



The
Central Personnel Data File
(CPDF)
Edit Manual

(Through Update 11, October 1999)

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

TABLE OF CONTENTS

	PAGE
A. OVERVIEW	A-1
B. STATUS FILE	B-1
1. Individual Field Edits	
2. Relationship Edits	
C. DYNAMICS FILE	C-1
1. Individual Field Edits	
2. Relationship Edits	
D. BASIC PAY TABLES	D-1
E. SUMMARY OF CHANGES	E-1

A-1
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

OVERVIEW

A-2
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

OVERVIEW

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

The Edit Manual shows the status file and dynamics file data edits. The CPDF edits are organized into separate sections--one for the status file and another for the dynamics file. Edits common to both the status and dynamics files are shown in both the status and dynamics sections of the manual. Within each of these sections, individual field edits are shown before the relationship edits.

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

A-3
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

The abbreviation GPDS refers to the OPM Operating Manual entitled The Guide to Personnel Data Standards. The abbreviation GPPA refers to the OPM Operating Manual entitled The Guide to Processing Personnel Actions.

While individual field edits are executed before the relationship edits, the relationship edits themselves are organized solely for ease of reference in the manual. They may be executed in any order the agency considers efficient.

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

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

A-4
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

A-5
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

The edit prefix number, which occupies positions 1 through 3 of the six-position CPDF edit number, identifies the data element that is the subject of the edit, as follows.

EDIT PREFIX NUMBER	DATA ELEMENT
005	Instructional Program
010	Agency/Subelement
030	Annuitant Indicator
050	Award Amount
060	Bargaining Unit
070	Benefit Amount
080	Creditable Military Service
090	Previous Retirement Coverage
100	Current Appointment Authority (1)&(2)
110	Date of Birth
120	Duty Station
130	Education Level
140	Effective Date of Personnel Action
150	Effective Date of Personnel Action Being Corrected
160	Employee Name

A-6
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

EDIT PREFIX NUMBER	DATA ELEMENT
170	Federal Employees' Group Life Insurance
175	FERS Coverage
180	FLSA Category
190	Frozen Service
200	Functional Classification
220	Handicap
230	Health Plan
240	Individual/Group Award
250-350	Legal Authority (1)&(2)
370	Nature of Action (1)&(2)
380	Nature of Action Being Corrected
390	Occupation
400	Organizational Component
410	Pay Basis
420	Grade = Grade, Level, Class, Rank, or Pay Band
430	Pay Status
440	Pay Plan
450	Pay Rate Determinant (PRD)
460	Personnel Office Identifier
470	Rating of Record (Level)
471	Rating of Record (Pattern)

A-7
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

EDIT PREFIX NUMBER	DATA ELEMENT
472	Rating of Record (Period)
500	Position Occupied
520	Prior Occupation
530	Prior Pay Basis
540	Prior Grade = Prior Grade, Level, Class, Rank, or Pay Band
550	Prior Pay Plan
560	Prior Pay Rate Determinant
570	Prior Basic Pay
580	Prior Step or Rate
590	Prior Work Schedule
600	Race or National Origin
610	Retained Grade
620	Retained Pay Plan
630	Retained Step
640	Retirement Plan
650	Basic Pay
652	Locality Adjustment
653	Prior Locality Adjustment
654	Prior Duty Station
655	Retention Allowance
656	Staffing Differential

A-8
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

EDIT PREFIX NUMBER	DATA ELEMENT
657	Supervisory Differential
660	Service Computation Date (Leave)
670	Sex
680	Social Security Number
690	Social Security Number Being Corrected
695	Special Pay Table Identifier (SPTI)
700	Step or Rate
710	Supervisory Status
720	Tenure
740	U.S. Citizenship
750	Veterans Preference
760	Veterans Status (Active Military Service)
770	Work Schedule
780	Year Degree or Certificate Attained

B-1

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

STATUS FILE

B-2
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

STATUS FILE
 INDIVIDUAL FIELD EDITS

The default specifies the action to be taken for invalid data.

EDIT	DATA ELEMENT	VALID DATA	DEFAULT
005.00.3	Instructional Program	GPDS or spaces	Asterisk instructional program.
010.00.3	Agency/Subelement (first 2 positions)	GPDS	Reject transaction.
010.01.3	Agency/Subelement (last 2 positions)	GPDS	Asterisk last 2 positions of agency/subelement.
030.00.1	Annuitant Indicator	GPDS	Asterisk annuitant indicator.
060.00.1	Bargaining Unit ⁷	GPDS	Asterisk bargaining unit.
080.00.3	Creditable Military Service	Numeric or spaces	Asterisk creditable military service.
100.00.1	Current Appointment Authority (1)	GPDS	Asterisk current appointment authority (1).
100.01.3	Current Appointment Authority (2)	GPDS or spaces	Asterisk current appointment authority (2).

B-3
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

EDIT	DATA ELEMENT	VALID DATA	DEFAULT
110.00.1	Date of Birth	Numeric (with century 19-20 and month 01-12)	Asterisk date of birth.
120.00.1	Duty Station ²	GPDS	Asterisk duty station. ⁴
130.00.3	Education Level	GPDS or spaces	Asterisk education level.
170.00.1	Federal Employees' Group Life Insurance	GPDS	Asterisk Federal Employees' Group Life Insurance.
175.00.1	FERS Coverage	GPDS or spaces	Asterisk FERS Coverage.
180.00.1	FLSA Category	GPDS	Asterisk FLSA category.
190.00.3	Frozen Service	Numeric or spaces	Asterisk frozen service.
200.00.1	Functional Classification	GPDS	Asterisk functional classification.
220.00.3	Handicap	GPDS	Asterisk handicap.
230.00.1	Health Plan ¹	GPDS	Asterisk health plan.
390.00.1	Occupation	GPDS	Asterisk occupation and functional classification.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

EDIT	DATA ELEMENT	VALID DATA	DEFAULT
400.00.1	Organizational Component	Must not be spaces	Asterisk organizational component.
410.00.3	Pay Basis	GPDS	Asterisk pay basis and basic pay.
430.00.1	Pay Status	GPDS	Asterisk pay status.
440.00.3	Pay Plan	GPDS	Asterisk pay plan, grade, step or rate, pay basis, basic pay.
450.00.3	Pay Rate Determinant	GPDS	Asterisk pay rate determinant, basic pay, pay basis.
460.00.3	Personnel Office Identifier	GPDS	Asterisk personnel office identifier.
470.00.1	Rating of Record (Level)	GPDS	Asterisk rating of record (level), rating of record (pattern), and rating of record (period).
471.00.3	Rating of Record (Pattern)	GPDS or space	Asterisk rating of record (pattern), rating of record (level), and rating of record (period).

B-5
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

EDIT	DATA ELEMENT	VALID DATA	DEFAULT
472.00.3	Rating of Record (Period)	Numeric (with century 19-20 and month 01-12) or spaces	Asterisk rating of record (period).
500.00.3	Position Occupied	GPDS	Asterisk position occupied.
600.00.3	Race or National Origin	GPDS	Asterisk race or national origin.
620.00.1	Retained Pay Plan	GPDS or spaces	Asterisk retained pay plan, retained grade, retained step.
640.00.3	Retirement Plan	GPDS	Asterisk retirement plan.
650.00.1	Basic Pay	Numeric	Asterisk pay basis and basic pay. ⁵
652.00.3	Locality Adjustment	Numeric or spaces	Asterisk locality adjustment.
655.00.3	Retention Allowance	Numeric or spaces	Asterisk retention allowance.
656.00.3	Staffing Differential	Numeric or spaces	Asterisk staffing differential.
657.00.3	Supervisory Differential	Numeric or spaces	Asterisk supervisory differential.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

EDIT	DATA ELEMENT	VALID DATA	DEFAULT
660.00.1	Service Computation Date (Leave)	Numeric (with century 19-20 and month 01-12)	Asterisk service computation date (leave).
670.00.3	Sex	GPDS	Asterisk sex.
690.00.1	Social Security Number ⁶	Numeric	Asterisk social security number.
695.00.1	Special Pay Table Identifier	GPDS or spaces for pay plan GM or GS	Asterisk special pay table identifier.
710.00.3	Supervisory Status	GPDS	Asterisk supervisory status.
720.00.3	Tenure	GPDS	Asterisk tenure.
740.00.1	U.S. Citizenship	GPDS	Asterisk U.S. citizenship.
750.00.3	Veterans Preference	GPDS	Asterisk veterans preference.
760.00.1	Veterans Status (Active Military Service) ³	GPDS	Asterisk veterans status (active military service).
770.00.3	Work Schedule	GPDS	Asterisk work schedule.

B-7
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

EDIT	DATA ELEMENT	VALID DATA	DEFAULT
780.00.3	Year Degree or Certificate Attained	Numeric (with century 19-20) or spaces	Asterisk year degree or certificate attained.

Notes:

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

B-8
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

⁶ If agency/subelement is other than DJ02, and the first position of SSN is 8 or 9, then positions 2 through 5 of SSN must match an entry in the CPDF personnel office identifier file or be asterisks.

OR

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

Default: Asterisks are inserted in SSN.

⁷ If agency is AR, then bargaining unit 2080 is valid.

B-9
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

STATUS FILE
RELATIONSHIP EDITS

INSTRUCTIONAL PROGRAM

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

Default: Insert asterisks in instructional program.

Basis for Edit: GPPA, Chapter 4, Figure 4-4

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

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

Basis for Edit: GPPA, Chapter 4, Figure 4-4

BARGAINING UNIT

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

Default: Insert asterisks in bargaining unit.

Basis for Edit: 5 U.S.C. 7103

060.04.1 If Agency/Subelement is AF07, ARAS, DD12, LT00, NV15 or
TRAC,
Then bargaining unit must be 8888 or asterisks.

Default: Insert asterisks in bargaining unit.

Basis for Edit: 5 U.S.C. 7103(a)(3)

B-10
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

CURRENT APPOINTMENT AUTHORITY

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

Default: Insert asterisks in current appointment
authority.

100.03.3 If either current appointment authority is ZTA,
And position occupied is 1,
Then agency/subelement must be DJ03.

Default: Insert asterisks in current appointment
authority.

100.04.1 If either current appointment authority is YAM, YBM,
YGM, Y1M, Y2M, or Y3M,
And pay plan is GS,
Then occupation must be --99 (where "--" represent the
first two positions of a valid occupation code) or
asterisks.

Default: Insert asterisks in current appointment
authority.

Basis for Edit: 5 CFR 213.3202(d)(7)

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

Default: Insert asterisks in current appointment
authority.

100.10.1 If current appointment authority is BPM, H2L, J8M, JYM,
KDM, KFM, KHM, T--, UFM, V8K, VEM, VPE, W--, X--, Y--,
or ZVB,
Then position occupied must be 2 or asterisk.

Default: Insert asterisks in current appointment
authority.

Basis for Edit: GPPA, Table 11-A

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 100.12.1 If either current appointment authority is ZRL,
Then agency/subelement must be DJ02.
- Default: Insert asterisks in current appointment
authority.
- 100.13.1 If pay plan is ES,
Then the first current appointment authority must be
NRM, NSM, NTM, NVM, NWM, NXM, P2M, P3M, P5M, P7M, VAG,
VBJ, VCJ, V2M, V4L, V4M, V4P, V6M, or asterisks.
- Default: Insert asterisks in current appointment
authority.
- Basis for Edit: GPPA, Table 13-A
- 100.14.3 If pay plan is ES,
Then the second current appointment authority must be
AWM, BWM, HAM, ZLM, spaces, or asterisks.
- Default: Insert asterisks in the second current
appointment authority.
- 100.16.3 If either current appointment authority is WTM, WUM, or
YKM,
Then handicap must be 04, 06 through 94, or asterisks.
- Default: Insert asterisks in current appointment
authority.
- 100.17.3 If either current appointment authority is Z2W,
Then agency must be AF, AR, DD, or NV.
- Default: Insert asterisks in current appointment
authority.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

100.19.1 If either current appointment authority is:

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

Then position occupied must be 1 or asterisk.

Default: Insert asterisks in current appointment
authority.

Basis for Edit: GPPA, Chapters 9 and 10

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

Default: Insert asterisks in current appointment
authority.

Basis for Edit: 5 CFR 316

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

Default: Insert asterisks in current appointment
authority.

Basis for Edit: 5 CFR 315
5 CFR 310.202

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in current appointment authority.

Basis for Edit: 5 CFR 213.3202(d)(12)

100.31.3 If either current appointment authority is WXM, Then tenure must be 0, 3, or asterisk.

Default: Insert asterisks in current appointment authority.

100.35.3 If either current appointment authority is V8V, Then agency/subelement must be VA and position occupied must be 2.

Default: Insert asterisks in current appointment authority.

100.36.3 If pay plan is GS, And grade is 01 thru 10, Then current appointment authority may not be ZKM or ZNM.

Default: Insert asterisks in current appointment authority.

100.37.3 If current appointment authority is NEM, LBM, or LZM, Then veterans preference may not be 1 or 5.

Default: Insert asterisks in current appointment authority.

Basis for Edit: 5 CFR 315.604
5 CFR 315.707
5 CFR 316.402(b)(5)

B-14
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 100.38.3 If either current appointment authority is Z2U,
Then agency must be AF, AR, DD, or NV.
- Default: Insert asterisks in current appointment
authority.
- Basis for Edit: P.L. 103-337
- 100.52.3 If either current appointment authority begins with T,
Then the first two positions of the duty station must
be PM or asterisks.
- Default: Insert asterisks in current appointment
authority.
- 100.55.1 If one current appointment authority is NRM, NSM, NTM,
NVM, NWM, NXM, V2M, VCJ, VBJ, VAG, V6M, V4L, V4M, or
V4P,
Then pay plan must be ES or asterisks.
- Default: Insert asterisks in current appointment
authority.
- Basis for Edit: GPPA, Table 13A
- 100.58.3 If either current appointment authority is ZZZ,
Then service computation date must be less than January
1982 or be asterisks,
And position occupied must be 1 or asterisk.
- Default: Insert asterisks in current appointment
authority.
- 100.64.3 If either current appointment authority is WEM,
Then occupation must be 0904, spaces, or asterisks.
- Default: Insert asterisks in current appointment
authority.
- Basis for Edit: 5 CFR 213.3102(e)

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 100.70.3 If either current appointment authority is WDM,
Then occupation must be 0905, 1222, spaces, or
asterisks.
- Default: Insert asterisks in current appointment
authority.
- Basis for Edit: 5 CFR 213.3102(d)
- 100.73.3 If either current appointment authority is ACM, AYM, or
KQM,
And agency/subelement is not RR00,
Then occupation must be other than 0904 or 0905.
- Default: Insert asterisks in current appointment
authority.
- Basis for Edit: GPPA, Tables 9A, 9B, 9C
5 CFR 315
- 100.76.3 If either current appointment authority is H2L or VEM,
Then pay plan must be ED, EF, EH, spaces, or asterisks.
- Default: Insert asterisks in current appointment
authority.
- 100.98.3 If current appointment authority (1) is ZZZ,
Then current appointment authority (2) must be ZZZ,
spaces, or asterisks.
- Default: Insert asterisks in current appointment
authority (1).
- 100.99.3 If current appointment authority (2) is ZZZ,
Then current appointment authority (1) must be ZZZ or
asterisks.
- Default: Insert asterisks in current appointment
authority (2).

B-16
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

DATE OF BIRTH

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

Default: Insert asterisks in date of birth.

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

DUTY STATION

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

Default: Insert asterisks in duty station.

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

Default: Insert asterisks in duty station.

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

Default: Insert asterisks in duty station.

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

Default: Insert asterisks in duty station.

B-17
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

EDUCATION LEVEL

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

Default: Insert asterisks in education level.

Basis for Edit: GPPA, Chapter 4, Figure 4-4

130.04.3 If pay plan is ES,
Then education level must not be spaces.

Default: Insert asterisks in education level.

Basis for Edit: GPPA, Chapter 4, Figure 4-4

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI)

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

Default: Insert asterisk in FEGLI.

Basis for Edit: The Federal Employees Group Life
Insurance Handbook, S2-2

FSLA CATEGORY

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

Default: Insert asterisk in FLSA category.

Basis for Edit: 5 CFR 551.204

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisk in FLSA category.

Basis for Edit: 5 CFR 551.203

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

Default: Insert asterisk in FLSA category.

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

Default: Insert asterisk in FLSA category.

Basis for Edit: 5 CFR 551.203

B-19
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

FUNCTIONAL CLASSIFICATION

200.04.1 If occupation is one of the following:

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

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

Default: Insert asterisks in functional
classification.

200.07.1 If occupation is not one of the following:

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

Then functional classification must be 00 or be
asterisks.

Default: Insert asterisks in functional
classification.

B-20
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

HEALTH PLAN

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

Default: Insert asterisks in health plan.

Basis for Edit: The Federal Employees Health Benefits Handbook

OCCUPATION

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

Default: Insert asterisks in occupation and functional classification.

390.16.1 If pay plan is W-, X-, or K-,
Then occupation must be greater than 2499 or be asterisks.

Default: Insert asterisks in occupation and functional classification.

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

Default: Insert asterisks in occupation and functional classification.

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

Default: Insert asterisks in occupation and functional classification.

B-21
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

390.44.1 If occupation is 2806 or 2808,
 Then the first two positions of agency/subelement must
 be DN or the agency/subelement must be IN07.

Default: Insert asterisks in occupation and functional
 classification.

PAY BASIS

410.02.3	If pay plan is	Then pay basis must be as shown or asterisks
	AL	PA
	CA	PA
	ES	PA
	EX	PA
	GG	PA
	GH	PA
	GM	PA
	GS	PA
	KA	PA, PH
	SL	PA
	TP	FB, PD, SY
	X-	PH
	ZZ	WC
Default: Insert asterisks in pay basis and basic pay.		

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

Default: Insert asterisks in pay basis and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

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

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

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

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

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

420.05.3	If pay plan is	And POI is	Then grade must be
	DA, DS, DT	----	00-03
	DG	2256, 2896	00-05
	DG	2415, 2431, 4219	00-04
	DP	----	00-05
	ZA, ZP, ZS, ZT	----	01-05
Default: Insert asterisks in grade.			

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 420.07.3 If pay plan is FA,
And pay rate determinant is not S,
Then grade must be CA, CM, MC, NC, OC, 01 through 04,
13, 14, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay
basis, and basic pay.
- 420.10.3 If pay plan is CE,
Then grade must be 01 through 17 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay
basis, and basic pay.
- 420.11.3 If pay plan is CY,
Then grade must be 01 through 24 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay
basis, and basic pay.
- 420.13.3 If pay plan is GM,
Then grade must be 13 through 15 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay
basis, and basic pay.
- 420.16.3 If pay plan is GS,
Then grade must be 01 through 15 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay
basis, and basic pay.
- 420.17.3 If pay plan is NH or NJ,
Then grade must be 01 through 04 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay
basis, and basic pay.
- 420.18.3 If pay plan is NK,
Then grade must be 01 through 03 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay
basis, and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 420.19.3 If pay plan is FV,
Then grade must be AA, BB, CC, DD, EE, FF, GG, HH, II,
JJ, KK, LL, MM, or asterisks.

Default: Insert asterisks in grade, step or rate, pay
basis, and basic pay.
- 420.20.3 If pay plan is EV,
Then grade must be 01, 02, 03, or asterisks.

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

Default: Insert asterisks in grade, step or rate, pay
basis, and basic pay.
- 420.22.3 If pay plan is VM,
Then grade must be 11 through 15, 96, 97, or asterisks.

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

Default: Insert asterisks in grade, step or rate, pay
basis, and basic pay.
- 420.25.3 If pay plan is VN,
Then grade must be 01 through 06, 08, 09, 11 through
15, or asterisks.

Default: Insert asterisks in grade, step or rate, pay
basis, and basic pay.
- 420.28.3 If pay plan is VP,
Then grade must be 11 through 15 or asterisks.

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

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

Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.37.3 If pay plan is OC,
Then grade must be 01 through 25 or asterisks.

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

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

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

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

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

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

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

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

420.50.3 If pay plan is AF,
Then grade must be AA, BB, CC, DD, EE, or asterisks.

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

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

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

420.52.3 If pay plan is FG,
Then grade must be 01 thru 15 or be asterisks.

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

420.53.3 If pay plan is FC,
Then grade must be 02 through 14 or asterisks.

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

420.55.3 If pay plan is AL or CA,
Then grade must be 01 through 03 or asterisks.

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

Basis for Edit: 5 U.S.C. 5372

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 420.60.3 If pay plan is SL or XE,
Then grade must be 00 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis and basic pay.
- Basis for Edit: 5 U.S.C. 5376
- 420.65.3 If pay plan is GG,
Then grade must be 01 through 15, SL, spaces or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis and basic pay.
- 420.70.3 If pay plan is GH,
Then grade must be 13 through 15, spaces or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis and basic pay.
- 420.73.3 If pay plan is NY,
Then grade must be 01 through 04 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.74.3 If pay plan is NC,
Then grade must be 01 through 03 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.75.3 If pay plan is NO,
Then grade must be 01 through 04 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.76.3 If pay plan is NP or NR,
Then grade must be 01 through 05 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

PAY PLAN

440.02.3	If pay plan is	Then agency/subelement must be
	AJ	NU
	AT	TD03
	CE	IN
	CG	FD
	CY	IN
	DB, DE, DJ, DK, DQ	AF, AR, DD, NV
	DR	AF
	DV, DZ	AF, AR, DD, NV
	EJ, EK	DN
	EO	FD
	EV	TD03
	EZ	SE
	FA	AM, ST
	FB	TD03
	FD	AF, AR, DD, NV

(edit continued)

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

440.02.3 (continued)	If pay plan is	Then agency/subelement must be
	FF, FG, FJ, FL, FM	TD03
	FN, FS, FT, FV, FW	TD03
	FX	TD03
	GN	HE38
	IJ	DJ
	JA, JB, JC, JD, JE	DJ02
	KA	LP
	KG, KL, KS	TRAI
	LE	TR
	LG	FD
	MA	AG
	MG, MS, MX	HUY Y
	NC, ND, NG	NV
	NH, NJ, NK	AF, AR, DD, NV

(edit continued)

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

440.02.3 (continued)	If pay plan is	Then agency/subelement must be
	NO, NP, NR, NT	NV
	NX, NY	KS
	OC	TRAJ
	PD	TRAC, TRAF, TR40
	SN	NU
	SP	IN
	TF	FY
	TP	DD16
	TR	TRAI, TRAD
	TS	FY
	TW	TRAD, TRAI
	VC, VM, VN, VP	VA
	WA	AR
	WE	TR
	WJ, WK, WO, WY	AR
	XA, XB, XC	IN
	XE	IN07
	ZA, ZP, ZS, ZT	CM
Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.		

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

440.04.3 If pay plan is DA, DG, DP, DS, or DT,
Then the first two positions of agency/subelement must
be NV,
And personnel office identifier must be 2256, 2267,
2336, 2415, 2431, 2562, 2614, 2896, 3231, 3322, 4219,
4221, or 4252.

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

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

Default: Insert GG in pay plan.

PAY RATE DETERMINANT

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

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

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

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

450.10.3 If pay rate determinant is C,
Then pay plan may not be B-, ED, EE, EF, EG, EH, EI,
W-, X-, or ZZ.

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

Basis for Edit: 5 U.S.C. 5377

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

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

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

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

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

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

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

RATING OF RECORD (LEVEL)

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

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

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

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

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

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in rating of record (level)
and rating of record (pattern)).
- 470.07.3 If rating of record (pattern) is E,
Then rating of record (level) must be 1, 3, 4, 5, or X.

Default: Insert asterisks in rating of record (level)
and rating of record (pattern)).
- 470.08.3 If rating of record (pattern) is F,
Then rating of record (level) must be 1, 2, 3, 5, or X.

Default: Insert asterisks in rating of record (level)
and rating of record (pattern)).
- 470.09.3 If rating of record (pattern) is G,
Then rating of record (level) must be 1, 2, 3, 4, or X.

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

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

RATING OF RECORD (PATTERN)

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

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

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

RATING OF RECORD (PERIOD)

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

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

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

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

POSITION OCCUPIED

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

Default: Insert asterisk in position occupied.

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

Default: Insert asterisk in position occupied.

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

Default: Insert asterisk in position occupied.

B-35
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

RACE OR NATIONAL ORIGIN

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

Default: Insert asterisk in race or national origin.

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

Default: Insert asterisk in race or national origin.

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

Default: Insert asterisk in race or national origin.

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

Default: Insert asterisk in race or national origin.

RETAINED GRADE

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

Default: Insert asterisks in retained grade and
retained step.

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

Default: Insert asterisks in retained grade and
retained step.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 610.07.1 If retained pay plan is GM,
Then retained grade must be 14 or 15.

Default: Insert asterisks in retained grade, retained step, pay basis, and basic pay.
- 610.10.1 If retained pay plan is GS,
Then retained grade must be 01 through 15.

Default: Insert asterisks in retained grade, retained step, pay basis, and basic pay.
- 610.13.1 If retained pay plan is WG,
Then retained grade must be 01 through 15.

Default: Insert asterisks in retained grade and retained step.
- 610.16.1 If retained grade is other than spaces or asterisks,
Then pay rate determinant must be A, B, E, F, M, U, or V.

Default: Insert asterisks in retained grade, retained pay plan, and retained step.
- 610.19.1 If pay rate determinant is A, B, E, F, U, or V,
Then retained grade may not be spaces.

Default: Insert asterisks in retained grade, retained pay plan, retained step, pay basis, and basic pay.
- 610.25.1 If retained pay plan is GH,
Then retained grade must be 14, 15, or asterisks.

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

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

B-37
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

RETAINED PAY PLAN

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

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

620.10.1 If pay plan is GS,
Then retained pay plan may not be GM.

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

Basis for Edit: 5 CFR 536.308

620.13.1 If pay plan is GM,
Then retained pay plan may not be GS.

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

Basis for Edit: 5 CFR 536.308

RETAINED STEP

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

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

630.04.1 If pay rate determinant is A, B, E, F, or M,
And retained pay plan is GM,
Then retained step must be 00, 99, or asterisks.

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in retained step.

Basis for Edit: GPPA, Table 4 and Figure 4-3

RETIREMENT PLAN

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

Default: Insert asterisk in FERS coverage.

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

Default: Insert asterisk in FERS coverage.

BASIC PAY

650.03.3 If pay plan is NH,
And pay rate determinant is 0, 5, 6, or 7,
Then basic pay must be within the range for the grade
on Table 37 or Table 38 (depending on pay rate
determinant) or be asterisks.

Default: Insert asterisks in basic pay and pay basis.

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 650.06.3 If pay plan is NX,
Then basic pay must be within the range for the grade
on Table 27 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.07.1 If pay plan is GG or GS,
And pay rate determinant is A or B,
And retained pay plan is GG or GS,
And retained grade is equal to or higher than grade,
Then basic pay must match the entry for retained grade
and retained step on Table 1 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.08.3 If pay plan is NJ,
And pay rate determinant is 0, 5, 6, or 7,
Then basic pay must be within the range for the grade
on Table 39 or Table 40 (depending on pay rate
determinant) or be asterisks.
- Default: Insert asterisks in basic pay and pay basis.
- 650.09.3 If pay plan is NK,
And pay rate determinant is 0, 5, 6, or 7,
Then basic pay must be within the range for the grade
on Table 41 or Table 42 (depending on pay rate
determinant) or be asterisks.
- Default: Insert asterisks in basic pay and pay basis.
- 650.11.1 If pay plan is JA,
Then basic pay must be within the range on Table 43 or
be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.13.1 If pay plan is GS,
And pay rate determinant is 2, 3, 4, J, K, or R,
Then basic pay must equal or exceed the minimum basic
pay for the appropriate grade on Table 2 or be
asterisks.
- Default: Insert asterisks in pay basis and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

650.16.1 If pay rate determinant is U or V,
And retained pay plan is GG, GH, GS, or GM,
Then basic pay must equal or exceed the minimum basic
pay for the retained grade on Table 2 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

650.22.1 If pay plan is GH or GM,
And pay rate determinant is A or B,
And retained grade is equal to or higher than grade,
And retained pay plan is GH or GM,
Then basic pay must fall within the range for retained
grade and retained step on Table 3 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in pay basis and basic pay.
- 650.28.3 If pay plan is FT,
Then basic pay must be within the range on Table 21 or
be asterisks.

Default: Insert asterisks in pay basis and basic pay.
- 650.29.3 If pay plan is FL, FS, or FW,
Then basic pay must be no less than the minimum for pay
plan WG on Table 11 and no more than the maximum for
pay plan WS on Table 11, or be asterisks.

Default: Insert asterisks in pay basis and basic pay.
- 650.30.3 If pay plan is FM,
And pay rate determinant is 0 or 7,
Then basic pay must match the entry for grade and step
or rate on Table 3 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.
- 650.31.1 If pay plan is EX,
And pay rate determinant is 0,
Then basic pay must equal the entry for the grade on
Table 5 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.
- 650.35.1 If pay plan is DR,
And pay rate determinant is 0 or 7,
Then basic pay must be within the range for the grade
and pay rate determinant on Table 28 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 650.36.1 If pay plan is DR,
And pay rate determinant is 5 or 6,
Then basic pay must be within the range for the grade
and pay rate determinant on Table 29 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.
- 650.37.1 If pay plan is ES or FE,
And pay rate determinant is 0,
Then basic pay must equal the entry for the step or
rate on Table 6 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.
- 650.38.1 If pay plan is GG,
And grade is 01 through 15,
And step is 01 through 10,
And pay rate determinant is 0 or 7,
Then basic pay must equal the entry for the grade and
step on Table 1 or be asterisks.

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

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

Default: Insert asterisks in pay basis and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 650.42.1 If pay plan is GG,
And grade is 01 through 15,
And pay rate determinant is 2, 3, 4, J, K, or R,
Then basic pay must equal or exceed the entry for the
grade on Table 2 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.43.1 If pay plan is FA,
And agency/subelement is ST,
And pay rate determinant is 0,
And grade is 01 thru 04 or 13 or 14,
Then basic pay must equal entry for the grade on
Table 7 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.45.1 If pay plan is GH,
And pay rate determinant is 0 or 7,
Then basic pay must be within the range for the grade
on Table 3 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.46.1 If pay plan is GH,
And pay rate determinant is 5, 6, or M,
Then basic pay must be within the range for the grade
on Table 20 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.47.1 If pay plan is FC,
And pay rate determinant is 0,
Then basic pay must equal the entry for the grade on
Table 8 or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.48.1 If pay plan is GG,
And grade is SL,
And pay rate determinant is 0,
Then basic pay must be within the range on Table 21 or
be asterisks.
- Default: Insert asterisks in pay basis and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

650.49.1 If pay plan is ND,
And pay rate determinant is 0, 5, 6, or 7,
Then basic pay must be within the range for the grade
on Table 30 or Table 31 (depending on pay rate
determinant) or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.50.1 If pay plan is NG,
And pay rate determinant is 0, 5, 6, or 7,
Then basic pay must be within the range for the grade
on Table 32 or Table 33 (depending on pay rate
determinant) or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.51.1 If pay plan is NT,
And pay rate determinant is 0, 5, 6, or 7,
Then basic pay must be within the range for the grade
on Table 34 or Table 35 (depending on pay rate
determinant) or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

650.57.1 If pay plan begins with W, or is XE, XF, XG, or XH,
And pay rate determinant is not A, B, E, F, U, or V,
Then basic pay must fall within the range for the pay
plan on Table 11 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.59.1 If retained pay plan begins with W or is XE, XF, XG, or
XH,
Then basic pay must fall within the range for the
retained pay plan on Table 11 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

650.60.1 If pay plan is VM,
And pay rate determinant is 0,
Then basic pay must fall within the range for the grade
on Table 12 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.63.1 If pay plan is VP,
And pay rate determinant is 0,
Then basic pay must be within the range for the grade
on Table 13 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.66.1 If pay plan is VN,
And pay rate determinant is 0,
Then basic pay must be within the range for the grade
on Table 14 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

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

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

Basis for Edit: E.O.12496

650.73.3 If pay plan is NC,
And pay rate determinant is 0, 5, 6, or 7,
Then basic pay must be within the range for the grade
on Table 44 or Table 45 (depending on pay rate
determinant) or be asterisks.

Default: Insert asterisks in basic pay and pay basis.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 650.74.3 If pay plan is NO,
And pay rate determinant is 0, 5, 6, or 7,
Then basic pay must be within the range for the grade
on Table 46 or Table 47 (depending on pay rate
determinant) or be asterisks.
- Default: Insert asterisks in basic pay and pay basis.
- 650.75.3 If pay plan is NP,
And pay rate determinant is 0, 5, 6, or 7,
Then basic pay must be within the range for the grade
on Table 48 or Table 49 (depending on pay rate
determinant) or be asterisks.
- Default: Insert asterisks in basic pay and pay basis.
- 650.76.3 If pay plan is NR,
And pay rate determinant is 0, 5, 6, or 7,
Then basic pay must be within the range for the grade
on Table 50 or Table 51 (depending on pay rate
determinant) or be asterisks.
- Default: Insert asterisks in basic pay and pay basis.
- 650.78.1 If pay plan is KA,
Then basic pay must be within the range on Table 17 or
be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.80.1 If pay plan is TP,
And pay basis is SY,
Then basic pay must be within the range on Table 24 or
be asterisks.
- Default: Insert asterisks in pay basis and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in pay basis and basic pay.

Note: The annualized basic pay could be as much as \$11
more or less than that shown in Table 1 if pay basis is
other than PA (per annum). In which case, the basic
pay shown in Table 1 is used.

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

650.85.1 If pay plan is other than GH or GM,
And retained pay plan is GH or GM,
And pay rate determinant is A or B,
Then basic pay must fall within the range for the
retained grade and retained step on Table 3 or be
asterisks.

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

650.87.1 If pay plan is other than GH or GM,
And retained pay plan is GH or GM,
And pay rate determinant is E, F, or M,
Then basic pay must fall within the range for the
retained grade on Table 20 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

650.95.1 If pay plan is GH or GM,
And pay rate determinant is E, F, or M,
And retained grade is equal to or higher than grade,
And retained pay plan is GH or GM,
Then basic pay must fall within the range for the
retained grade on Table 20 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

Basis for Edit: 5 U.S.C. 5372

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

Default: Insert asterisks in pay basis and basic pay.

Basis for Edit: 5 U.S.C. 5372a

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

Default: Insert asterisks in pay basis and basic pay.

Basis for Edit: 5 U.S.C. 5376

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

Default: Insert asterisks in pay basis and basic pay.

B-50
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

LOCALITY ADJUSTMENT

Note: Table 25 shows locality pay percentages. The locality adjustment amount will pass the lookup if, as a percentage of basic pay, it represents the percentage shown for that locality area. (If a more precise check is needed, a subsequent relationship edit will catch the error.) Locality pay area is generated within the CPDF according to the duty station. For definitions, see the Guide to Personnel Data Standards.

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

Default: Insert asterisks in locality adjustment.

Basis for Edit: 5 U.S.C. 5304

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

Default: Insert asterisks in locality adjustment.

Basis for Edit: 5 U.S.C. 5304

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

Default: Insert asterisks in locality adjustment.

B-51
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in locality adjustment.

652.30.3 If pay plan is B-, EH, EI, EX, W-, X-, or ZZ,
And PRD is other than A, B, E, F, S, U, or V,
Then locality adjustment must be spaces or asterisks.

Default: Insert asterisks in locality adjustment.

Basis for Edit: 5 U.S.C. 5304

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

Default: Insert asterisks in locality adjustment.

Basis for Edit: 5 U.S.C. 5304

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

Default: Insert asterisks in locality adjustment.

Basis for Edit: 5 U.S.C. 5304

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

Default: Insert asterisks in locality adjustment.

Basis for Edit: 5 U.S.C. 5304

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

652.75.1 If pay plan is not GS or GM,
And pay rate determinant = A, B, E, F, U, or V,
And retained pay plan is not GS or GM,
And locality pay area is 02 through 88,
Then the locality adjustment amount may not be greater
than the highest percentage on Table 25 for the area.

Default: Insert asterisks in locality adjustment.

Basis for Edit: 5 U.S.C. 5304

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

Default: Insert asterisks in locality adjustment.

Basis for Edit: 5 U.S.C. 5304

RETENTION ALLOWANCE

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

Default: Insert asterisks in retention allowance.

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

Default: Insert asterisks in retention allowance.

Basis for Edit: 5 U.S.C. 5754 (b)
5 CFR 575.306

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

STAFFING DIFFERENTIAL

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

Default: Insert asterisks in staffing differential.

SUPERVISORY DIFFERENTIAL

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

Default: Insert asterisks in supervisory differential.

SERVICE COMPUTATION DATE (LEAVE)

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

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

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

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

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

SPECIAL PAY TABLE IDENTIFIER

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

Default: Insert asterisks in special pay table
identifier.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in special pay table
identifier.

STEP OR RATE

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

Default: Insert asterisks in step or rate.

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

Default: Insert asterisks in step or rate.

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

Default: Insert asterisks in step or rate.

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

Default: Insert asterisks in step or rate.

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

Default: Insert asterisks in step or rate.

B-55
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 700.14.3 If pay plan is XE,
Then step or rate must be 00 through 03 or asterisks.
Default: Insert asterisks in step or rate.
- 700.16.3 If pay plan is CE or CY,
Then step or rate must be 00 through 21 or asterisks.
Default: Insert asterisks in step or rate.
- 700.19.3 If pay plan is GM,
Then step or rate must be 00, 99, or asterisks.
Default: Insert asterisks in step or rate.
- 700.31.3 If pay plan is FO,
Then step or rate must be 01 through 14 or asterisks.
Default: Insert asterisks in step or rate.
- 700.34.3 If pay plan is FP,
And grade is 01 through 09,
Then step or rate must be 01 through 14 or asterisks.
Default: Insert asterisks in step or rate.
- 700.35.3 If pay plan is FP,
And grade is AA through EE,
Then step or rate must be 01 through 05 or asterisks.
Default: Insert asterisks in step or rate.
- 700.37.3 If pay plan is AF,
Then step or rate must be 01 through 05 or asterisks.
Default: Insert asterisks in step or rate.
- 700.40.3 If pay plan is FC,
And grade is 02 through 12,
Then step or rate must be 01 through 10 or asterisks.
Default: Insert asterisks in step or rate.

B-56
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in step or rate.

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

Default: Insert asterisks in step or rate.

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

Default: Insert asterisks in step or rate.

Basis for Edit: 5 U.S.C. 5372a
5 CFR Part 534, Subpart E

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

Default: Insert asterisks in step or rate.

Basis for Edit: 5 U.S.C. 5372

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

Default: Insert asterisks in step or rate.

Basis for Edit: 5 U.S.C. 5372

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

Default: Insert asterisks in step or rate.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

700.65.3 If pay plan is GG,
And grade is 01 through 15,
And pay rate determinant is 0, 5, 6, or 7,
And either current appointment authority is UAM,
Then step or rate must be 01 through 12 or asterisks.

Default: Insert asterisks in step or rate.

700.67.3 If pay plan is FG,
Then step or rate must be 00 thru 10 or be asterisks.

Default: Insert asterisks in step or rate.

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

Default: Insert asterisks in step or rate.

SUPERVISORY STATUS

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

Default: Insert asterisk in supervisory status.

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

Default: Insert asterisk in supervisory status.

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

Default: Insert asterisk in supervisory status.

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

Default: Insert asterisk in supervisory status.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisk in supervisory status.

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

Default: Insert asterisk in supervisory status.

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

Default: Insert asterisk in supervisory status.

TENURE

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

Default: Insert 0 in tenure.

Basis for Edit: 5 CFR 351.202(b)

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

Default: Insert asterisk in tenure.

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

Default: Insert asterisks in tenure.

Basis for Edit: 5 CFR 351.502

B-59
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert 3 in tenure.

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

Default: Insert 0 in tenure.

Basis for Edit: 5 CFR 351.202(b)(2)

U.S. CITIZENSHIP

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

Default: Reject transaction.

VETERANS STATUS (ACTIVE MILITARY SERVICE)

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

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

YEAR DEGREE OR CERTIFICATE ATTAINED

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

Default: Insert asterisks in year degree or
certificate attained.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in year degree or certificate attained.

Basis for Edit: GPPA, Chapter 4, Figure 4-4

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

Default: Insert asterisks in year degree or certificate attained.

C-1

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

DYNAMICS FILE

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

DYNAMICS FILE
INDIVIDUAL FIELD EDITS

The default specifies the action to be taken for invalid data.

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

C-7
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

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

Notes:

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

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

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

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

OR

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

Default: Reject transaction.

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

OR

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

Default: Reject transaction.

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

C-9
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

DYNAMICS FILE
RELATIONSHIP EDITS

INSTRUCTIONAL PROGRAM

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

Default: Insert asterisks in instructional program.

Basis for Edit: GPPA, Chapter 4, Figure 4-4

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

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

Basis for Edit: GPPA, Chapter 4, Figure 4-4

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

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

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

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

C-10
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

AWARD AMOUNT

050.02.2 If nature of action is 815, 816, 825, 872 through 879, 885, or 889,
Then award amount must be greater than zero or asterisks, and must not be spaces.

Default: Insert asterisks in award amount.

050.04.2 If award amount or individual/group award are other than spaces or asterisks,
Then nature of action must be 815, 816, 818, 819, 825, 872 through 879, 885, or 889.

Default: Insert asterisks in award amount and individual/group award.

050.06.2 If nature of action is 819,
Then award amount must be 00000 or asterisks or equal to 25 percent of (basic pay plus locality adjustment) rounded to the nearest dollar.

Default: Insert asterisks in award amount.

050.07.2 If nature of action is 889,
And pay plan is GM,
Then award amount may not be more than 20% of basic pay.

Default: Insert asterisks in award amount.

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

Default: Insert asterisks in award amount.

Basis for Edit: 5 CFR 550.151

C-11
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 050.15.2 If nature of action is 818,
Then pay plan may not be one of the following: B-, ES,
W-, or X-.
- Default: Insert asterisks in award amount.
- Basis for Edit: 5 U.S.C. 5541(2)
- 050.20.2 If nature of action is 815,
And basic pay is not asterisks,
Then award amount may not exceed 25% of basic pay.
- Default: Insert asterisks in award amount.
- 050.28.2 If nature of action is 873,
Then award amount may not be more than 5% of basic pay.
- Default: Insert asterisks in award amount.
- Basis for Edit: 5 U.S.C. 4523
- 050.30.2 If nature of action is 816,
And legal authority is not ZTY,
Then award amount may not be more than 25% of basic
pay.
- Default: Insert asterisks in award amount.
- Basis for Edit: 5 U.S.C. 5753 (b) (1) (A)
- 050.35.2 If nature of action is 816,
And legal authority is ZTY,
And award amount is more than 25% of basic pay,
Then award amount must be an amount equal to or less
than 15,000.
- Default: Insert asterisks in award amount.
- Basis for Edit: Section 407 of Public Law 101-509

C-12
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

050.40.2 If nature of action is 825,
Then award amount must be no more than 25000.

Default: Insert asterisks in award amount.

Basis for Edit: 5 U.S.C. 5597

BENEFIT AMOUNT

070.02.2 If benefit amount is other than spaces or asterisks,
Then nature of action must be 872, 874, 875, 876, or
877.

Default: Insert asterisks in benefit amount.

CURRENT APPOINTMENT AUTHORITY

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

Default: Insert asterisks in current appointment
authority.

100.03.3 If either current appointment authority is ZTA,
And position occupied is 1,
Then agency/subelement must be DJ03.

Default: Insert asterisks in current appointment
authority.

100.05.2 If either current appointment authority is YAM, YBM,
YGM, Y1M, Y2M, or Y3M,
And pay plan is GS,
Then occupation must be --99 (where "--" represent the
first two positions of a valid occupation code),
spaces, or asterisks.

Default: Insert asterisks in current appointment
authority.

Basis for Edit: 5 CFR 213.3202(d)(7)

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in current appointment authority.

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

Default: Insert asterisks in current appointment authority.

Basis for Edit: GPPA, Table 11-A

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

Default: Insert asterisks in current appointment authority.

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

Default: Insert asterisks in the second current appointment authority.

100.16.3 If either current appointment authority is WTM, WUM, or YKM, Then handicap must be 04, 06 through 94, or asterisks.

Default: Insert asterisks in current appointment authority.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

100.17.3 If either current appointment authority is Z2W,
Then agency must be AF, AR, DD, or NV.

Default: Insert asterisks in current appointment
authority.

100.20.2 If either current appointment authority is:

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

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

Default: Insert asterisks in current appointment
authority.

Basis for Edit: GPPA, Chapters 9 and 10

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

Default: Insert asterisks in current appointment
authority.

Basis for Edit: 5 CFR 316

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

Default: Insert asterisks in current appointment
authority.

Basis for Edit: 5 CFR 315
5 CFR 310.202

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in current appointment authority.

Basis for Edit: 5 CFR 213.3202(d)(12)

100.31.3 If either current appointment authority is WXM, Then tenure must be 0, 3, or asterisk.

Default: Insert asterisks in current appointment authority.

100.35.3 If either current appointment authority is V8V, Then agency/subelement must be VA and position occupied must be 2.

Default: Insert asterisks in current appointment authority.

100.36.3 If pay plan is GS, And grade is 01 thru 10, Then current appointment authority may not be ZKM or ZNM.

Default: Insert asterisks in current appointment authority.

100.37.3 If either current appointment authority is NEM, LBM, or LZM, Then veterans preference may not be 1 or 5.

Default: Insert asterisks in current appointment authority.

Basis for Edit: 5 CFR 315.604
5 CFR 315.707
5 CFR 316.402(b)(5)

C-16
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 100.38.3 If either current appointment authority is Z2U,
Then agency must be AF, AR, DD, or NV.
- Default: Insert asterisks in current appointment
authority.
- Basis for Edit: P.L. 103-337
- 100.52.3 If either current appointment authority begins with T,
Then the first two positions of the duty station must
be PM or asterisks.
- Default: Insert asterisks in current appointment
authority.
- 100.56.2 If either current appointment authority is NRM, NSM,
NTM, NVM, NWM, NXM, VAG, VBJ, VCJ, V4L, V2M, V4M, V6M,
or V4P,
Then pay plan must be ES, spaces, or asterisks.
- Default: Insert asterisks in current appointment
authority.
- Basis for Edit: GPPA, Table 13-A
- 100.58.3 If either current appointment authority is ZZZ,
Then service computation date must be less than January
1982 or be asterisks,
And position occupied must be 1 or asterisk.
- Default: Insert asterisks in current appointment
authority.
- 100.61.2 If nature of action is 1-- (other than 132) or 5--,
Then current appointment authority must equal legal
authority.
- Default: Insert asterisks in current appointment
authority.

C-17
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 100.64.3 If either current appointment authority is WEM,
Then occupation must be 0904, spaces, or asterisks.
- Default: Insert asterisks in current appointment
authority.
- Basis for edit: 5 CFR 213.3102(e)
- 100.70.3 If either current appointment authority is WDM,
Then occupation must be 0905, 1222, spaces, or
asterisks.
- Default: Insert asterisks in current appointment
authority.
- Basis for Edit: 5 CFR 213.3012(d)
- 100.73.3 If either current appointment authority is ACM, AYM, or
KQM,
And agency/subelement is not RR00,
Then occupation must be other than 0904 or 0905.
- Default: Insert asterisks in current appointment
authority.
- Basis for Edit: GPPA, Tables 9-A, 9-B, 9-C
- 100.76.3 If either current appointment authority is H2L or VEM,
Then pay plan must be ED, EF, EH, spaces, or asterisks.
- Default: Insert asterisks in current appointment
authority.
- 100.98.3 If current appointment authority (1) is ZZZ,
Then current appointment authority (2) must ZZZ,
spaces, or asterisks.
- Default: Insert asterisks in current appointment
authority (1).

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

100.99.3 If current appointment authority (2) is ZZZ,
Then current appointment authority (1) must ZZZ or
asterisks.

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

DATE OF BIRTH

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

Default: Insert asterisks in date of birth.

Basis for Edit: 5 U.S.C. 8335 and 8336

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

Default: Insert asterisks in date of birth.

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

DUTY STATION

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

Default: Insert asterisks in duty station.

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

Default: Insert asterisks in duty station.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in duty station.

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

Default: Insert asterisks in duty station.

EDUCATION LEVEL

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

Default: Insert asterisks in education level.

Basis for Edit: GPPA, Chapter 4, Figure 4-4

130.04.3 If pay plan is ES,
Then education level must not be spaces.

Default: Insert asterisks in education level.

Basis for Edit: GPPA, Chapter 4, Figure 4-4

EFFECTIVE DATE OF PERSONNEL ACTION

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

Default: Reject transaction.

C-20
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

HANDICAP

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

Default: Insert asterisks in handicap.

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

Default: Insert asterisks in handicap.

INDIVIDUAL/GROUP AWARD

240.02.2 If nature of action is 874, 875, 876, or 877,
Then individual/group award must not be spaces.

Default: Insert asterisks in individual/group award.

LEGAL AUTHORITY

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

Default: Insert asterisks in legal authority.

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

Default: Insert asterisks in legal authority.

Basis for Edit: P.L. 103-337

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

Default: Insert asterisks in legal authority.

Basis for Edit: P.L. 105-85

C-21
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in legal authority.
- 250.06.2 If either legal authority is ZTA,
And position occupied is 1,
Then agency/subelement must be DJ03.

Default: Insert asterisks in legal authority.
- 250.08.2 If either legal authority is M6M or M8M,
Then nature of action must be 115, 190, 515, 590, or
760.

Default: Insert asterisks in legal authority.

Basis for Edit: GPPA, Chapter 10
- 250.13.2 If either legal authority is UFM,
Then pay plan must be FA, FE, FO, FP, FZ, GG, spaces,
or asterisks.

Default: Insert asterisks in legal authority.
- 250.16.2 If either legal authority is V8K or V8N,
Then agency/subelement must be AFNG, AFZG, or ARNG.

Default: Insert asterisks in legal authority.
- 250.19.2 If nature of action is other than 350 or 355,
Then at least one of the legal authorities must not be
spaces.

Default: Insert asterisks in legal authority.

Basis for Edit: GPPA
- 250.20.2 If nature of action is 356,
And either legal authority is VDK,
Then pay plan must be ES or asterisks.

Default: Insert asterisks in legal authority.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in legal authority.

Basis for Edit: 5 CFR 213.3102(x)
- 250.30.2 If either legal authority is ZSP,
Then agency/subelement must be CM57.

Default: Insert asterisks in legal authority.

Basis for Edit: P.L. 99-574
- 250.35.2 If either legal authority is BDN or BYM,
Then agency/subelement must be AG03 or AG11.

Default: Insert asterisks in legal authority.
- 250.38.2 If either legal authority is V8V,
Then agency/subelement must be VA.

Default: Insert asterisks in legal authority.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

LEGAL AUTHORITY

In the following edits, legal authorities are checked. Asterisks are inserted in legal authority if it is not asterisks, spaces, or as shown. Asterisks are also inserted in current appointment authority if the edit is failed for an accession (exclusive of NOA 132) or a conversion. (The abbreviation GPPA refers to the OPM Operating Manual: The Guide to Processing Personnel Actions.)

Edit	If nature of action is	Then legal authority must be	GPPA Table
255.02.2	100	ABK, ABL, ABM, ACA, ACM, ALM, AQM, AYM, A2M, BBM, BDN, BKM, BLM, BNK, BNM, BNN, BNP, BWA, BWM, BYM, HAM, K1M, K4M, K7M, K8M, K9M, LEM, LHM, LJM, LKM, LKP, L3M, PWM, P3M, P5M, P7M, QAK, QBK, QCK, VGL, VJM, V1P, V8N, ZGM, ZJM, ZJR, ZLM, ZQM, ZRM, ZSK, ZSP, ZTA, ZTU, Z2U, Z2W	9A 9B 9D 9E 9G 9H
255.04.2	101	ABK, ABL, ABM, ACA, ACM, ALM, AQM, AYM, A2M, BBM, BDN, BKM, BLM, BNK, BNM, BNN, BNP, BWA, BWM, BYM, HAM, K1M, K4M, K7M, K8M, K9M, LEM, LHM, LJM, LKM, LKP, L3M, PWM, P3M, P5M, P7M, QAK, QBK, QCK, VGL, V1P, V8L, ZGM, ZJK, ZJM, ZJR, ZLM, ZQM, ZRM, ZSK, ZSP, ZTA, ZTU, Z2U, Z2W	9A 9B 9D 9E 9G 9H

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Edit	If nature of action is	Then legal authority must be	GPPA Table
265.02.2	107	ABL, ABM, ABR, ABS, ALM, AQM, BWA, BWM, HAM, HDM, HGM, HJM, HLM, NUM, QBK, V1P, V8N, ZLM, ZRM, ZSK, Z2U	10G
265.04.2	108	ABK, ABL, ABM, ABR, ABS, ALM, AYM, BWA, BWM, HAM, MEM, MGM, MJM, MLK, MLM, MMM, NUM, QAK, VGL, VJM, V1P, V8L, V8N, ZJK, ZLM, ZQM, ZRM, ZSK, ZSP, ZTM, Z2U, Z2W	10E
265.07.2	112	ABL, ABM, ALM, AQM, AYM, BWM, HAM, MAM, MBM, QDK, VGL, V1P, V8N, ZJR, ZLM, ZRM, ZSK, ZSP, X--, ZTM, ZTU, Z2U	10D
265.10.2	115	ABK, ABL, ABM, ABR, ABS, ALM, AYM, BWA, BWM, HAM, KLM, MXM, M6M, M8M, NAM, NCM, NEM, NJM, NUM, QAK, SZX, VGL, VJM, V1P, V8L, V8N, ZJK, ZLM, ZQM, ZRM, ZSK, ZSP, ZTM, ZTU, Z2U, Z2W	10B
270.04.2	120	ABM, ALM, AQM, BWM, HAM, HNM, HRM, QAK, QBK, QCK, V1P, ZLM, ZRM, ZSK	10H
270.07.2	122	ABM, ALM, BWM, HAM, HNM, HRM, H3M, QAK, V1P, ZLM, ZRM, ZSK	10H

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Edit	If nature of action is	Then legal authority must be	GPPA Table
270.10.2	124	ABM, ALM, AQM, A7M, BWM, HAM, LBM, NFM, NJM, NMM, QAK, QBK, QCK, V1P, ZLM, ZRM, ZSK	10F
275.02.2	130	ABS, ABT, J8M, KTM, KVM, KXM, SZT, VGL, V1P, V8N, ZSK, ZSP, Z2U	9C 11A
275.04.2	132	V1P, V6M, ZLM	21
280.02.2	140	ABL, ABM, ABS, BWM, HAM, KQM, NUM, SZW, VGL, V1P, V8N, ZLM, ZSK, ZSP, Z2U	9C
280.04.2	141	ABL, ABM, ABS, BWM, HAM, KQM, NUM, VGL, V1P, V8N, ZLM, ZSK, ZSP, Z2U	9C
280.07.2	142	AWM, HAM, P2M, P3M, P5M, P7M, UFM, V2M, ZJR, ZLM, ZSK, ZVB	13A
280.10.2	143	AWM, HAM, UFM, VBJ, VCJ, ZLM, ZSK, ZVB	13A
280.13.2	145	AWM, HAM, UFM, V6M, ZLM, ZSK, ZVB	13A
280.16.2	146	AWM, HAM, UFM, V4L, ZJR, ZLM, ZSK, ZVB	13A

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Edit	If nature of action is	Then legal authority must be	GPPA Table
280.19.2	147	AWM, HAM, UFM, VAG, ZLM, ZSK, ZVB	13A
280.22.2	148	AWM, HAM, UFM, V4M, ZLM, ZSK, ZVB	13A
280.25.2	149	AWM, HAM, UFM, V4P, ZLM, ZSK, ZVB	13A
285.02.2	150	ALM, AQM, HAM, PWM, P3M, P5M, QAK, QBK, QCK, TJK, TRK, ZJR, ZLM, ZRM, ZSK	12A
285.04.2	151	ALM, AQM, HAM, PWM, P3M, P5M, QAK, QBK, QCK, TJK, ZJR, ZRM, ZSK	12A
285.07.2	153	HAM, TNM, TMK, TNK, ZLM, ZSK	12B
285.10.2	154	HAM, TMK, TNK, ZLM, ZRM, ZSK	12B
285.13.2	155	HAM, TPK, ZLM, ZSK	12A
285.16.2	157	HAM, TVK, ZLM, ZSK	12A

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Edit	If nature of action is	Then legal authority must be	GPPA Table
290.02.2	170	ABK, ABL, ABM, ABR, ALM, AQM, BPM, BWM, HAM, H2L, J8M, PWM, P3M, P5M, P7M, QAK, QBK, QCK, UAM, UFM, VGL, V1P, V8K, V8V, W--, X--, Y--, ZJR, ZKM, ZLM, ZNM, ZRM, ZSK, ZSP, ZTA, ZVB, Z2M	11A 11B
290.04.2	171	ABK, ABL, ABM, ABR, ALM, BPM, BWM, HAM, H2L, J8M, P3M, QAK, UAM, UFM, VGL, VPE, V1P, V8K, V8V, W--, X--, Y--, ZKM, ZLM, ZNM, ZSK, ZSP, ZTA, ZVB, ZWM, Z2M	11A 11B
290.20.2	190	ABK, ABL, ABM, ABR, ABS, ACM, AWM, AYM, BFS, BPM, BWA, BWM, HAM, H2L, J8M, KLM, MXM, MYM, MZM, M6M, M8M, NAM, NCM, NEM, NJM, NUM, SZX, UAM, UFM, VGL, VJM, VPE, V1P, V4M, V4P, V8K, V8L, V8N, V8V, W--, X--, Y--, ZJK, ZKM, ZLM, ZNM, ZQM, ZRM, ZSK, ZSP, ZTM, Z2U	
290.30.2	198	R9R, V1P, ZVB	
290.35.2	199	R9N, V1P, ZVB	

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Edit	If nature of action is	Then legal authority must be	GPPA Table
295.02.2	280	CUL, ZVB	16C
295.04.2	292	ALM, AQM, CGM, DAM, NYM, PSM, Q3K, R9N, UFM, V8V, ZJR, ZJT, ZJU, ZJV, ZVB	16C
295.10.2	293	R9R, ZVB	
300.02.2	300	SWM, UFM, USM, V8V	30B
300.04.2	301	SUM, UFM, USM, V8V	30B
300.07.2	302	SQM, SRM, UFM, USM, V8V	30B
300.10.2	303	AZM, USM, V3P, V8V, ZLM	30B
300.13.2	304	SQM, USM, V8V	30B
300.16.2	312	RPM, RPR, RQM, RRM, RSM, RTM, RTR, RUM, RWM, RXM, R6M, R7M, R8M, R9M, V8V, ZVB, Z2U	31A

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Edit	If nature of action is	Then legal authority must be	GPPA Table
300.19.2	317	RPM, RQM, RRM, RSM, RUM, R6M, UFM, V8V, ZVB	31A
305.02.2	330	HAM, LTM, LUM, QGM, QHM, RYM, UAM, UFM, VAJ, VHJ, VJJ, VWP, VWR, V2J, V4J, V5J, V6J, V7J, V8J, V8K, V8V, V9A, V9B, ZEM, ZLM, ZVB, Z2U, Z2W	31C
307.02.2	351	RPM	31B
310.02.2	352	DBM, DFM, DKM, HAM, PDM, PZM, VCR, VCS, VCT, VCW, VDJ, V8V, ZPM, ZVB, Z2U	31B
310.05.2	353	Q3K, UFM, V8V, ZJR, ZJS, ZJT, ZJU, ZJV, ZVB	31B
310.11.2	356	HAM, PNM, PNR, UAM, UFM, VDK, VGL, V8K, V8V, ZVB, Z2W	31B

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Edit	If nature of action is	Then legal authority must be	GPPA Table
310.14.2	357	A3M, C7M, HAM, LTM, LUM, MUM, R9Q, UAM, UFM, USM, UTM, UXM, UYM, VAA, VCM, V8K, V8N, V8V, ZLJ, ZLK, ZLL, ZLM, ZVB, Z2U	31B
315.02.2	385	HAM, L2M, L4M, L5M, L6M, L8M, LXM, UFM, VGL, VUM, VYM, V2M, V8V, ZSP, ZVB, Z2U	31B
320.02.2	430	CUL, ZVB	15C
320.05.2	450	UAM, UFM, USP, USR, VAA, VAB, VAC, VAD, VAE, VAV, V4J, V8V, VWJ, ZEM, ZVB	15C
320.08.2	452	UAM, UFM, USM, VAJ, VHJ, V8V, ZVB	15C
320.11.2	460	DAK, DAM, L9K, NYM, Q3K, UFM, V8V, ZJR, ZJT, ZVB	15C
320.17.2	471	L9K, PNM, UFM, USM, VAJ, VDR, V8V, ZVB	15C
320.20.2	472	L9K, PNM, UFM, USM, VAJ, VDR, V8V, ZVB	15C

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Edit	If nature of action is	Then legal authority must be	GPPA Table
320.23.2	473	Q3K, V8V, ZJU, ZJV, ZVB	15C
320.26.2	480	UFM, VGL, V3M, ZSP, ZVB, Z2W	15C
325.02.2	500	ABK, ABL, ABM, ACA, ACM, AYM, A2M, BBM, BDN, BLM, BNK, BNM, BNN, BNP, BWA, BWM, BYM, HAM, K1M, K7M, K8M, K9M, LBM, LEM, LHM, LJM, LKM, LKP, LLM, LPM, LSM, LWM, LYM, LZM, L1M, L2K, L3M, PNR, P5M, VGL, VJM, V1P, V8N, ZGM, ZGY, ZHK, ZJM, ZLM, ZMM, ZQM, ZRM, ZSK, ZSP, ZTA, ZTR, ZTU, ZTZ, Z2U, Z2W	9A 9B 9D 9E 9F 9G 9H
325.05.2	501	ABK, ABL, ABM, ACA, ACM, AYM, A2M, BBM, BDN, BLM, BNK, BNM, BNN, BNP, BWA, BWM, BYM, HAM, K1M, K7M, K8M, K9M, LBM, LEM, LHM, LJM, LKM, LKP, LLM, LPM, LSM, LYM, LZM, L1M, L2K, L3M, PNR, P5M, VGL, V1P, V8M, ZGM, ZHK, ZJK, ZJM, ZLM, ZQM, ZRM, ZSK, ZSP, ZTA, ZTU, ZTZ, Z2U, Z2W	9A 9B 9D 9E 9F 9G 9H
325.17.2	507	ABL, ABM, ABR, ABS, BWA, BWM, HAM, HDM, HGM, HJM, HLM, NUM, PNR, V1P, V8N, ZLM, ZRM, ZSK, Z2U	10G

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Edit	If nature of action is	Then legal authority must be	GPPA Table
325.20.2	508	ABK, ABL, ABM, ABR, ABS, AYM, BWA, BWM, HAM, MEM, MGM, MJM, MLK, MLM, MMM, NMM, NUM, PNR, VGL, VJM, V1P, V8N, ZJK, ZJM, ZLM, ZQM, ZRM, ZSK, ZSP, ZTZ, Z2U, Z2W	10E
325.23.2	512	ABL, ABM, AYM, BWM, HAM, MAM, MBM, PNR, VGL, V1P, V8N, ZLM, ZRM, ZSK, ZSP, ZTU, Z2U	10D
325.26.2	515	ABL, ABM, ABR, ABS, AYM, BWA, BWM, HAM, KLM, MXM, M6M, M8M, NAM, NCM, NEM, NMM, NUM, PNR, SZX, VGL, VJM, V1P, V8L, V8N, ZJK, ZLM, ZQM, ZRM, ZSK, ZSP, ZTM, ZTU, Z2U, Z2W	10B
325.32.2	520	ABM, BWM, HAM, HNM, HRM, PNR, V1P, ZLM, ZRM, ZSK	10H
325.35.2	522	ABM, BWM, HAM, HNM, HRM, H3M, PNR, V1P, ZLM, ZRM, ZSK	10H
325.38.2	524	ABM, A7M, BWM, HAM, LBM, NFM, NMM, PNR, V1P, ZLM, ZRM, ZSK	10F

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Edit	If nature of action is	Then legal authority must be	GPPA Table
325.44.2	540	ABL, ABM, ABS, BWM, HAM, KQM, NUM, PNR, QGM, QHM, USM, U2M, VAJ, VCS, VCT, VCW, VDJ, VFJ, VGJ, VGL, VHJ, V1P, V8N, ZLM, ZSK, ZSP, Z2U	9C
325.47.2	541	ABL, ABM, ABS, BWM, HAM, KQM, NUM, PNR, QGM, QHM, USM, U2M, VAJ, VCS, VCT, VCW, VDJ, VFJ, VGJ, VGL, VHJ, V1P, V8N, ZLM, ZSK, ZSP, Z2U	9C
325.50.2	542	AWM, BWM, HAM, NRM, NTM, NXM, PNR, P3M, P5M, UFM, V2M, ZLM, ZSK, ZVB	13A
325.53.2	543	AWM, BWM, HAM, PNR, UFM, VBJ, VCJ, ZLM, ZSK, ZVB	13A
325.57.2	546	AWM, BWM, HAM, NSM, NWM, PNR, UFM, V4L, ZLM, ZSK, ZVB	13A
325.60.2	548	AWM, BWM, HAM, NVM, PNR, UFM, V4M, ZLM, ZSK, ZVB	13A
325.63.2	549	AWM, BWM, HAM, PNR, UFM, V4P, ZLM, ZSK, ZVB	13A

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Edit	If nature of action is	Then legal authority must be	GPPA Table
325.66.2	550	HAM, PNR, P5M, TJK, TRK, TRL, TTK, TXK, ZLM, ZRM, ZSK	12A
325.69.2	551	HAM, PNR, P5M, TJK, TRL, TTK, TXK, ZLM, ZRM, ZSK	12A
325.72.2	553	HAM, PNR, TMK, TNK, TNM, ZLM, ZSK	12B
325.75.2	554	HAM, PNR, TMK, TNK, ZLM, ZRM, ZSK	12B
325.78.2	555	HAM, PNR, TPK, ZLM, ZSK	12A
325.81.2	570	ABK, ABL, ABM, ABR, BPM, BWM, HAM, H2L, J8M, PNR, P5M, QGM, QHM, UAM, UFM, USM, U2M, VAJ, VCS, VCT, VCW, VDJ, VFJ, VGJ, VGL, VHJ, V1P, V8K, V8V, W--, X--, Y--, ZKM, ZLM, ZNM, ZRM, ZSK, ZSP, ZTA, ZTZ, ZVB, Z2M	11A 11B
325.84.2	571	ABK, ABL, ABM, ABR, BPM, BWM, HAM, H2L, J8M, PNR, UAM, UFM, VGL, V1P, V8K, V8V, W--, X--, Y--, ZKM, ZLM, ZNM, ZWM, ZSK, ZSP, ZTA, ZVB, Z2M	11A 11B

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Edit	If nature of action is	Then legal authority must be	GPPA Table
325.90.2	590	ABK, ABL, ABM, ABR, ABS, ACM, AWM, AYM, BFS, BPM, BWA, BWM, CRK, CRL, CRN, C1K, C1L, C1N, C2K, C2L, C2N, C3K, C3L, C3N, C4K, C4L, C4N, HAM, H2L, J8M, KLM, MXM, MYM, MZM, M6M, M8M, NAM, NCM, NEM, NUM, NVM, PNR, UAM, UFM, VGL, VJM, V1P, V4M, V4P, V8K, V8L, V8N, V8V, W--, X--, Y--, ZJK, ZKM, ZLM, ZNM, ZQM, ZRM, ZSK, ZSP, ZTM, Z2U	
328.02.2	803	CGM, ZLM, ZSE, ZSM	28
328.10.2	810	UFM, VPG, VPH, VXK, V8K, V8N, V8V, ZLM, ZTS, ZTZ, ZVB	
329.05.2	815	UAM, UFM, VPF, V8K, V8N, V8V, ZLM, ZPK, ZVB	
329.07.2	816	UAM, UFM, VPF, V8K, V8N, V8V, ZLM, ZTY, ZVB	
329.09.2	818	RMM, UFM, V8K, V8N, V8V, ZLM, ZVB	

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Edit	If nature of action is	Then legal authority must be	GPPA Table
329.50.2	867	Q9K, ZVB	
329.55.2	868	Q9M, ZVB	
330.02.2	875	UFM, V3G, V4G, V8V, ZVB	
330.05.2	876	UFM, V3G, V4G, V8V, ZVB	
330.08.2	877	UFM, VGL, V3F, V3G, V4G, V8V, ZVB	
330.11.2	878	UFM, V7G, V8G, ZVB	
330.12.2	879	UFM, VWK, ZLM, ZVB	
330.14.2	885	Q4M, UAM, UFM, VGL, V4R, V8V, ZLM, ZSR, ZVB, Z2M, Z2W	

C-37
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

NATURE OF ACTION

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

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

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

Notes:

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

² Veterans status may be space if:

- (a) agency/subelement is AFNG, AFZG, or ARNG or
- (b) agency/subelement is CM63 and legal
authority (1) or current appointment
authority (1) is XZM.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

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

Default:

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

370.07.2 If nature of action is 3--, 4--, 5--, 6--, 7--, or 8--, Then the following data elements may not be spaces:

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

Default:

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

retention allowance
staffing differential
supervisory differential

Default: Insert asterisks in retention allowance,
staffing differential, and supervisory differential.

Basis for Edit: GPPA, Table 17-A

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

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

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

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

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

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

C-41
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

OCCUPATION

390.07.2 If pay plan is G-, ST, or LG,
Then occupation must be less than 2200, spaces, or
asterisks.

Default: Insert asterisks in occupation.

390.13.2 If pay plan is W-, X-, or K-,
Then occupation must be greater than 2499, spaces, or
asterisks.

Default: Insert asterisks in occupation.

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

Default: Insert asterisks in occupation.

390.34.2 If occupation is 0805,
Then agency/subelement must be AF, AR, DD, or NV,
And the first 2 positions of duty station must be 04,
06, 15, 32, or asterisks.

Default: Insert asterisks in occupation.

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

Default: Insert asterisks in occupation.

390.41.2 If occupation is 2806 or 2808,
Then the first two positions of agency/subelement must
be DN or the agency/subelement must be IN07.

Default: Insert asterisks in occupation.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

PAY BASIS

410.02.3	If pay plan is	Then pay basis must be as shown or asterisks
	AL	PA
	CA	PA
	ES	PA
	EX	PA
	GG	PA
	GH	PA
	GM	PA
	GS	PA
	KA	PA, PH
	SL	PA
	TP	FB, PD, SY
	X-	PH
	ZZ	WC
Default: Insert asterisks in pay basis and basic pay.		

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in pay basis and basic pay.

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

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

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

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

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

420.05.3	If pay plan is	And POI is	Then grade must be
	DA, DS, DT	----	00-03
	DG	2256, 2896	00-05
	DG	2415, 2431, 4219	00-04
	DP	----	00-05
	ZA, ZP, ZS, ZT	----	01-05
Default: Insert asterisks in grade.			

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

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.11.3 If pay plan is CY,
Then grade must be 01 through 24 or asterisks.

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

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

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

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

Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.19.3 If pay plan is FV,
Then grade must be AA, BB, CC, DD, EE, FF, GG, HH, II, JJ, KK, LL, MM, or asterisks.

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 420.20.3 If pay plan is EV,
Then grade must be 01, 02, 03, or asterisks.

Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.22.3 If pay plan is VM,
Then grade must be 11 through 15, 96, 97, or asterisks.

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

Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.25.3 If pay plan is VN,
Then grade must be 01 through 06, 08, 09,
11 through 15, or asterisks.

Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.28.3 If pay plan is VP,
Then grade must be 11 through 15 or asterisks.

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

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

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 420.37.3 If pay plan is OC,
Then grade must be 01 through 25 or asterisks.

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

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

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

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

Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.45.3 If pay plan is FP,
Then grade must be 01 through 09, AA through EE, or asterisks.

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

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 420.50.3 If pay plan is AF,
Then grade must be AA, BB, CC, DD, EE, or asterisks.

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

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

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

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

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

Basis for Edit: 5 U.S.C. 5372
- 420.59.2 If legal authority is J8M,
And pay plan is GG or GS,
And nature of action is 170 or 570,
Then grade must be 01 through 11 or asterisks.

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

Basis for Edit: 38 U.S.C. 4214

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 420.60.3 If pay plan is SL or XE,
Then grade must be 00 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- Basis for Edit: 5 U.S.C. 5376
- 420.65.3 If pay plan is GG,
Then grade must be 01 through 15, SL, spaces, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.70.3 If pay plan is GH,
Then grade must be 13 through 15, spaces, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.73.3 If pay plan is NY,
Then grade must be 01 through 04 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.74.3 If pay plan is NC,
Then grade must be 01 through 03 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.75.3 If pay plan is NO,
Then grade must be 01 through 04 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.76.3 If pay plan is NP or NR,
Then grade must be 01 through 05 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

PAY PLAN

440.02.3	If pay plan is	Then agency/subelement must be
	AJ	NU
	AT	TD03
	CE	IN
	CG	FD
	CY	IN
	DB, DE, DJ, DK, DQ	AF, AR, DD, NV
	DR	AF
	DV, DZ	AF, AR, DD, NV
	EJ, EK	DN
	EO	FD
	EV	TD03
	EZ	SE
	FA	AM, ST
	FB	TD03
	FD	AF, AR, DD, NV

(edit continued)

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

440.02.3 (continued)	If pay plan is	Then agency/subelement must be
	FF, FG, FJ, FL, FM	TD03
	FN, FS, FT, FV, FW	TD03
	FX	TD03
	GN	HE38
	IJ	DJ
	JA, JB, JC, JD, JE	DJ02
	KA	LP
	KG, KL, KS	TRAI
	LE	TR
	LG	FD
	MA	AG
	MG, MS, MX	HUY Y
	NC, ND, NG	NV
	NH, NJ, NK	AF, AR, DD, NV

(edit continued)

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

440.02.3 (continued)	If pay plan is	Then agency/subelement must be
	NO, NP, NR, NT	NV
	NX, NY	KS
	OC	TRAJ
	PD	TRAC, TRAF, TR40
	SN	NU
	SP	IN
	TF	FY
	TP	DD16
	TR	TRAI, TRAD
	TS	FY
	TW	TRAD, TRAI
	VC, VM, VN, VP	VA
	WA	AR
	WE	TR
	WJ, WK, WO, WY	AR
	XA, XB, XC	IN
	XE	IN07
	ZA, ZP, ZS, ZT	CM
Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.		

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

440.04.3 If pay plan is DA, DG, DP, DS, or DT,
Then first two positions of agency/subelement must be
NV,
And personnel office identifier must be 2256, 2267,
2336, 2415, 2431, 2562, 2614, 2896, 3231, 3322, 4219,
4221, or 4252.

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

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

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

Basis for Edit: GPPA, Chapters 13 and 15

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

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

Basis for Edit: 5 U.S.C. 5384

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

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

440.22.2 If nature of action is 142, 143, 145 through 149,
542, 543, 546, 548, or 549,
Then pay plan must be ES, FB, FE, FJ, FX, or asterisks.

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

Basis for Edit: GPPA, Chapter 13

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

440.25.2 If nature of action is 893,
Then pay plan may not be GM.

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

Basis for Edit: GPPA, Table 17-A

440.30.2 If effective date is later than October 31, 1993,
And nature of action is 1--,
And agency is other than AF, AR, DD, or NV,
Then pay plan may not be GM.

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

440.35.2 If effective date is later than October 31, 1993,
And nature of action is 5-- or 721,
And supervisory status is 8,
Then pay plan may not be GM.

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

440.40.2 If effective date is later than October 31, 1993,
And nature of actions is 5--, 702, 703, 713, or 740,
And prior pay plan is GM or GS,
And prior grade is not asterisks
and does not equal grade,
Then pay plan may not be GM.

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

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

Default: Insert GG in pay plan.

C-54
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

PAY RATE DETERMINANT

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

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

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

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

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

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

450.10.3 If pay rate determinant is C,
Then pay plan may not be B-, ED, EE, EF, EG, EH, EI, W-, X-, or ZZ.

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

Basis for Edit: 5 U.S.C. 5377

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

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

450.22.2 If nature of action is 740 or 741,
Then pay rate determinant or prior pay rate determinant
must be A, B, E, F, M, U, V, or asterisk.

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

Basis for Edit: GPPA, Chapter 14

450.25.2 If nature of action is 702 or 721,
Then pay rate determinant may not be A, B, E, F, U
or V.

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

Basis for Edit: GPPA, Chapter 14

450.28.2 If nature of action is 892 or 893,
Then pay rate determinant must be 0, 5, 6, 7, A, B, E,
F, M, T or asterisk.

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

Basis for Edit: 5 CFR Part 531, Subparts D and E

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

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

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

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 450.42.3 If pay plan is GM or GS,
Then pay rate determinant must not be P or T.
- Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

RATING OF RECORD (LEVEL)

- 470.02.2 If nature of action is other than 001,
Then rating of record (level) may not be space.
- Default: Insert asterisks in rating of record (level), rating of record (pattern), and rating of record (period).
- 470.03.3 If rating of record (pattern) is A,
Then rating of record (level) must be 1, 3, or X.
- Default: Insert asterisks in rating of record (level) and rating of record (pattern).
- 470.04.3 If rating of record (pattern) is B,
Then rating of record (level) must be 1, 3, 5, or X.
- Default: Insert asterisks in rating of record (level) and rating of record (pattern).
- 470.05.3 If rating of record (pattern) is C,
Then rating of record (level) must be 1, 3, 4, or X.
- Default: Insert asterisks in rating of record (level) and rating of record (pattern)).
- 470.06.3 If rating of record (pattern) is D,
Then rating of record (level) must be 1, 2, 3, or X.
- Default: Insert asterisks in rating of record (level) and rating of record (pattern)).
- 470.07.3 If rating of record (pattern) is E,
Then rating of record (level) must be 1, 3, 4, 5, or X.
- Default: Insert asterisks in rating of record (level) and rating of record (pattern)).

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

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

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

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

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

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

RATING OF RECORD (PATTERN)

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

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

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

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

C-58
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

RATING OF RECORD (PERIOD)

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

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

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

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

POSITION OCCUPIED

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

Default: Insert asterisk in position occupied.

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

Default: Insert asterisk in position occupied.

500.07.2 If NOA is other than 3-- or 4--,
And position occupied is 3 or 4,
Then pay plan must be ES or asterisks.

Default: Insert asterisk in position occupied.

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

Default: Insert asterisk in position occupied.

Basis for Edit: GPPA, Chapters 9 and 10

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisk in position occupied.

Basis for Edit: GPPA, Chapter 11

PRIOR OCCUPATION

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

Default: Insert asterisks in prior occupation.

Basis for Edit: GPPA, Chapters 9-11, 13-14, and 28

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

Default: Insert asterisks in prior occupation.

520.07.2 If prior pay plan is K-, W-, or X-, Then prior occupation must be greater than 2499 or be asterisks.

Default: Insert asterisks in prior occupation.

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

Default: Insert asterisks in prior occupation.

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

Default: Insert asterisks in prior occupation.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in prior occupation.

520.20.2 If prior occupation is 2806 or 2808,
Then the first two positions of agency/subelement must
be DN or IN.

Default: Insert asterisks in prior occupation.

C-61
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

PRIOR PAY BASIS

530.02.2	If prior pay plan is	Then prior pay basis must be as shown or asterisks
	AL	PA
	CA	PA
	ES	PA
	EX	PA
	GG	PA
	GH	PA
	GM	PA
	GS	PA
	KA	PA, PH
	SL	PA
	TP	FB, PD, SY
	X-	PH
	ZZ	WC
Default: Insert asterisks in prior pay basis and prior basic pay.		

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

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

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

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

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

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

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

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

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

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

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

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

Basis for Edit: GPPA, Chapters 9, 10, and 14

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

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 540.06.2 If prior pay plan is EZ,
Then prior grade must be 01 through 08 or asterisks.

Default: Insert asterisks in prior grade, prior step
or rate, prior pay basis, and prior basic pay.
- 540.07.2 If prior pay plan is CG, MG, WL, or XG,
Then prior grade must be 01 through 15 or asterisks.

Default: Insert asterisks in prior grade, prior step
or rate, prior pay basis, and prior basic pay.
- 540.10.2 If prior pay plan is WS or XH,
Then prior grade must be 01 through 19 or asterisks.

Default: Insert asterisks in prior grade, prior step
or rate, prior pay basis, and prior basic pay.
- 540.13.2 If prior pay plan is FA,
And prior pay rate determinant is not S,
Then prior grade must be CA, CM, MC, NC, OC, 01 through
04, 13, 14, or asterisks.

Default: Insert asterisks in prior grade, prior step
or rate, prior pay basis, and prior basic pay.
- 540.16.2 If prior pay plan is CE,
Then prior grade must be 01 through 17 or asterisks.

Default: Insert asterisks in prior grade, prior step
or rate, prior pay basis, and prior basic pay.
- 540.17.2 If prior pay plan is CY,
Then prior grade must be 01 through 24 or asterisks.

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

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

Basis for Edit: 5 U.S.C. 5372

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 540.19.2 If prior pay plan is GM,
Then prior grade must be 13 through 15 or asterisks.

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

Default: Insert asterisks in prior grade, prior step
or rate, prior pay basis, and prior basic pay.
- 540.22.2 If prior pay plan is VM,
Then prior grade must be 11 through 15, 96, 97, or
asterisks.

Default: Insert asterisks in prior grade, prior step
or rate, prior pay basis, prior basic pay.
- 540.25.2 If prior pay plan is VN,
Then prior grade must be 01 through 06, 08, 09,
11 through 15, or asterisks.

Default: Insert asterisks in prior grade, prior step
or rate, prior pay basis, and prior basic pay.
- 540.28.2 If prior pay plan is VP,
Then prior grade must be 11 through 15 or asterisks.

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

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

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

C-65
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 540.32.2 If prior pay plan is ND or NT,
Then prior grade must be 01 through 06 or asterisks.

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

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

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

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

Default: Insert asterisks in prior grade, prior step
or rate, prior pay basis, and prior basic pay.
- 540.37.2 If prior pay plan is OC,
Then prior grade must be 01 through 25 or asterisks.

Default: Insert asterisks in prior grade, prior step
or rate, prior pay basis, and prior basic pay.
- 540.38.2 If prior pay plan is FV,
Then prior grade must be AA, BB, CC, DD, EE, FF, GG,
HH, II, JJ, KK, LL, MM, or asterisks.

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 540.39.2 If prior pay plan is EV,
Then prior grade must be 01, 02, 03, or asterisks.

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

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

Default: Insert asterisks in prior grade, prior step
or rate, prior pay basis, and prior basic pay.
- 540.45.2 If prior pay plan is FP,
Then prior grade must be 01 through 09, AA through EE,
or asterisks.

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

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

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

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

540.55.2 If prior pay plan is GG,
Then prior grade must be 01 through 15, SL, spaces, or
asterisks.

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

540.56.2 If prior pay plan is NC,
Then prior grade must be 01 through 03 or asterisks.

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

540.57.2 If prior pay plan is NO,
Then prior grade must be 01 through 04 or asterisks.

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

540.58.2 If prior pay plan is NP or NR,
Then prior grade must be 01 through 05 or asterisks.

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

540.60.2 If prior pay plan is GH,
Then prior grade must be 13 through 15, spaces, or
asterisks.

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

540.61.2 If prior pay plan is SL or XE,
Then prior grade must be 00 or asterisks.

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

Basis for Edit: 5 U.S.C. 5376

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

PRIOR PAY PLAN

550.02.2 If pay plan and prior pay plan are not the same,
And both are other than asterisks or spaces,
Then nature of action must be 5--, 600-610, 702,
703,713, 721,740, 741, or 894.

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

PRIOR PAY RATE DETERMINANT

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

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

Basis for Edit: GPPA, Chapter 14

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

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

Basis for Edit: GPPA, Chapter 14

560.06.2 If prior pay rate determinant is C,
Then prior pay plan may not be B-, ED, EE, EF, EG, EH,
EI, W-, X-, or ZZ.

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

Basis for Edit: 5 U.S.C. 5377

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 560.07.2 If prior pay rate determinant is 4,
Then prior pay plan may not begin with W or X.
- Default: Insert asterisks in prior pay rate determinant, prior pay basis, and prior basic pay.
- 560.10.2 If nature of action is 7-- or 8-- (other than 702, 703, 713, 721, 740, 741, 800, 866, 894, or 899),
And pay rate determinant is other than M,
And prior pay rate determinant is other than 5, 7, M, or asterisk,
Then pay rate determinant must equal prior pay rate determinant or be asterisk.
- Default: Insert asterisks in prior pay rate determinant, prior pay basis, and prior basic pay.
- 560.13.2 If prior pay plan is FA, ST, or EX,
Then prior pay rate determinant must be C, S, 0, or asterisk.
- Default: Insert asterisks in prior pay rate determinant, prior pay basis, and prior basic pay.
- 560.28.2 If prior pay plan is ES,
Then prior pay rate determinant must be C, 0 (zero), or asterisk.
- Default: Insert asterisks in prior pay rate determinant, prior pay basis, and prior basic pay.
- 560.30.2 If prior pay rate determinant is M,
Then prior duty station must be within the Boston CMSA, Chicago CMSA, Los Angeles CMSA, New York CMSA, Philadelphia CMSA, San Diego MSA, San Francisco CMSA, or Washington DC CMSA.
- Default: Insert asterisks in prior pay rate determinant, prior pay basis, prior basic pay, and prior locality adjustment.

C-70
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

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

PRIOR BASIC PAY

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

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

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

570.03.2 If prior pay plan is NH,
And prior pay rate determinant is 0, 5, 6, or 7,
Then prior basic pay must be within the range for the prior grade on Table 37 or Table 38 (depending on prior pay rate determinant) or be asterisks.

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

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

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

570.05.2 If prior pay plan is NJ,
And prior pay rate determinant is 0, 5, 6, or 7,
Then prior basic pay must be within the range for the
prior grade on Table 39 or Table 40 (depending on prior
pay rate determinant) or be asterisks.

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

570.06.2 If prior pay plan is NK,
And prior pay rate determinant is 0, 5, 6, or 7,
Then prior basic pay must be within the range for the
prior grade on Table 41 or Table 42 (depending on prior
pay rate determinant) or be asterisks.

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

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

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

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

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

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

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

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

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

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

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

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

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

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

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

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

570.25.2 If prior pay plan is FT,
Then prior basic pay must be within the range on Table
21 or be asterisks.

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

570.26.2 If prior pay plan is FL, FS, or FW,
Then prior basic pay must be no less than the minimum
for pay plan WG on Table 11 and no more than the
maximum for pay plan WS on Table 11, or be asterisks.

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

570.27.2 If prior pay plan is FM,
And prior pay rate determinant is 0 or 7,
Then prior basic pay must match the entry for prior
grade and prior step or rate on Table 3 or be
asterisks.

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

570.28.2 If nature of action is 7-- or 8-- (other than 702, 703,
713, 721, 740, 741, 855, 866, 867, 868, 891, 892, 893,
or 894),
And neither prior basic pay nor basic pay are
asterisks,
Then prior basic pay must equal basic pay.

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

570.29.2 If prior pay plan is DR,
And prior pay rate determinant is 0 or 7,
Then prior basic pay must be within the range for the
prior grade and prior pay rate determinant on Table 28
or be asterisks.

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

570.30.2 If prior pay plan is DR,
And prior pay rate determinant is 5 or 6,
Then prior basic pay must be within the range for the
prior grade and prior pay rate determinant on Table 29
or be asterisks.

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

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

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

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

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

570.37.2 If prior pay plan is FC,
And prior pay rate determinant is not C,
Then prior basic pay must match the entry for prior
grade on Table 8 or be asterisks.

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

570.38.2 If prior pay plan is NC,
And prior pay rate determinant is 0, 5, 6, or 7,
Then prior basic pay must be within the range for the
prior grade on Table 44 or Table 45 (depending on prior
pay rate determinant) or be asterisks.

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

570.39.2 If prior pay plan is NO,
And prior pay rate determinant is 0, 5, 6, or 7,
Then prior basic pay must be within the range for the
prior grade on Table 46 or Table 47 (depending on prior
pay rate determinant) or be asterisks.

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

570.40.2 If prior pay plan is NP,
And prior pay rate determinant is 0, 5, 6, or 7,
Then prior basic pay must be within the range for the
prior grade on Table 48 or Table 49 (depending on prior
pay rate determinant) or be asterisks.

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

570.41.2 If prior pay plan is NR,
And prior pay rate determinant is 0, 5, 6, or 7,
Then prior basic pay must be within the range for the
prior grade on Table 50 or Table 51 (depending on prior
pay rate determinant) or be asterisks.

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

570.43.2 If prior pay plan is AF, FO, or FP,
And prior pay rate determinant is not C,
Then prior basic pay must fall within the range for
prior grade on Table 10 or be asterisks.

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

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

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

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

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

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

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

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

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

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

Basis for Edit: 5 U.S.C. 5372

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

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

Basis for Edit: 5 U.S.C. 5372a

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

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

Basis for Edit: 5 U.S.C. 5376

570.71.2 If prior pay plan is ND,
And prior pay rate determinant is 0, 5, 6, or 7,
Then prior basic pay must be within the range for the
prior grade on Table 30 or Table 31 (depending on prior
pay rate determinant) or be asterisks.

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

570.72.2 If prior pay plan is NG,
And prior pay rate determinant is 0, 5, 6, or 7,
Then prior basic pay must be within the range for the
prior grade on Table 32 or Table 33 (depending on prior
pay rate determinant) or be asterisks.

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

570.73.2 If prior pay plan is NT,
And prior pay rate determinant is 0, 5, 6, or 7,
Then prior basic pay must be within the range for the
prior grade on Table 34 or Table 35 (depending on prior
pay rate determinant) or be asterisks.

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

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

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

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

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

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

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

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

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

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

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

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

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

PRIOR STEP OR RATE

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

Default: Insert asterisks in prior step or rate.

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

Default: Insert asterisks in prior step or rate.

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

Default: Insert asterisks in prior step or rate.

Basis for Edit: GPPA, Table 17-A

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

Default: Insert asterisks in prior step or rate.

580.10.2 If prior pay plan is GM,
Then prior step or rate must be 00, 99, or asterisks.

Default: Insert asterisks in prior step or rate.

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

Default: Insert asterisks in prior step or rate.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in prior step or rate.

580.22.2 If prior pay plan is GS or GG,
And prior grade is 01 through 15,
And prior pay rate determinant is 0, 5, 6, or 7,
Then prior step or rate must be 01 through 10 or asterisks.

Default: Insert asterisks in prior step or rate.

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

Default: Insert asterisks in prior step or rate.

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

Default: Insert asterisks in prior step or rate.

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

Default: Insert asterisks in prior step or rate.

580.29.2 If prior pay plan is XE,
Then prior step or rate must be 01 through 03
or asterisks.

Default: Insert asterisks in prior step or rate.

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

Default: Insert asterisks in prior step or rate.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in prior step or rate.

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

Default: Insert asterisks in prior step or rate.

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

Default: Insert asterisks in prior step or rate.

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

Default: Insert asterisks in prior step or rate.

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

Default: Insert asterisks in prior step or rate.

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

Default: Insert asterisks in prior step or rate.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in prior step or rate.

Basis for Edit: 5 U.S.C. 5372a
5 U.S.C. 5376
- 580.49.2 If prior pay plan is AL,
And prior grade is 01 or 02,
Then prior step or rate must be 00 or asterisks.

Default: Insert asterisks in prior step or rate.

Basis for Edit: 5 U.S.C. 5372
- 580.52.2 If prior pay plan is AL,
And prior grade is 03,
Then prior step or rate must be A through F, or
asterisks.

Default: Insert asterisks in prior step or rate.

Basis for Edit: 5 U.S.C. 5372
- 580.55.2 If prior pay plan is GG,
And prior grade is SL,
Then prior step or rate must be 00 or asterisks.

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

Default: Insert asterisks in prior step or rate.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

PRIOR WORK SCHEDULE

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

Default: Insert asterisk in prior work schedule.

Basis for Edit: GPPA, Chapter 24

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

Default: Insert asterisk in prior work schedule.

RACE OR NATIONAL ORIGIN

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

Default: Insert asterisk in race or national origin.

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

Default: Insert asterisk in race or national origin.

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

Default: Insert asterisk in race or national origin.

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

Default: Insert asterisk in race or national origin.

C-84
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

BASIC PAY

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

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

Default: Insert asterisks in pay basis and basic pay.

650.03.3 If pay plan is NH,
And pay rate determinant is 0, 5, 6, or 7,
Then basic pay must be within the range for the grade
on Table 37 or Table 38 (depending on pay rate
determinant) or be asterisks.

Default: Insert asterisks in basic pay and pay basis.

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

650.08.3 If pay plan is NJ,
And pay rate determinant is 0, 5, 6, or 7,
Then basic pay must be within the range for the grade
on Table 39 or Table 40 (depending on pay rate
determinant) or be asterisks.

Default: Insert asterisks in basic pay and pay basis.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

650.09.3 If pay plan is NK,
And pay rate determinant is 0, 5, 6, or 7,
Then basic pay must be within the range for the grade
on Table 41 or Table 42 (depending on pay rate
determinant) or be asterisks.

Default: Insert asterisks in basic pay and pay basis.

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in pay basis and basic pay.

650.28.3 If pay plan is FT,
Then basic pay must be within the range on Table 21 or
be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.29.3 If pay plan is FL, FS, or FW,
Then basic pay must be no less than the minimum for pay
plan WG on Table 11 and no more than the maximum for
pay plan WS on Table 11, or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.30.3 If pay plan is FM,
And pay rate determinant is 0 or 7,
Then basic pay must match the entry for grade and step
or rate on Table 3 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in pay basis and basic pay.

650.40.2 If pay plan is ES or FE,
And pay rate determinant is 0,
Then basic pay must equal the entry for the step or
rate on Table 6 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

650.47.2 If pay plan is FC,
And pay rate determinant is not C,
Then basic pay must equal the entry for the grade on
Table 8 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

650.53.2 If pay plan is AF, FO, or FP,
And pay rate determinant is not C,
Then basic pay must fall within the range for the grade
on Table 10 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.57.2 If pay plan is W-, XE, XF, XG, or XH,
And pay rate determinant is not A, B, E, F, U, or V,
Then basic pay must fall within the range for the pay
plan on Table 11 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

650.60.2 If pay plan is VM and pay rate determinant is 0,
Then grade and basic pay must match Table 12 or be
asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.63.2 If pay plan is VP,
And pay rate determinant is 0,
Then basic pay must fall within the range for the grade
on Table 13 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.66.2 If pay plan is VN,
And pay rate determinant is 0,
Then basic pay must fall within the range for the grade
on Table 14 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.69.2 If legal authority is J8M,
And nature of action is 170 or 570,
And pay plan is W- or X-,
Then basic pay may not be greater than the basic pay
for GS-11, step 10 on Table 1 or must be asterisks.

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

Basis for Edit: 38 U.S.C. 4214

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

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

Basis for Edit: E.O. 12496

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 650.73.3 If pay plan is NC,
And pay rate determinant is 0, 5, 6, or 7,
Then basic pay must be within the range for the grade
on Table 44 or Table 45 (depending on pay rate
determinant) or be asterisks.
- Default: Insert asterisks in basic pay and pay basis.
- 650.74.3 If pay plan is NO,
And pay rate determinant is 0, 5, 6, or 7,
Then basic pay must be within the range for the grade
on Table 46 or Table 47 (depending on pay rate
determinant) or be asterisks.
- Default: Insert asterisks in basic pay and pay basis.
- 650.75.3 If pay plan is NP,
And pay rate determinant is 0, 5, 6, or 7,
Then basic pay must be within the range for the grade
on Table 48 or Table 49 (depending on pay rate
determinant) or be asterisks.
- Default: Insert asterisks in basic pay and pay basis.
- 650.76.3 If pay plan is NR,
And pay rate determinant is 0, 5, 6, or 7,
Then basic pay must be within the range for the grade
on Table 50 or Table 51 (depending on pay rate
determinant) or be asterisks.
- Default: Insert asterisks in basic pay and pay basis.
- 650.78.2 If pay plan is KA,
Then basic pay must fall within the range on Table 17
or be asterisks.
- Default: Insert asterisks in pay basis and basic pay.
- 650.80.2 If pay plan is TP,
And pay basis is SY,
Then basic pay must be within the range on Table 24 or
be asterisks.
- Default: Insert asterisks in pay basis and basic pay.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

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

Default: Insert asterisks in pay basis and basic pay.

Basis for Edit: 5 U.S.C. 5372

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

Default: Insert asterisks in pay basis and basic pay.

Basis for Edit: 5 U.S.C. 5372a

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

Default: Insert asterisks in pay basis and basic pay.

Basis for Edit: 5 U.S.C. 5376

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in pay basis and basic pay.

LOCALITY ADJUSTMENT

Note: Table 25 shows locality pay percentages. The locality adjustment amount will pass the lookup if, as a percentage of basic pay, it represents the percentage shown for that locality area. (If a more precise check is needed, a subsequent relationship edit will catch the error.) Locality pay area is generated within the CPDF according to the duty station. For definitions, see the Guide to Personnel Data Standards.

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

Default: Insert asterisks in locality adjustment.

Basis for Edit: 5 U.S.C. 5304

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

Default: Insert asterisks in locality adjustment.

Basis for Edit: 5 U.S.C. 5304

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in locality adjustment.

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

Default: Insert asterisks in locality adjustment.

652.30.3 If pay plan is B-, EH, EI, EX, W-, X-, or ZZ,
And PRD is other than A, B, E, F, S, U, or V,
Then locality adjustment must be spaces or asterisks.

Default: Insert asterisks in locality adjustment.

Basis for Edit: 5 U.S.C. 5304

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

Default: Insert asterisks in locality adjustment.

Basis for Edit: 5 U.S.C. 5304

652.60.2 If pay plan = ES, FE, ST, AL, CA, or SL,
And locality pay area is not 99,
Then the locality adjustment amount, as a
percentage of basic pay, must not be greater than the
highest percentage, valid as of the effective date, for
the locality pay area on Table 25.

Default: Insert asterisks in locality adjustment.

Basis for Edit: 5 U.S.C. 5304

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in locality adjustment.

Basis for Edit: 5 U.S.C. 5304

PRIOR LOCALITY ADJUSTMENT

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

Default: Insert asterisks in prior locality
adjustment.

Basis for Edit: 5 U.S.C. 5304

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

Default: Insert asterisks in prior locality
adjustment.

Basis for Edit: 5 U.S.C. 5304

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in prior locality
adjustment.

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

Default: Insert asterisks in prior locality
adjustment.

653.40.2 If prior pay plan is B-, EH, EI, EX, W-, X-, or ZZ,
And prior PRD is other than A, B, E, F, S, U, or V,
Then prior locality adjustment must be spaces or
asterisks.

Default: Insert asterisks in prior locality
adjustment.

Basis for Edit: 5 U.S.C. 5304

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

Default: Insert asterisks in prior locality
adjustment.

Basis for Edit: 5 U.S.C. 5304

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

RETENTION ALLOWANCE

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

Default: Insert asterisks in retention allowance.

Basis for Edit: 5 U.S.C. 5754(b)
5 CFR 575.306

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

Default: Insert asterisks in retention allowance.

Basis for Edit: GPPA, Table 17-A

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

Default: Insert asterisks in retention allowance.

STAFFING DIFFERENTIAL

656.15.2 If nature of action is 810,
And either legal authority is ZTS,
Then staffing differential may not be blanks.

Default: Insert asterisks in staffing differential.

Basis for Edit: GPPA, Table 17-A

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

Default: Insert asterisks in staffing differential.

C-97
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

SUPERVISORY DIFFERENTIAL

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

Default: Insert asterisks in supervisory differential.

Basis for Edit: GPPA, Table 17-A

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

Default: Insert asterisks in supervisory differential.

SERVICE COMPUTATION DATE (LEAVE)

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

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

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

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

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

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

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

C-98
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

STEP OR RATE

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

Default: Insert asterisks in step or rate.

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

Default: Insert asterisks in step or rate.

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

Default: Insert asterisks in step or rate.

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

Default: Insert asterisks in step or rate.

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

Default: Insert asterisks in step or rate.

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

Default: Insert asterisks in step or rate.

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

Default: Insert asterisks in step or rate.

C-99
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 700.19.3 If pay plan is GM,
Then step or rate must be 00, 99, or asterisks.

Default: Insert asterisks in step or rate.
- 700.22.2 If pay plan is ES or FE,
Then step or rate must be 01 through 06 or asterisks.

Default: Insert asterisks in step or rate.
- 700.31.3 If pay plan is FO,
Then step or rate must be 01 through 14 or asterisks.

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

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

Default: Insert asterisks in step or rate.
- 700.37.3 If pay plan is AF,
Then step or rate must be 01 through 05 or asterisks.

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

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

Default: Insert asterisks in step or rate.

C-100
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in step or rate.

Data Elements: Pay Plan, Grade, and Step or Rate
- 700.50.3 If pay plan is CA, SL, or ST,
Then step or rate must be 00 or asterisks.

Default: Insert asterisks in step or rate.

Basis for Edit: 5 U.S.C. 5372a
5 CFR Part 534, Subpart E
- 700.55.3 If pay plan is AL,
And grade is 01 or 02,
Then step or rate must be 00 or asterisks.

Default: Insert asterisks in step or rate.

Basis for Edit: 5 U.S.C. 5372
- 700.60.3 If pay plan is AL,
And grade is 03,
Then step or rate must be A through F or asterisks.

Default: Insert asterisks in step or rate.

Basis for Edit: 5 U.S.C. 5372
- 700.62.3 If pay plan is GG,
And grade is SL,
Then step or rate must be 00 or asterisks.

Default: Insert asterisks in step or rate.
- 700.65.3 If pay plan is GG,
And grade is 01 through 15,
And pay rate determinant is 0, 5, 6, or 7,
And either current appointment authority is UAM,
Then step or rate must be 01 through 12 or asterisks.

Default: Insert asterisks in step or rate.

C-101
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

700.67.3 If pay plan is FG,
Then step or rate must be 00 thru 10 or be asterisks.

Default: Insert asterisks in step or rate.

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

Default: Insert asterisks in step or rate.

SUPERVISORY STATUS

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

Default: Insert asterisk in supervisory status.

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

Default: Insert asterisk in supervisory status.

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

Default: Insert asterisk in supervisory status.

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

Default: Insert asterisk in supervisory status.

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

Default: Insert asterisk in supervisory status.

C-102
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisk in supervisory status.

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

Default: Insert asterisk in supervisory status.

TENURE

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

Default: Insert 0 in tenure.

Basis for Edit: 5 CFR 351.202(b)

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

Default: Insert asterisk in tenure.

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

Default: Insert asterisk in tenure.

Basis for Edit: 5 CFR 351.502

720.13.2 If nature of action is 100, 130, 140, 151, 155, 157, 500, 540, 551, or 555, Then tenure must be 1, 2, or asterisk.

Default: Insert asterisk in tenure.

Basis for Edit: 5 CFR 351.501
5 CRF 351.502

C-103
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

720.16.2 If nature of action is 101, 141, 150, 501, 541, or 550,
Then tenure must be 2 or asterisk.

Default: Insert asterisk in tenure.

Basis for Edit: 5 CFR 351.501
5 CFR 351.502

720.19.2 If nature of action is 107, 108, 112, 115, 120, 122, 124, 153, 154, 171, 190, 507, 508, 512, 515, 520, 522, 524, 553, 554, 571, or 590,
Then tenure must be 0, 3, or asterisk.

Default: Insert asterisk in tenure.

Basis for Edit: 5 CFR 351.501
5 CFR 351.502

720.22.2 If legal authority is YAM, YBM, YGM, Y1M, Y2M, Y3M, or Y4M,
Then tenure must be 2 or asterisk.

Default: Insert asterisk in tenure.

Basis for Edit: 5 CFR 213.3202(d)(12)

720.25.2 If nature of action is 170 or 570,
And neither legal authority is ZKM or ZNM,
Then tenure must not be 0.

Default: Insert asterisk in tenure.

Basis for Edit: 5 CFR 351.502

720.28.2 If the nature of action is 760,
Then tenure must be 0, 3, or asterisk.

Default: Insert asterisk in tenure.

Basis for Edit: 5 CFR 351.501
5 CFR 351.502

C-104
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

- 720.31.2 If the nature of action is 765,
Then tenure must be 3 or asterisk.

Default: Insert asterisk in tenure.

Basis for Edit: 5 CFR 351.501
- 720.34.2 If nature of action is 892 or 893,
And pay plan is GS,
Then tenure must not be 0.

Default: Insert asterisk in tenure.

Basis for Edit: 5 CFR 531.402 (a)
- 720.35.3 If either current appointment authority is ZKM
(Presidential appointment),
And pay plan is AD or EX,
Then tenure must be 0 or 3,

Default: Insert 3 in tenure.
- 720.40.3 If either current appointment authority is ZNM
(Presidential appointment with advice and consent of
Senate),
And pay plan is AD or EX,
Then tenure must be 0.

Default: Insert 0 in tenure.

Basis for Edit: 5 CFR 351.202(b)(2)

VETERANS PREFERENCE

- 750.02.2 If either legal authority is LBM, LZM, NEM, or MMM,
Then veterans preference must be 2, 3, 4, 6, or
asterisk.

Default: Insert asterisk in veterans preference.

Basis for Edit: 5 CFR 315.604
5 CFR 315.707
5 CFR 316.302 (c) (5)
5 CFR 316.402 b (5)

C-105
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

VETERANS STATUS (ACTIVE MILITARY SERVICE)

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

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

760.10.2 If nature of action is 1--,
Then veterans status (active military service) may not
be N.

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

Basis for Edit: GPPA, Chapter 4, Figure 4-4

WORK SCHEDULE

770.02.2 If nature of action is 280 or 430,
Then work schedule must be G, Q, J, T, space, or
asterisks.

Default: Insert asterisk in work schedule.

Basis for Edit: GPPA, Chapters 15 and 16

YEAR DEGREE OR CERTIFICATE ATTAINED

780.03.2 Year degree or certificate attained must be less than
or equal to the effective date of personnel action
year, or be spaces or asterisks.

Default: Insert asterisks in year degree or
certificate attained.

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

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

Default: Insert asterisks in year degree or certificate attained.

Basis for Edit: GPPA, Chapter 4, Figure 4-4

D-1

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

BASIC PAY TABLES

D-2
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

BASIC PAY TABLES

TABLE	TITLE
1	FG, GG, and GS Grade/Step/Basic Pay
2	Retained Pay: GG, GH, GM, and GS Grade/Step/Basic Pay
3	FM, GH, and GM Grade/Step/Basic Pay
4	Retained Pay: GH and GM Grade/Step/Basic Pay
5	EX Grade/Level/Basic Pay
6	ES, FB, FE, FJ, FX Step/Basic Pay
7	FA Grade/Basic Pay
8	FC Grade/Step/Basic Pay
10	AF, FO, and FP Grade/Step/Basic Pay
11	W and X Pay Plans/Grade/Basic Pay
12	VM Grade/Basic Pay
13	VP Grade/Basic Pay
14	VN Grade/Basic Pay
16	SR Basic Pay for VA
17	KA Basic Pay
18	Pay Basis/Basic Pay
19	Special Rate for GG and GS Grade/Basic Pay
20	Special Rate for GH and GM Grade/Basic Pay
21	FT, GG (Grade SL), SL, and ST Basic Pay
22	AL Grade/Step/Basic Pay
23	CA Grade/Basic Pay
24	TP Basic Pay

D-3
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

TABLE	TITLE
25	Locality Pay Percentages
26	NY Grade/Basic Pay
27	NX Grade/Basic Pay
28	DR Grade/Basic Pay (PRD 0 or 7)
29	DR Grade/Basic Pay (PRD 5 or 6)
30	ND Grade/Basic Pay (PRD 0 or 7)
31	ND Grade/Basic Pay (PRD 5 or 6)
32	NG Grade/Basic Pay (PRD 0 or 7)
33	NG Grade/Basic Pay (PRD 5 or 6)
34	NT Grade/Basic Pay (PRD 0 or 7)
35	NT Grade/Basic Pay (PRD 5 or 6)
36	IJ Step/Basic Pay
37	NH Grade/Basic Pay (PRD 0 or 7)
38	NH Grade/Basic Pay (PRD 5 or 6)
39	NJ Grade/Basic Pay (PRD 0 or 7)
40	NJ Grade/Basic Pay (PRD 5 or 6)
41	NK Grade/Basic Pay (PRD 0 or 7)
42	NK Grade/Basic Pay (PRD 5 or 6)
43	JA Basic Pay
44	NC Grade/Basic Pay (PRD 0 or 7)
45	NC Grade/Basic Pay (PRD 5 or 6)
46	NO Grade/Basic Pay (PRD 0 or 7)
47	NO Grade/Basic Pay (PRD 5 or 6)

D-4
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

TABLE	TITLE
48	NP Grade/Basic Pay (PRD 0 or 7)
49	NP Grade/Basic Pay (PRD 5 or 6)
50	NR Grade/Basic Pay (PRD 0 or 7)
51	NR Grade/Basic Pay (PRD 5 or 6)

D-5
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

Table 1										
FG, GG, and GS Grade/Step/Basic Pay as of January 1999										
Step	1	2	3	4	5	6	7	8	9	10
GS-1	13362	13807	14252	14694	15140	15401	15838	16281	16299	16718
2	15023	15380	15878	16299	16482	16967	17452	17937	18422	18907
3	16392	16938	17484	18030	18576	19122	19668	20214	20760	21306
4	18401	19014	19627	20240	20853	21466	22079	22692	23305	23918
5	20588	21274	21960	22646	23332	24018	24704	25390	26076	26762
6	22948	23713	24478	25243	26008	26773	27538	28303	29068	29833
7	25501	26351	27201	28051	28901	29751	30601	31451	32301	33151
8	28242	29183	30124	31065	32006	32947	33888	34829	35770	36711
9	31195	32235	33275	34315	35355	36395	37435	38475	39515	40555
10	34353	35498	36643	37788	38933	40078	41223	42368	43513	44658
11	37744	39002	40260	41518	42776	44034	45292	46550	47808	49066
12	45236	46744	48252	49760	51268	52776	54284	55792	57300	58808
13	53793	55586	57379	59172	60965	62758	64551	66344	68137	69930
14	63567	65686	67805	69924	72043	74162	76281	78400	80519	82638
15	74773	77265	79757	82249	84741	87233	89725	92217	94709	97201

D-6
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 2		
Retained Pay GG, GH, GM, and GS Grade/Step/Basic Pay as of January 1999		
Grade	Step	Minimum Basic Pay
1	00	16719
2	00	18908
3	00	21307
4	00	23919
5	00	26763
6	00	29834
7	00	33152
8	00	36712
9	00	40556
10	00	44659
11	00	49067
12	00	58809
13	00	69931
14	00	82639
15	00	97202

D-7
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

Table 3		
FM, GH, and GM Grade/Step/Basic Pay as of January 1999		
Grade	Step	Basic Pay Range
13	00	53793-69930
13	99	52176-53792
14	00	63567-82638
14	99	61656-63566
15	00	74773-97201
15	99	72525-74772

Table 4		
Retained Pay GH and GM Grade/Step/Basic Pay as of January 1999		
Grade	Step	Minimum Basic Pay
13	00	69931
14	00	82639
15	00	97202

D-8
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 5	
EX Grade/Level/Basic Pay as of January 1998	
Grade/Level	Basic Pay
01	151800
02	136700
03	125900
04	118400
05	110700

Table 6	
ES, FB, FE, FJ, and FX Step/Basic Pay as of January 1999	
Step	Basic Pay
01	102300
02	107100
03	112000
04	118000
05	118400
06	118400

D-9
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

Table 7	
FA Grade/Basic Pay as of January 1998	
Grade	Basic Pay
13	125900
14	118400

Table 8		
FC Grade/Step/Basic Pay as of January 1999		
Grade	Step Range	Basic Pay Range
02	01-10	20588-26762
03	01-10	22948-29833
04	01-10	25501-33151
05	01-10	28242-36711
06	01-10	31195-40555
07	01-10	34353-44658
08	01-10	37744-49066
09	01-10	45236-58808
10	01-10	53793-69930
11	01-10	63567-82638
12	01-10	74773-97201

D-10
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 10		
AF, FO, and FP Grade/Step/Basic Pay as of January 1999		
Grade	Step Range	Basic Pay Range
01	01-14	74773-97201
02	01-14	60589-88977
03	01-14	49095-72098
04	01-14	39782-58421
05	01-14	32235-47338
06	01-14	28817-42319
07	01-14	25761-37831
08	01-14	23030-33820
09	01-14	20588-30234
AA	01-05	18401-20711
BB	01-05	16392-18450
CC	01-05	15023-16908
DD	01-05	13362-15039
EE	01-05	10748-12097

D-11
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

Table 11		
W and X Pay Plans/Grade/Basic Pay as of December 1998		
Pay Plan	Grade Range	Annualized ¹ Basic Pay Range
WG ²	01-15	11875-72461
WL ²	01-15	13711-79703
WM	01-29	No Check - 144500 ³
WS ²	01-19	21371-103119
Other pay plans beginning with W	No Check	No Check - 110700
XE	No Check	10748-83480
XF ²	01-15	11833-72461
XG ²	01-15	13711-79703
XH ²	01-19	21099-100802

¹ ANNUALIZED BASIC PAY SHOULD NOT BE SUBMITTED TO THE CPDF. Basic pay must agree with pay basis. When pay basis is PH (per hour), the basic pay field should contain an hourly rate (dollars and cents). To derive the hourly rate from the annualized basic pay shown in this table, divide annualized basic pay by 2087.

² Maximum payable on special schedule DOD wage rates for the Alaska wage area.

³ Payable basic pay is limited to the rate for Level V of the Executive Schedule, which is 110700.

D-12
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 12	
VM Grade/Basic Pay as of January 1999	
Grade	Basic Pay Range
11	37744-49066
12	45236-58808
13	53793-69930
14	63567-82638
15	74773-97201
96	80978-103203
97	87696-108911

Table 13	
VP Grade/Basic Pay as of January 1999	
Grade	Basic Pay Range
11	37744-49066
12	45236-58808
13	53793-69930
14	63567-82638
15	74773-97201

D-13
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 14	
VN Grade/Basic Pay as of January 1999	
Grade	Basic Pay Range
01	22498-110700
02	31369-110700
03	39687-110700
04	45344-110700
05	57084-104828
06	22948-29833
08	26844-34899
09	31195-40551
11	37744-49066
12	45236-110700
13	52176-69930
14	61656-80151
15	72525-94287

D-14
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 16
SR Basic Pay for VA as of January 1999
Basic Pay Range
74773-118400

Table 17
KA ¹ Basic Pay as of January 1999
Annualized ¹ Basic Pay Range
25607-77979

¹ ANNUALIZED BASIC PAY SHOULD NOT BE SUBMITTED TO THE CPDF. Basic pay must agree with pay basis. When pay basis is PH (per hour), the basic pay field should contain an hourly rate (dollars and cents). To derive the hourly rate from the annualized basic pay shown in this table, divide annualized basic pay by 2087.

D-15
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 18	
Pay Basis/Basic Pay as of January 1998	
Pay Basis	Maximum Basic Pay
PA	224799
PD	581.89
PH	72.74
PM	12650
BW	5838
WC	00000
All Others	No Check

D-16
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 19	
SPECIAL RATE - GG and GS Grade/Basic Pay as of January 1999	
Grade	Maximum Basic Pay
1	25098
2	28607
3	32226
4	36178
5	40482
6	45133
7	50151
8	55531
9	61355
10	67558
11	74226
12	88968
13	105790
14	118400
15	118400

D-17
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

Table 20	
SPECIAL RATE - GH and GM Grade/Basic Pay as of January 1999	
Grade	Basic Pay Range
13	53794-105790
14	63568-118400
15	74774-118400

Table 21	
FT, GG(Grade SL), SL, and ST Basic Pay as of January 1999	
Basic Pay Range	
89728-118400	

D-18
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 22		
AL Grade/Step/Basic Pay as of January 1998		
Grade	Step	Basic Pay
01		118400
02		112480
03	A	76960
03	B	82880
03	C	88800
03	D	94720
03	E	100640
03	F	106560

D-19
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 23	
CA Grade/Basic Pay as of January 1998	
Grade	Basic Pay
01	118400
02	114848
03	111296

Table 24	
TP Basic Pay as of August 1997	
Basic Pay Range	
26980-79695	

D-20
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

Table 25			
Locality Pay Percentages as of January 1999			
LPA AREA	LPA PCT	LEO PCT	LPA NAME
02	06.67		ATLANTA, GA
05	09.32	16.00	BOSTON-WORCESTER-LAWRENCE, MA-NH-ME-CT
08	09.98	04.00	CHICAGO-GARY-KENOSHA, IL-IN-WI
11	08.31		CINCINNATI-HAMILTON, OH-KY-IN
14	06.92		CLEVELAND-AKRON, OH
15	07.46		COLUMBUS, OH
17	07.47		DALLAS-FORT WORTH, TX
20	06.67		DAYTON-SPRINGFIELD, OH
23	09.16		DENVER-BOULDER-GREELEY, CO
26	10.13		DETROIT-ANN ARBOR-FLINT, MI
28	09.85		HARTFORD, CT
29	12.92		HOUSTON-GALVESTON-BRAZORIA, TX
32	06.31		HUNTSVILLE, AL
35	06.08		INDIANAPOLIS, IN
38	06.51		KANSAS CITY, MO-KS
41	11.14	16.00	LOS ANGELES-RIVERSIDE-ORANGE COUNTY, CA
42	06.74		MILWAUKEE-RACINE, WI

(continued)

D-21
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

Table 25 (continued)			
Locality Pay Percentages as of January 1999			
LPA AREA	LPA PCT	LEO PCT	LPA NAME
43	07.92		MINNEAPOLIS-ST. PAUL, MN-WI
45	08.51		MIAMI-FORT LAUDERDALE, FL
47	10.55	16.00	NEW YORK-NORTHERN NEW JERSEY-LONG ISLAND, NY-NJ-CT-PA
51	05.87		ORLANDO, FL
55	06.68		PITTSBURGH, PA
56	08.30	04.00	PHILADELPHIA-WILMINGTON-ATLANTIC CITY, PA- NJ-DE-MD
57	07.80		PORTLAND-SALEM, OR-WA
58	06.61		RICHMOND-PETERSBURG, VA
59	08.27		SACRAMENTO-YOLO, CA
62	06.17		ST. LOUIS, MO-IL
71	08.62	08.00	SAN DIEGO, CA
74	13.06	16.00	SAN FRANCISCO-OAKLAND-SAN JOSE, CA
77	07.96		SEATTLE-TACOMA-BREMERTON, WA
80	07.87	04.00	WASHINGTON-BALTIMORE, DC-MD-VA-WV
88	05.87		REST OF THE CONTIGUOUS UNITED STATES
98	05.87	16.00	FBI EMPLOYEE OUTSIDE DC

D-22
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 26	
NY Grade/Basic Pay as of January 1999	
Grade	Basic Pay Range
01	13100-33810
02	25501-45558
03	37744-71326
04	63567-97210

Table 27	
NX Grade/Basic Pay as of January 1999	
Grade	Basic Pay Range
01	63567-97210
02	97210-118400

D-23
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 28	
DR Grade/Basic Pay (PRD 0 or 7) as of January 1999	
Grade	Basic Pay Range
01	25501-49066
02	45236-69930
03	63567-82638
04	74773-97201

Table 29	
DR Grade/Basic Pay (PRD 5 or 6) as of January 1999	
Grade	Basic Pay Range
01	25501-74226
02	45236-105790
03	63567-118400
04	74773-118400

D-24
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

Table 30	
ND Grade/Basic Pay (PRD 0 or 7) as of January 1999	
Grade	Basic Pay Range
01	13362-23918
02	20588-36711
03	31195-49066
04	45236-69930
05	63567-97201
06	97202-118400

Table 31	
ND Grade/Basic Pay (PRD 5 or 6) as of January 1999	
Grade	Basic Pay Range
01	13362-36178
02	20588-55531
03	31195-74226
04	45236-105790
05	63567-118400
06	118401-151800

D-25
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 32	
NG Grade/Basic Pay (PRD 0 or 7) as of January 1999	
Grade	Basic Pay Range
01	13362-23918
02	20588-29833
03	25501-36711
04	31195-44658
05	37744-58808

Table 33	
NG Grade/Basic Pay (PRD 5 or 6) as of January 1999	
Grade	Basic Pay Range
01	13362-36178
02	20588-45133
03	25501-55531
04	31195-67558
05	37744-88968

D-26
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 34	
NT Grade/Basic Pay (PRD 0 or 7) as of January 1999	
Grade	Basic Pay Range
01	13362-23918
02	20588-36711
03	31195-44658
04	37744-58808
05	53793-82638
06	63567-97201

Table 35	
NT Grade/Basic Pay (PRD 5 or 6) as of January 1999	
Grade	Basic Pay Range
01	13362-36178
02	20588-55531
03	31195-67558
04	37744-88968
05	53793-118400
06	63567-118400

D-27
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 36	
IJ Step/Basic Pay as of January 1998	
Step	Basic Pay
01	82880
02	94720
03	106560
04	108928

D-28
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 37	
NH Grade/Basic Pay (PRD 0 or 7) as of January 1999	
Grade	Basic Pay Range
01	13362-23918
02	20588-49066
03	45236-69930
04	63567-97201

Table 38	
NH Grade/Basic Pay (PRD 5 or 6) as of January 1999	
Grade	Basic Pay Range
01	13362-36178
02	20588-74226
03	45236-105790
04	63567-18400

D-29
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 39	
NJ Grade/Basic Pay (PRD 0 or 7) as of January 1999	
Grade	Basic Pay Range
01	13362-23918
02	20588-36711
03	31195-49066
04	45236-69930

Table 40	
NJ Grade/Basic Pay (PRD 5 or 6) as of January 1999	
Grade	Basic Pay Range
01	13362-36178
02	20588-55531
03	31195-74226
04	45236-105790

D-30
 THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
 (Update 11, 10/99)

Table 41	
NK Grade/Basic Pay (PRD 0 or 7) as of January 1999	
Grade	Basic Pay Range
01	13362-23918
02	20588-33151
03	28242-44658

Table 42	
NK Grade/Basic Pay (PRD 5 or 6) as of January 1999	
Grade	Basic Pay Range
01	13362-36178
02	20588-50151
03	28242-67558

Table 43	
JA Basic Pay as of January 1999	
Basic Pay Range	
20588-125900	

D-31
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 44	
NC Grade/Basic Pay (PRD 0 or 7) as of April 1999	
Grade	Basic Pay Range
01	13362-23918
02	20588-33151
03	28242-44658

Table 45	
NC Grade/Basic Pay (PRD 5 or 6) as of April 1999	
Grade	Basic Pay Range
01	13362-36178
02	20588-50151
03	28242-67558

D-32
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 46	
NO Grade/Basic Pay (PRD 0 or 7) as of April 1999	
Grade	Basic Pay Range
01	13362-23918
02	20588-44658
03	37744-58808
04	53793-97201

Table 47	
NO Grade/Basic Pay (PRD 5 or 6) as of April 1999	
Grade	Basic Pay Range
01	13362-36178
02	20588-67558
03	37744-88968
04	53793-118400

D-33
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 48	
NP Grade/Basic Pay (PRD 0 or 7) as of April 1999	
Grade	Basic Pay Range
01	13362-23918
02	20588-44658
03	37744-69930
04	63567-97201
05	97202-118400

Table 49	
NP Grade/Basic Pay (PRD 5 or 6) as of April 1999	
Grade	Basic Pay Range
01	13362-36178
02	20588-67558
03	37744-105790
04	63567-118400
05	118401-151800

D-34
THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

Table 50	
NR Grade/Basic Pay (PRD 0 or 7) as of April 1999	
Grade	Basic Pay Range
01	13362-23918
02	20588-36711
03	31195-44658
04	37744-58808
05	53793-82638

Table 51	
NR Grade/Basic Pay (PRD 5 or 6) as of April 1999	
Grade	Basic Pay Range
01	13362-36178
02	20588-55531
03	31195-67558
04	37744-88968
05	53793-118400

E-1

THE CENTRAL PERSONNEL DATA FILE (CPDF) EDIT MANUAL
(Update 11, 10/99)

SUMMARY OF CHANGES

E-2
THE CENTRAL PERSONNEL DATA FILE (CPDFR) EDIT MANUAL
(Update 11, 10/99)

SUMMARY OF CHANGES

EDIT	EXPLANATION
	Updates the cover and page headers to show Update 11 (dated 10/99).
120.03.3	Adds the following edit: If pay plan is TW, Then the first two positions of duty station must be 11, 24, 51, or asterisks. Default: Insert asterisks in duty station.
255.02.2	Adds legal authority VGL.
255.04.2	Adds legal authority VGL.
265.04.2	Adds legal authority VGL.
265.07.2	Adds legal authority VGL.
265.10.2	Adds legal authority VGL.
275.02.2	Adds legal authority VGL.
280.02.2	Adds legal authority VGL.
280.04.2	Adds legal authority VGL.
290.02.2	Adds legal authority VGL.
290.04.2	Adds legal authority VGL.
290.20.2	Adds legal authority VGL.
300.16.2	Changes legal authority R5M to R6M.
300.19.2	Changes legal authority R5M to R6M.
315.02.2	Adds legal authority VGL.
320.26.2	Adds legal authority VGL.
325.02.2	Adds legal authority VGL.

E-3
THE CENTRAL PERSONNEL DATA FILE (CPDFR) EDIT MANUAL
(Update 11, 10/99)

SUMMARY OF CHANGES

EDIT	EXPLANATION
325.05.2	Adds legal authority VGL.
325.20.2	Adds legal authority VGL.
325.23.2	Adds legal authority VGL.
325.26.2	Adds legal authority VGL.
325.44.2	Adds legal authority VGL.
325.47.2	Adds legal authority VGL.
325.81.2	Adds legal authority VGL.
325.84.2	Adds legal authority VGL.
325.90.2	Adds legal authority VGL.
440.02.3	Adds the following requirements to the edit: If pay plan is PD, Then agency/subelement must be TRAC, TRAF, or TR40. If pay plan is TW, Then agency/subelement must be TRAD or TRAI. Adds the following rating of record (level) edits:
470.03.3	If rating of record (pattern) is A, Then rating of record (level) must be 1, 3, or X. Default: Insert asterisks in rating of record (level) and rating of record (pattern).
470.04.3	If rating of record (pattern) is B, Then rating of record (level) must be 1, 3, 5, or X. Default: Insert asterisks in rating of record (level) and rating of record (pattern).

THE CENTRAL PERSONNEL DATA FILE (CPDFR) EDIT MANUAL
(Update 11, 10/99)

SUMMARY OF CHANGES

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

E-5
THE CENTRAL PERSONNEL DATA FILE (CPDFR) EDIT MANUAL
(Update 11, 10/99)

SUMMARY OF CHANGES

EDIT	EXPLANATION
	Adds the following rating of record (pattern) edit:
471.03.3	If pay plan is ES, Then rating of record (pattern) must not be A, B, C, or E. Default: Insert asterisks in rating of record (level) and rating of record (pattern).
650.69.2	Changes step 1 to step 10.
Basic Pay Tables	
Table 17	Corrects maximum from 74935 to 77979.