



Operating Manual

The Guide to Personnel Data Standards

(Through Update 17, April 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.

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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.

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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.

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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.

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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.

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- (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.

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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. |

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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)

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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)

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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.

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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: | <u>BASIC PAY, LOCALITY ADJUSTMENT, PRIOR ADJUSTED BASIC PAY, TOTAL SALARY</u> |
| Format: | 6N |

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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).

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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 | 19 |
| ◆ Department of Health and Human Services | |
| ◆ 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 | 26 |
| ◆ Department of Transportation | |
| ◆ Department of the Treasury | 27 |
| ◆ Department of Veterans Affairs | 28 |
| ▪ Independent Executive Branch Organizations | 30 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| | 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. |
| ZX00 | Abraham Lincoln Bicentennial Commission. 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |
| 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|-----------------------------|--|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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) |

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| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|--|
| | 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| | 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) |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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. |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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 |
| EDER | Office of Educational Research and Improvement |
| EDES | Office of Elementary and Secondary Education |
| EDET | Office of English Language Acquisition, Language Enhancement, and Academic Achievement for Limited English Proficient Students |
| 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|---|---|
| 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 |
| HUY Y | 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| HU04 | Office of the Senior Coordinator for Southeast/Caribbean |
| HU06 | Office of the Senior Coordinator for Southwest |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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 |
| IN25 | National Business Center |
| IN24 | Office of the Inspector General |
| IN21 | Office of the Solicitor |
| | Water and Science |
| IN07 | Bureau of Reclamation |
| IN08 | Geological Survey |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------------------|---|
| 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | DEPARTMENT OF STATE |
| ST00 | Department of State |
| ST46 | Eastern Regional Personnel Center. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes. |
| ST32 | Materiel Acquisition Support Center. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes. |
| ST14 | Metropolitan Technical Support Center. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes. |
| ST27 | Northern Regional Personnel Center. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes. |
| | 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 |
| TD19 | Transportation Security Administration |
| TD02 | U.S. Coast Guard |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--|---|
| 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 | Armed Forces Retirement Home – Gulfport |
| RH02 | Armed Forces Retirement Home – Washington |
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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 |

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AGENCY/SUBELEMENT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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 |
| GN00 | White House Commission on the National Moment of Remembrance |

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 15, 10/10)

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.

(2)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 15, 10/01)

ANNUITANT INDICATOR

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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) |

(3)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 15, 10/01)

ANNUITANT INDICATOR

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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) |

(4)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 15, 10/01)

ANNUITANT INDICATOR

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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 |

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 16, 1/02)

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.

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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.

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| | 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. |

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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.

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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).

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---------------------------|
| C | ADP-Computer Position |
| (blank) | Non-ADP-Computer Position |

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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 STATISTICAL 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>.

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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.

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 17, 4/02)

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 |

(2)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 17, 4/02)

CURRENT APPOINTMENT AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

(3)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 17, 4/02)

CURRENT APPOINTMENT AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| | 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. |

(4)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 17, 4/02)

CURRENT APPOINTMENT AUTHORITY (1)

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

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 17, 4/02)

CURRENT APPOINTMENT AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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. |

(6)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 17, 4/02)

CURRENT APPOINTMENT AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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 bright into comp svc. |

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 17, 4/02)

CURRENT APPOINTMENT AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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. |

(8)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 17, 4/02)

CURRENT APPOINTMENT AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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). |

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 17, 4/02)

CURRENT APPOINTMENT AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 17, 4/02)

CURRENT APPOINTMENT AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| | 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. |

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 17, 4/02)

CURRENT APPOINTMENT AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|--|
| | 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. |

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CURRENT APPOINTMENT AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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CURRENT APPOINTMENT AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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 assigned to medical facility. |

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CURRENT APPOINTMENT AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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. |

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CURRENT APPOINTMENT AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | Zxx |
| ZBA | P.L. 106-117, Sec. 511. Vet Emp Opp Act - comp svc. |
| 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. |

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CURRENT APPOINTMENT AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |
| ZVC | P.L. 107-71. Transportation Security Administration. Code is for use by the Transportation Security 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. |

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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

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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)

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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.

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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>.

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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

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THE GUIDE TO PERSONNEL DATA STANDARDS
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EDUCATION LEVEL

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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EDUCATION LEVEL

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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EDUCATION LEVEL

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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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)

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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)

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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.

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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.

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FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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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

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| 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). |

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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

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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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.

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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.

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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.

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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.

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FUNCTIONAL CLASSIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 00 | Not applicable. Employee is not in one of the occupations to which the functional classifications must be applied. |
| 11 | <p>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.</p> <p>Excluded from this category is work concerned primarily with the administration and monitoring of research contracts and research grants.</p> |
| 12 | Research contract and grant administration. The administration and monitoring of research contracts and research grants. |
| 13 | <p>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.</p> <p>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.</p> <p>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).</p> |

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FUNCTIONAL CLASSIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 14 | <p>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.</p> <p>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.</p> |
| 21 | <p>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.</p> <p>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.</p> <p>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.</p> |

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FUNCTIONAL CLASSIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 22 | <p>Construction. The original erection, repair, and improvement of structures that provide shelter for people and activities, support transportation systems, and control natural resources.</p> <p>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.</p> |
| 23 | <p>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.</p> |
| 24 | <p>Installation, operations and maintenance. The installing, assembling, integrating, and assuring of proper technical operation and functioning of systems, facilities, machinery and equipment.</p> <p>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.</p> |

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FUNCTIONAL CLASSIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 31 | <p>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.</p> <p>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.</p> <p>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.</p> |
| 32 | <p>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.</p> |

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FUNCTIONAL CLASSIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 41 | <p>Standards and specifications. The preparation and determination of mandatory and/or voluntary standards including rules, regulations, and codes.</p> <p>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.</p> <p>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.</p> |
| 42 | <p>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.</p> |
| 51 | <p>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.</p> |
| 81 | <p>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.</p> |

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FUNCTIONAL CLASSIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 91 | <p>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.</p> <p>This category includes physical, economic, and social planning for land population centers and missions, policy, and program planning.</p> |
| 92 | <p>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.</p> <p>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.</p> |
| 93 | <p>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.</p> |
| 94 | <p>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.</p> |

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FUNCTIONAL CLASSIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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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.

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GRADE, LEVEL, CLASS, RANK, OR PAY BAND

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|--|
| 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 |

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GRADE, LEVEL, CLASS, RANK, OR PAY BAND

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | GG (GRADES SIMILAR TO GENERAL SCHEDULE) |
| SL | Senior Level |

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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 |
|--|----------|
| <ul style="list-style-type: none">• No Handicap/Handicap Not Identified• Speech Impairments• Hearing Impairments | 2 |
| <ul style="list-style-type: none">• Vision Impairments• Missing Extremities | 3 |
| <ul style="list-style-type: none">• Nonparalytic Orthopedic Impairments• Partial Paralysis | 4 |
| <ul style="list-style-type: none">• Complete Paralysis | 5 |
| <ul style="list-style-type: none">• Other Impairments | 6 |

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HANDICAP

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| | 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. |

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HANDICAP

| <u>Code</u> | <u>Name/Explanation</u> |
|---------------------|---|
| 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. |

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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). |

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HANDICAP

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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). |

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HANDICAP

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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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. |

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HEALTH PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | SPECIAL CODES |
| <i>ZZW</i> | 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. |
| <i>ZZX</i> | Pending. Employee has not elected coverage but is eligible to do so. |
| <i>ZZY</i> | Declined enrollment. Declined enrollment or canceled policy. |
| <i>ZZZ</i> | Not eligible. Not eligible for Federal employee health benefits. |

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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.

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| • Marketing Operations/Marketing and Distribution (08xxxx) | 8 |
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| • Liberal Arts and Sciences, General Studies and Humanities (24xxxx) | |
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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------------------------|---|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|-----------------------|--|
| 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 |

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INSTRUCTIONAL PROGRAM

| <u>Code</u> | <u>Name/Explanation</u> |
|--|---|
| 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 |

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INSTRUCTIONAL PROGRAM

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|---|--|
| 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 Products 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|-----------------------------------|---|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|-----------------------------------|
| 142801 | Textile Sciences and Engineering |
| 142901 | Engineering Design |
| 143001 | Engineering/Industrial Management |
| 143101 | Materials Science |
| 143201 | Polymer/Plastics Engineering |
| 149999 | Engineering, Other |

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| <u>Code</u> | <u>Name/Explanation</u> |
|----------------------------------|---|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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 |

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|---------------------------|---|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| | 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|-----------------------------------|---|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 260706 | Physiology, Human and Animal |
| 260799 | Zoology, Other |
| 269999 | Biological Sciences/Life Sciences, Other |

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| <u>Code</u> | <u>Name/Explanation</u> |
|---------------------------------|---|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--|--|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|-------------------|---|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|----------------------|---|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|------------------------------------|--|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|-----------------------------|---|
| 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 |

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INSTRUCTIONAL PROGRAM

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|-----------------------|--|
| 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 |

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INSTRUCTIONAL PROGRAM

| <u>Code</u> | <u>Name/Explanation</u> |
|-----------------------------|--|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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 |

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INSTRUCTIONAL PROGRAM

| <u>Code</u> | <u>Name/Explanation</u> |
|----------------------------|---|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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 |

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INSTRUCTIONAL PROGRAM

| <u>Code</u> | <u>Name/Explanation</u> |
|---|---|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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 |

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| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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 |

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INSTRUCTIONAL PROGRAM

| <u>Code</u> | <u>Name/Explanation</u> |
|---|---|
| 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 |

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INSTRUCTIONAL PROGRAM

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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 |

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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.

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THE GUIDE TO PERSONNEL DATA STANDARDS
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LANGUAGE IDENTIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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THE GUIDE TO PERSONNEL DATA STANDARDS
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LANGUAGE IDENTIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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LANGUAGE IDENTIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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LANGUAGE IDENTIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| -- | 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 |

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LANGUAGE IDENTIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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. |

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LANGUAGE IDENTIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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LANGUAGE IDENTIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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LANGUAGE IDENTIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| 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. |

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LANGUAGE IDENTIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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LANGUAGE IDENTIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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LANGUAGE IDENTIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| -- | 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. |

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LANGUAGE IDENTIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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LANGUAGE IDENTIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| PQ | Portuguese-Brazilian. |
| PT | Portuguese-European. |
| PR | Provençal. |
| 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. |

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LANGUAGE IDENTIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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LANGUAGE IDENTIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

LANGUAGE IDENTIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

LANGUAGE IDENTIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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 Bosphorus, 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. |

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

LANGUAGE IDENTIFICATION

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--------------------------------|
| -- | 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. |

(1)
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(Update 17, 4/02)

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

| Codes For | See Page |
|-------------------------|----------|
| Axx | 2 |
| Bxx-Cxx | 3 |
| Dxx-Hxx | 4 |
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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 17, 4/02)

LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 17, 4/02)

LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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. |

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THE GUIDE TO PERSONNEL DATA STANDARDS
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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|--|
| | 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. |

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THE GUIDE TO PERSONNEL DATA STANDARDS
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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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 bright into comp svc. |

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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|--|
| | 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. |

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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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). |

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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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. |

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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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. |

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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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. |

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THE GUIDE TO PERSONNEL DATA STANDARDS
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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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. |

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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|--|
| VUM | 5 U.S.C. 3393 Preappt. SES separatn--preappt conditions. |
| VVJ | 5 U.S.C. 75 Reclash Eq. Adv action--reclash--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. |

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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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). Reassign--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. |

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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| | 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 assigned 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. |

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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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. |

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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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LEGAL AUTHORITY (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| 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. |
| ZVC | P.L. 107-71. Transportation Security Administration. Code is for use by the Transportation Security 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. |

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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.

(1)
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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).

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LEO GEOGRAPHIC PAY AREA

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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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.

(2)
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LISTENING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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.) |

(3)
THE GUIDE TO PERSONNEL DATA STANDARDS
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LISTENING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 16 | <p>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.)</p> |
| 20 | <p>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.)</p> |

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LISTENING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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.) |

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LISTENING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 40 | <p>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.)</p> |
| 46 | <p>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.)</p> |
| 50 | <p>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.)</p> |

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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.

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 13, 2/01)

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).

(2)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 13, 2/01)

LOCALITY PAY AREA

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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 (Cincinnati-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. |

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THE GUIDE TO PERSONNEL DATA STANDARDS
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LOCALITY PAY AREA

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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). |

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LOCALITY PAY AREA

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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>.

(1)
 THE GUIDE TO PERSONNEL DATA STANDARDS
 (Update 16, 1/02)

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 |
|---|----------|
| <ul style="list-style-type: none"> • General (0xx) • Appointments (1xx) | 2 |
| <ul style="list-style-type: none"> • Returns to Duty from Nonpay Status (2xx) • Separations from Employment (3xx) | 4 |
| <ul style="list-style-type: none"> • Placements in Nonpay/Nonduty (4xx) • Conversions to Appointments (5xx) | 5 |
| <ul style="list-style-type: none"> • Position Changes, Extensions, and Other Changes (6xx-7xx) | 7 |
| <ul style="list-style-type: none"> • Pay, Awards, and Miscellaneous Actions (8xx) | 9 |
| <ul style="list-style-type: none"> • Reserved for Agencies' Internal Use (9xx) | 11 |

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THE GUIDE TO PERSONNEL DATA STANDARDS
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NATURE OF ACTION (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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) |

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NATURE OF ACTION (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|-------------------------------------|
| 199 | Interim Appointment. (Interim Appt) |

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THE GUIDE TO PERSONNEL DATA STANDARDS
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NATURE OF ACTION (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|------------------------------------|--|
| 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)) |

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NATURE OF ACTION (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|------------------------------|--|
| 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) |

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NATURE OF ACTION (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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)) |

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NATURE OF ACTION (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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) |

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NATURE OF ACTION (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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) |

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THE GUIDE TO PERSONNEL DATA STANDARDS
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NATURE OF ACTION (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--|--|
| 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) |

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NATURE OF ACTION (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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) |

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NATURE OF ACTION (1)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--------------------------------|
|--------------------|--------------------------------|

| | |
|--|-------------------------------------|
| | 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).

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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.

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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 |

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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>.

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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) | 14 |
| ▪ Engineering and Architecture (08xx) | |
| ▪ 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) | 21 |
| ▪ Mathematics and Statistics (15xx) | |
| ▪ Equipment, Facilities, and Services (16xx) | 22 |
| ▪ Education (17xx) | |
| ▪ Investigation (18xx) | 23 |
| ▪ Quality Assurance, Inspection, and Grading (19xx) | |
| ▪ Supply (20xx) | 24 |
| ▪ Transportation (21xx) | |
| ▪ Information Management (22xx) | 26 |
| • Blue Collar (Occupational Series 2501 through 9999) | |
| ▪ Wire Communications Equipment Installation and Maintenance (25xx) | 27 |
| ▪ Electronic Equipment Installation and Maintenance (26xx) | |
| ▪ Electrical Installation and Maintenance (28xx) | 28 |
| ▪ Fabric and Leather Work (31xx) | |
| ▪ Instrument Work (33xx) | |

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 THE GUIDE TO PERSONNEL DATA STANDARDS
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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 |
| ▪ Metal Work (38xx) ▪ Motion Picture, Radio, Television, and Sound Equipment Operation (39xx) | 31 |
| ▪ Lens and Crystal Work (40xx) ▪ Painting and Paperhanging (41xx) ▪ Plumbing and Pipefitting (42xx) ▪ Pliable Materials Work (43xx) | 32 |
| ▪ Printing (44xx) | 33 |
| ▪ Wood Work (46xx) ▪ General Maintenance and Operations Work (47xx) | 34 |
| ▪ General Equipment and Maintenance (48xx) ▪ Plant and Animal Work (50xx) | 35 |
| ▪ Miscellaneous Occupations (52xx) ▪ Industrial Equipment Maintenance (53xx) | 36 |
| ▪ Industrial Equipment Operation (54xx) | 37 |
| ▪ Transportation/Mobile Equipment Operation (57xx) ▪ Transportation/Mobile Equipment Maintenance (58xx) ▪ Ammunition, Explosives, and Toxic Materials Work (65xx) | 38 |
| ▪ Armament Work (66xx) ▪ Warehousing and Stock Handling (69xx) ▪ Packing and Processing (70xx) | 39 |
| ▪ 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 |

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OCCUPATION

| <u>Code</u> | <u>O</u> | <u>F</u> | <u>Name/Explanation</u> |
|-------------|----------|----------|--|
| | | | 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 |

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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 |

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OCCUPATION

| <u>Code</u> | O | F | <u>Name/Explanation</u> |
|--------------------|----------|----------|--|
| | | | 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 |

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OCCUPATION

| <u>Code</u> | <u>O</u> | <u>F</u> | <u>Name/Explanation</u> |
|---|-----------------|-----------------|---|
| 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 |

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OCCUPATION

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

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OCCUPATION

| <u>Code</u> | <u>O</u> | <u>F</u> | <u>Name/Explanation</u> |
|---------------------|----------|----------|--|
| 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 |

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OCCUPATION

| <u>Code</u> | O | F | <u>Name/Explanation</u> |
|--------------------|----------|----------|------------------------------------|
| 0487 | P | X | Animal Science |
| 0493 | P | X | Home Economics |
| 0499 | O | | Biological Science Student Trainee |

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OCCUPATION

| <u>Code</u> | <u>O</u> | <u>F</u> | <u>Name/Explanation</u> |
|-----------------------|----------|----------|--|
| 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 |

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OCCUPATION

| <u>Code</u> | <u>O</u> | <u>F</u> | <u>Name/Explanation</u> |
|--|----------|----------|--|
| 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 |

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OCCUPATION

| <u>Code</u> | <u>O</u> | <u>F</u> | <u>Name/Explanation</u> |
|--------------------|-----------------|-----------------|--------------------------------------|
| 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 |

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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 |

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OCCUPATION

| <u>Code</u> | O | F | <u>Name/Explanation</u> |
|--------------------|----------|----------|---|
| 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 |

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OCCUPATION

| <u>Code</u> | <u>O</u> | <u>F</u> | <u>Name/Explanation</u> |
|--------------------|-----------------|-----------------|---|
| 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 | | Administrative 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 |

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OCCUPATION

| <u>Code</u> | O | F | <u>Name/Explanation</u> |
|----------------------|----------|----------|--------------------------------------|
| 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 |

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OCCUPATION

| <u>Code</u> | O | F | <u>Name/Explanation</u> |
|-----------------------|----------|----------|---|
| 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 |

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OCCUPATION

| <u>Code</u> | <u>O</u> | <u>F</u> | <u>Name/Explanation</u> |
|-------------|----------|----------|--------------------------------------|
| | | | 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 |

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OCCUPATION

| <u>Code</u> | <u>O</u> | <u>F</u> | <u>Name/Explanation</u> |
|-------------------|----------|----------|--|
| 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 |

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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 |

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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 |

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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 |

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OCCUPATION

| <u>Code</u> | <u>O</u> | <u>F</u> | <u>Name/Explanation</u> |
|----------------|----------|----------|---|
| 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 |

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OCCUPATION

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

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OCCUPATION

| <u>Code</u> | O | F | <u>Name/Explanation</u> |
|--------------------|----------|----------|--|
| | | | INFORMATION TECHNOLOGY |
| 2210 | A | | Information Technology Management |
| 2299 | O | | Information Technology Student Trainee |

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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 |

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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 |

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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

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OCCUPATION

| <u>Code</u> | O | F | <u>Name/Explanation</u> |
|--------------------|----------|----------|--------------------------------|
| | | | 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 |

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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 |

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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

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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 |

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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 |

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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 |

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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

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OCCUPATION

| <u>Code</u> | O | F | <u>Name/Explanation</u> |
|--------------------------------|----------|----------|--|
| 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 |

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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/MOBILE 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

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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

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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

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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

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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 |

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OCCUPATION

| <u>Code</u> | O | F | <u>Name/Explanation</u> |
|--------------------|----------|----------|--------------------------------|
| 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 |

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OCCUPATION

| <u>Code</u> | <u>O</u> | <u>F</u> | <u>Name/Explanation</u> |
|-------------|----------|----------|-------------------------------------|
| 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 |

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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:

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OCCUPATIONAL CATEGORY

Note (continued):

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

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OCCUPATIONAL CATEGORY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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OCCUPATIONAL CATEGORY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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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

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---------------------------------|
| 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. |

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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

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|-------------------------------|
| 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. |

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THE GUIDE TO PERSONNEL DATA STANDARDS
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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.

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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.

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(Update 12, 10/00)

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: | <u>ADJUSTED BASIC PAY, RETENTION ALLOWANCE, SUPERVISORY DIFFERENTIAL, TOTAL SALARY</u> |
| Format: | 6N |

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 12, 10/00)

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 |

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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.

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 17, 4/02)

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.

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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 |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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THE GUIDE TO PERSONNEL DATA STANDARDS
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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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."). |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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 Department 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| | 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |
| SK | SEC employees formerly under the GS, GM, and EZ pay plans. Code is for use by the Securities and Exchange Commission only. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |
| SN | Senior Level System. Code is for use by the Nuclear Regulatory Commission only. |
| SO | SEC employees formerly under the ES pay plan. Code is for use by the Securities and Exchange 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). |
| SV | Transportation Security Administration employees other than Executives. Code is for use by the Transportation Security Administration (Department of Transportation) only. |
| SW | Transportation Security Administration Executives. Code is for use by the Transportation Security Administration (Department of Transportation) only. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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. |

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PAY PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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. |

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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.

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PAY RATE DETERMINANT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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). |

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PAY RATE DETERMINANT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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.) |

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PAY RATE DETERMINANT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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 |

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PAY RATE DETERMINANT

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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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

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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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.

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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 |

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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). |

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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

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POSITION SENSITIVITY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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 | <p>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.</p> <p>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.</p> |
| 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. |

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POSITION SENSITIVITY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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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

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| 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. |

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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: | <u>ADJUSTED BASIC PAY</u> |
| Format: | 6N |

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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 |

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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

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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 |

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(Update 11, 3/00)

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 |

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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 |

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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 |

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(Update 11, 3/00)

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 |

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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 |

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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 |

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
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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 |

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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.

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

RACE OR NATIONAL ORIGIN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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.) |

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

RACE OR NATIONAL ORIGIN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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 | Samoaan. 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.) |

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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 |

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

RATING OF RECORD (LEVEL)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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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.

| <u>Code</u> | <u>Name/ Explanation</u> |
|-------------|---|
| 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. |

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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

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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.

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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.

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THE GUIDE TO PERSONNEL DATA STANDARDS
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READING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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.) |

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READING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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.) |

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READING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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.) |

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READING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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.) |

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THE GUIDE TO PERSONNEL DATA STANDARDS
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READING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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.) |

(1)
 THE GUIDE TO PERSONNEL DATA STANDARDS
 (Update 16, 1/02)

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) | 11 |
| • Position Change Actions (Kxx) | |
| • 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) | 20 |
| • Agency Explanation of Employee's Separation (Sxx) | |
| • Tenure (Txx) | 24 |
| • Retained Grade and Retained Pay (Xxx) | |
| • Reserved for Agencies' Internal Use (Yxx-Zxx) | 26 |

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THE GUIDE TO PERSONNEL DATA STANDARDS
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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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THE GUIDE TO PERSONNEL DATA STANDARDS
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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 16, 1/02)

REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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. |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|--|
| | 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. |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| | 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. |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| | 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). |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| | 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"). |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|--|
| 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)). |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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). |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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. |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| | 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 (\$_____). |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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 \$___. |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| | 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). |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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). |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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). |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|--|
| | 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. |

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REMARKS

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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REMARKS

Code **Name/Explanation**

RESERVED FOR AGENCIES' INTERNAL USE

Codes with the first character of Y or Z are reserved for agencies' internal use.

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THE GUIDE TO PERSONNEL DATA STANDARDS
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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

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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

(1)
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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

(1)
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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.

(1)
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(Update 11, 3/00)

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 |

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RETIREMENT PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| | 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. |

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RETIREMENT PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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 |

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RETIREMENT PLAN

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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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

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| 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. |

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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) |

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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

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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

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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

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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.

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SPEAKING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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.) |

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SPEAKING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 10 | <p>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.</p> <p>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.)</p> |

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SPEAKING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 16 | <p>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.</p> <p>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.)</p> |

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SPEAKING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 20 | <p>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.</p> <p>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.)</p> |

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SPEAKING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 26 | <p>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.</p> <p>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.)</p> |

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SPEAKING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 30 | <p>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.</p> <p>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.)</p> |

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SPEAKING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 36 | <p>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.</p> <p>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.)</p> |

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SPEAKING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 40 | <p>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.</p> <p>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.)</p> |

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SPEAKING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 46 | <p>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.</p> <p>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.)</p> |
| 50 | <p>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.)</p> |

(1)
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(Update 11, 3/00)

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.

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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.)

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|-------------------------------|
| | 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.

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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.

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(Update 12, 10/00)

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.

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

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 |

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THE GUIDE TO PERSONNEL DATA STANDARDS
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SUPERVISORY STATUS

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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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 |

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TENURE

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 0 | No tenure group. Employee is in none of the tenure groups established for reduction-in-force purposes. |
| 1 | <p>Tenure group 1.</p> <p>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.</p> <p>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.</p> |
| 2 | <p>Tenure group 2.</p> <p>Competitive service--Tenure group 2 includes employees serving under career-conditional appointments, and under career appointments who are serving initial appointment probation.</p> <p>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).</p> |
| 3 | <p>Tenure group 3.</p> <p>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.</p> <p>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.</p> |

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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

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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 |

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|--|
| 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). |

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(Update 11, 3/00)

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 |

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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. |

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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

| <u>Code</u> | <u>Name/Explanation</u> |
|-------------|---|
| 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. |

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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).

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VETERANS STATUS (ACTIVE MILITARY SERVICE)

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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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

(2)
THE GUIDE TO PERSONNEL DATA STANDARDS
(Update 11, 3/00)

WORK SCHEDULE

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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. |

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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.

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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.

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WRITING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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.) |

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WRITING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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.) |

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WRITING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|---|
| 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.) |

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WRITING PROFICIENCY

| <u>Code</u> | <u>Name/Explanation</u> |
|--------------------|--|
| 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.) |

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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.

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APPENDIX

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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 |

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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
GN White House Commission on the National Moment of Remembrance
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

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AGENCY LISTING

CODE AGENCY

| | |
|-----|--|
| HD | U.S. Holocaust Memorial Museum |
| HE | Department of Health and Human Services |
| HP | Advisory Council on Historic Preservation |
| 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 |

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AGENCY LISTING

CODE AGENCY

| | |
|-----|--|
| 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 |
| 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 |
| ZX* | Abraham Lincoln Bicentennial Commission |

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INCORPORATED CHANGES

| <u>CHANGE NO.</u> | <u>CODE</u> | <u>DATE</u> (yyyymm) | <u>EXPLANATION</u> |
|--------------------------|--------------------|--------------------------------|--|
| 17/- | Cover | | Updates the cover to reflect changes through Update 17 (dated April 2002). |
| AGENCY/SUBELEMENT | | | |
| Additions | | | |
| | | | LEGISLATIVE BRANCH |
| 16/2 | ZX00 | 200203 | Abraham Lincoln Bicentennial Commission. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes. |
| | | | 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 THE INTERIOR |
| 16/2 | IN25 | 200204 | National Business Center |

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|--|--------------------|--------------------------------|--|
| AGENCY/SUBELEMENT (continued) | | | |
| Additions (continued) | | | |
| 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. |
| DEPARTMENT OF TRANSPORTATION | | | |
| 16/1 | TD19 | 200202 | Transportation Security Administration |
| INDEPENDENT EXECUTIVE BRANCH ORGANIZATIONS | | | |
| 16/2 | GN00 | 200201 | White House Commission on the National Moment of Remembrance |

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|--|--------------------|--------------------------------|--|
| AGENCY/SUBELEMENT (continued) | | | |
| Changes | | | |
| DEPARTMENT OF EDUCATION | | | |
| 16/2 | From: EDET | | Office of Bilingual Education and Minority Language Affairs |
| | To: EDET | 200203 | Office of English Language Acquisition, Language Enhancement, and Academic Achievement for Limited English Proficient Students |
| INDEPENDENT EXECUTIVE BRANCH ORGANIZATIONS | | | |
| Armed Forces Retirement Home | | | |
| 16/1 | From: RH01 | | Naval Home |
| | To: RH01 | 200203 | Armed Forces Retirement Home – Gulfport |
| U.S. Soldiers' and Airmen's Home | | | |
| 16/1 | From: RH02 | | U.S. Soldiers' and Airmen's Home |
| | To: RH02 | 200203 | Armed Forces Retirement Home – Washington |

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INCORPORATED CHANGES

| CHANGE NO. | CODE | DATE (yyyymm) | EXPLANATION |
|--------------------------------------|-------------|-------------------------|--|
| AGENCY/SUBELEMENT (continued) | | | |
| Terminations | | | |
| | | | DEPARTMENT OF THE ARMY Office of the Chief of Staff of the Army |
| 16/2 | ARRA | 200203 | U.S. Army Reserve Personnel Command |

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. |
|------|-----|--------|---|

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. |
|------|-----|--------|---|

OCCUPATION

Terminations

| | | | |
|------|------|--------|-------------------------|
| 16/2 | 5486 | 200203 | Swimming Pool Operating |
|------|------|--------|-------------------------|

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|--------------------------|--------------------|--------------------------------|--|
| 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. |

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|--|--------------------|---------------------------------|--|
| 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 |

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|---|--------------------|---------------------------------|--|
| 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 Operating |
| | 8863 | 200108 | Aircraft Tire Mounting |