGENCY LISTING

CODE	AGENCY
SE	Securities and Exchange Commission
SK	Consumer Product Safety Commission
SM	Smithsonian Institution
SS	Selective Service System
ST	Department of State
SZ	Social Security Administration
TB	National Transportation Safety Board
TC	U.S. International Trade Commission
TD	Department of Transportation
TN	Office of the U.S. Trade Representative
TR	Department of the Treasury
TS	Office of Science and Technology Policy
TV*	Tennessee Valley Authority
UJ	Japan-United States Friendship Commission
UT	Utah Reclamation Mitigation and Conservation Commission
VA	Department of Veterans Affairs
WH*	The White House
ZD*	U.S. Court of Appeals for Veterans Claims
ZG*	Office of Compliance
ZL	Medicare Payment Advisory Commission
ZO*	Commission on Security and Cooperation in Europe
ZP	U.S. Commission on International Religious Freedom
ZQ	Millennial Housing Commission
ZS	United States-China Security Review Commission
ZT	Commission on Affordable Housing and Health Facility Needs for Seniors in the 21st Century
ZU	Dwight D. Eisenhower Memorial Commission
ZV*	Commission on the People's Republic of China
ZW	Commission on Ocean Policy

INCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymm)	EXPLANATION
16/-	Cover		Updates the cover to reflect changes through Update 16 (dated January 2002).

AGENCY/SUBELEMENT

Additions

			LEGISLATIVE BRANCH
15/1	ZW00	200109	Commission on Ocean Policy
			INDEPENDENT EXECUTIVE BRANCH ORGANIZATIONS
15/2	DA00	200109	Delta Regional Authority

Changes

			DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
15/2	From: HUKK		Office of Field Management and Community Builders
	To: HUKK	200111	Office of Field Policy and Management
15/3	From: HU01		Office of the Senior Community Builder/Coordinator for New England
	To: HU01	200112	Office of the Senior Coordinator for New England

INCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymm)	EXPLANATION
AGENCY/SUBELEMENT (continued)			
Changes (continued)			
			DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (continued)
15/3	From: HU02		Office of the Senior Community Builder/Coordinator for New York/New Jersey
	To: HU02	200112	Office of the Senior Coordinator for New York/New Jersey
15/3	From: HU03		Office of the Senior Community Builder/Coordinator for Mid-Atlantic
	To: HU03	200112	Office of the Senior Coordinator for Mid-Atlantic
15/3	From: HU04		Office of the Senior Community Builder/Coordinator for Southeast/Caribbean
	To: HU04	200112	Office of the Senior Coordinator for Southeast/Caribbean
15/3	From: HU05		Office of the Senior Community Builder/Coordinator for Midwest
	To: HU05	200112	Office of the Senior Coordinator for Midwest

INCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymm)	EXPLANATION
AGENCY/SUBELEMENT (continued)			
Changes (continued)			
			DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (continued)
15/3	From: HU06		Office of the Senior Community Builder/Coordinator for Southwest
	To: HU06	200112	Office of the Senior Coordinator for Southwest
15/3	From: HU07		Office of the Senior Community Builder/Coordinator for Great Plains
	To: HU07	200112	Office of the Senior Coordinator for Great Plains
15/3	From: HU08		Office of the Senior Community Builder/Coordinator for Rocky Mountains
	To: HU08	200112	Office of the Senior Coordinator for Rocky Mountains
15/3	From: HU09		Office of the Senior Community Builder/Coordinator for Pacific/Hawaii
	To: HU09	200112	Office of the Senior Coordinator for Pacific/Hawaii

INCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymm)	EXPLANATION
AGENCY/SUBELEMENT (continued)			
Changes (continued)			
			DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (continued)
15/3	From: HU10		Office of the Senior Community Builder/Coordinator for Northwest/Alaska
	To: HU10	200112	Office of the Senior Coordinator for Northwest/Alaska
			DEPARTMENT OF THE NAVY
			Chief of Naval Operations
15/2	From: NV63		Naval Computer and Telecommunications Command
	To: NV63	200111	Naval Network Operations Command
15/3	From: NV65		Naval Oceanography Command
	To: NV65	200112	Naval Meteorology and Oceanography Command

INCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymm)	EXPLANATION
AGENCY/SUBELEMENT (continued)			
Corrections			
			EXECUTIVE OFFICE OF THE PRESIDENT
15/1	HS00		Office of Homeland Security. Organization, previously shown as being a separate agency within the Executive Office of the President, is within the White House Office (code WH01).
Terminations			
			LEGISLATIVE BRANCH
15/2	ZR00		Women's Progress Commemoration Commission

INCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymm)	EXPLANATION

AWARD AMOUNT

Corrections

15/2 **From:**
15/3

Definition:

(1) The gross dollar amount of availability pay, an award, a bonus, or a separation incentive.

(2) The percent of BASIC PAY authorized on an annual basis as premium pay for administratively uncontrollable overtime (AUO).

Note:

Award amount is rounded to the nearest dollar. For a group award, this is the gross amount given to the individual, not to the group. Senior Executive Service (SES) rank awards are the only awards and bonuses that must be documented on the Standard Form 50. Agencies are not required to document other awards and bonuses on the Standard Form 50.

The award amount is right justified with leading zeros. For example:

(1) A relocation bonus of $8,000 is shown as 08000.

(2) Administratively uncontrollable overtime (AUO) of 10 percent is shown as 00010.

INCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymm)	EXPLANATION

AWARD AMOUNT (continued)

Corrections (continued)

To:

Definition:

(1) The gross dollar amount of availability pay, an award given as cash, a bonus, or a separation incentive.

(2) The number of hours given as a time-off award.

(3) The percent of BASIC PAY authorized on an annual basis as premium pay for administratively uncontrollable overtime (AUO).

Note:

Award amount is rounded to the nearest dollar, hour (for a time-off award), or percent (for administratively uncontrollable overtime). For a group award, this is the gross amount (in dollars or hours) given to the individual, not to the group. Senior Executive Service (SES) rank awards are the only awards and bonuses that must be documented on the Standard Form 50. Agencies are not required to document other awards and bonuses on the Standard Form 50.

The award amount is right justified with leading zeros. For example:

(1) A relocation bonus of $8,000 is shown as 08000.

(2) A time-off award of 8 hours is shown as 00008.

(3) Administratively uncontrollable overtime (AUO) of 10 percent is shown as 00010.

INCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymm)	EXPLANATION
CURRENT APPOINTMENT AUTHORITY			
Additions			
15/1	AUM	200111	OPM Letter.
Changes			
15/1	From: AWM		OPM Form 1390 or letter (date).
	To: AWM	200111	OPM Form 1652 or OPM Ltr (date).
LEGAL AUTHORITY			
Changes			
15/1	From: AWM		OPM Form 1390 or letter (date).
	To: AWM	200111	OPM Form 1652 or OPM Ltr (date).
NATURE OF ACTION			
Terminations			
15/2	050	200112	Welfare to Work Program Hire
15/2	060	200112	Hire Not Under the Welfare to Work Program

INCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymm)	EXPLANATION
REMARKS			
Additions			
15/1	M94	200111	Employee elected deemed FERS coverage under 5 CFR 846.204(b)(2)(i) on (insert date employee made the election).
15/1	M95	200111	Employee given deemed FERS election notice on (insert date of notice), and did not respond. Employee is deemed to have elected FERS coverage under 5 CFR 846.204(b)(2)(i).
15/1	M96	200111	Employee declined FERS coverage under 5 CFR 846.204(b)(2)(ii) on (insert date employee made the election).
Terminations			
15/1	M63	200112	To be placed on (agency) reemployment priority list until (date).

UNINCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymm)	EXPLANATION
Occupations Cancelled by OPM's Workforce Compensation and Performance Service			
	0204	200108	Military Personnel Clerical and Technician
	0205	200108	Military Personnel Management
	0212	200108	Personnel Staffing
	0221	200108	Position Classification
	0222	200012	Occupational Analysis
	0223	200108	Salary and Wage Administration
	0230	200108	Employee Relations
	0233	200108	Labor Relations
	0235	200108	Employee Development
	0246	200108	Contractor Industrial Relations
	0270	200108	Federal Retirement Benefits
	0334	200105	Computer Specialist
	0475	200108	Agricultural Management
	0605	197710	Nurse Anesthetist
	0990	200108	General Claims Examining
	0992	200108	Loss and Damage Claims Examining
	0994	200108	Unemployment Compensation Claims Examining
	0995	200108	Dependents and Estate Claims Examining

UNINCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymm)	EXPLANATION
Occupations Cancelled by OPM's Workforce Compensation and Performance Service (continued)			
	3364	200108	Projection Equipment Repairing
	3508	200108	Pipeline Working
	3708	200108	Metal Process Working
	3911	200108	Sound Recording Equipment Operating
	3941	200108	Public Address Equipment Operating
	4431	197910	Photo Composition Machine Operating
	4618	200108	Woodworking Machine Operating
	4812	200108	Saw Reconditioning
	4843	200108	Navigation Aids Repairing
	5312	200108	Sewing Machine Repairing
	5414	200108	Baling Machine Operating
	5444	200108	Food/Feed Processing Equipment Operating
	5450	200108	Conveyor Opereating
	5486	200108	Swimming Pool Operating
	8863	200108	Aircraft Tire Mounting

UNINCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymm)	EXPLANATION

Change 1 to Update 16

AGENCY/SUBELEMENT

Additions

			DEPARTMENT OF THE ARMY
			Office of the Chief of Staff of the Army
16/1	ARRA	200010	U.S. Army Reserve Personnel Command
			DEPARTMENT OF STATE
16/1	ST46	200203	Eastern Regional Personnel Center. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
16/1	ST32	200203	Materiel Acquisition Support Center. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
16/1	ST14	200203	Metropolitan Technical Support Center. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
16/1	ST27	200203	Northern Regional Personnel Center. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.

UNINCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymm)	EXPLANATION
			DEPARTMENT OF TRANSPORTATION
16/1	TD19	200202	Transportation Security Administration

Changes

			INDEPENDENT EXECUTIVE BRANCH ORGANIZATIONS
			Armed Forces Retirement Home
16/1	From: RH01		Naval Home
	To: RH01	200203	Armed Forces Retirement Home – Gulfport
16/1	From: RH02		U.S. Soldiers' and Airmen's Home
	To: RH02	200203	Armed Forces Retirement Home – Washington

CURRENT APPOINTMENT AUTHORITY

Additions

16/1	ZVC	200202	P.L. 107-71. Transportation Security Administration. Code is for use by the Transportation Security Administration (Department of Transportation) only.

UNINCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymm)	EXPLANATION
LEGAL AUTHORITY			
Additions			
16/1	ZVC	200202	P.L. 107-71. Transportation Security Administration. Code is for use by the Transportation Security Administration (Department of Transportation) only.
PAY PLAN			
Additions			
16/1	SK	200202	SEC employees formerly under the GS, GM, and EZ pay plans. Code is for use by the Securities and Exchange Commission only.
16/1	SO	200202	SEC employees formerly under the ES pay plan. Code is for use by the Securities and Exchange Commission only.
16/1	SV	200202	Transportation Security Administration employees other than Executives. Code is for use by the Transportation Security Administration (Department of Transportation) only.
16/1	SW	200202	Transportation Security Administration Executives. Code is for use by the Transportation Security Administration (Department of Transportation) only.