Operating Manual

The Guide to Data Standards

Part A: **Human Resources**

(Through Update 02, April 1st, 2010)

TABLE OF CONTENTS

OVERVIEW 2
General 2
Authority 2
Objectives 2
Responsibilities 3
Development, Implementation, and Maintenance 3
Data Element Presentation 4
HUMAN RESOURCES DATA STANDARDS 6
APPENDIX 537

OVERVIEW

General

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

We issue complete revisions of this manual as Updates. When we issue an Update, we incorporate all the changes effective as of the date of the Update. This date is shown at the bottom of each page. We list all the revisions in the Incorporated Changes section in this manual's Appendix. Thus, any change in the body of the manual from one Update to the next is listed in the Incorporated Changes section.

Authority

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

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

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

Objectives

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

OVERVIEW

Responsibilities

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

2. Agency responsibilities. The agencies are responsible for assisting the Office of Personnel Management in the development, implementation, and maintenance of Federal civilian personnel data standards and for using the data standards, as appropriate, on official personnel documents and Enterprise Human Resources Integration (EHRI) submissions.

Development, Implementation, and Maintenance

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

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

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

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

OVERVIEW

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

Data Element Presentation

(1) **Name:** The data element name.

(2) **Definition:** The data element definition.

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

(4) **Applicability:** Shows whether the data element is mandatory on any Enterprise Human Resources Integration (EHRI) data feed as well as Standard Forms 52 (Request for Personnel Action), 50 (Notification of Personnel Action) or 182 (Authorization, Agreement and Certification of Training). Data elements that have a data standard but are not required in EHRI or any of these standard forms may appear and will be identified as voluntary.

OVERVIEW

(5) **Format:** Shows the format of the data element representation. The format types and there meaning are shown below. See Table 1.

Table 1: Data Element Representation (Format and Meaning)

Format	Meaning
TEXT_F(n)	Text field with **fixed** length of n characters. This format can consist of letters only, a combination of letters and numbers, and/or any special character EXCEPT the vertical line (pipe character "|"). A list of the valid codes along with their name/explanation is found at the end of the data standard.
TEXT_V(n)	Text field with **variable** length up to n characters. This format can consist of letters only, a combination of letters and numbers, and/or any special character EXCEPT the vertical line (pipe character "|"). A list of the valid codes along with their name/explanation is found at the end of the data standard.
NUMBER_F(n)	Numeric field with **fixed** length of n digits with no decimal.
NUMBER_V(n)	Numeric field with **variable** length up to n digits with no decimal.
DECIMAL(n,m)	Numeric field with variable length up to n digits with up to m digits to the right of the decimal.
DATE	A date consisting of a 4 character year, followed a 2 character numeric month (01-12), and a 2 character numeric day (01-31), separated by dashes (e.g. 2004-12-31).

(6) **Notes:** Documents important information regarding the use, reporting and/or implementation of the data element.

(7) **Code and Name/Explanation:** Shows codes and their name/explanation, where applicable.

HUMAN RESOURCES DATA STANDARDS

ADJUSTED BASIC PAY 11
AGENCY/SUBELEMENT 12
ANNUITANT INDICATOR 53
APPOINTMENT NOT TO EXCEED NTE DATE 57
AS OF DATE 58
AWARD AMOUNT 59
AWARD DOLLARS 61
AWARD HOURS 62
AWARD PERCENT 63
BARGAINING UNIT 64
BASIC PAY 67
BENEFITS CONTINUATION EMPLOYEES GROUP LIFE INSURANCE FEGLI ELECTION DATE 68
BENEFITS CONTINUATION EMPLOYEES GROUP LIFE INSURANCE FEGLI ELECTION NOTIFICATION DATE 69
BENEFITS CONTINUATION FEDERAL EMPLOYEE HEALTH BENEFITS FEHB ELECTION DATE 70
BENEFITS CONTINUATION FEDERAL EMPLOYEE HEALTH BENEFITS FEHB ELECTION NOTIFICATION DATE 71
BENEFITS CONTINUATION FEDERAL EMPLOYEE HEALTH BENEFITS FEHB INDICATOR 72
BENEFITS CONTINUATION FEDERAL EMPLOYEES GROUP LIFE INSURANCE FEGLI INDICATOR 73
BENEFITS CONTINUATION RETIREMENT ELECTION DATE 74
BENEFITS CONTINUATION RETIREMENT ELECTION NOTIFICATION DATE 75
BENEFITS CONTINUATION RETIREMENT INDICATOR 76
BENEFITS CONTINUATION TERMINATION INSUFFICIENT PAY ELECTION DATE 77
BENEFITS CONTINUATION TERMINATION INSUFFICIENT PAY NOTIFICATION DATE 78
BENEFITS CONTINUATION TERMINATION INSUFFICIENT PAY PAYMENT TYPE CODE 79
CALENDAR DATE 80
CITIZENSHIP COUNTRY CODE 81
COMBINED STATISTICAL AREA 89
COMPUTER POSITION 90
CORE BASED STATISTICAL AREA 91
COURT ORDERS FOR FEGLI PURPOSES INDICATOR 92
CREDIBLE MILITARY SERVICE 93
CURRENT APPOINTMENT AUTHORITY (1) 94

CURRENT APPOINTMENT AUTHORITY (2) 112
DATE OF BIRTH 113
DESIGNATION OF FEGLI BENEFICIARIES INDICATOR 114
DUTY STATION 115
EDUCATION LEVEL 117
EFFECTIVE DATE OF PERSONNEL ACTION 121
EFFECTIVE DATE OF PERSONNEL ACTION BEING CORRECTED 122
EHRI EMPLOYEE ID 123
EMPLOYEE NAME 124
EMPLOYEE WORK EMAIL 125
ETHNICITY AND RACE IDENTIFICATION 126
FEDERAL EMPLOYEES' GROUP LIFE INSURANCE 128
FEDERAL EMPLOYEES' GROUP LIFE INSURANCE FEGLI ELECTION EFFECTIVE DATE 135
FEDERAL EMPLOYEES' GROUP LIFE INSURANCE FEGLI LIFE CHANGE CODE 136
FEDERAL EMPLOYEES' GROUP LIFE INSURANCE FEGLI LIFE EVENT DATE 137
FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) EFFECTIVE DATE 138
FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) EVENT CODE 139
FEDERAL EMPLOYEES HEALTH BENEFITS FEHB ELECTION EFFECTIVE DATE 140
FEGLI ASSIGNMENT INDICATOR 141
FEGLI POST-ELECTION BASIC INSURANCE AMOUNT 142
FERS COVERAGE 143
FLSA CATEGORY 144
FROZEN SERVICE 145
FUNCTIONAL CLASSIFICATION 146
GRADE, LEVEL, CLASS, RANK, OR PAY BAND 156
HANDICAP 159
HEALTH PLAN 166
HYPOTHETICAL FULL-TIME REGULAR TOUR OF DUTY FOR PART-TIME EMPLOYEES 168
INSTRUCTIONAL PROGRAM 169
LANGUAGE IDENTIFICATION 220
LEGAL AUTHORITY (1) 237
LEGAL AUTHORITY (2) 266
LISTENING PROFICIENCY 267
LOCALITY ADJUSTMENT 273
LOCALITY PAY AREA 274
NAME FAMILY 279
NAME GIVEN 280
NAME MIDDLE 281
NAME SUFFIX 282
NATURE OF ACTION (1) 283

NATURE OF ACTION (2) 295
NATURE OF ACTION BEING CORRECTED 296
OCCUPATION 297
OCCUPATIONAL CATEGORY 339
ORGANIZATIONAL COMPONENT 343
ORGANIZATIONAL TITLE 344
OTHER PAY 345
PART-TIME HOURS PER BIWEEKLY PAY PERIOD 346
PAY BASIS 347
PAY PLAN 348
PAY RATE DETERMINANT 388
PAY STATUS/USERRA STATUS 394
PERSONNEL OFFICE IDENTIFIER 397
POSITION OCCUPIED 398
POSITION ORGANIZATION 399
POSITION SENSITIVITY 400
POSITION TITLE DESCRIPTION 403
PREVIOUS RETIREMENT COVERAGE 404
PRIOR ADJUSTED BASIC PAY 405
PRIOR BASIC PAY 406
PRIOR DUTY STATION 407
PRIOR GRADE, LEVEL, CLASS, RANK, OR PAY BAND 408
PRIOR LOCALITY ADJUSTMENT 409
PRIOR LOCALITY PAY AREA 410
PRIOR OCCUPATION 411
PRIOR PAY BASIS 412
PRIOR PAY PLAN 413
PRIOR PAY RATE DETERMINANT 414
PRIOR POSITION NUMBER 415
PRIOR POSITION ORGANIZATION 416
PRIOR POSITION TITLE 417
PRIOR SPECIAL BASIC PAY SUPPLEMENT 418
PRIOR STANDARD BASIC PAY SUPPLEMENT 419
PRIOR STEP OR RATE 420
PRIOR TOTAL SALARY RATE 421
PRIOR WORK SCHEDULE 422
RACE OR NATIONAL ORIGIN 423
RATING OF RECORD (LEVEL) 426
RATING OF RECORD (PATTERN) 428
RATING OF RECORD (PERIOD) 430
RATING OF RECORD PERIOD END DATE 431
RATING OF RECORD PERIOD START DATE 432

READING PROFICIENCY 433
RECORD ACTION 440
REMARKS 441
RETAINED GRADE 472
RETAINED PAY PLAN 473
RETAINED STEP 474
RETENTION ALLOWANCE 475
RETIREMENT PREVIOUS COVERAGE INDICATOR 476
RETIREMENT PLAN 477
SECURITY CLEARANCE LEVEL 482
SERVICE COMPUTATION DATE (LEAVE) 483
SERVICE COMPUTATION DATE (REDUCTION IN FORCE) 484
SERVICE COMPUTATION DATE (RETIREMENT) 485
SERVICE OBLIGATION END DATE 1 486
SERVICE OBLIGATION END DATE 2 487
SERVICE OBLIGATION END DATE 3 488
SERVICE OBLIGATION END DATE 4 489
SERVICE OBLIGATION TYPE CODE 1 490
SERVICE OBLIGATION TYPE CODE 2 491
SERVICE OBLIGATION TYPE CODE 3 492
SERVICE OBLIGATION TYPE CODE 4 493
SES SERVICE COMPUTATION DATE 494
SEX 495
SOCIAL SECURITY NUMBER 496
SOCIAL SECURITY NUMBER BEING CORRECTED 497
SPEAKING PROFICIENCY 498
SPECIAL BASIC PAY SUPPLEMENT 508
SPECIAL PAY TABLE IDENTIFIER 509
SPECIAL POPULATION CODE 510
STANDARD BASIC PAY SUPPLEMENT 512
STEP OR RATE 513
SUPERVISORY DIFFERENTIAL 515
SUPERVISORY STATUS 516
TENURE 518
TOTAL SALARY 520
TOTAL SALARY RATE 521
TYPE OF APPOINTMENT 522
U.S. CITIZENSHIP 523
VETERANS PREFERENCE 524
VETERANS PREFERENCE FOR RIF INDICATOR 525
VETERANS STATUS (ACTIVE MILITARY SERVICE) 526
WORK SCHEDULE 528

WRITING PROFICIENCY 530
YEAR DEGREE OR CERTIFICATE ATTAINED 536

ADJUSTED BASIC PAY

Definition:	The sum of an employee's rate of basic pay and any basic pay supplement (standard OR special), after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds; Personnel Actions Standard Form 50/52).
Format:	DECIMAL(9,2)

AGENCY/SUBELEMENT

Definition:	The agency and, where applicable, the administrative subdivision (i.e., subelement) in which a person is employed.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics data feeds; Personnel Actions Standard Form 50/52).
Format:	TEXT_F(4)

Note:

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

For a listing of codes and explanations see The Guide to Data Standards, Part A: HR Data Standards.

AGENCY/SUBELEMENT (Continued)

Codes and Name/Explanations

LEGISLATIVE BRANCH 14
JUDICIAL BRANCH 16
EXECUTIVE BRANCH 17
EXECUTIVE OFFICE OF THE PRESIDENT 17
EXECUTIVE BRANCH DEPARTMENTS 19
DEPARTMENT OF AGRICULTURE 19
DEPARTMENT OF THE AIR FORCE 21
DEPARTMENT OF THE ARMY 24
DEPARTMENT OF COMMERCE 27
DEPARTMENT OF DEFENSE (except Departments of the Air Force, Army, and Navy) 28
DEPARTMENT OF EDUCATION 32
DEPARTMENT OF ENERGY 33
DEPARTMENT OF HEALTH AND HUMAN SERVICES 33
DEPARTMENT OF HOMELAND SECURITY 34
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT 35
DEPARTMENT OF THE INTERIOR 37
DEPARTMENT OF JUSTICE 38
DEPARTMENT OF LABOR 39
DEPARTMENT OF THE NAVY 40
DEPARTMENT OF STATE 42
DEPARTMENT OF TRANSPORTATION 43
DEPARTMENT OF THE TREASURY 44
DEPARTMENT OF VETERANS AFFAIRS 45
INDEPENDENT EXECUTIVE BRANCH ORGANIZATIONS 46

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
	LEGISLATIVE BRANCH
	Congress
LL02	House of Representatives. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
LL01	Senate. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
ZX00	Abraham Lincoln Bicentennial Commission. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
LA00	Architect of the Capitol. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
LB00	Botanic Garden. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
ZO00	Commission on Security and Cooperation in Europe. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
ZV00	Commission on the People's Republic of China. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
LD00	Congressional Budget Office. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
ZU00	Dwight D. Eisenhower Memorial Commission

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
YF00	Financial Crisis Inquiry Commission
LG00	Government Accountability Office. Organization (whose name, prior to July 7, 2004, had been the General Accounting Office) has not made submissions to the Central Personnel Data File since October 1, 1992. Code may be used for other documentation purposes.
LP00	Government Printing Office
LQ00	John C. Stennis Center for Public Service Training and Development. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
LC00	Library of Congress. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
ZL00	Medicare Payment Advisory Commission
ZG00	Office of Compliance. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
ZS00	United States-China Economic and Security Review Commission
ZP00	U.S. Commission on International Religious Freedom
ZD00	U.S. Court of Appeals for Veterans Claims. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
LT00	U.S. Tax Court

AGENCY/SUBELEMENT (Continued)

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

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
	EXECUTIVE BRANCH
	EXECUTIVE OFFICE OF THE PRESIDENT
	The White House
WH03	Office of the President. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
WH01	White House Office. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
WHX1	Office of the Former President. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
WHY1	Office of the President Elect. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
OV00	Office of the Vice President. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
CE00	Council of Economic Advisers
EQ00	Council on Environmental Quality/Office of Environmental Quality
EX00	Executive Residence at the White House. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
NS00	National Security Council
EC00	Office of Administration
BO00	Office of Management and Budget
QQ00	Office of National Drug Control Policy

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
DC00	Office of Policy Development. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
TS00	Office of Science and Technology Policy
TN00	Office of the U.S. Trade Representative

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
	EXECUTIVE BRANCH DEPARTMENTS
	DEPARTMENT OF AGRICULTURE
AG01	Office of the Secretary of Agriculture
	Staff Offices
AGDA	Departmental Administration
AGCR	Civil Rights
AG13	Office of Communications
AG90	Office of the Chief Financial Officer
AGIT	Office of the Chief Information Officer
AG14	Office of the General Counsel
AG23	Office of the Inspector General
AGHL	Homeland Security Staff
AGNA	National Appeals Division
AG42	Office of Budget and Program Analysis
AG38	Office of the Chief Economist
AGES	Office of the Executive Secretariat
[AGAO]	Office of Advocacy and Outreach. Effective March 1, 2010.
	Farm and Foreign Agricultural Services
AGFA	Farm Service Agency
AG10	Foreign Agricultural Service
AG08	Risk Management Agency
	Food, Nutrition and Consumer Services
AG30	Food and Nutrition Service
	Food Safety
AG37	Food Safety and Inspection Service
	Marketing and Regulatory Programs

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
AG02	Agricultural Marketing Service
AG34	Animal and Plant Health Inspection Service
AG36	Grain Inspection, Packers and Stockyards Administration
	Natural Resources and Environment
AG11	Forest Service
AG16	Natural Resources Conservation Service
	Research, Education, and Economics
AG03	Agricultural Research Service
AG22	National Institute of Food and Agriculture
AG18	Economic Research Service
AG20	National Agricultural Statistics Service
	Rural Development
AG32	Rural Business-Cooperative Service
AG07	Rural Housing Service
AG15	Rural Utility Service

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
	DEPARTMENT OF THE AIR FORCE
AF13	HQ USAF and Support Elements
AF0N	Immediate Office, Headquarters, USAF
AF24	HQ USAF Direct Support Element
AF25	AF-wide Support Element
AF1C	Air Combat Command
AF0J	Air Education and Training Command
AF35	Air Elements Defense Intelligence Agency
AF20	Air Force Agency for Modeling/Simulation
AF06	Air Force Audit Agency
AF3W	Air Force Center for Environmental Excellence
AF2N	Air Force Center for Studies and Analyses
AF1Y	Air Force Civilian Career Training
AF2H	Air Force Combat Operations Staff
AF04	Air Force Communications Agency
AF2A	Air Force Cost Center
AF1K	Air Force Cyber Command
AF1A	Air Force C2 & Intelligence, Surveillance & Reconnaissance
AF2V	Air Force Disposal Agency
AF4W	Air Force District of Washington
AF3G	Air Force Elements, Europe
AF3V	Air Force Elements, Other than Europe
AF1R	Air Force Elements, U.S. Africa Command
AF3N	Air Force Elements, U.S. Atlantic Command
AF3C	Air Force Elements, U.S. Central Command
AF4D	Air Force Elements, U.S. Northern Command
AF3O	Air Force Elements, U.S. Pacific Command
AF3M	Air Force Elements, U.S. Southern Command
AF3D	Air Force Elements, U.S. Special Operations Command
AF3Q	Air Force Elements, U.S. Strategic Command

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
AF3T	Air Force Elements, U.S. Transportation Command
AF39	Air Force Element OSD
AF1W	Air Force Engineering and Services Center
AF5J	Air Force Financial Services
AF3Y	Air Force Frequency Management Agency
AFGS	Air Force Global Strike Command
AF02	Air Force Inspection and Safety Center
AF05	Air Force Intelligence Service
AF0U	Air Force Intelligence, Surveillance, & Reconnaissance Agency
AF2E	Air Force Legal Services Center
AF1G	Air Force Logistics Management Agency
AF01	Air Force Management Engineering Agency
AF11	Air Force Manpower Agency
AF1M	Air Force Materiel Command
AF2F	Air Force Medical Services Center
AF2U	Air Force Morale, Welfare and Recreation Center
AF29	Air Force National Security Emergency Preparedness
AF21	Air Force Nuclear Weapons Agency
AF08	Air Force Office of Security Police
AF07	Air Force Office of Special Investigations
AF03	Air Force Operational Test and Evaluation Center
AF09	Air Force Personnel Center
AF2D	Air Force Personnel Operations Agency
AF5K	Air Force Petroleum Agency
AF2R	Air Force Program Executive Office
AF12	Air Force Public Affairs Agency
AF1P	Air Force Real Property Agency
AF2M	Air Force Review Boards Office
AF2G	Air Force Service Information and News Center
AF0V	Air Force Special Operations Command
AF2T	Air Force Supply Center
AF2L	Air Force Technical Applications Center

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
AF1L	Air Mobility Command
	Air National Guard
AF2I	Air National Guard Support Center
AF34	Air National Guard Units (Mobilization) (Title 5)
AFNG	Air National Guard Units (Title 32)
AFZG	U.S. Special Operations Command (ANG, Title 32)
AF2Q	Air Weather Service
AF0M	Headquarters, Air Force Reserve
AF1Q	HQ AF Flight Standards Agency
AF2Z	HQ Air Force Medical Operations Agency
AF2S	HQ NORAD
AF3K	HQ U.S. European Command
AF0R	Pacific Air Forces
AF1S	Space Command
AF0B	U.S. Air Force Academy
AF2K	U.S. Air Force Historical Research Center
AF0D	U.S. Air Forces, Europe
AF2W	11th Wing

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
	DEPARTMENT OF THE ARMY
ARSA	Office of the Secretary of the Army
ARSF	Miscellaneous Field Operating Agencies
ARSE	HQDA Field Operating Agencies and Staff Support Agencies
ARSB	Field Operating Offices of the Office of the Secretary of the Army
ARSJ	Joint Services and Activities Supported by the Office, Secretary of the Army
ARG6	U.S. Army Network Enterprise Technology Command/9th Army Signal Command
	Office of the Chief of Staff of the Army
ARCS	Immediate Office of the Chief of Staff of the Army
ARP8	Eighth U.S. Army
ARJA	Joint Activities
	National Guard Bureau
ARGB	Office of the Chief of the National Guard Bureau
ARNG	Army National Guard Units (Title 32)
ARMD	Surgeon General
ARAA	U.S. Army Accession Command
[ARTA]	U.S. Army Accession Command. Terminates January, 2010.
ARAE	U.S. Army Acquisition Support Center
AR3A	U.S. Army Central
ARCE	U.S. Army Corps of Engineers
ARCB	U.S. Army Criminal Investigation Command
ARJ1	U.S. Army Element SHAPE
	U.S. Army Europe and Seventh Army
ARE1	Immediate Office of the Commander-in-Chief of the U.S. Army
AREN	Seventh Army Training Command

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
ARE3	U.S. Army Southern European Task Force
ARE5	U.S. Army V Corps
ARED	U.S. Military Community Activity, Heidelberg
AREB	1st Personnel Command
ARE2	21st Theater Army Area Command
ARE0	59th Ordnance Brigade
ARFC	U.S. Army Forces Command
ARHS	U.S. Army Health Services Command
ARBA	U.S. Army Installation Management Command
ARAS	U.S. Army Intelligence and Security Command
	U.S. Army Materiel Command (AMC)
ARX2	Headquarters, AMC
ARX3	Headquarters, Staff Support Activities, AMC
ARXK	Materiel Acquisition Activities
ARXL	Materiel Acquisition Project Managers
ARXX	Materiel Readiness Activities
ARX4	Training Activities, AMC
ARX6	U.S. Army Aviation and Missile Command
ARXB	U.S. Army Chemical Materials Agency
ARX8	U.S. Army Communications Electronics Command
ARXD	U.S. Army Contracting Command
ARXQ	U.S. Army Joint Munitions Command
ARXT	U.S. Army Military Surface Deployment and Distribution Command

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
ARXR	U.S. Army Research, Development and Engineering Command
ARXP	U.S. Army Security Assistance Command
ARXC	U.S. Army Sustainment Command
ARX7	U.S. Army Tank-Automotive and Armament Command (TACOM)
ARMC	U.S. Army Medical Command
ARMW	U.S. Army Military District of Washington
AR5A	U.S. Army North
ARHR	U.S. Army Reserve Command
ARSO	U.S. Army South
ARSU	U.S. Army Southern Command
ARSC	U.S. Army Space and Missile Defense Command/U. S. Army Forces Strategic Command
ARAT	U.S. Army Test and Evaluation Command
ARTC	U.S. Army Training and Doctrine Command
ARP1	U.S. Army, Pacific
ARTW	U.S. Army War College
ARMA	U.S. Military Academy
ARAP	U.S. Military Entrance Processing Command
[ARTM]	U.S. Military Entrance Processing Command. Terminates January, 2010.
ARSP	U.S. Special Operations Command (Army)

AGENCY/SUBELEMENT (Continued)

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

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
	DEPARTMENT OF DEFENSE (except Departments of the Air Force, Army, and Navy)
	Office of the Secretary of Defense and Related Organizations
DD01	Office of the Secretary of Defense
DD26	Office of Inspector General
DD02	Organization of the Joint Chiefs of Staff
	Defense Agencies
DD77	Business Transformation Agency
DD13	Defense Advanced Research Projects Agency
DD34	Defense Commissary Agency
DD10	Defense Contract Audit Agency
DD63	Defense Contract Management Agency
DD35	Defense Finance and Accounting Service
DD04	Defense Information Systems Agency
DD05	Defense Intelligence Agency. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD25	Defense Legal Services Agency
DD07	Defense Logistics Agency
DD06	Defense Security Cooperation Agency
DD12	Defense Security Service
DD61	Defense Threat Reduction Agency
DD27	Missile Defense Agency
DD11	National Geospatial-Intelligence Agency. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
DD28	National Security Agency/Central Security Service. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD65	Pentagon Force Protection Agency
	Field Activities of the Department of Defense
DD09	American Forces Information Service
DD48	Defense Human Resources Activity
DD80	Defense Media Activity
DD58	Defense Prisoner of War/Missing Personnel Office
DD74	Defense Technical Information Center
DD29	Defense Technology Security Administration
DD66	Department of Defense Counterintelligence Field Activity. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD16	Department of Defense Education Activity
DD68	Department of Defense Test Resource Management Center
DD23	Office of Economics Adjustment
DD60	TRICARE Management Activity
DD21	Washington Headquarters Services
	Other Activities/Organizations
DD70	Armed Forces Radiobiology Research Institute. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD36	Army and Air Force Exchange Service (nonappropriated fund). Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
DD75	Civilian Personnel Management Service. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD59	Consolidated Metropolitan Technical Personnel Center. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD62	Defense Career Management and Support Agency. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD71	Defense Microelectronics Activity. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD78	Defense Programs Support Activity. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD64	Eastern Regional Support Center. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD79	Joint Improvised Explosive Device Defeat Organization
DD69	National Defense University
DD72	Pentagon Renovation Program Office. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD67	Unified Combatant Command Headquarters. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
DD15	Uniformed Services University of the Health Sciences. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD08	U.S. Court of Appeals for the Armed Forces
DD73	Virginia Contracting Activity. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DD76	U.S. Transportation Command. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
	DEPARTMENT OF EDUCATION
EDEA	Immediate Office of the Secretary of Education
EDEY	Advisory Councils and Committees
EDEN	Federal Student Aid
EDER	Institute of Education Sciences
EDEZ	National Assessment Governing Board
EDEX	National Institute for Literacy
EDEC	Office for Civil Rights
EDEO	Office of Communications and Outreach
EDES	Office of Elementary and Secondary Education
EDET	Office of English Language Acquisition
EDEU	Office of Innovation and Improvement
EDEF	Office of Inspector General
EDEK	Office of Intergovernmental and Interagency Affairs
EDEJ	Office of Legislation and Congressional Affairs
EDEM	Office of Management
EDED	Office of Planning, Evaluation and Policy Development
EDEP	Office of Postsecondary Education
EDEQ	Office of Safe and Drug-Free Schools
EDEH	Office of Special Education and Rehabilitative Services
EDEL	Office of the Chief Financial Officer
EDEI	Office of the Chief Information Officer
EDEB	Office of the Deputy Secretary of Education
EDEG	Office of the General Counsel
EDEE	Office of the Under Secretary
EDEV	Office of Vocational and Adult Education

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
	DEPARTMENT OF ENERGY
DN00	Department Of Energy
DN03	Bonneville Power Administration. Code is for use in file name record only.
	DEPARTMENT OF HEALTH AND HUMAN SERVICES
HE10	Office of the Secretary of Health and Human Services
HE90	Administration for Children and Families
HE12	Administration on Aging
HE70	Centers for Medicare & Medicaid Services
HE11	Program Support Center
	Public Health Service
HE31	Office of the Assistant Secretary of Health
HE33	Agency for Healthcare Research and Quality
HE35	Agency for Toxic Substances and Disease Registry
HE39	Centers for Disease Control and Prevention
HE36	Food and Drug Administration
HE34	Health Resources and Services Administration
HE37	Indian Health Service
HE38	National Institutes of Health
HE32	Substance Abuse and Mental Health Services Administration

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
	DEPARTMENT OF HOMELAND SECURITY
HSAA	DHS Headquarters
HSAB	Bureau of Citizenship and Immigration Services
HSBD	Bureau of Customs and Border Protection
HSBB	Bureau of Immigration and Customs Enforcement
HSDA	Domestic Nuclear Detection Office
HSCB	Federal Emergency Management Agency
HSBE	Federal Law Enforcement Training Center
HSAE	Office of the Inspector General
HSFA	Office of the Under Secretary for Science and Technology
HSBC	Transportation Security Administration
HSCA	National Protection and Programs Directorate
HSAC	U.S. Coast Guard
HSAD	U.S. Secret Service

AGENCY/SUBELEMENT (Continued)

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

AGENCY/SUBELEMENT (Continued)

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

AGENCY/SUBELEMENT (Continued)

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

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
	DEPARTMENT OF JUSTICE
DJ01	Offices, Boards and Divisions
DJ15	Bureau of Alcohol, Tobacco, Firearms, and Explosives
DJ03	Bureau of Prisons/Federal Prison System
DJ14	Community Relations Service
DJ06	Drug Enforcement Administration
DJ12	Executive Office for Immigration Review
DJ09	Executive Office for U.S. Attorneys and the Office of the U.S. Attorneys
DJ02	Federal Bureau of Investigation
DJ07	Office of Justice Programs
DJ10	Office of the Inspector General
DJ08	U.S. Marshals Service
DJ11	U.S. Trustee Program

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
	DEPARTMENT OF LABOR
DLAA	Office of the Secretary of Labor
DLBL	Bureau of International Labor Affairs
DLLS	Bureau of Labor Statistics
DLPW	Employee Benefits Security Administration
DLET	Employment and Training Administration
DLES	Employment Standards Administration
DLMS	Mine Safety and Health Administration
DLSH	Occupational Safety and Health Administration
DLCA	Office of Congressional and Intergovernmental Affairs
DLEH	Office of Disability Employment Policy
DLOF	Office of Federal Contract Compliance Programs
DLOL	Office of Labor-Management Standards
DLPA	Office of Public Affairs
DLOW	Office of Workers' Compensation Programs
DLAM	Office of the Assistant Secretary for Administration and Management
DLPE	Office of the Assistant Secretary for Policy
DLCF	Office of the Chief Financial Officer
DLIG	Office of the Inspector General
DLSL	Office of the Solicitor
DLVE	Veterans Employment and Training Services
DLWH	Wage and Hour Division
DLWB	Women's Bureau

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
	DEPARTMENT OF THE NAVY
	Navy Secretariat/Staff Offices
NV08	Immediate Office of the Secretary of the Navy
NV12	Assistant for Administration, Under Secretary of the Navy
NV10	Navy Field Offices
NV09	Navy Staff Offices
NV14	Office of Naval Research
	Chief of Naval Operations
NV11	Immediate Office of the Chief of Naval Operations
NV22	Bureau of Naval Personnel
NV62	Chief of Naval Education and Training
NV52	Commander, Navy Installations
NV33	Military Sealift Command
NV19	Naval Air Systems Command
NV76	Naval Education and Training Command
NV25	Naval Facilities Engineering Command
NV15	Naval Intelligence Command
NV18	Naval Medical Command
NV65	Naval Meteorology and Oceanography Command
NV72	Naval Reserve Force
NV24	Naval Sea Systems Command
NV69	Naval Security Group Command
NV74	Naval Special Warfare Command
NV23	Naval Supply Systems Command
NV41	Navy Systems Management Activity
NV39	Space and Naval Warfare Systems Command
NV30	Strategic Systems Programs Office
NV60	U.S. Atlantic Fleet, Commander in Chief
NV61	U.S. Naval Forces, Europe

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
NV70	U.S. Pacific Fleet, Commander in Chief
NVZS	U.S. Special Operations Command (Navy)
NV27	U.S. Marine Corps

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
	DEPARTMENT OF STATE
ST00	Department of State
ST46	Eastern Regional Personnel Center. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
ST32	Materiel Acquisition Support Center. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
ST14	Metropolitan Technical Support Center. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
ST27	Northern Regional Personnel Center. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
	DEPARTMENT OF TRANSPORTATION
TD01	Office of the Secretary of Transportation
TD17	Federal Motor Carrier Safety Administration
TD03	Federal Aviation Administration
TD04	Federal Highway Administration
TD05	Federal Railroad Administration
TD09	Federal Transit Administration
TD13	Maritime Administration
TD10	National Highway Traffic Safety Administration
TD12	Office of Inspector General
TD16	Pipeline and Hazardous Materials Safety Administration
TD11	Research and Innovative Technology Administration
TD06	Saint Lawrence Seaway Development Corporation
TD15	Surface Transportation Board
TD18	Transportation Administrative Service Center

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
	DEPARTMENT OF THE TREASURY
TR91	Departmental Offices
TR40	Alcohol and Tobacco Tax and Trade Bureau
TRAI	Bureau of Engraving and Printing
TRAB	Bureau of the Public Debt
TRAF	Financial Crimes Enforcement Network
TRAA	Financial Management Service
TR93	Internal Revenue Service
TR95	Office of Inspector General
TRAJ	Office of the Comptroller of the Currency
TRTG	Office of the Inspector General for Tax Administration
TR35	Office of Thrift Supervision
TRAD	U.S. Mint

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
	DEPARTMENT OF VETERANS AFFAIRS
VAAA	Office of the Secretary
	Assistant Secretary for Congressional and Legislative Affairs
VAKA	Immediate Office of the Assistant Secretary for Congressional and Legislative Affairs
VAKB	Deputy Assistant Secretary for Congressional Affairs
VAKC	Deputy Assistant Secretary for Legislative Affairs
	Assistant Secretary for Human Resources and Administration
VABA	Immediate Office of the Assistant Secretary for Human Resources and Administration
VABE	Deputy Assistant Secretary for Administration
VABD	Deputy Assistant Secretary for Equal Opportunity
VABC	Deputy Assistant Secretary for Human Resources Management and Labor Relations
VABF	Deputy Assistant Secretary for Office of Resolution Management
	Assistant Secretary for Information and Technology
VAEA	Immediate Office of the Assistant Secretary for Information and Technology
VAEB	Deputy Assistant Secretary for Information and Technology

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
	Assistant Secretary for Management
VADA	Immediate Office of the Assistant Secretary for Management
VADG	Deputy Assistant Secretary for Acquisition and Materiel Management
VADC	Deputy Assistant Secretary for Budget
VADD	Deputy Assistant Secretary for Finance
	Assistant Secretary for Operations, Security, and Preparedness
VAGA	Immediate Office of the Assistant Secretary for Operations, Security, and Preparedness
VAGC	Deputy Assistant Secretary for Emergency Management
VAGB	Deputy Assistant Secretary for Security and Law Enforcement
	Assistant Secretary for Policy and Planning
VAHA	Immediate Office of the Assistant Secretary for Policy and Planning
VAHC	Deputy Assistant Secretary for Planning and Evaluation
VAHB	Deputy Assistant Secretary for Program and Data Analysis
VAHE	Deputy Assistant Secretary for Security Preparedness
VAHD	National Center for Veteran Analysis and Statistics
	Assistant Secretary for Public and Intergovernmental Affairs
VAJA	Office of the Assistant Secretary for Public and Intergovernmental Affairs
VAJB	Deputy Assistant Secretary for Intergovernmental Affairs
VAJC	Deputy Assistant Secretary for Public Affairs
VAAC	Board of Contract Appeals
VAAD	Board of Veterans Appeals
VAAE	General Counsel
VAAF	Inspector General
VAPA	National Cemetery Administration
VALA	Veterans Benefits Administration
VATA	Veterans Health Administration
	INDEPENDENT EXECUTIVE BRANCH ORGANIZATIONS

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
HP00	Advisory Council on Historic Preservation
AN00	African Development Foundation
AM00	Agency for International Development
AB00	American Battle Monuments Commission
AP00	Appalachian Regional Commission
BT00	Architectural and Transportation Barriers Compliance Board
AW00	Arctic Research Commission
RH00	Armed Forces Retirement Home
GE00	Barry Goldwater Scholarship and Excellence in Education Foundation
IB00	Broadcasting Board of Governors
GK00	Centennial of Flight Commission. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
CI00	Central Intelligence Agency. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
FJ00	Chemical Safety and Hazard Investigation Board
BZ00	Christopher Columbus Fellowship Foundation
BH00	Commission for the Preservation of America's Heritage Abroad
CF00	Commission of Fine Arts
CC00	Commission on Civil Rights
ES00	Commission on Executive, Legislative, and Judicial Salaries
YE00	Commission on the Prevention of Weapons of Mass Destruction Proliferation and Terrorism
HB00	Committee for Purchase from People Who Are Blind or Severely Disabled
CT00	Commodity Futures Trading Commission
SK00	Consumer Product Safety Commission
KS00	Corporation for National and Community Service
	Court Services and Offender Supervision Agency for the District of Columbia

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
FQ01	Office of the Director
FQ02	Pretrial Services Agency
BF00	Defense Nuclear Facilities Safety Board
DA00	Delta Regional Authority
DQ00	Denali Commission
GQ00	Election Assistance Commission
EP00	Environmental Protection Agency
EE00	Equal Employment Opportunity Commission
EB00	Export-Import Bank of the United States
FL00	Farm Credit Administration
FK00	Farm Credit System Insurance Corporation
FC00	Federal Communications Commission
FD00	Federal Deposit Insurance Corporation
LF00	Federal Election Commission
FI00	Federal Financial Institutions Examination Council
HF00	Federal Housing Finance Agency
FY00	Federal Housing Finance Board
AU00	Federal Labor Relations Authority
MC00	Federal Maritime Commission
FM00	Federal Mediation and Conciliation Service
RS00	Federal Mine Safety and Health Review Commission
FR00	Federal Reserve System--Board of Governors. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
RF00	Federal Retirement Thrift Investment Board
FT00	Federal Trade Commission

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
	General Services Administration
GS01	Immediate Office of the Administrator
GS30	Federal Acquisition Service
GS13	GSA Board of Contract Appeals
GS29	Office of Childcare
GS19	Office of Citizen Services and Communications
GS04	Office of Civil Rights
GS20	Office of Congressional and Intergovernmental Affairs
GS32	Office of Congressional and Intergovernmental Affairs and Governmentwide Policy
GS31	Office of Emergency Response and Recovery
GS12	Office of General Counsel
GS15	Office of Inspector General
GS26	Office of Governmentwide Policy
GS10	Office of Small Business Utilization
GS16	Office of the Chief Acquisition Officer
GS11	Office of the Chief Financial Officer
GS14	Office of the Chief Human Capital Officer
GS28	Office of the Chief Information Officer
GS22	Offices of the Regional Administrators
GS03	Public Buildings Service
HT00	Harry S. Truman Scholarship Foundation
BJ00	Illinois and Michigan Canal National Heritage Corridor Commission. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
IF00	Inter-American Foundation
GW00	International Boundary and Water Commission: United States and Mexico
GX00	International Boundary Commission: United States and Canada
GY00	International Joint Commission: United States and Canada
BK00	James Madison Memorial Fellowship Foundation

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
UJ00	Japan-United States Friendship Commission
MA00	Marine Mammal Commission
BD00	Merit Systems Protection Board
MI00	Millennium Challenge Corporation
EO00	Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation
	National Aeronautics and Space Administration
NN10	Headquarters, NASA
NN21	Ames Research Center
NN24	Dryden Flight Research Center
NN62	George C. Marshall Space Flight Center
NN51	Goddard Space Flight Center
NN64	John C. Stennis Space Center
NN76	John F. Kennedy Space Center
NN22	John Glenn Research Center at Lewis Field
NN23	Langley Research Center
NN72	Lyndon B. Johnson Space Center
NN73	Space Station Program Office
NQ00	National Archives and Records Administration
NP00	National Capital Planning Commission
CX00	National Commission on Libraries and Information Science
NK00	National Council on Disability
CU00	National Credit Union Administration
	National Foundation on the Arts and the Humanities
AH03	Institute of Museum and Library Services
AH01	National Endowment for the Arts
AH02	National Endowment for the Humanities
NL00	National Labor Relations Board
NM00	National Mediation Board

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
NF00	National Science Foundation
TB00	National Transportation Safety Board
NU00	Nuclear Regulatory Commission
BW00	Nuclear Waste Technical Review Commission
OS00	Occupational Safety and Health Review Commission
GG00	Office of Government Ethics
RE00	Office of Navajo and Hopi Indian Relocation
OM00	Office of Personnel Management
FW00	Office of Special Counsel
OI00	Office of the Director of National Intelligence. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
DF00	Office of the Federal Coordinator for Alaska Natural Gas Transportation Projects
GB00	Overseas Private Investment Corporation
PU00	Peace Corps
BG00	Pension Benefit Guaranty Corporation
PJ00	Postal Rate Commission. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
GJ00	Presidio Trust
DB00	Public Interest Declassification Board
PI00	Public International Organization. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
RR00	Railroad Retirement Board
RZ00	Recovery Act Accountability and Transparency Board
SE00	Securities and Exchange Commission
SS00	Selective Service System
SB00	Small Business Administration
	Smithsonian Institution

AGENCY/SUBELEMENT (Continued)

Code:	**Name/Explanation:**
SM03	Smithsonian Institution (except units administered under separate Boards of Trustees)
SM04	John F. Kennedy Center for the Performing Arts
SM01	National Gallery of Art
SM02	Woodrow Wilson International Center for Scholars
SZ00	Social Security Administration
TV00	Tennessee Valley Authority. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
EW00	Trade and Development Agency
HD00	U.S. Holocaust Memorial Museum
HW00	U.S. Interagency Council on Homelessness
TC00	U.S. International Trade Commission
PO00	U.S. Postal Service. Organization does not make submissions to the Central Personnel Data File. Code may be used for other documentation purposes.
UT00	Utah Reclamation Mitigation and Conservation Commission
GM00	Valles Caldera Trust
GO00	Vietnam Education Foundation
GN00	White House Commission on the National Moment of Remembrance

ANNUITANT INDICATOR

Definition:	The status of an annuitant appointed to a position in the Federal civilian service.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed; Personnel Actions Standard Form 50/52).
Format:	TEXT_F(1)

Note:

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

ANNUITANT INDICATOR (Continued)

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

ANNUITANT INDICATOR (Continued)

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

ANNUITANT INDICATOR (Continued)

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

APPOINTMENT NOT TO EXCEED NTE DATE

Definition:	End date of the employee's temporary not-to-exceed appointment.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).
Format:	DATE

AS OF DATE

Definition:	The ending date of the reporting period for which an agency submitted a record.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Voluntary.
Format:	DATE

AWARD AMOUNT

Definition:

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

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

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

(4) The student loan repayment amount authorized to be paid during the fiscal (not calendar) year.

(5) The redesignation bonus payment amount authorized to be paid during the fiscal (not calendar) year. The bonus payment amount is for use by the National Aeronautics and Space Administration only.

(6) Authorized amount of a recruitment incentive or relocation incentive over the entire life of the service agreement.

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Personnel Actions Standard Form 50/52).

Format: NUMBER_F(6)

(continued)

AWARD AMOUNT

Note:

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

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

(1) An award amount of $8,000 is shown as 008000.

(2) A time-off award of 8 hours is shown as 000008.

(3) Administratively uncontrollable overtime (AUO) of 10 percent is shown as 000010.

(4) A student loan repayment of $3000 is shown as 003000.

(5) A redesignation bonus payment amount of $8000 is shown as 008000.

(6) A relocation incentive of $10,000 over the life of the service agreement is shown as 010000. Note that, if the authorized amount is over $99,999 and the agency has not yet expanded the award amount field to six positions, submit two actions with the same date so that the sum of the award amount equals the authorized amount.

AWARD DOLLARS

Definition:	The gross dollar amount of an award.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	DECIMAL(9,2)

AWARD HOURS

Definition:	The number of hours given as a time-off award. Only include if the personnel action is an award action for time off.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	DECIMAL(9,2)

AWARD PERCENT

Definition:	Percent of salary received as an award. Only include if the personnel action is an award action based on a percentage of the employee's salary.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	DECIMAL(6,2)

BARGAINING UNIT

Definition: An employee's bargaining unit.

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

Format: TEXT_F(4)

Note:

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

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

BARGAINING UNIT

Note (2):

To correctly identify the bargaining unit when using data from the Central Personnel Data File (CPDF), the bargaining unit code must be used in combination with the first two characters of the agency/subelement code (i.e., the agency code, followed by two spaces for the subelement positions), followed by the four-character bargaining unit code. For example: "DD##xxxx" would be used to identify a bargaining unit within the Department of Defense, where "DD" is the agency code for the Department of Defense, "##" represent spaces, and "xxxx" represents the bargaining unit code.

For the organizations shown below, however, all four characters of the agency/subelement code must be used. For example, "DD07xxxx" would be used to identify a bargaining unit within the Defense Logistics Agency, where "DD07" represents the Defense Logistics Agency and "xxxx" represents the bargaining unit code.

Agency/ Subelement Code:	**Organization:**
	EXECUTIVE BRANCH DEPARTMENTS
	Department of the Air Force
AFNG	Air National Guard Units (Title 32)
AFZG	U.S. Special Operations Command (ANG, Title 32)
	Department of the Army
ARNG	Army National Guard Units (Title 32)
	Department of Defense
DD04	Defense Information Systems Agency
DD06	Defense Security Cooperation Agency
DD07	Defense Logistics Agency
DD10	Defense Contract Audit Agency
DD34	Defense Commissary Agency
DD35	Defense Finance and Accounting Service
DD61	Defense Threat Reduction Agency
DD63	Defense Contract Management Agency

(continued)

BARGAINING UNIT

Agency/ Subelement Code:	**Organization:**
	INDEPENDENT EXECUTIVE BRANCH ORGANIZATIONS
	Court Services and Offender Supervision Agency for the District of Columbia
FQ01	Office of the Director
FQ02	Pretrial Services Agency
	National Foundation on the Arts and the Humanities
AH02	National Endowment for the Humanities
	Smithsonian Institution
SM01	National Gallery of Art

BASIC PAY

Definition:	The employee's rate of basic pay. Exclude supplements, adjustments, allowances, differentials, incentives, or other similar additional payments.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).
Format:	NUMBER_F(6)

Note:

Example: Under the General Schedule pay system, enter a General Schedule base rate, a law enforcement officer special base rate, or a retained rate. Do not include a locality payment or special supplement.

The amount is rounded to the nearest dollar for a PAY BASIS of BW (biweekly), PA (per annum), PM (per month), ST (student stipend), or SY (school year). For any other PAY BASIS, the amount is in dollars and cents with no decimal point. The amount is right justified with leading zeros.

BENEFITS CONTINUATION EMPLOYEES GROUP LIFE INSURANCE FEGLI ELECTION DATE

Definition:	Date on which the employee elected or declined continuing benefits during non-Federal service.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	DATE

BENEFITS CONTINUATION EMPLOYEES GROUP LIFE INSURANCE FEGLI ELECTION NOTIFICATION DATE

Definition:	Date on which the notification of their right to continue benefits coverage during periods of non-Federal service letter was sent to employee.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	DATE

BENEFITS CONTINUATION FEDERAL EMPLOYEE HEALTH BENEFITS FEHB ELECTION DATE

Definition:	Date on which the employee elected or declined continuing benefits during non-Federal service.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	DATE

BENEFITS CONTINUATION FEDERAL EMPLOYEE HEALTH BENEFITS FEHB ELECTION NOTIFICATION DATE

Definition:	Date on which the notification of their right to continue benefits coverage during periods of non-Federal service letter was sent to employee.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	DATE

BENEFITS CONTINUATION FEDERAL EMPLOYEE HEALTH BENEFITS FEHB INDICATOR

Definition:	Indicates if an employee elects or declines continued maintenance of benefits during non-Federal service.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	TEXT_V(2)

Code:	**Name/Explanation:**
Y	Yes
N	No
NA	Non Applicable

BENEFITS CONTINUATION FEDERAL EMPLOYEES GROUP LIFE INSURANCE FEGLI INDICATOR

Definition:	Indicates if an employee elects or declines continued maintenance of life insurance coverage during non-Federal or Intergovernmental Personnel Act (IPA) service.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	TEXT_V(2)

Code:	**Name/Explanation:**
Y	Yes
N	No
NA	Non Applicable

BENEFITS CONTINUATION RETIREMENT ELECTION DATE

Definition:	Date on which the employee elected or declined continuing benefits during non-Federal service.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	DATE

BENEFITS CONTINUATION RETIREMENT ELECTION NOTIFICATION DATE

Definition:	Date on which the notification of their right to continue benefits coverage during periods of non-Federal service letter was sent to employee.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	DATE

BENEFITS CONTINUATION RETIREMENT INDICATOR

Definition:	Indicates if an employee elects or declines continued maintenance of retirement coverage during non-Federal service.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	TEXT_V(2)

Code:	**Name/Explanation:**
Y	Yes
N	No
NA	Non Applicable

BENEFITS CONTINUATION TERMINATION INSUFFICIENT PAY ELECTION DATE

Definition:	Date on which the employee elected to continue or terminate Federal Employees Health Benefits (FEHB) during a period of non- or insufficient pay.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	DATE

BENEFITS CONTINUATION TERMINATION INSUFFICIENT PAY NOTIFICATION DATE

Definition:	Date on which the employee was notified of his/her right to continue or terminate benefits during a period of non- or insufficient pay.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	DATE

BENEFITS CONTINUATION TERMINATION INSUFFICIENT PAY PAYMENT TYPE CODE

Definition:	Indicates how an employee will pay for the continued benefits during the time of insufficient or non-pay.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	NUMBER_F(2)

Code:	**Name/Explanation:**
01	Upon return (incur debt)
02	Monthly payments
03	Bi-weekly payments

CALENDAR DATE

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

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Personnel Actions Standard Form 50/52)

Format: DATE

Code: **Following are the code specifications:**

(a) YYYY indicates the year.

(b) MM indicates the month of the year: See Table 2.

Table 2: Codes and Months Translations

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

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

CITIZENSHIP COUNTRY CODE

Definition: Employee's country of citizenship.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).

Format: TEXT_F(2)

Note:

This field should be populated for all employees (US and non-US citizens). The below Country names and codes can also be found in the Duty Station File, which is available at Internet address http://www.opm.gov/feddata/guidance.asp.

Code:	Name/Explanation:
AA	ARUBA
AC	ANTIGUA AND BARBUDA
AE	UNITED ARAB EMIRATES
AF	AFGHANISTAN
AG	ALGERIA
AJ	AZERBAIJAN
AL	ALBANIA
AM	ARMENIA
AN	ANDORRA
AO	ANGOLA
AR	ARGENTINA
AS	AUSTRALIA
AT	ASHMORE AND CARTIER ISLANDS
AU	AUSTRIA
AV	ANGUILLA
BA	BAHRAIN
BB	BARBADOS
BE	BELGIUM

CITIZENSHIP COUNTRY CODE (Continued)

Code:	**Name/Explanation:**
BC	BOTSWANA
BD	BERMUDA
BF	BAHAMAS, THE
BG	BANGLADESH
BH	BELIZE
BK	BOSNIA AND HERZEGOVINA
BL	BOLIVIA
BM	BURMA
BN	BENIN
BO	BELARUS
BP	SOLOMON ISLANDS
BR	BRAZIL
BS	BASSAS DA INDIA
BT	BHUTAN
BU	BULGARIA
BV	BOUVET ISLAND
BX	BRUNEI
BY	BURUNDI
CA	CANADA
CB	CAMBODIA
CD	CHAD
CE	SRI LANKA
CF	CONGO
CG	CONGO, DEMOCRATIC REPUBLIC OF THE
CH	CHINA
CI	CHILE
CJ	CAYMAN ISLANDS
CK	COCOS (KEELING) ISLANDS
CM	CAMEROON
CN	COMOROS
CO	COLOMBIA
CR	CORAL SEA ISLANDS
CS	COSTA RICA
CT	CENTRAL AFRICAN REPUBLIC
CU	CUBA
CV	CAPE VERDE
CW	COOK ISLANDS

CITIZENSHIP COUNTRY CODE (Continued)

Code:	**Name/Explanation:**
CY	CYPRUS
DA	DENMARK
DJ	DJIBOUTI
DO	DOMINICA
DR	DOMINICAN REPUBLIC
EC	ECUADOR
EG	EGYPT
EI	IRELAND
EK	EQUATORIAL GUINEA
EN	ESTONIA
ER	ERITREA
ES	EL SALVADOR
ET	ETHIOPIA
EU	EUROPA ISLAND
EZ	CZECH REPUBLIC
FG	FRENCH GUIANA
FI	FINLAND
FJ	FIJI
FK	FALKLAND ISLANDS (ISLAS MALVINAS)
FM	MICRONESIA, FEDERATED STATES OF
FO	FAROE ISLANDS
FP	FRENCH POLYNESIA
FR	FRANCE
FS	FRENCH SOUTHERN AND ANTARCTIC LANDS
GA	GAMBIA, THE
GB	GABON
GG	GEORGIA
GH	GHANA
GI	GIBRALTAR
GJ	GRENADA
GK	GUERNSEY
GL	GREENLAND
GM	GERMANY
GO	GLORIOSO ISLANDS
GP	GUADELOUPE
GR	GREECE
GT	GUATEMALA

CITIZENSHIP COUNTRY CODE (Continued)

Code:	**Name/Explanation:**
GV	GUINEA
GY	GUYANA
GZ	GAZA STRIP
HA	HAITI
HK	HONG KONG
HM	HEARD ISLAND AND MCDONALD ISLANDS
HO	HONDURAS
HR	CROATIA
HU	HUNGARY
IC	ICELAND
ID	INDONESIA
IM	ISLE OF MAN
IN	INDIA
IO	BRITISH INDIAN OCEAN TERRITORY
IP	CLIPPERTON ISLAND
IR	IRAN
IS	ISRAEL
IT	ITALY
IV	COTE D'IVOIRE (CÔTE D'IVOIRE)
IZ	IRAQ
JA	JERSEY
JM	JAMAICA
JN	JAN MAYEN
JO	JORDAN
JU	JUAN DE NOVA ISLAND
KE	KENYA
KG	KYRGYZSTAN
KN	NORTH KOREA
KR	KIRIBATI
KS	SOUTH KOREA
KT	CHRISTMAS ISLAND
KU	KUWAIT
KZ	KAZAKHSTAN
LA	LAOS
LE	LEBANON
LG	LATVIA
LH	LITHUANIA

CITIZENSHIP COUNTRY CODE (Continued)

Code:	**Name/Explanation:**
LI	LIBERIA
LO	SLOVAKIA
LS	LIECHTENSTEIN
LT	LESOTHO
LU	LUXEMBOURG
LY	LIBYA
MA	MADAGASCAR
MB	MARTINIQUE
MC	MACAU
MD	MOLDOVA
MF	MAYOTTE
MG	MONGOLIA
MH	MONTSERRAT
MI	MALAWI
MK	MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF
ML	MALI
MN	MONACO
MO	MOROCCO
MP	MAURITIUS
MR	MAURITANIA
MT	MALTA
MU	OMAN
MV	MALDIVES
MX	MEXICO
MY	MALAYSIA
MZ	MOZAMBIQUE
NC	NEW CALEDONIA
NE	NIUE
NF	NORFOLK ISLAND
NG	NIGER
NH	VANUATU
NI	NIGERIA
NL	NETHERLANDS
NM	NO MAN'S LAND
NO	NORWAY
NP	NEPAL
NR	NAURU

CITIZENSHIP COUNTRY CODE (Continued)

Code:	**Name/Explanation:**
NS	SURINAME
NT	NETHERLANDS ANTILLES
NU	NICARAGUA
NZ	NEW ZEALAND
OS	OCEANS
PA	PARAGUAY
PC	PITCAIRN ISLANDS
PE	PERU
PF	PARACEL ISLANDS
PG	SPRATLY ISLANDS
PK	PAKISTAN
PL	POLAND
PM	PANAMA
PO	PORTUGAL
PP	PAPUA NEW GUINEA
PS	PALAU
PU	GUINEA-BISSAU
QA	QATAR
RE	REUNION
RM	MARSHALL ISLANDS
RO	ROMANIA
RP	PHILIPPINES
RS	RUSSIA
RW	RWANDA
SA	SAUDI ARABIA
SB	SAINT PIERRE AND MIQUELON
SC	SAINT KITTS AND NEVIS
SE	SEYCHELLES
SF	SOUTH AFRICA
SG	SENEGAL
SH	SAINT HELENA
SI	SLOVENIA
SL	SIERRA LEONE
SM	SAN MARINO
SN	SINGAPORE
SO	SOMALIA
SP	SPAIN

CITIZENSHIP COUNTRY CODE (Continued)

Code:	**Name/Explanation:**
ST	SAINT LUCIA
SU	SUDAN
SV	SVALBARD
SW	SWEDEN
SX	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS
SY	SYRIA
SZ	SWITZERLAND
TD	TRINIDAD AND TOBAGO
TE	TROMELIN ISLAND
TH	THAILAND
TI	TAJIKISTAN
TK	TURKS AND CAICOS ISLANDS
TL	TOKELAU
TN	TONGA
TO	TOGO
TP	SAO TOME AND PRINCIPE
TS	TUNISIA
TT	EAST TIMOR
TU	TURKEY
TV	TUVALU
TW	TAIWAN
TX	TURKMENISTAN
TZ	TANZANIA
UF	UNDERSEA FEATURES
UG	UGANDA
UK	UNITED KINGDOM
UP	UKRAINE
US	UNITED STATES
UV	BURKINA FASO
UY	URUGUAY
UZ	UZBEKISTAN
VC	SAINT VINCENT AND THE GRENADINES
VE	VENEZUELA
VI	BRITISH VIRGIN ISLANDS
VM	VIETNAM
VQ	VIRGIN ISLANDS
VT	VATICAN CITY

CITIZENSHIP COUNTRY CODE (Continued)

Code:	**Name/Explanation:**
WA	NAMIBIA
WE	WEST BANK
WF	WALLIS AND FUTUNA
WI	WESTERN SAHARA
WS	SAMOA
WZ	SWAZILAND
YI	SERBIA AND MONTENEGRO
YM	YEMEN
ZA	ZAMBIA
ZI	ZIMBABWE

COMBINED STATISTICAL AREA

Definition: A geographic area consisting two or more CORE BASED STATISTICAL AREAS.

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

Applicability: Voluntary.

Format: NUMBER_F(3)

Note:

The combined statistical area names and codes can be found in the Office of Management and Budget (OMB) bulletin on revised definitions of metropolitan statistical areas at Internet address http://www.whitehouse.gov/omb/bulletins/index.html.

COMPUTER POSITION

Definition:	The indicator of whether an employee has access to and can modify or alter information residing in a database or program.
Responsible Organization:	Office of Personnel Management, Division for Federal Investigative Services.
Applicability:	Voluntary.
Cross-Reference:	None.
Format:	TEXT_V(1)

Code:	**Name/Explanation:**
C	Automatic Data Processing (ADP) Computer Position
(blank)	Non-ADP Computer Position

CORE BASED STATISTICAL AREA

Definition: A geographic area having at least one urban area of population, plus adjacent territory that has a high degree of social and economic integration with the core as measured by commuting ties.

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

Applicability: Voluntary.

Format: NUMBER_F(5)

Note:

The core based statistical area names and codes can be found in the Office of Management and Budget (OMB) bulletin on revised definitions of metropolitan statistical areas at Internet address http://www.whitehouse.gov/omb/bulletins/index.html.

COURT ORDERS FOR FEGLI PURPOSES INDICATOR

Definition: Indicates whether an employee has a court order for FEGLI purposes per 5 CFR 870.801 on file. Court order means any court decree of divorce, annulment, or legal separation, or the terms of any court order or court-approved property settlement agreement relating to any court decree of divorce, annulment, or legal separation, the terms of which require FEGLI benefits to be paid to a specific person or persons.

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).

Format: TEXT_V(1)

Note:

This indicator will be populated prospectively, not historically so agencies do not need to go through OPFs to populate this field. This field will be populated once the existence of a court order becomes known, either through the introduction of a new court order or the processing of a retirement.

Code:	Name/Explanation:
Y	Yes, a valid court order exists
N	No, a valid court order does not exist
{blank}	The existence of a valid court order is unknown

CREDIBLE MILITARY SERVICE

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

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

Format: NUMBER_F(4)

Note:

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

CURRENT APPOINTMENT AUTHORITY (1)

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

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).

Format: TEXT_F(3)

Note:

Legal authority codes that are current appointment authority codes may only be established by OPM. Legal authority codes established by OPM may begin with an alphabetic character or the numeric characters 1, 2, 3, 4, or 5. Agencies may create their own legal authority codes, but not current appointment authority codes. These legal authority codes must begin with the numeric characters 6, 7, 8, or 9. Agency-created legal authority codes may be cited on actions that: (1) are not reported to the Central Personnel Data File (CPDF) or (2) are reported to the CPDF as the second legal authority code.

CURRENT APPOINTMENT AUTHORITY (1) (Continued)

Codes and Name/Explanations

Axx 96
Bxx 97
Hxx 98
Jxx 98
Kxx 99
Lxx 100
Mxx 101
Nxx 101
Pxx 102
Qxx 102
Rxx 102
Sxx 103
Uxx 103
Vxx 103
Wxx 105
Xxx 106
Yxx 107
Zxx 108

CURRENT APPOINTMENT AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
	Axx
ABK	ACWA Outstanding Scholar Program.
ABL	Bicultural/Bilingual Selective Factors.
ABM	SF 59 approved (date).
ABP	President's Economic Stimulus Program
ABR	Reg 330.608. Agency Career Transition Program.
ABS	Reg 330.707. Interagency Career Transition Program.
ABT	Reg 330.707 CLG. Change to lower grade under the ICTAP.
ACA	CS Cert No _____ ACWA.
ACM	CS Cert No.
ALM	MSPB Directive-US.
AQM	MSPB Directive-Inj.
AUM	OPM Letter.
AWM	OPM Form 1652 or OPM Ltr (date).
AYM	Direct-Hire Authority (cite OPM authority and date).
A2L	CS Cert No _____ PACE
A2M	CS Cert No _____ WTO. Worker trainee program.
A7M	CS Rule 3.2. "Rare bird" appointment.

CURRENT APPOINTMENT AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
	Bxx
BAB	GW001 (MED). Direct hire/Medical Occupations.
BAC	GW002 (IT). Direct hire/Info Tech Mgmt.
BAD	GW003 (Iraqi). Direct hire/Iraqi reconstr efforts.
BAE	GW004 (Acquisition). Direct hire/Acquisition Positions.
BBM	CS Rule 6.7--TVA Agr.
BDN	USDA Demo (Office issuing cert), Cert No (no). Code is for use by the Department of Agriculture only.
BEA	OPM Auth EA-(no), (name of installation issuing certificate), Cert No(no).
BFS	OPM Delegation Agr (no), (name of installation issuing certificate), Cert No ____
BGL	OPM Auth GL-(no), (name of installation issuing certificate), Cert No (no).
BKM	CS Rule 6.7--NRC Agr.
BLM	CS Rule 6.7--VA Agr.
BMA	OPM Auth MA-(no), (name of installation issuing certificate), Cert No (no).
BMC	OPM Auth MC-(no), (name of installation issuing certificate), Cert No (no).
BNE	OPM Auth NE-(no), (name of installation issuing certificate), Cert No (no).
BNK	CS Rule 6.7--FAA Agr.
BNM	CS Rule 6.7--DCIPS Agr.
BNN	CS Rule 6.7--DOD/NAF Agr.
BNP	CS Rule 7.2--CG/NAF Agr.
BNR	CS Rule 6.7--IBWC Agr.
BNT	CS Rule 6.7--DHS, FAMS Agr.
BNW	OPM Auth NW-(no), (name of installation issuing certificate), Cert No (no).
BNY	CS Rule 6.7--DHS/TSA Agr
BNZ	CS Rule 6.7. Corp for Nat'l and Community Svc Agr.
BPM	CS Rule 8.3. Appt. of non-US citizen overseas.
BRM	OPM Auth RM-(no), (name of installation issuing certificate), Cert No (no).
BSE	OPM Auth SE-(no), (name if installation issuing certificate), Cert No (no).
BSS	OPM Auth SS-(no), (name of installation issuing certificate), Cert No (no).
BSW	OPM Auth SW-(no), (name of installation issuing certificate), Cert No (no).

CURRENT APPOINTMENT AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
BTM	OPM Selection Roster No.
BWA	OPM Delegation Agr (no), (name of installation issuing certificate), Cert No ____
BWE	OPM Auth WE-(no), (name of installation issuing certificate), Cert No (no).
BWM	OPM Delegation Agr.
BYM	USDA Direct Hire Auth (cite case file number and date). Code is for use by the Department of Agriculture only.
BYO	OPM Approved Single Agy Auth. Direct hire.
	Hxx
HAM	Reg 250.101. Action required by a decision.
HDM	Reg 230.402(c). Emergency appt--outside the register.
HGM	Reg 230.402(d)(1). Emergency appt-noncomp/standby basis.
HJM	Reg 230.402(d)(2). Emergency appt-noncomp/Def Exec Res.
HLM	Reg 230.402(d)(3). Emergency appt--reinstatement elig.
HNM	Reg 301.201. Appt. of U.S. citizens overseas.
HRM	Reg 301.202. US citizen recruited outside O/S area.
H2L	Reg 304.103. Experts and consultants.
H3M	Reg 301.203(c). Temp appt overseas.
	Jxx
J8M	P.L. 107-288. Veterans Recruitment Appointment (VRA).

CURRENT APPOINTMENT AUTHORITY (1) (Continued)

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

CURRENT APPOINTMENT AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
	Lxx
LAM	Reg. 315.612, Noncomp military spouse appt.
LBM	Reg 315.604. Appt of disabled vet from VA program.
LCM	Reg. 316.402(b)(3); MS. Noncomp mil spouse temp appt.
LDM	Reg. 316.302(b)(3); MS. Noncomp mil spouse term appt.
LEM	Reg 315.605. Appt of former ACTION volunteer.
LHM	Reg 315.606. Appt of Foreign Service officer.
LJM	Reg 315.607. Appt. of Peace Corps personnel.
LKK	Reg 315.608. Career-cond. appt. of former overseas employees.
LKM	Reg 315.609. Appt based on svc in US psns of PCC.
LKP	Reg 315.610. Appt based on Nat'l Guard Tech svc.
LLM	Reg 315.701. Psn brought into comp svc.
LPM	Reg 315.702. "Rare bird" appt.
LSM	Reg 315.703. Emp formerly reached on register.
LWM	Reg 315.704. Conv. to career appt. from temp appt-PER.
LYM	Reg 315.705. Conv to career/career-cond from VRA.
LYP	Reg 315.7.12. Federal Career Intern Program.
LZM	Reg 315.707. Conv of 30% or more disabled vet.
L1K	Reg 315.710. Conv. to career/career-cond. appt. under PAC program.
L1M	Reg 315.709. Conv of retarded or handicapped emp.
L2K	Reg. 315.711. Conv or readers/interpret/personal assts.
L3M	Reg 315.708. Conv based on PMIP service.

CURRENT APPOINTMENT AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
	Mxx
MAM	Reg 316.201. Temp. appt-PER.
MBM	Reg 316.201(b). Temp appt--PER (worker-trainee prog).
MCM	Reg 316.302(b). Term appt outside the register.
MEM	Reg 316.302(b)(1) or agy auth. Term appt (reinst elig).
MGM	Reg 316.302(b)(2). Term appt (VRA eligibility).
MJM	Reg 316.302(b)(3). Term appt (prior service).
MLK	Reg 316.302(b)(8). Term appt (former temp employee).
MLL	Reg 316.302(c)(6). Term appt (legis/judicial svc).
MLM	Reg 316.302(b)(7). Term appt (prior term appt).
MMM	Reg 316.302(b)(4). Term appt (30%+ disabled vet).
MXM	Reg 316.402(a). Temporary appt.
M6M	Reg 316.402(b)(1) or agy auth. Temp appt (reinst elig).
M8M	Reg 316.402(b)(3). Temp appt (prior service).
	Nxx
NAM	Reg 316.402(b)(7). Temp appt (prior temp service).
NCM	Reg 316.402(b)(2). Temp appt (VRA eligibility).
NEM	Reg 316.402(b)(4). Temp appt (30%+ disabled vet).
NFM	Reg 316.601. Temp appt--"rare bird" auth.
NJM	Reg 316.701. Temp appt--Govt takeover.
NMM	Reg 316.702. Reg 316.702. Exc Svc Indefinite brought into Comp Svc.
NRM	Reg 317.304. Conv to SES from career/career-cond.
NSM	Reg 317.305(b). Conversion to SES from excepted appt.
NTM	Reg 317.305(b)(3). Conv to SES from excepted appt.
NUM	Reg 330.207. Appt from RPL.
NVM	Reg 317.306(b)(1). Conv to SES Ltd Term appt.
NWM	Reg 317.306(b)(2). Conv to SES Noncareer appt.
NXM	Reg 317.306(b)(3(i). Conv to SES frm time-limited appt.

CURRENT APPOINTMENT AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
	Pxx
PWM	Reg 352.204. Reempl after emergency interagency move.
P2M	5 CFR 352. Reemployment of SES after svc with BIA, PCC, IAEA.
P3M	Reg 352.311. Reempl after transfer to an internat'l org.
P5M	Reg 352.507. Reempl under Foreign Asst Act.
P7M	Reg 352.803. Reemployment of SES after svc with AIT.
	Qxx
QAK	Reg 353.207. Restoration after military service.
QBK	Reg 353.301. Restoration after recovery from injury.
QCK	Reg 353.301(d). Restoration after partial recovery.
QDK	Reg 353.303. Restoration of temp-appt. PER employee.
QEM	Reg 353.302(a). Restoration after military service.
QFK	Reg 353.306. Restoration after partial recovery from injury.
QFM	Reg 353.302(b). Restoration after recovery from injury.
QGM	Reg 432.101. Actions based on performance.
QHM	Reg 432.101 Eq. Actions based on perf--agency auth.
Q3M	Reg 353.501. Restoration after military service.
	Rxx
R9N	Reg. 772.102(a). Interim relief appt in duty status.
R9R	5 CFR part 772. Interim relief appt in nonduty status.

CURRENT APPOINTMENT AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
	Sxx
SZT	Reg 930.204(h). Transfer of Administrative Law Judge.
SZW	Reg 930.204(g). Reinstatement of former Admin. Law Judge.
SZX	Reg 930.209. Temp. reemployment of senior Admin. Law Judge.
	Uxx
UAM	10 U.S.C. 1601. DOD Civ Intel Pers Mgt System (CIPMS).
UCM	Sec 625(d) FA Act.
UDM	P.L. 105-277 as amended. Treasury demo project. Code is for use by the Department of the Treasury only.
UFM	FS Act of 1980.
USM	(Cite authority).
U2M	Agency Reg Perf. Act based on performance.
	Vxx
VAG	5 U.S.C. 3395(d)(2). Transfer--SES noncareer appointee.
VAJ	5 U.S.C. 75. Adverse actions.
VBJ	5 U.S.C. 3593(a). SES reinstatement.
VBM	5 U.S.C. 3102(b). Pers assts to handicapped employees.
VCJ	5 U.S.C. 3593(b). SES reinstatement.
VCL	5 U.S.C. 3329. Conv of mil rsv tech to comp svc. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
VCS	5 U.S.C. 3594(b)(1). Placement out of SES-performance.
VCT	5 U.S.C. 3594(b)(2). Placement out of SES-RIF.
VCW	5 U.S.C. 3594(b)(3). Failure to be recertified in SES.
VDJ	5 U.S.C. 3594(a). Unsat perf--SES prob period.
VEM	5 U.S.C. 3109. Expert or consultant.

CURRENT APPOINTMENT AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
VFJ	5 U.S.C. 4314(b)(3). Move from SES--perf.
VGJ	5 U.S.C. 4314(b)(4). Move from SES--perf.
VGL	5 U.S.C. 4703. Demo projects.
VHJ	5 U.S.C. 75 Eq. Adverse action-equiv. procedures.
VHM	5 U.S.C. 3304(c). Ramspeck Act.
VJM	5 U.S.C. 3325. Appt to sci/prof positions.
VPE	5 U.S.C. 3374. Assignment from state/local govt.
VRM	5 U.S.C. 3551. Reemployment after military service.
V1P	5 U.S.C. 5371. 38 U.S.C. Pay.
V2M	5 U.S.C. 3393. SES career appt.
V4L	5 U.S.C. 3394(a) Noncareer. SES noncareer appt.
V4M	5 U.S.C. 3394(a) Limited Term. SES ltd term appt.
V4P	5 U.S.C. 3394(a) Limited Emergency. SES ltd emerg appt.
V6M	5 U.S.C. 3395(a)(1)(B). Transfer--SES career.
V8K	32 U.S.C. 709 (b). Nat'l Guard Technician. Code is only for use by the Air National Guard (Department of the Air Force) and Army National Guard (Department of the Army) technicians employed under title 32, U.S. Code.
V8L	39 U.S.C. 1006. Reemployment based on postal service.
V8N	32 U.S.C. 709. Nat'l Guard Tech--comp svc. Code is only for use by the Air National Guard (Department of the Air Force) and Army National Guard (Department of the Army) technicians employed in the competitive service under title 32, U.S. Code.
V8V	38 U.S.C. Employment in D/Veterans Affairs. Code is for use by the Department of Veterans Affairs only.

CURRENT APPOINTMENT AUTHORITY (1) (Continued)

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

CURRENT APPOINTMENT AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
	Xxx
XAM	Sch A, 213.3102(aa). GS 11+ sci/prof research assoc.
XBM	Sch A, 213.3102(bb). Alien employees.
XFM	Sch A, 213.3102(ff). Attny General programs.
XXM	Sch A, 213.3102(ll). Reader/interpreter/personal asst.
XZM	Sch A, 213.31xx. Agency-unique Schedule A authority.
X7M	E.O. 13318. Presidential Mgmt Fellows Program.
X9M	Sch A, 213.3102(ii). Presidential Mgmt Fellows Program.

CURRENT APPOINTMENT AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
	Yxx
YBM	Sch B, 213.3202(b)-HS. Career Experience-HS Diploma Prg.
YCM	Sch B, 213.3202(o). Federal Career Intern Program.
YGM	Sch B, 213.3202(b)-Voc/Tech. Career Exp-Voc/Tech Prog.
YJM	Sch B, 213.3202(j). SES executive development program.
YKB	Sch B, 213.3202(n). Vet Empl Opp Act of 1998.
YMM	Sch B, 213.3202(m). Appt. following removal from the SES.
Y1K	Sch B, 213.3202(a)-HS. Temp Emp-HS Diploma Prog.
Y1M	Sch B, 213.3202(b)-BA/BS. Career Exp-BA/BS Degree Prog.
Y2K	Sch B, 213.3202(a)-Voc/Tech. Temp Emp-Voc/Tech Prog.
Y2M	Sch B, 213.3202(b)-Grad/Prof. Career Exp-Grad/Prof Deg.
Y3K	Sch B, 213.3202(a)-Assoc. Temp Emp-Assoc Degree Prog.
Y3M	Sch B, 213.3202(b)-Assoc. Career Exp-Assoc Degree Prog.
Y4K	Sch B, 213.3202(a)-BA/BS. Temp Emp-BA/BS Degree Prog.
Y5K	Sch B, 213.3202(a)-Grad/Prof. Temp Emp-Grad/Prof Deg.
Y5M	Sch B, 213.32xx. Agency-unique Schedule B authority.
Y7M	Sch C, 213.33xx. Agency-unique Schedule C authority.
Y8M	Sch C, Authority other than Sch C, 213.33xx, (i.e., Law or E.O. which establishes a Sch C Position).
Y9K	Sch C, 213.3302(a). Temporary Transitional Schedule C.
Y9M	Sch C, 213.3302(a)(2). New temporary Schedule C.

CURRENT APPOINTMENT AUTHORITY (1) (Continued)

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

CURRENT APPOINTMENT AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
ZTR	P.L. 100-472, Sec. 203. Bur Ind Affairs & Ind Health Svc. Code is for use by the Bureau of Indian Affairs (Department of the Interior) and the Indian Health Service (Department of Health and Human Services) only.
ZTU	28 U.S.C. 602. Admin Ofc of U.S. Courts.
ZTZ	P.L. 101-509. FEPCA.
ZVB	P.L. 104-50. FAA reform. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
ZVC	P.L. 107-71. Transportation Security Administration. Code is for use by the Transportation Security Administration (Department of Transportation) only.
ZZZ	Not applicable. Use only for employees whose most recent appointment or conversion was to the competitive service and was prior to January 1, 1982.
Z2M	P.L. 101-510. Def Nuclear Facilities Safty Bd. Code is for use by the Defense Nuclear Facilities Safety Board only.
Z2U	P.L. 103-337. Defense Lab Demo. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z2W	P.L. 104-106. Defense Acquisition Demo. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z4J	P.L. 108-201, Sec. 9806 (critical). Term Appt NTE. Code is for use by the National Aeronautics and Space Administration only.
Z4K	P.L. 108-201, Sec. 9806. Term Appt NTE. Code is for use by the National Aeronautics and Space Administration only.
Z4L	P.L. 108-201, Sec. 9806 (critical). Conv Career/CC Appt. Code is for use by the National Aeronautics and Space Administration only.

CURRENT APPOINTMENT AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
Z4M	P.L. 108-201, Sec. 9806. Conv Career/CC Appt. Code is for use by the National Aeronautics and Space Administration only.
Z4N	P.L. 108-201, Sec. 9810 (critical). Career-Cond Appt. Code is for use by the National Aeronautics and Space Administration only.
Z4P	P.L. 108-201, Sec. 9810. Career-Cond Appt. Code is for use by the National Aeronautics and Space Administration only.
Z4S	P.L. 108-201, Sec. 9806 (critical). Conv Career/CC (MP). Code is for use by the National Aeronautics and Space Administration only.
Z4T	P.L. 108-201, Sec. 9806. Conv Career/CC (MP). Code is for use by the National Aeronautics and Space Administration only.
Z4V	P.L. 108-201, Sec. 9813 (critical). SES Lmtd Term/Provis. Code is for use by the National Aeronautics and Space Administration only.
Z4W	P.L. 108-201, Sec. 9813. SES Lmtd Term/Provis. Code is for use by the National Aeronautics and Space Administration only.
Z4X	P.L. 108-201, Sec. 9814 (critical). Prom/Reas/Conv Appt/Trnf. Code is for use by the National Aeronautics and Space Administration only.
Z4Y	P.L. 108-201, Sec. 9814. Prom/Reas/Conv Appt/Trnf. Code is for use by the National Aeronautics and Space Administration only.
Z5B	DoD Comp Exam (name of installation issuing certificate), Cert No. _____ .
Z5C	Direct-Hire Authority (cite DoD authority and date).
Z5D	Reg. 9901.511(d)(2) Temp.
Z5E	Reg. 9901.511.(d)(2) Term.
Z5F	Reg. 9901.511(d)(2) Eligible.
Z5G	Reg. 9901.511(d)(1) Temp.
Z5H	Reg. 9901.511(d)(1) NonComp.
Z5J	Reg. 9901.511(d)(1) Term.

CURRENT APPOINTMENT AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
Z6J	Reg. 9901.514. Appt of non-citizen. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.

CURRENT APPOINTMENT AUTHORITY (2)

Definition: The law, executive order, rule, regulation, or other basis that, in addition to CURRENT APPOINTMENT AUTHORITY (1), authorizes an employee's most recent conversion or accession action.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).

Format: TEXT_F(3)

Note:

Legal authority codes that are current appointment authority codes may only be established by OPM. Legal authority codes established by OPM may begin with an alphabetic character or the numeric characters 1, 2, 3, 4, or 5. Agencies may create their own legal authority codes, but not current appointment authority codes. These legal authority codes must begin with the numeric characters 6, 7, 8, or 9. Agency-created legal authority codes may be cited on actions that: (1) are not reported to the Central Personnel Data File (CPDF) or (2) are reported to the CPDF as the second legal authority code.

DATE OF BIRTH

Definition: An employee's date of birth.

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics, Payroll, Training, and Military Service Deposit data feeds).

Format: DATE

Note:

Used in combination with SSN to uniquely identify an employee.

DESIGNATION OF FEGLI BENEFICIARIES INDICATOR

Definition:	FEGLI Handbook: Notice, signed by insured and witnessed by two persons, indicating the person(s) to receive life insurance benefits. The form used for life insurance designations is the Designation of Beneficiary form (SF 2823).
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	TEXT_F(1)

Code:	**Name/Explanation:**
Y	Yes
N	No

DUTY STATION

Definition: The location of an employee's official worksite.

Responsible Organization: General Services Administration, Public Buildings Service and Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).

Format: TEXT_F(9)

Note:

Duty station names and codes can be found in the Duty Station File, which is available at Internet address http://www.opm.gov/feddata/guidance.asp. Note that the Office of Personnel Management (OPM) is responsible for the Duty Station File, while the General Services Administration (GSA) is responsible for maintenance of the code set and issuance of city codes. To ensure completeness of the OPM Duty Station File, which is used to verify the validity of duty stations reported to the Central Personnel Data File (CPDF), requests for codes for personnel use should be directed to OPM at (202) 606-1162 or email address larry.wells@opm.gov for processing by GSA.

DUTY STATION (Continued)

Note (continued):

Following are the code set specifications:

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

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

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

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

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

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

EDUCATION LEVEL

Definition:	The extent of an employee's educational attainment from an accredited institution.
Responsible Organization:	Department of Education, National Center for Education Statistics.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).
Format:	NUMBER_F(2)

EDUCATION LEVEL (Continued)

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

EDUCATION LEVEL (Continued)

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

EDUCATION LEVEL (Continued)

Code:	**Name/Explanation:**
20	Post-sixth year. Some work beyond (at a higher level than) the sixth-year degree but no additional higher degree.
21	Doctorate degree. Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include a Doctor's degree that is a first professional degree, per code 15.
22	Post-Doctorate. Work beyond the Doctorate.

EFFECTIVE DATE OF PERSONNEL ACTION

Definition:	The effective date of a personnel action.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed, Personnel Actions Standard Form 50/52).
Format:	DATE

EFFECTIVE DATE OF PERSONNEL ACTION BEING CORRECTED

Definition:	The EFFECTIVE DATE OF PERSONNEL ACTION, previously submitted to the Central Personnel Data File, that is being corrected.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	DATE

EHRI EMPLOYEE ID

Definition:	The unique number that EHRI will assign to an employee to identify employee records within the EHRI.
Responsible Organization:	Office of Personnel Management, Office of Modernization & Human Resources Line of Business, Enterprise Human Resources Integration (EHRI).
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics, Payroll, Training, and Military Service Deposit data feeds).
Format:	NUMBER(20)

Note:

This field is currently assigned and stored within EHRI and should be left blank by providers.

EMPLOYEE NAME

Definition: The name by which a person is known or designated on all official transactions.

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

Format: TEXT_V(23)

Note:

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

EMPLOYEE WORK EMAIL

Definition:	Employee's work email address assigned by the employee's agency.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	TEXT_V(60)

ETHNICITY AND RACE IDENTIFICATION

Definition: An employee's ethnicity and race identification.

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).

Format: NUMBER_F(6)

Note:

The data standard is applicable to accessions occurring on or after January 1, 2006, and is required for accessions occurring on or after July 1, 2006. For accessions occurring prior to July 1, 2006, the Race or National Origin data standard may continue to be used.

The data standard consists of one ethnicity category (Hispanic or Latino) and five race categories. All applicable categories may be selected, and at least one category must be selected. The code consists of six positions, one for each of the six categories:

(1) Hispanic or Latino. The first position pertains to Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race), where a numeric code of 1 indicates Hispanic or Latino and a numeric code of 0 indicates not Hispanic or Latino.

(2) American Indian or Alaska Native. The second position pertains to American Indian or Alaska Native (a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment), where a numeric code of 1 indicates American Indian or Alaska Native and a numeric code of 0 indicates not American Indian or Alaska Native.

ETHNICITY AND RACE IDENTIFICATION (Continued)

Note (continued):

(3) Asian. The third position pertains to Asian (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam), where a numeric code of 1 indicates Asian and a numeric code of 0 indicates not Asian.

(4) Black or African American. The fourth position pertains to Black or African American (a person having origins in any of the black racial groups of Africa), where a numeric code of 1 indicates Black or African American and a numeric code of 0 indicates not Black or African American.

(5) Native Hawaiian or Other Pacific Islander. The fifth position pertains to Native Hawaiian or Other Pacific Islander (a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands), where a numeric code of 1 indicates Native Hawaiian or Other Pacific Islander and a numeric code of 0 indicates not Native Hawaiian or Other Pacific Islander.

(6) White. The sixth position pertains to White (a person having origins in any of the original peoples of Europe, the Middle East, or North Africa), where a numeric code of 1 indicates White and a numeric code of 0 indicates not White.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

Definition:	An employee's coverage or noncoverage under the Federal Employees' Group Life Insurance (FEGLI) Program.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).
Format:	TEXT_F(2)

Note:

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

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (Continued)

Code:	**Name/Explanation:**
A0	Ineligible for life insurance coverage. An employee in a position excluded from Federal Employees' Group Life Insurance coverage by law or regulation.
A1	FEGLI coverage as an employee ended. Federal Employees' Group Life Insurance coverage as an employee ended due to completion of 12 months in nonpay status. Applicable even when employee remains in nonpay status with the agency but continues all or some of the Federal Employees' Group Life Insurance coverage as a compensationer while in receipt of workers' compensation.
B0	Waived all life insurance. An employee has waived his/her right to all coverage under the Federal Employees' Group Life Insurance Program.
C0	Basic only.
D0	Basic plus Standard Option.
E1	Basic plus Family Option with 1 times multiple.
E2	Basic plus Family Option with 2 times multiple.
E3	Basic plus Family Option with 3 times multiple.
E4	Basic plus Family Option with 4 times multiple.
E5	Basic plus Family Option with 5 times multiple.
F1	Basic plus Standard Option and Family Option with 1 times multiple.
F2	Basic plus Standard Option and Family Option with 2 times multiple.
F3	Basic plus Standard Option and Family Option with 3 times multiple.
F4	Basic plus Standard Option and Family Option with 4 times multiple.
F5	Basic plus Standard Option and Family Option with 5 times multiple.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (Continued)

Code:	**Name/Explanation:**
G0	Basic plus Additional Option with 1 times pay.
H0	Basic plus Additional Option with 1 times pay and Standard Option.
I1	Basic plus Additional Option with 1 times pay and Family Option with 1 times multiple.
I2	Basic plus Additional Option with 1 times pay and Family Option with 2 times multiple.
I3	Basic plus Additional Option with 1 times pay and Family Option with 3 times multiple.
I4	Basic plus Additional Option with 1 times pay and Family Option with 4 times multiple.
I5	Basic plus Additional Option with 1 times pay and Family Option with 5 times multiple.
J1	Basic plus Additional Option with 1 times pay, Standard Option, and Family Option with 1 times multiple.
J2	Basic plus Additional Option with 1 times pay, Standard Option, and Family Option with 2 times multiple.
J3	Basic plus Additional Option with 1 times pay, Standard Option, and Family Option with 3 times multiple.
J4	Basic plus Additional Option with 1 times pay, Standard Option, and Family Option with 4 times multiple.
J5	Basic plus Additional Option with 1 times pay, Standard Option, and Family Option with 5 times multiple.
K0	Basic plus Additional Option with 2 times pay.
L0	Basic plus Additional Option with 2 times pay and Standard Option.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (Continued)

Code:	**Name/Explanation:**
M1	Basic plus Additional Option with 2 times pay and Family Option with 1 times multiple.
M2	Basic plus Additional Option with 2 times pay and Family Option with 2 times multiple.
M3	Basic plus Additional Option with 2 times pay and Family Option with 3 times multiple.
M4	Basic plus Additional Option with 2 times pay and Family Option with 4 times multiple.
M5	Basic plus Additional Option with 2 times pay and Family Option with 5 times multiple.
N1	Basic plus Additional Option with 2 times pay, Standard Option, and Family Option with 1 times multiple.
N2	Basic plus Additional Option with 2 times pay, Standard Option, and Family Option with 2 times multiple.
N3	Basic plus Additional Option with 2 times pay, Standard Option, and Family Option with 3 times multiple.
N4	Basic plus Additional Option with 2 times pay, Standard Option, and Family Option with 4 times multiple.
N5	Basic plus Additional Option with 2 times pay, Standard Option, and Family Option with 5 times multiple.
90	Basic plus Additional Option with 3 times pay.
P0	Basic plus Additional Option with 3 times pay and Standard Option.
Q1	Basic plus Additional Option with 3 times pay and Family Option with 1 times multiple.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (Continued)

Code:	**Name/Explanation:**
Q2	Basic plus Additional Option with 3 times pay and Family Option with 2 times multiple.
Q3	Basic plus Additional Option with 3 times pay and Family Option with 3 times multiple.
Q4	Basic plus Additional Option with 3 times pay and Family Option with 4 times multiple.
Q5	Basic plus Additional Option with 3 times pay and Family Option with 5 times multiple.
R1	Basic plus Additional Option with 3 times pay, Standard Option, and Family Option with 1 times multiple.
R2	Basic plus Additional Option with 3 times pay, Standard Option, and Family Option with 2 times multiple.
R3	Basic plus Additional Option with 3 times pay, Standard Option, and Family Option with 3 times multiple.
R4	Basic plus Additional Option with 3 times pay, Standard Option, and Family Option with 4 times multiple.
R5	Basic plus Additional Option with 3 times pay, Standard Option, and Family Option with 5 times multiple.
S0	Basic plus Additional Option with 4 times pay.
T0	Basic plus Additional Option with 4 times pay and Standard Option.
U1	Basic plus Additional Option with 4 times pay and Family Option with 1 times multiple.
U2	Basic plus Additional Option with 4 times pay and Family Option with 2 times multiple.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (Continued)

Code:	**Name/Explanation:**
U3	Basic plus Additional Option with 4 times pay and Family Option with 3 times multiple.
U4	Basic plus Additional Option with 4 times pay and Family Option with 4 times multiple.
U5	Basic plus Additional Option with 4 times pay and Family Option with 5 times multiple.
V1	Basic plus Additional Option with 4 times pay, Standard Option, and Family Option with 1 times multiple.
V2	Basic plus Additional Option with 4 times pay, Standard Option, and Family Option with 2 times multiple.
V3	Basic plus Additional Option with 4 times pay, Standard Option, and Family Option with 3 times multiple.
V4	Basic plus Additional Option with 4 times pay, Standard Option, and Family Option with 4 times multiple.
V5	Basic plus Additional Option with 4 times pay, Standard Option, and Family Option with 5 times multiple.
W0	Basic plus Additional Option with 5 times pay.
X0	Basic plus Additional Option with 5 times pay and Standard Option.
Y1	Basic plus Additional Option with 5 times pay and Family Option with 1 times multiple.
Y2	Basic plus Additional Option with 5 times pay and Family Option with 2 times multiple.
Y3	Basic plus Additional Option with 5 times pay and Family Option with 3 times multiple.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (Continued)

Code:	**Name/Explanation:**
Y4	Basic plus Additional Option with 5 times pay and Family Option with 4 times multiple.
Y5	Basic plus Additional Option with 5 times pay and Family Option with 5 times multiple.
Z1	Basic plus Additional Option with 5 times pay, Standard Option, and Family Option with 1 times multiple.
Z2	Basic plus Additional Option with 5 times pay, Standard Option, and Family Option with 2 times multiple.
Z3	Basic plus Additional Option with 5 times pay, Standard Option, and Family Option with 3 times multiple.
Z4	Basic plus Additional Option with 5 times pay, Standard Option, and Family Option with 4 times multiple.
Z5	Basic plus Additional Option with 5 times pay, Standard Option, and Family Option with 5 times multiple.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE FEGLI ELECTION EFFECTIVE DATE

Definition:	Date on which the Federal Employees' Group Life Insurance (FEGLI) coverage is effective.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	DATE

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE FEGLI LIFE CHANGE CODE

Definition:	Code for the event that allows the employee/assignee to change Federal Employees' Group Life Insurance (FEGLI) coverage.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	TEXT_V(3)

Code:	**Name/Explanation:**
01	Physical: Approval of Request for Insurance (SF 2822) by the Office of Federal Employees' Group Life.
02	Life Event: Marriage, divorce, death of spouse or acquisition of an eligible child.
03	Employee is reinstated after a break in service of at least 180 days in a position that is not excluded from life insurance by law or regulation.
04	Employee returns to Federal Service after a break in service of at least 180 days in a position that is excluded from life insurance by law or regulation.
05A	Employee initially waives or subsequently cancels life insurance coverage.
05B	Employee (or if applicable, assignee(s)) elects to decrease optional coverage.
06	Open Enrollment Period.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE FEGLI LIFE EVENT DATE

Definition:	Date on which the employee had a life event that allows the employee/assignee to change Federal Employees' Group Life Insurance (FEGLI) coverage.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	DATE

FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) EFFECTIVE DATE

Definition:	Date on which the employee's current Federal Employees Health Benefits (FEHB) coverage is effective.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	DATE

Note:

Effective date is explicitly required since it may differ from the effective date of the personnel action described in this record.

FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) EVENT CODE

Definition: Code for the event permitting the Federal Employees Health Benefits (FEHB) change for the employee.

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).

Format: TEXT_V(4)

Note:

See the Federal Employees Health Benefits Handbook.

FEDERAL EMPLOYEES HEALTH BENEFITS FEHB ELECTION EFFECTIVE DATE

Definition:	Date on which the employee's current Federal Employees Health Benefits (FEHB) coverage is effective.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	DATE

FEGLI ASSIGNMENT INDICATOR

Definition:	5 CFR 870.101: Assign and assignment refer to an individual's irrevocable transfer to another individual, corporation, or trustee all ownership of FEGLI coverage (except Option C). Option C may not be assigned.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	TEXT(1)

Code:	**Name/Explanation:**
Y	Yes
N	No

FEGLI POST-ELECTION BASIC INSURANCE AMOUNT

Definition: 5 CFR 870.203: The post-election basic insurance amount of an individual who elects a Living Benefit is the amount of insurance left after the full or partial election. This amount is the individual's post-election BIA. This is **NOT** the amount of the living benefit (See below). The post-election BIA cannot change after the effective date of a Living Benefit election.

Living Benefit – 5 CFR 870.1102: An employee may elect to receive either: (i) A full Living Benefit, which is all of his/her Basic insurance, or (ii) A partial Living Benefit, which is a portion of his/her Basic insurance, in a multiple of $1,000. (2) An annuitant or compensationer may only elect to receive a full Living Benefit.

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).

Format: DECIMAL(9,2)

Note:

Populated when Living Benefits Partial NOA code (806) is provided.

FERS COVERAGE

Definition:	The indicator of how an employee came to be covered under the Federal Employees' Retirement System (FERS).
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed, Personnel Actions Standard Form 50/52).
Format:	TEXT_F(1)

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

FLSA CATEGORY

Definition:	The status of a Federal civilian employee under the authority of Section 13 of the Fair Labor Standards Act (29 U.S.C. 213), as amended.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).
Format:	TEXT_F(1)

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

FROZEN SERVICE

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

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).

Format: NUMBER_F(4)

Note:

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

FUNCTIONAL CLASSIFICATION

Definition:	An employee's primary work function as a scientist or engineer.
Responsible Organization:	National Science Foundation, Government Studies Group.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).
Format:	NUMBER_F(2)

Note:

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

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

FUNCTIONAL CLASSIFICATION (Continued)

Note (continued):

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

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

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

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

FUNCTIONAL CLASSIFICATION (Continued)

Note (continued):

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

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

FUNCTIONAL CLASSIFICATION (Continued)

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

FUNCTIONAL CLASSIFICATION (Continued)

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

FUNCTIONAL CLASSIFICATION (Continued)

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

FUNCTIONAL CLASSIFICATION (Continued)

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

FUNCTIONAL CLASSIFICATION (Continued)

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

FUNCTIONAL CLASSIFICATION (Continued)

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

FUNCTIONAL CLASSIFICATION (Continued)

Code:	**Name/Explanation:**
	Positions of such generalized nature that a primary function cannot be identified; and (3) Trainee positions for which functional assignments have not been made.

GRADE, LEVEL, CLASS, RANK, OR PAY BAND

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

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52)

Format: TEXT_F(2)

Note:

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

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

GRADE, LEVEL, CLASS, RANK, OR PAY BAND (Continued)

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

GRADE, LEVEL, CLASS, RANK, OR PAY BAND (Continued)

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

HANDICAP

Definition:	The physical or mental impairment which substantially limits one or more major life activities; the record of such impairment; or the perception of such impairment by others.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).
Format:	NUMBER_F(2)

Note:

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

HANDICAP (Continued)

Codes and Name/Explanations

NO HANDICAP/HANDICAP NOT IDENTIFIED 161
SPEECH IMPAIRMENTS 161
HEARING IMPAIRMENTS 161
VISION IMPAIRMENTS 162
MISSING EXTREMITIES 162
NONPARALYTIC ORTHOPEDIC IMPAIRMENTS 163
PARTIAL PARALYSIS 163
COMPLETE PARALYSIS 164
OTHER IMPAIRMENTS 164

HANDICAP (Continued)

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

HANDICAP (Continued)

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

HANDICAP (Continued)

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

HANDICAP (Continued)

Code:	**Name/Explanation:**
	COMPLETE PARALYSIS
	Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including arms, legs and/or trunk.
70	One hand.
71	Both Hands
72	One Arm.
73	Both arms.
74	One leg.
75	Both legs.
76	Lower half of body including legs.
77	One side of body, including one arm and one leg.
78	Three or more major members of the body (arms and legs).
	OTHER IMPAIRMENTS
80	Heart disease with no restriction or limitation of activity. History of heart problems with complete recovery.
81	Heart disease with restriction or limitation of activity.
82	Convulsive disorder. Example: epilepsy.
83	Blood diseases. Example: sickle cell anemia, leukemia, hemophilia.
84	Diabetes.
86	Pulmonary or respiratory disorders.
87	Kidney dysfunction. Example: if dialysis (use of an artificial kidney machine) is required.
88	Cancer with complete recovery. A history of cancer with complete recovery.
89	Cancer. Undergoing surgical and/or medical treatment.

HANDICAP (Continued)

Code:	**Name/Explanation:**
90	Mental retardation. A chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A.
91	Mental or emotional illness. A history of treatment for mental or emotional problems.
92	Severe distortion of limbs and/or spine. Examples: dwarfism, kyphosis (severe distortion of back).
93	Disfigurement of face, hands, or feet. Examples: distortion of features on skin, such as those caused by burns, gunshot, injuries, and birth defects (gross facial birth marks, club feet, etc).
94	Learning disability. A disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written), e.g., dyslexia.

HEALTH PLAN

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

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).

Format: TEXT_F(3)

Note:

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

The first two positions of the code indicate the health plan (AFGE, Blue Cross/Blue Shield, etc.). The third position indicates the enrollment category (self only, or self and family) and, if applicable, the option (high or low): See Table 3.

Table 3: Health Plan Category/Option and Explanation

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

HEALTH PLAN (Continued)

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

HYPOTHETICAL FULL-TIME REGULAR TOUR OF DUTY FOR PART-TIME EMPLOYEES

Definition:	Number of hours in a pay period that the employee would be scheduled to work if the employee's work schedule were full-time instead of part-time – usually 80 hours.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	DECIMAL(9,2)

Note:

This is used to compute retirement benefit for part-time employees. This represents the number of hours generally considered to comprise a full-time schedule for the employee's particular employment group or class. This will usually be 80 hours for a bi-weekly pay period. There are, however, a few exceptions where the number of hours that comprise a full-time schedule may be higher or lower than 80 hours.

See CSRS and FERS Handbook, section 81A2.2-1-C.1.

INSTRUCTIONAL PROGRAM

Definition: An employee's major field of study.

Responsible Organization: Department of Education, National Center for Education Statistics.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

Format: NUMBER_F(6)

Note:

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

INSTRUCTIONAL PROGRAM (Continued)

Codes and Name/Explanations

AGRICULTURE, AGRICULTURE OPERATIONS, AND RELATED SCIENCES 172
NATURAL RESOURCES AND CONSERVATION 174
ARCHITECTURE AND RELATED SERVICES 174
AREA, ETHNIC, CULTURAL, AND GENDER STUDIES 175
COMMUNICATION, JOURNALISM AND RELATED PROGRAMS 176
COMMUNICATIONS TECHNOLOGIES/TECHNICIANS AND SUPPORT SERVICES 177
COMPUTER AND INFORMATION SCIENCES AND SUPPORT SERVICES 177
PERSONAL AND CULINARY SERVICES 178
EDUCATION 179
ENGINEERING 182
ENGINEERING TECHNOLOGIES/TECHNICIANS 184
FOREIGN LANGUAGES, LITERATURES, AND LINGUISTICS 186
FAMILY AND CONSUMER SCIENCES/HUMAN SCIENCES 188
LEGAL PROFESSIONS AND STUDIES 190
ENGLISH LANGUAGE AND LITERATURE/LETTERS 190
LIBERAL ARTS AND SCIENCES, GENERAL STUDIES AND HUMANITIES 191
LIBRARY SCIENCE 191
BIOLOGICAL AND BIOMEDICAL SCIENCES 191
MATHEMATICS AND STATISTICS 194
MILITARY TECHNOLOGIES 194
MULTI/INTERDISCIPLINARY STUDIES 194
PARKS, RECREATION, LEISURE AND FITNESS STUDIES 195
PHILOSOPHY AND RELIGIOUS STUDIES 195
THEOLOGY AND RELIGIOUS VOCATIONS 196
PHYSICAL SCIENCES 196
SCIENCE TECHNOLOGIES/TECHNICIANS 198
PSYCHOLOGY 198
SECURITY AND PROTECTIVE SERVICES 199
PUBLIC ADMINISTRATION AND SOCIAL SERVICE PROFESSIONS 199
SOCIAL SCIENCES 200
CONSTRUCTION TRADES 201
MECHANIC AND REPAIR TECHNOLOGIES/TECHNICIANS 201
PRECISION PRODUCTION 203
TRANSPORTATION AND MATERIALS MOVING 203
VISUAL AND PERFORMING ARTS 204
HEALTH PROFESSIONS AND RELATED CLINICAL SCIENCES 206
BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SERVICES 212

HISTORY 215
DENTAL, MEDICAL AND VETERINARY RESIDENCY PROGRAMS 216

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
	AGRICULTURE, AGRICULTURE OPERATIONS, AND RELATED SCIENCES
010000	Agriculture, General
010101	Agricultural Business and Management, General
010102	Agribusiness/Agricultural Business Operations
010103	Agricultural Economics
010104	Farm/Farm and Ranch Management
010105	Agricultural/Farm Supplies Retailing and Wholesaling
010106	Agricultural Business Technology
010199	Agricultural Business and Management, Other
010201	Agricultural Mechanization, General
010204	Agricultural Power Machinery Operation
010205	Agricultural Mechanics and Equipment/Machine Technology
010299	Agricultural Mechanization, Other
010301	Agricultural Production Operations, General
010302	Animal/Livestock Husbandry and Production
010303	Aquaculture
010304	Crop Production
010306	Dairy Husbandry and Production
010307	Horse Husbandry/Equine Science and Management
010399	Agricultural Production Operations, Other
010401	Agricultural and Food Products Processing
010504	Dog/Pet/Animal Grooming
010505	Animal Training
010507	Equestrian/Equine Studies
010508	Taxidermy/Taxidermist
010599	Agricultural and Domestic Animals Services, Other
010601	Applied Horticulture/Horticultural Operations, General
010603	Ornamental Horticulture
010604	Greenhouse Operations and Management
010605	Landscaping and Groundskeeping

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
010606	Plant Nursery Operations and Management
010607	Turf and Turfgrass Management
010608	Floriculture/Floristry Operations and Management
010699	Applied Horticulture/Horticultural Business Services, Other
010701	International Agriculture
010801	Agricultural and Extension Education Services
010802	Agricultural Communications/Journalism
010899	Agricultural Public Services, Other
010901	Animal Sciences, General
010902	Agricultural Animal Breeding
010903	Animal Health
010904	Animal Nutrition
010905	Dairy Science
010906	Livestock Management
010907	Poultry Science
010999	Animal Sciences, Other
011001	Food Science
011002	Food Technology and Processing
011099	Food Science and Technology, Other
011101	Plant Sciences, General
011102	Agronomy and Crop Science
011103	Horticultural Science
011104	Agricultural and Horticultural Plant Breeding
011105	Plant Protection and Integrated Pest Management
011106	Range Science and Management
011199	Plant Sciences, Other
011201	Soil Science and Agronomy, General
011202	Soil Chemistry and Physics
011203	Soil Microbiology
011299	Soil Sciences, Other
019999	Agriculture, Agriculture Operations, and Related Sciences, Other

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
	NATURAL RESOURCES AND CONSERVATION
030101	Natural Resources/Conservation, General
030103	Environmental Studies
030104	Environmental Science
030199	Natural Resources Conservation and Research, Other
030201	Natural Resources Management and Policy
030204	Natural Resource Economics
030205	Water, Wetlands, and Marine Resources Management
030206	Land Use Planning and Management/Development
030299	Natural Resources Management and Policy, Other
030301	Fishing and Fisheries Sciences and Management
030501	Forestry, General
030502	Forest Sciences and Biology
030506	Forest Management/Forest Resources Management
030508	Urban Forestry
030509	Wood Science and Wood Products/Pulp and Paper Technology
030510	Forest Resources Production and Management
030511	Forestry Technology/Technician
030599	Forestry, Other
030601	Wildlife and Wildlands Science and Management
039999	Natural Resources and Conservation, Other
	ARCHITECTURE AND RELATED SERVICES
040201	Architecture (BArch, BA/BS, MArch, MA/MS, PhD)
040301	City/Urban, Community and Regional Planning
040401	Environmental Design/Architecture
040501	Interior Architecture
040601	Landscape Architecture (BS, BSLA, BLA, MSLA, MLA, PhD)
040801	Architectural History and Criticism, General
040901	Architectural Technology/Technician

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
049999	Architecture and Related Services, Other
	AREA, ETHNIC, CULTURAL, AND GENDER STUDIES
050101	African Studies
050102	American/United States Studies/Civilization
050103	Asian Studies/Civilization
050104	East Asian Studies
050105	Central/Middle and Eastern European Studies
050106	European Studies/Civilization
050107	Latin American Studies
050108	Near and Middle Eastern Studies
050109	Pacific Area/Pacific Rim Studies
050110	Russian Studies
050111	Scandinavian Studies
050112	South Asian Studies
050113	Southeast Asian Studies
050114	Western European Studies
050115	Canadian Studies
050116	Balkans Studies
050117	Baltic Studies
050118	Slavic Studies
050119	Caribbean Studies
050120	Ural-Altaic and Central Asian Studies
050121	Commonwealth Studies
050122	Regional Studies (US, Canadian, Foreign)
050123	Chinese Studies
050124	French Studies
050125	German Studies
050126	Italian Studies
050127	Japanese Studies

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
050128	Korean Studies
050129	Polish Studies
050130	Spanish and Iberian Studies
050131	Tibetan Studies
050132	Ukraine Studies
050199	Area Studies, Other
050201	African-American/Black Studies
050202	American Indian/Native American Studies
050203	Hispanic-American, Puerto Rican, and Mexican- American/Chicano Studies
050206	Asian-American Studies
050207	Women's Studies
050208	Gay/Lesbian Studies
050299	Ethnic, Cultural Minority, and Gender Studies, Other
059999	Area, Ethnic, Cultural, and Gender Studies, Other

COMMUNICATION, JOURNALISM AND RELATED PROGRAMS

090101	Communication Studies/Speech Communication and Rhetoric
090102	Mass Communication/Media Studies
090199	Mass Communication and Media Studies, Other
090401	Journalism
090402	Broadcast Journalism
090404	Photojournalism
090499	Journalism, Other
090701	Radio and Television
090702	Digital Communication and Media/Multimedia
090799	Radio, Television, and Digital Communication, Other
090901	Organizational Communication, General
090902	Public Relations/Image Management
090903	Advertising
090904	Political Communication
090905	Health Communication
090999	Public Relations, Advertising, and Applied Communication, Other

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
091001	Publishing
099999	Communication, Journalism, and Related Programs, Other
	COMMUNICATIONS TECHNOLOGIES/TECHNICIANS AND SUPPORT SERVICES
100105	Communications Technology/Technician
100201	Photographic and Film/Video Technology/Technician and Assistant
100202	Radio and Television Broadcasting Technology/Technician
100203	Recording Arts Technology/Technician
100299	Audiovisual Communications Technologies/Technicians, Other
100301	Graphic Communications, General
100302	Printing Management
100303	Prepress/Desktop Publishing and Digital Imaging Design
100304	Animation, Interactive Technology, Video Graphics and Special Effects
100305	Graphic and Printing Equipment Operator, General Production
100306	Platemaker/Imager
100307	Printing Press Operator
100308	Computer Typography and Composition Equipment Operator
100399	Graphic Communications, Other
109999	Communications Technologies/Technicians and Support Services, Other
	COMPUTER AND INFORMATION SCIENCES AND SUPPORT SERVICES
110101	Computer and Information Sciences, General
110102	Artificial Intelligence and Robotics
110103	Information Technology
110199	Computer and Information Sciences, Other
110201	Computer Programming/Programmer, General
110202	Computer Programming Special Applications
110203	Computer Programming, Vendor/Product Certification

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
110299	Computer Programming, Other
110301	Data Processing and Data Processing Technology/Technician
110401	Information Science/Studies
110501	Computer Systems Analysis/Analyst
110601	Data Entry/Microcomputer Applications, General
110602	Word Processing
110699	Data Entry/Microcomputer Applications, Other
110701	Computer Science
110801	Web Page, Digital/Multimedia and Information Resources Design
110802	Data Modeling/Warehousing and Database Administration
110803	Computer Graphics
110899	Computer Software and Media Applications, Other
110901	Computer Systems Networking and Telecommunications
111001	System Administration/Administrator
111002	System, Networking, and LAN/WAN Management/Manager
111003	Computer and Information Systems Security
111004	Web/Multimedia Management and Webmaster
111099	Computer/Information Technology Services Administration and Management, Other
119999	Computer and Information Sciences and Support Services, Other

PERSONAL AND CULINARY SERVICES

120301	Funeral Service and Mortuary Science, General
120302	Funeral Direction/Service
120303	Mortuary Science and Embalming/Embalmer
120399	Funeral Service and Mortuary Science, Other
120401	Cosmetology/Cosmetologist, General
120402	Barbering/Barber
120404	Electrolysis/Electrology and Electrolysis Technician
120406	Make-Up Artist/Specialist
120407	Hair Styling/Stylist and Hair Design

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
120408	Facial Treatment Specialist/Facialist
120409	Aesthetician/Esthetician and Skin Care Specialist
120410	Nail Technician/Specialist and Manicurist
120411	Permanent Cosmetics/Makeup and Tattooing
120412	Salon/Beauty Salon Management/Manager
120413	Cosmetology, Barber/Styling, and Nail Instructor
120499	Cosmetology and Related Personal Grooming Arts, Other
120500	Cooking and Related Culinary Arts, General
120501	Baking and Pastry Arts/Baker/Pastry Chef
120502	Bartending/Bartender
120503	Culinary Arts/Chef Training
120504	Restaurant, Culinary, and Catering Management/Manager
120505	Food Preparation/Professional Cooking/Kitchen Assistant
120506	Meat Cutting/Meat Cutter
120507	Food Service, Waiter/Waitress, and Dining Room Management/Manager
120508	Institutional Food Workers
120599	Culinary Arts and Related Services, Other
129999	Personal and Culinary Services, Other

EDUCATION

130101	Education, General
130201	Bilingual and Multilingual Education
130202	Multicultural Education
130203	Indian/Native American Education
130299	Bilingual, Multilingual, and Multicultural Education, Other
130301	Curriculum and Instruction
130401	Educational Leadership and Administration, General
130402	Administration of Special Education
130403	Adult and Continuing Education Administration
130404	Educational, Instructional, and Curriculum Supervision

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
130406	Higher Education/Higher Education Administration
130407	Community College Education
130408	Elementary and Middle School Administration/Principalship
130409	Secondary School Administration/Principalship
130410	Urban Education and Leadership
130411	Superintendency and Educational System Administration
130499	Educational Administration and Supervision, Other
130501	Educational/Instructional Media Design
130601	Educational Evaluation and Research
130603	Educational Statistics and Research Methods
130604	Educational Assessment, Testing, and Measurement
130699	Educational Assessment, Evaluation, and Research, Other
130701	International and Comparative Education
130901	Social and Philosophical Foundations of Education
131001	Special Education and Teaching, General
131003	Education/Teaching of Individuals with Hearing Impairments, Including Deafness
131004	Education/Teaching of the Gifted and Talented
131005	Education/Teaching of Individuals with Emotional Disturbances
131006	Education/Teaching of Individuals with Mental Retardation
131007	Education/Teaching of Individuals with Multiple Disabilities
131008	Education/Teaching of Individuals with Orthopedic and Other Physical Health Impairments
131009	Education/Teaching of Individuals with Vision Impairments, Including Blindness
131011	Education/Teaching of Individuals with Specific Learning Disabilities
131012	Education/Teaching of Individuals with Speech or Language Impairments
131013	Education/Teaching of Individuals with Autism
131014	Education/Teaching of Individuals Who are Developmentally Delayed
131015	Education/Teaching of Individuals in Early Childhood Special Education Programs
131016	Education/Teaching of Individuals with Traumatic Brain Injuries
131099	Special Education and Teaching, Other
131101	Counselor Education/School Counseling and Guidance Services

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
131102	College Student Counseling and Personnel Services
131199	Student Counseling and Personnel Services, Other
131201	Adult and Continuing Education and Teaching
131202	Elementary Education and Teaching
131203	Junior High/Intermediate/Middle School Education and Teaching
131205	Secondary Education and Teaching
131206	Teacher Education, Multiple Levels
131207	Montessori Teacher Education
131208	Waldorf/Steiner Teacher Education
131209	Kindergarten/Preschool Education and Teaching
131210	Early Childhood Education and Teaching
131299	Teacher Education and Professional Development, Specific Levels and Methods, Other
131301	Agricultural Teacher Education
131302	Art Teacher Education
131303	Business Teacher Education
131304	Driver and Safety Teacher Education
131305	English/Language Arts Teacher Education
131306	Foreign Language Teacher Education
131307	Health Teacher Education
131308	Family and Consumer Sciences/Home Economics Teacher Education
131309	Technology Teacher Education/Industrial Arts Teacher Education
131310	Sales and Marketing Operations/Marketing and Distribution Teacher Education
131311	Mathematics Teacher Education
131312	Music Teacher Education
131314	Physical Education Teaching and Coaching
131315	Reading Teacher Education
131316	Science Teacher Education/General Science Teacher Education
131317	Social Science Teacher Education
131318	Social Studies Teacher Education
131319	Technical Teacher Education
131320	Trade and Industrial Teacher Education

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
131321	Computer Teacher Education
131322	Biology Teacher Education
131323	Chemistry Teacher Education
131324	Drama and Dance Teacher Education
131325	French Language Teacher Education
131326	German Language Teacher Education
131327	Health Occupations Teacher Education
131328	History Teacher Education
131329	Physics Teacher Education
131330	Spanish Language Teacher Education
131331	Speech Teacher Education
131332	Geography Teacher Education
131333	Latin Teacher Education
131334	School Librarian/School Library Media Specialist
131335	Psychology Teacher Education
131399	Teacher Education and Professional Development, Specific Subject Areas, Other
131401	Teaching English as a Second or Foreign Language/ESL Language Instructor
131402	Teaching French as a Second or Foreign Language
131499	Teaching English or French as a Second or Foreign Language, Other
131501	Teacher Assistant/Aide
131502	Adult Literacy Tutor/Instructor
131599	Teaching Assistants/Aides, Other
139999	Education, Other

ENGINEERING

140101	Engineering, General
140201	Aerospace, Aeronautical and Astronautical Engineering
140301	Agricultural/Biological Engineering and Bioengineering
140401	Architectural Engineering
140501	Biomedical/Medical Engineering

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
140601	Ceramic Sciences and Engineering
140701	Chemical Engineering
140801	Civil Engineering, General
140802	Geotechnical Engineering
140803	Structural Engineering
140804	Transportation and Highway Engineering
140805	Water Resources Engineering
140899	Civil Engineering, Other
140901	Computer Engineering, General
140902	Computer Hardware Engineering
140903	Computer Software Engineering
140999	Computer Engineering, Other
141001	Electrical, Electronics and Communications Engineering
141101	Engineering Mechanics
141201	Engineering Physics
141301	Engineering Science
141401	Environmental/Environmental Health Engineering
141801	Materials Engineering
141901	Mechanical Engineering
142001	Metallurgical Engineering
142101	Mining and Mineral Engineering
142201	Naval Architecture and Marine Engineering
142301	Nuclear Engineering
142401	Ocean Engineering
142501	Petroleum Engineering
142701	Systems Engineering
142801	Textile Sciences and Engineering
143101	Materials Science
143201	Polymer/Plastics Engineering
143301	Construction Engineering
143401	Forest Engineering
143501	Industrial Engineering

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
143601	Manufacturing Engineering
143701	Operations Research
143801	Surveying Engineering
143901	Geological/Geophysical Engineering
149999	Engineering, Other
	ENGINEERING TECHNOLOGIES/TECHNICIANS
150000	Engineering Technology, General
150101	Architectural Engineering Technology/Technician
150201	Civil Engineering Technology/Technician
150303	Electrical, Electronic and Communications Engineering Technology/Technician
150304	Laser and Optical Technology/Technician
150305	Telecommunications Technology/Technician
150399	Electrical and Electronic Engineering Technologies/Technicians, Other
150401	Biomedical Technology/Technician
150403	Electromechanical Technology/Electromechanical Engineering Technology
150404	Instrumentation Technology/Technician
150405	Robotics Technology/Technician
150499	Electromechanical and Instrumentation and Maintenance Technologies/Technicians, Other
150501	Heating, Air Conditioning and Refrigeration Technology/Technician (ACH/ACR/ACHR/HRAC/HVAC/AC Technology)
150503	Energy Management and Systems Technology/Technician
150505	Solar Energy Technology/Technician
150506	Water Quality and Wastewater Treatment Management and Recycling Technology/Technician
150507	Environmental Engineering Technology/Environmental Technology
150508	Hazardous Materials Management and Waste Technology/Technician
150599	Environmental Control Technologies/Technicians, Other

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
150607	Plastics Engineering Technology/Technician
150611	Metallurgical Technology/Technician
150612	Industrial Technology/Technician
150613	Manufacturing Technology/Technician
150699	Industrial Production Technologies/Technicians, Other
150701	Occupational Safety and Health Technology/Technician
150702	Quality Control Technology/Technician
150703	Industrial Safety Technology/Technician
150704	Hazardous Materials Information Systems Technology/Technician
150799	Quality Control and Safety Technologies/Technicians, Other
150801	Aeronautical/Aerospace Engineering Technology/Technician
150803	Automotive Engineering Technology/Technician
150805	Mechanical Engineering/Mechanical Technology/Technician
150899	Mechanical Engineering Related Technologies/Technicians, Other
150901	Mining Technology/Technician
150903	Petroleum Technology/Technician
150999	Mining and Petroleum Technologies/Technicians, Other
151001	Construction Engineering Technology/Technician
151102	Survey Technology/Surveying
151103	Hydraulics and Fluid Power Technology/Technician
151199	Engineering-Related Technologies, Other
151201	Computer Engineering Technology/Technician
151202	Computer Technology/Computer Systems Technology
151203	Computer Hardware Technology/Technician
151204	Computer Software Technology/Technician
151299	Computer Engineering Technologies/Technicians, Other
151301	Drafting and Design Technology/Technician, General
151302	CAD/CADD Drafting and/or Design Technology/Technician
151303	Architectural Drafting and Architectural CAD/CADD
151304	Civil Drafting and Civil Engineering CAD/CADD
151305	Electrical/Electronics Drafting and Electrical/Electronics CAD/CADD

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
151306	Mechanical Drafting and Mechanical Drafting CAD/CADD
151399	Drafting/Design Engineering Technologies/Technicians, Other
151401	Nuclear Engineering Technology/Technician
151501	Engineering/Industrial Management
159999	Engineering Technologies/Technicians, Other
	FOREIGN LANGUAGES, LITERATURES, AND LINGUISTICS
160101	Foreign Languages and Literatures, General
160102	Linguistics
160103	Language Interpretation and Translation
160104	Comparative Literature
160199	Linguistic, Comparative, and Related Language Studies and Services, Other
160201	African Languages, Literatures, and Linguistics
160300	East Asian Languages, Literatures, and Linguistics, General
160301	Chinese Language and Literature
160302	Japanese Language and Literature
160303	Korean Language and Literature
160304	Tibetan Language and Literature
160399	East Asian Languages, Literatures, and Linguistics, Other
160400	Slavic Languages, Literatures, and Linguistics, General
160401	Baltic Languages, Literatures, and Linguistics
160402	Russian Language and Literature
160404	Albanian Language and Literature
160405	Bulgarian Language and Literature
160406	Czech Language and Literature
160407	Polish Language and Literature
160408	Serbian, Croatian, and Serbo-Croatian Languages and Literatures
160409	Slovak Language and Literature
160410	Ukrainian Language and Literature
160499	Slavic, Baltic, and Albanian Languages, Literatures, and Linguistics, Other
160500	Germanic Languages, Literatures, and Linguistics, General
160501	German Language and Literature

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
160502	Scandinavian Languages, Literatures, and Linguistics
160503	Danish Language and Literature
160504	Dutch/Flemish Language and Literature
160505	Norwegian Language and Literature
160506	Swedish Language and Literature
160599	Germanic Languages, Literatures, and Linguistics, Other
160601	Modern Greek Language and Literature
160700	South Asian Languages, Literatures, and Linguistics, General
160701	Hindi Language and Literature
160702	Sanskrit and Classical Indian Languages, Literatures, and Linguistics
160704	Bengali Language and Literature
160705	Panjabi Language and Literature
160706	Tamil Language and Literature
160707	Urdu Language and Literature
160799	South Asian Languages, Literatures, and Linguistics, Other
160801	Iranian/Persian Languages, Literatures, and Linguistics
160900	Romance Languages, Literatures, and Linguistics, General
160901	French Language and Literature
160902	Italian Language and Literature
160904	Portuguese Language and Literature
160905	Spanish Language and Literature
160906	Romanian Language and Literature
160907	Catalan Language and Literature
160999	Romance Languages, Literatures, and Linguistics, Other
161001	American Indian/Native American Languages, Literatures, and Linguistics
161100	Semitic Languages, Literatures, and Linguistics, General
161101	Arabic Language and Literature
161102	Hebrew Language and Literature
161103	Ancient Near Eastern and Biblical Languages, Literatures and Linguistics
161199	Middle/Near Eastern and Semitic Languages, Literatures, and Linguistics, Other
161200	Classics and Classical Languages, Literatures, and Linguistics, General

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
161202	Ancient/Classical Greek Language and Literature
161203	Latin Language and Literature
161299	Classics and Classical Languages, Literatures, and Linguistics, Other
161301	Celtic Languages, Literatures, and Linguistics
161400	Southeast Asian Languages, Literatures, and Linguistics, General
161401	Australian/Oceanic/Pacific Languages, Literatures, and Linguistics
161402	Bahasa Indonesian/Bahasa Malay Languages and Literatures
161403	Burmese Language and Literature
161404	Filipino/Tagalog Language and Literature
161405	Khmer/Cambodian Language and Literature
161406	Lao/Laotian Language and Literature
161407	Thai Language and Literature
161408	Vietnamese Language and Literature
161499	Southeast Asian and Australasian/Pacific Languages, Literatures, and Linguistics, Other
161501	Turkish Language and Literature
161502	Finnish and Related Languages, Literatures, and Linguistics
161503	Hungarian/Magyar Language and Literature
161504	Mongolian Language and Literature
161599	Turkic, Ural-Altaic, Caucasian, and Central Asian Languages, Literatures, and Linguistics, Other
161601	American Sign Language (ASL)
161602	Linguistics of ASL and Other Sign Languages
161603	Sign Language Interpretation and Translation
161699	American Sign Language, Other
169999	Foreign Languages, Literatures, and Linguistics, Other
	FAMILY AND CONSUMER SCIENCES/HUMAN SCIENCES
190000	Work and Family Studies
190101	Family and Consumer Sciences/Human Sciences, General

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
190201	Business Family and Consumer Sciences/Human Sciences
190202	Family and Consumer Sciences/Human Sciences Communication
190203	Consumer Merchandising/Retailing Management
190299	Family and Consumer Sciences/Human Sciences Business Services, Other
190401	Family Resource Management Studies, General
190402	Consumer Economics
190403	Consumer Services and Advocacy
190499	Family and Consumer Economics and Related Services, Other
190501	Foods, Nutrition, and Wellness Studies, General
190504	Human Nutrition
190505	Foodservice Systems Administration/Management
190599	Foods, Nutrition, and Related Services, Other
190601	Housing and Human Environments, General
190604	Facilities Planning and Management
190605	Home Furnishings and Equipment Installers
190699	Housing and Human Environments, Other
190701	Human Development and Family Studies, General
190702	Adult Development and Aging
190704	Family Systems
190706	Child Development
190707	Family and Community Services
190708	Child Care and Support Services Management
190709	Child Care Provider/Assistant
190799	Human Development, Family Studies, and Related Services, Other
190901	Apparel and Textiles, General
190902	Apparel and Textile Manufacture
190904	Textile Science
190905	Apparel and Textile Marketing Management
190906	Fashion and Fabric Consultant
190999	Apparel and Textiles, Other
199999	Family and Consumer Sciences/Human Sciences, Other

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
	LEGAL PROFESSIONS AND STUDIES
220000	Legal Studies, General
220001	Pre-Law Studies
220101	Law (LLB, JD)
220201	Advanced Legal Research/Studies, General (LLM, MCL, MLI, MSL, JSD/SJD)
220202	Programs for Foreign Lawyers (LLM, MCL)
220203	American/US Law/Legal Studies/Jurisprudence (LLM, MCJ, JSD/SJD)
220204	Canadian Law/Legal Studies/Jurisprudence (LLM, MCJ, JSD/SJD)
220205	Banking, Corporate, Finance, and Securities Law (LLM, JSD/SJD)
220206	Comparative Law (LLM, MCL, JSD/SJD)
220207	Energy, Environment, and Natural Resources Law (LLM, MS, JSD/SJD)
220208	Health Law (LLM, MJ, JSD/SJD)
220209	International Law and Legal Studies (LLM, JSD/SJD)
220210	International Business, Trade, and Tax Law (LLM, JSD/SJD)
220211	Tax Law/Taxation (LLM, JSD/SJD)
220299	Legal Research and Advanced Professional Studies, Other
220301	Legal Administrative Assistant/Secretary
220302	Legal Assistant/Paralegal
220303	Court Reporting/Court Reporter
220399	Legal Support Services, Other
229999	Legal Professions and Studies, Other
	ENGLISH LANGUAGE AND LITERATURE/LETTERS
230101	English Language and Literature, General
230401	English Composition
230501	Creative Writing
230701	American Literature (United States)
230702	American Literature (Canadian)
230801	English Literature (British and Commonwealth)
231001	Speech and Rhetorical Studies

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
231101	Technical and Business Writing
239999	English Language and Literature/Letters, Other
	LIBERAL ARTS AND SCIENCES, GENERAL STUDIES AND HUMANITIES
240101	Liberal Arts and Sciences/Liberal Studies
240102	General Studies
240103	Humanities/Humanistic Studies
240199	Liberal Arts and Sciences, General Studies and Humanities, Other
	LIBRARY SCIENCE
250101	Library Science/Librarianship
250301	Library Assistant/Technician
259999	Library Science, Other
	BIOLOGICAL AND BIOMEDICAL SCIENCES
260101	Biology/Biological Sciences, General
260102	Biomedical Sciences, General
260202	Biochemistry
260203	Biophysics
260204	Molecular Biology
260205	Molecular Biochemistry
260206	Molecular Biophysics
260207	Structural Biology
260208	Photobiology
260209	Radiation Biology/Radiobiology
260210	Biochemistry/Biophysics and Molecular Biology
260299	Biochemistry, Biophysics and Molecular Biology, Other
260301	Botany/Plant Biology
260305	Plant Pathology/Phytopathology

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
260307	Plant Physiology
260308	Plant Molecular Biology
260399	Botany/Plant Biology, Other
260401	Cell/Cellular Biology and Histology
260403	Anatomy
260404	Developmental Biology and Embryology
260405	Neuroanatomy
260406	Cell/Cellular and Molecular Biology
260407	Cell Biology and Anatomy
260499	Cell/Cellular Biology and Anatomical Sciences, Other
260502	Microbiology, General
260503	Medical Microbiology and Bacteriology
260504	Virology
260505	Parasitology
260506	Mycology
260507	Immunology
260599	Microbiological Sciences and Immunology, Other
260701	Zoology/Animal Biology
260702	Entomology
260707	Animal Physiology
260708	Animal Behavior and Ethology
260709	Wildlife Biology
260799	Zoology/Animal Biology, Other
260801	Genetics, General
260802	Molecular Genetics
260803	Microbial and Eukaryotic Genetics
260804	Animal Genetics
260805	Plant Genetics
260806	Human/Medical Genetics
260899	Genetics, Other
260901	Physiology, General

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
260902	Molecular Physiology
260903	Cell Physiology
260904	Endocrinology
260905	Reproductive Biology
260906	Neurobiology and Neurophysiology
260907	Cardiovascular Science
260908	Exercise Physiology
260909	Vision Science/Physiological Optics
260910	Pathology/Experimental Pathology
260911	Oncology and Cancer Biology
260999	Physiology, Pathology, and Related Sciences, Other
261001	Pharmacology
261002	Molecular Pharmacology
261003	Neuropharmacology
261004	Toxicology
261005	Molecular Toxicology
261006	Environmental Toxicology
261007	Pharmacology and Toxicology
261099	Biometry/Biometrics
261102	Biostatistics
261103	Bioinformatics
261199	Biomathematics and Bioinformatics, Other
261201	Biotechnology
261301	Ecology
261302	Marine Biology and Biological Oceanography
261303	Evolutionary Biology
261304	Aquatic Biology/Limnology
261305	Environmental Biology
261306	Population Biology
261307	Conservation Biology
261308	Systematic Biology/Biological Systematics

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
261309	Epidemiology
261399	Ecology, Evolution, Systematics and Population Biology, Other
269999	Biological and Biomedical Sciences, Other
	MATHEMATICS AND STATISTICS
270101	Mathematics, General
270102	Algebra and Number Theory
270103	Analysis and Functional Analysis
270104	Topology and Foundations
270199	Mathematics, Other
270301	Applied Mathematics
270303	Computational Mathematics
270399	Applied Mathematics, Other
270501	Statistics, General
270502	Mathematical Statistics and Probability
270599	Statistics, Other
279999	Mathematics and Statistics, Other
	MILITARY TECHNOLOGIES
290101	Military Technologies
	MULTI/INTERDISCIPLINARY STUDIES
300101	Biological and Physical Sciences
300501	Peace Studies and Conflict Resolution
300601	Systems Science and Theory
300801	Mathematics and Computer Science
301001	Biopsychology
301101	Gerontology
301201	Historic Preservation and Conservation

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
301202	Cultural Resource Management and Policy Analysis
301299	Historic Preservation and Conservation, Other
301301	Medieval and Renaissance Studies
301401	Museology/Museum Studies
301501	Science, Technology and Society
301601	Accounting and Computer Science
301701	Behavioral Sciences
301801	Natural Sciences
301901	Nutrition Sciences
302001	International/Global Studies
302101	Holocaust and Related Studies
302201	Ancient Studies/Civilization
302202	Classical, Ancient Mediterranean and Near Eastern Studies and Archaeology
302301	Intercultural/Multicultural and Diversity Studies
302401	Neuroscience
302501	Cognitive Science
309999	Multi/Interdisciplinary Studies, Other

PARKS, RECREATION, LEISURE AND FITNESS STUDIES

310101	Parks, Recreation and Leisure Studies
310301	Parks, Recreation and Leisure Facilities Management
310501	Health and Physical Education, General
310504	Sport and Fitness Administration/Management
310505	Kinesiology and Exercise Science
310599	Health and Physical Education/Fitness, Other
319999	Parks, Recreation, Leisure and Fitness Studies, Other

PHILOSOPHY AND RELIGIOUS STUDIES

380101	Philosophy

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
380102	Logic
380103	Ethics
380199	Philosophy, Other
380201	Religion/Religious Studies
380202	Buddhist Studies
380203	Christian Studies
380204	Hindu Studies
380205	Islamic Studies
380206	Jewish/Judaic Studies
380299	Religion/Religious Studies, Other
389999	Philosophy and Religious Studies, Other
	THEOLOGY AND RELIGIOUS VOCATIONS
390201	Bible/Biblical Studies
390301	Missions/Missionary Studies and Missiology
390401	Religious Education
390501	Religious/Sacred Music
390601	Theology/Theological Studies
390602	Divinity/Ministry (BD, MDiv)
390604	Pre-Theology/Pre-Ministerial Studies
390605	Rabbinical Studies (MHL/Rav)
390606	Talmudic Studies
390699	Theological and Ministerial Studies, Other
390701	Pastoral Studies/Counseling
390702	Youth Ministry
390799	Pastoral Counseling and Specialized Ministries, Other
399999	Theology and Religious Vocations, Other
	PHYSICAL SCIENCES

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
400101	Physical Sciences
400201	Astronomy
400202	Astrophysics
400203	Planetary Astronomy and Science
400299	Astronomy and Astrophysics, Other
400401	Atmospheric Sciences and Meteorology, General
400402	Atmospheric Chemistry and Climatology
400403	Atmospheric Physics and Dynamics
400404	Meteorology
400499	Atmospheric Sciences and Meteorology, Other
400501	Chemistry, General
400502	Analytical Chemistry
400503	Inorganic Chemistry
400504	Organic Chemistry
400506	Physical and Theoretical Chemistry
400507	Polymer Chemistry
400508	Chemical Physics
400599	Chemistry, Other
400601	Geology/Earth Science, General
400602	Geochemistry
400603	Geophysics and Seismology
400604	Paleontology
400605	Hydrology and Water Resources Science
400606	Geochemistry and Petrology
400607	Oceanography, Chemical and Physical
400699	Geological and Earth Sciences/Geosciences, Other
400801	Physics, General
400802	Atomic/Molecular Physics
400804	Elementary Particle Physics
400805	Plasma and High-Temperature Physics
400806	Nuclear Physics
400807	Optics/Optical Sciences

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
400808	Solid State and Low-Temperature Physics
400809	Acoustics
400810	Theoretical and Mathematical Physics
400899	Physics, Other
409999	Physical Sciences, Other
	SCIENCE TECHNOLOGIES/TECHNICIANS
410101	Biology Technician/Biotechnology Laboratory Technician
410204	Industrial Radiologic Technology/Technician
410205	Nuclear/Nuclear Power Technology/Technician
410299	Nuclear and Industrial Radiologic Technologies/Technicians, Other
410301	Chemical Technology/Technician
410399	Physical Science Technologies/Technicians, Other
419999	Science Technologies/Technicians, Other
	PSYCHOLOGY
420101	Psychology, General
420201	Clinical Psychology
420301	Cognitive Psychology and Psycholinguistics
420401	Community Psychology
420501	Comparative Psychology
420601	Counseling Psychology
420701	Developmental and Child Psychology
420801	Experimental Psychology
420901	Industrial and Organizational Psychology
421001	Personality Psychology
421101	Physiological Psychology/Psychobiology
421601	Social Psychology
421701	School Psychology
421801	Educational Psychology

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
421901	Psychometrics and Quantitative Psychology
422001	Clinical Child Psychology
422101	Environmental Psychology
422201	Geropsychology
422301	Health/Medical Psychology
422401	Psychopharmacology
422501	Family Psychology
422601	Forensic Psychology
429999	Psychology, Other
	SECURITY AND PROTECTIVE SERVICES
430102	Corrections
430103	Criminal Justice/Law Enforcement Administration
430104	Criminal Justice/Safety Studies
430106	Forensic Science and Technology
430107	Criminal Justice/Police Science
430109	Security and Loss Prevention Services
430110	Juvenile Corrections
430111	Criminalistics and Criminal Science
430112	Securities Services Administration/Management
430113	Corrections Administration
430199	Corrections and Criminal Justice, Other
430201	Fire Protection and Safety Technology/Technician
430202	Fire Services Administration
430203	Fire Science/Firefighting
430299	Fire Protection, Other
439999	Security and Protective Services, Other
	PUBLIC ADMINISTRATION AND SOCIAL SERVICE PROFESSIONS

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
440000	Human Services, General
440201	Community Organization and Advocacy
440401	Public Administration
440501	Public Policy Analysis
440701	Social Work
440702	Youth Services/Administration
440799	Social Work, Other
449999	Public Administration and Social Service Professions, Other

SOCIAL SCIENCES

450101	Social Sciences, General
450201	Anthropology
450202	Physical Anthropology
450299	Anthropology, Other
450301	Archeology
450401	Criminology
450501	Demography and Population Studies
450601	Economics, General
450602	Applied Economics
450603	Econometrics and Quantitative Economics
450604	Development Economics and International Development
450605	International Economics
450699	Economics, Other
450701	Geography
450702	Cartography
450799	Geography, Other
450901	International Relations and Affairs
451001	Political Science and Government, General
451002	American Government and Politics (United States)
451003	Canadian Government and Politics

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
451099	Political Science and Government, Other
451101	Sociology
451201	Urban Studies/Affairs
459999	Social Sciences, Other
	CONSTRUCTION TRADES
460000	Construction Trades, General
460101	Mason/Masonry
460201	Carpentry/Carpenter
460301	Electrical and Power Transmission Installation/Installer, General
460302	Electrician
460303	Lineworker
460399	Electrical and Power Transmission Installers, Other
460401	Building/Property Maintenance and Management
460402	Concrete Finishing/Concrete Finisher
460403	Building/Home/Construction Inspection/Inspector
460404	Drywall Installation/Drywaller
460406	Glazier
460408	Painting/Painter and Wall Coverer
460410	Roofer
460411	Metal Building Assembly/Assembler
460412	Building/Construction Site Management/Manager
460499	Building/Construction Finishing, Management, and Inspection, Other
460502	Pipefitting/Pipefitter and Sprinkler Fitter
460503	Plumbing Technology/Plumber
460504	Well Drilling/Driller
460505	Blasting/Blaster
460599	Plumbing and Related Water Supply Services, Other
469999	Construction Trades, Other
	MECHANIC AND REPAIR TECHNOLOGIES/TECHNICIANS

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
470000	Mechanics and Repairers, General
470101	Electrical/Electronics Equipment Installation and Repair, General
470102	Business Machine Repairer
470103	Communications Systems Installation and Repair Technology
470104	Computer Installation and Repair Technology/Technician
470105	Industrial Electronics Technology/Technician
470106	Appliance Installation and Repair Technology/Technician
470110	Security System Installation, Repair, and Inspection Technology/Technician
470199	Electrical/Electronics Maintenance and Repair Technology, Other
470201	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HACR, HVAC, HVACR)
470302	Heavy Equipment Maintenance Technology/Technician
470303	Industrial Mechanics and Maintenance Technology
470399	Heavy/Industrial Equipment Maintenance Technologies, Other
470402	Gunsmithing/Gunsmith
470403	Locksmithing and Safe Repair
470404	Musical Instrument Fabrication and Repair
470408	Watchmaking and Jewelrymaking
470409	Parts and Warehousing Operations and Maintenance Technology/Technician
470499	Precision Systems Maintenance and Repair Technologies, Other
470603	Autobody/Collision and Repair Technology/Technician
470604	Automobile/Automotive Mechanics Technology/Technician
470605	Diesel Mechanics Technology/Technician
470606	Small Engine Mechanics and Repair Technology/Technician
470607	Airframe Mechanics and Aircraft Maintenance Technology/Technician
470608	Aircraft Powerplant Technology/Technician
470609	Avionics Maintenance Technology/Technician
470610	Bicycle Mechanics and Repair Technology/Technician
470611	Motorcycle Maintenance and Repair Technology/Technician
470612	Vehicle Emissions Inspection and Maintenance Technology/Technician
470613	Medium/Heavy Vehicle and Truck Technology/Technician
470614	Alternative Fuel Vehicle Technology/Technician

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
470615	Engine Machinist
470616	Marine Maintenance/Fitter and Ship Repair Technology/Technician
470699	Vehicle Maintenance and Repair Technologies, Other
479999	Mechanic and Repair Technologies/Technicians, Other
	PRECISION PRODUCTION
480000	Precision Production Trades, General
480303	Upholstery/Upholsterer
480304	Shoe, Boot and Leather Repair
480399	Leatherworking and Upholstery, Other
480501	Machine Tool Technology/Machinist
480503	Machine Shop Technology/Assistant
480506	Sheet Metal Technology/Sheetworking
480507	Tool and Die Technology/Technician
480508	Welding Technology/Welder
480509	Ironworking/Ironworker
480599	Precision Metal Working, Other
480701	Woodworking, General
480702	Furniture Design and Manufacturing
480703	Cabinetmaking and Millwork/Millwright
480799	Woodworking, Other
480801	Boilermaking/Boilermaker
489999	Precision Production, Other
	TRANSPORTATION AND MATERIALS MOVING
490101	Aeronautics/Aviation/Aerospace Science and Technology, General
490102	Airline/Commercial/Professional Pilot and Flight Crew
490104	Aviation/Airway Management and Operations
490105	Air Traffic Controller
490106	Airline Flight Attendant
490108	Flight Instructor
490199	Air Transportation, Other

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
490202	Construction/Heavy Equipment/Earthmoving Equipment Operation
490205	Truck and Bus Driver/Commercial Vehicle Operation
490206	Mobil Crane Operation/Operator
490299	Ground Transportation, Other
490303	Commercial Fishing
490304	Diver, Professional and Instructor
490309	Marine Science/Merchant Marine Officer
490399	Marine Transportation, Other
499999	Transportation and Materials Moving, Other

VISUAL AND PERFORMING ARTS

500101	Visual and Performing Arts, General
500201	Crafts/Craft Design, Folk Art and Artisanry
500301	Dance, General
500302	Ballet
500399	Dance, Other
500401	Design and Visual Communications, General
500402	Commercial and Advertising Art
500404	Industrial Design
500406	Commercial Photography
500407	Fashion/Apparel Design
500408	Interior Design
500409	Graphic Design
500410	Illustration
500499	Design and Applied Arts, Other
500501	Drama and Dramatics/Theatre Arts, General
500502	Technical Theater/Theater Design and Technology
500504	Playwriting and Screenwriting
500505	Theatre Literature, History and Criticism
500506	Acting
500507	Directing and Theatrical Production

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
500508	Theatre/Theatre Arts Management
500599	Dramatic/Theater Arts and Stagecraft, Other
500601	Film/Cinema Studies
500602	Cinematography and Film/Video Production
500605	Photography
500699	Film/Video and Photographic Arts, Other
500701	Art/Art Studies, General
500702	Fine/Studio Arts, General
500703	Art History, Criticism and Conservation
500704	Arts Management
500705	Drawing
500706	Intermedia/Multimedia
500708	Painting
500709	Sculpture
500710	Printmaking
500711	Ceramic Arts and Ceramics
500712	Fiber, Textile and Weaving Arts
500713	Metal and Jewelry Arts
500799	Fine Arts and Art Studies, Other
500901	Music, General
500902	Music History, Literature, and Theory
500903	Music Performance, General
500904	Music Theory and Composition
500905	Musicology and Ethnomusicology
500906	Conducting
500907	Piano and Organ
500908	Voice and Opera
500909	Music Management and Merchandising
500910	Jazz/Jazz Studies
500911	Violin, Viola, Guitar and Other Stringed Instruments
500912	Music Pedagogy
500999	Music, Other

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
509999	Visual and Performing Arts, Other
	HEALTH PROFESSIONS AND RELATED CLINICAL SCIENCES
510000	Health Services/Allied Health/Health Sciences, General
510101	Chiropractic (DC)
510201	Communication Disorders, General
510202	Audiology/Audiologist and Hearing Sciences
510203	Speech-Language Pathology/Pathologist
510204	Audiology/Audiologist and Speech-Language Pathology/Pathologist
510299	Communication Disorders Sciences and Services, Other
510401	Dentistry (DDS, DMD)
510501	Dental Clinical Sciences, General (MS, PhD)
510502	Advanced General Dentistry (Cert, MS, PhD)
510503	Oral Biology and Oral Pathology (MS, PhD)
510504	Dental Public Health and Education (Cert, MS/MPH, PhD/DPH)
510505	Dental Materials (MS, PhD)
510506	Endodontics/Endodontology (Cert, MS, PhD)
510507	Oral/Maxillofacial Surgery (Cert, MS, PhD)
510508	Orthodontics/Orthodontology (Cert, MS, PhD)
510509	Pediatric Dentistry/Pedodontics (Cert, MS, PhD)
510510	Periodontics/Periodontology (Cert, MS, PhD)
510511	Prosthodontics/Prosthodontology (Cert, MS, PhD)
510599	Advanced/Graduate Dentistry and Oral Sciences, Other
510601	Dental Assisting/Assistant
510602	Dental Hygiene/Hygienist
510603	Dental Laboratory Technology/Technician
510699	Dental Services and Allied Professions, Other
510701	Health/Health Care Administration/Management
510702	Hospital and Health Care Facilities Administration/Management
510703	Health Unit Coordinator/Ward Clerk
510704	Health Unit Manager/Ward Supervisor
510705	Medical Office Management/Administration

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
510706	Health Information/Medical Records Administration/Administrator
510707	Health Information/Medical Records Technology/Technician
510708	Medical Transcription/Transcriptionist
510709	Medical Office Computer Specialist/Assistant
510710	Medical Office Assistant/Specialist
510711	Medical/Health Management and Clinical Assistant/Specialist
510712	Medical Reception/Receptionist
510713	Medical Insurance Coding Specialist/Coder
510714	Medical Insurance Specialist/Medical Biller
510715	Health/Medical Claims Examiner
510716	Medical Administrative/Executive Assistant and Medical Secretary
510717	Medical Staff Services Technology/Technician
510799	Health and Medical Administrative Services, Other
510801	Medical/Clinical Assistant
510802	Clinical/Medical Laboratory Assistant
510803	Occupational Therapist Assistant
510805	Pharmacy Technician/Assistant
510806	Physical Therapist Assistant
510808	Veterinary/Animal Health Technology/Technician and Veterinary Assistant
510809	Anesthesiologist Assistant
510810	Emergency Care Attendant (EMT Ambulance)
510811	Pathology/Pathologist Assistant
510812	Respiratory Therapy Technician/Assistant
510813	Chiropractic Assistant/Technician
510899	Allied Health and Medical Assisting Services, Other
510901	Cardiovascular Technology/Technologist
510902	Electrocardiograph Technology/Technician
510903	Electroneurodiagnostic/Electroencephalographic Technology/Technologist
510904	Emergency Medical Technology/Technician (EMT Paramedic)
510905	Nuclear Medical Technology/Technologist
510906	Perfusion Technology/Perfusionist
510907	Medical Radiologic Technology/Science – Radiation Therapist

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
510908	Respiratory Care Therapy/Therapist
510909	Surgical Technology/Technologist
510910	Diagnostic Medical Sonography/Sonographer and Ultrasound Technician
510911	Radiologic Technology/Science – Radiographer
510912	Physician Assistant
510913	Athletic Training/Trainer
510914	Gene/Genetic Therapy
510915	Cardiopulmonary Technology/Technologist
510916	Radiation Protection/Health Physics Technician
510999	Allied Health Diagnostic, Intervention, and Treatment Professions, Other
511001	Blood Bank Technology Specialist
511002	Cytotechnology/Cytotechnologist
511003	Hematology Technology/Technician
511004	Clinical/Medical Laboratory Technician
511005	Clinical Laboratory Science/Medical Technology/Technologist
511006	Ophthalmic Laboratory Technology/Technician
511007	Histologic Technology/Histotechnologist
511008	Histologic Technician
511009	Phlebotomy/Phlebotomist
511010	Cytogenetics/Genetics/Clinical Genetics Technology/Technologist
511011	Renal/Dialysis Technologist/Technician
511099	Clinical/Medical Laboratory Science and Allied Professions, Other
511101	Pre-Dentistry Studies
511102	Pre-Medicine/Pre-Medical Studies
511103	Pre-Pharmacy Studies
511104	Pre-Veterinary Studies
511105	Pre-Nursing Studies
511199	Health/Medical Preparatory Programs, Other
511201	Medicine (MD)
511401	Medical Scientist (MS, PhD)
511501	Substance Abuse/Addiction Counseling

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
511502	Psychiatric/Mental Health Services Technician
511503	Clinical/Medical Social Work
511504	Community Health Services/Liaison/Counseling
511505	Marriage and Family Therapy/Counseling
511506	Clinical Pastoral Counseling/Patient Counseling
511507	Psychoanalysis and Psychotherapy
511508	Mental Health Counseling/Counselor
511509	Genetic Counseling/Counselor
511599	Mental and Social Health Services and Allied Professions, Other
511601	Nursing/Registered Nurse (RN, ASN, BSN, MSN)
511602	Nursing Administration (MSN, MS, PhD)
511603	Adult Health Nurse/Nursing
511604	Nurse Anesthetist
511605	Family Practice Nurse/Nurse Practitioner
511606	Maternal/Child Health and Neonatal Nurse/Nursing
511607	Nurse Midwife/Nursing Midwifery
511608	Nursing Science (MS, PhD)
511609	Pediatric Nurse/Nursing
511610	Psychiatric/Mental Health Nurse/Nursing
511611	Public Health/Community Nurse/Nursing
511612	Perioperative/Operating Room and Surgical Nurse/Nursing
511613	Licensed Practical /Vocational Nurse Training (LPN, LVN, Cert, Dipl, AAS)
511614	Nurse/Nursing Assistant/Aide and Patient Care Assistant
511616	Clinical Nurse Specialist
511617	Critical Care Nursing
511618	Occupational and Environmental Health Nursing
511699	Nursing, Other
511701	Optometry (OD)
511801	Opticianry/Ophthalmic Dispensing Optician
511802	Optometric Technician/Assistant
511803	Opthalmic Technician/Technologist

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
511804	Orthoptics/Orthoptist
511899	Ophthalmic and Optometric Support Services and Allied Professions, Other
511901	Osteopathic Medicine/Osteopathy (DO)
512001	Pharmacy (PharmD [USA], PharmD or BS/BPharm [Canada])
512002	Pharmacy Administration and Pharmacy Policy and Regulatory Affairs (MS, PhD)
512003	Pharmaceutics and Drug Design (MS, PhD)
512004	Medicinal and Pharmaceutical Chemistry (MS, PhD)
512005	Natural Products Chemistry and Pharmacognosy (MS, PhD)
512006	Clinical and Industrial Drug Development (MS, PhD)
512007	Pharmacoeconomics/Pharmaceutical Economics (MS, PhD)
512008	Clinical, Hospital, and Managed Care Pharmacy (MS, PhD)
512009	Industrial and Physical Pharmacy and Cosmetic Sciences (MS, PhD)
512099	Pharmacy, Pharmaceutical Sciences, and Administration, Other
512101	Podiatric Medicine/Podiatry (DPM)
512201	Public Health, General (MPH, DPH)
512202	Environmental Health
512205	Health/Medical Physics
512206	Occupational Health and Industrial Hygiene
512207	Public Health Education and Promotion
512208	Community Health and Preventive Medicine
512209	Maternal and Child Health
512210	International Public Health/International Health
512211	Health Services Administration
512299	Public Health, Other
512301	Art Therapy/Therapist
512302	Dance Therapy/Therapist
512305	Music Therapy/Therapist
512306	Occupational Therapy/Therapist
512307	Orthotist/Prosthetist
512308	Physical Therapy/Therapist

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
512309	Therapeutic Recreation/Recreational Therapy
512310	Vocational Rehabilitation Counseling/Counselor
512311	Kinesiotherapy/Kinesiotherapist
512312	Assistive/Augmentative Technology and Rehabilitation Engineering
512399	Rehabilitation and Therapeutic Professions, Other
512401	Veterinary Medicine (DVM)
512501	Veterinary Sciences/Veterinary Clinical Sciences, General (Cert, MS, PhD)
512502	Veterinary Anatomy (Cert, MS, PhD)
512503	Veterinary Physiology (Cert, MS, PhD)
512504	Veterinary Microbiology and Immunobiology (Cert, MS, PhD)
512505	Veterinary Pathology and Pathobiology (Cert, MS, PhD)
512506	Veterinary Toxicology and Pharmacology (Cert, MS, PhD)
512507	Large Animal/Food Animal and Equine Surgery and Medicine (Cert, MS, PhD)
512508	Small/Companion Animal Surgery and Medicine (Cert, MS, PhD)
512509	Comparative and Laboratory Animal Medicine (Cert, MS, PhD)
512510	Veterinary Preventive Medicine Epidemiology, and Public Health (Cert, MS, PhD)
512511	Veterinary Infectious Diseases (Cert, MS, PhD)
512599	Veterinary Biomedical and Clinical Sciences, Other (Cert, MS PhD)
512601	Health Aide
512602	Home Health Aide/Home Attendant
512603	Medication Aide
512699	Health Aides/Attendants/Orderlies, Other
512703	Medical Illustration/Medical Illustrator
512706	Medical Informatics
512799	Medical Illustration and Informatics, Other
513101	Dietetics/Dietitians (RD)
513102	Clinical Nutrition/Nutritionist
513103	Dietetic Technician (DTR)
513104	Dietitian Assistant
513199	Dietetics and Clinical Nutrition Services, Other

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
513201	Bioethics/Medical Ethics
513301	Acupuncture
513302	Traditional Chinese/Asian Medicine and Chinese Herbology
513303	Naturopathic Medicine/Naturopathy (ND)
513304	Homeopathic Medicine/Homeopathy
513305	Ayurvedic Medicine/Ayurveda
513399	Alternative and Complementary Medicine and Medical Systems, Other
513401	Direct Entry Midwifery (LM, CPM)
513499	Alternative and Complementary Medical Support Services, Other
513501	Massage Therapy/Therapeutic Massage
513502	Asian Bodywork Therapy
513503	Somatic Bodywork
513599	Somatic Bodywork and Related Therapeutic Services, Other
513601	Movement Therapy and Movement Education
513602	Yoga Teacher Training/Yoga Therapy
513603	Hypnotherapy/Hypnotherapist
513699	Movement and Mind-Body Therapies and Education, Other
513701	Aromatherapy
513702	Herbalism/Herbalist
513703	Polarity Therapy
513704	Reiki
513799	Energy and Biologically Based Therapies, Other
519999	Health Professions and Related Clinical Sciences, Other

BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SERVICES

520101	Business/Commerce, General
520201	Business Administration and Management, General
520202	Purchasing, Procurement/Acquisitions and Contracts Management
520203	Logistics and Materials Management

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
520204	Office Management and Supervision
520205	Operations Management and Supervision
520206	Non-Profit/Public/Organizational Management
520207	Customer Service Management
520208	E-Commerce/Electronic Commerce
520209	Transportation/Transportation Management
520299	Business Administration, Management and Operations, Other
520301	Accounting
520302	Accounting Technology/Technician and Bookkeeping
520303	Auditing
520304	Accounting and Finance
520305	Accounting and Business/Management
520399	Accounting and Related Services, Other
520401	Administrative Assistant and Secretarial Science, General
520402	Executive Assistant/Executive Secretary
520406	Receptionist
520407	Business/Office Automation/Technology/Data Entry
520408	General Office Occupations and Clerical Services
520409	Parts, Warehousing, and Inventory Management Operations
520410	Traffic, Customs, and Transportation Clerk/Technician
520411	Customer Service Support/Call Center/Teleservice Operation
520499	Business Operations Support and Secretarial Services, Other
520501	Business/Corporate Communications
520601	Business/Managerial Economics
520701	Entrepreneurship/Entrepreneurial Studies
520702	Franchising and Franchise Operations
520703	Small Business Administration/Management
520799	Entrepreneurial and Small Business Operations, Other
520801	Finance, General
520803	Banking and Financial Support Services
520804	Financial Planning and Services
520806	International Finance

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
520807	Investments and Securities
520808	Public Finance
520809	Credit Management
520899	Finance and Financial Management Services, Other
520901	Hospitality Administration/Management, General
520903	Tourism and Travel Services Management
520904	Hotel/Motel Administration/Management
520905	Restaurant/Food Services Management
520906	Resort Management
520999	Hospitality Administration/Management, Other
521001	Human Resources Management/Personnel Administration, General
521002	Labor and Industrial Relations
521003	Organizational Behavior Studies
521004	Labor Studies
521005	Human Resources Development
521099	Human Resources Management and Services, Other
521101	International Business/Trade/Commerce
521201	Management Information Systems, General
521206	Information Resources Management/CIO Training
521207	Knowledge Management
521299	Management Information Systems and Services, Other
521301	Management Science, General
521302	Business Statistics
521304	Actuarial Science
521399	Management Sciences and Quantitative Methods, Other
521401	Marketing/Marketing Management, General
521402	Marketing Research
521403	International Marketing
521499	Marketing, Other
521501	Real Estate

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
521601	Taxation
521701	Insurance
521801	Sales, Distribution, and Marketing Operations, General
521802	Merchandising and Buying Operations
521803	Retailing and Retail Operations
521804	Selling Skills and Sales Operations
521899	General Merchandising, Sales, and Related Marketing Operations, Other
521901	Auctioneering
521902	Fashion Merchandising
521903	Fashion Modeling
521904	Apparel and Accessories Marketing Operations
521905	Tourism and Travel Services Marketing Operations
521906	Tourism Promotion Operations
521907	Vehicle and Vehicle Parts and Accessories Marketing Operations
521908	Business and Personal/Financial Services Marketing Operations
521909	Special Products Marketing Operations
521910	Hospitality and Recreation Marketing Operations
521999	Specialized Merchandising, Sales, and Related Marketing Operations, Other
522001	Construction Management
529999	Business, Management, Marketing, and Related Support Services, Other

HISTORY

540101	History, General
540102	American History (United States)
540103	European History
540104	History and Philosophy of Science and Technology
540105	Public/Applied History and Archival Administration
540106	Asian History
540107	Canadian History
540199	History, Other

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
	DENTAL, MEDICAL AND VETERINARY RESIDENCY PROGRAMS
600101	Dental/Oral Surgery Specialty
600102	Dental Public Health Specialty
600103	Endodontics Specialty
600104	Oral Pathology Specialty
600105	Orthodontics Specialty
600106	Pedodontics Specialty
600107	Periodontics Specialty
600108	Prosthodontics Specialty
600199	Dental Residency Program, Other
600201	Aerospace Medicine
600202	Allergies and Immunology
600203	Anesthesiology
600204	Blood Banking
600205	Cardiology
600206	Chemical Pathology
600207	Child/Pediatric Neurology
600208	Child Psychiatry
600209	Colon and Rectal Surgery
600210	Critical Care Anesthesiology
600211	Critical Care Medicine
600212	Critical Care Surgery
600213	Dermatology
600214	Dermatopathology
600215	Diagnostic Radiology
600216	Emergency Medicine
600217	Endocrinology and Metabolism
600218	Family Medicine
600219	Forensic Pathology
600220	Gastroenterology
600221	General Surgery

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
600222	Geriatric Medicine
600223	Hand Surgery
600224	Hematology
600225	Hematological Pathology
600226	Immunopathology
600227	Infectious Disease
600228	Internal Medicine
600229	Laboratory Medicine
600230	Musculoskeletal Oncology
600231	Neonatal-Perinatal Medicine
600232	Nephrology
600233	Neurological Surgery/Neurosurgery
600234	Neurology
600235	Neuropathology
600236	Nuclear Medicine
600237	Nuclear Radiology
600238	Obstetrics and Gynecology
600239	Occupational Medicine
600240	Oncology
600241	Ophthalmology
600242	Orthopedics/Orthopedic Surgery
600243	Otolaryngology
600244	Pathology
600245	Pediatric Cardiology
600246	Pediatric Endocrinology
600247	Pediatric Hemato-Oncology
600248	Pediatric Nephrology
600249	Pediatric Orthopedics
600250	Pediatric Surgery
600251	Pediatrics
600252	Physical and Rehabilitation Medicine

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
600253	Plastic Surgery
600254	Preventive Medicine
600255	Psychiatry
600256	Public Health Medicine
600257	Pulmonary Disease
600258	Radiation Oncology
600259	Radioisotopic Pathology
600260	Rheumatology
600261	Sports Medicine
600262	Thoracic Surgery
600263	Urology
600264	Vascular Surgery
600265	Adult Reconstructive Orthopedics (Orthopedic Surgery)
600266	Child Neurology
600267	Cytopathology
600268	Geriatric Medicine (Internal Medicine)
600269	Pediatric Urology
600270	Physical Medical and Rehabilitation/Psychiatry
600271	Orthopedic Surgery of the Spine
600299	Medical Residency Programs, Other
600301	Veterinary Anesthesiology
600302	Veterinary Dentistry
600303	Veterinary Dermatology
600304	Veterinary Emergency and Critical Care Medicine
600305	Veterinary Internal Medicine
600306	Laboratory Animal Medicine
600307	Veterinary Microbiology
600308	Veterinary Nutrition
600309	Veterinary Ophthalmology
600310	Veterinary Pathology
600311	Veterinary Practice

INSTRUCTIONAL PROGRAM (Continued)

Code:	**Name/Explanation:**
600312	Veterinary Preventive Medicine
600313	Veterinary Radiology
600314	Veterinary Surgery
600315	Theriogenology
600316	Veterinary Toxicology
600317	Zoological Medicine
600399	Veterinary Residency Programs, Other

LANGUAGE IDENTIFICATION

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

Responsible Organization: Department of Defense, Defense Language Institute.

Applicability: Voluntary.

Format: TEXT_F(3)

Note:

Hyphens (---) in the code column indicate that the language is known by another name or is a variation or part of another language, to which the user is referred.

LANGUAGE IDENTIFICATION (Continued)

Code:	**Name/Explanation:**
XXX	Unspecified-Other
YYY	None
ZZZ	Unknown
ACE	Achinese
ACH	Acholi
ADY	Adigey
AFR	Afrikaans
AFA	Afro-Asian
AKA	Akan
KPO	Akposso
SQI	Albanian
ALS	Albanian-Gheg
ALN	Albanian-Tosk
ALE	Aleut
MYG	Amashi
ASE	American Sign Language
AMH	Amharic
APA	Apache
ARA	Arabic
ARB	Arabic (Modern Standard)
ARQ	Arabic-Algerian
QAC	Arabic-Classical
ARZ	Arabic-Egyptian
QAG	Arabic-Gulf
QAI	Arabic-Iraqi I
QAJ	Arabic-Jordanian
QLB	Arabic-Lebanese
AYL	Arabic-Libyan
---	Arabic-Maghrebi. See Arabic-Western.
ARY	Arabic-Moroccan

LANGUAGE IDENTIFICATION (Continued)

Code:	**Name/Explanation:**
QAS	Arabic-Peninsula
APD	Arabic-Sudanese
QAL	Arabic-Syrian
AEB	Arabic-Tunisian
QAM	Arabic-Western (also Arabic-Maghrebi)
QAY	Arabic-Yemeni
SYR	Aramaic
HYE	Armenian
ART	Artificial
ASM	Assamese
AII	Assyrian
AVA	Avar-Ava
AVE	Avestan
AYM	Aymara
AZE	Azerbaijani
AZJ	Azerbaijani, North
AZB	Azerbaijani, South
BDQ	Bahnar
BRI	Bakweri
BAN	Balinese
BAT	Baltic
BAL	Baluchi
BAI	Bamilike
BNT	Bantu
BAK	Bashkir
EUS	Basque
BAS	Bassa (Camaroons)
BSQ	Bassa-Kru
BTK	Batak
QBA	Baule
BEJ	Beja
BEL	Belorussian

LANGUAGE IDENTIFICATION (Continued)

Code:	**Name/Explanation:**
BEM	Bemba
BEN	Bengali
BER	Berber
BTB	Beti
BHB	Bhili
BIK	Bicol
BIH	Bihari
BIN	Bini
BLA	Blackfoot
BRH	Brahui
BRE	Breton
QBG	Buginese-Makassarese
BUL	Bulgarian
MYA	Burmese
BSK	Burushaski
FRC	Cajun
KHM	Cambodian
CAT	Catalan
CEB	Cebuano
CLD	Chaldean
CBK	Chavacano
CHE	Chechen
CHR	Cherokee
CGG	Chiga
ZHO	Chinese
---	Chinese-Amoy. See South Min.
CZH	Chinese-Anhwei
YUE	Chinese-Cantonese
MNP	Chinese-Fuchow
QMN	Chinese-Fukienese
GAN	Chinese-Gan
HAK	Chinese-Hakka

LANGUAGE IDENTIFICATION (Continued)

Code:	**Name/Explanation:**
HSN	Chinese-Hsiang
CMN	Chinese-Mandarin (also Chinese-Standard)
---	Chinese-Standard. See Chinese-Mandarin.
QCS	Chinese-Swatow
QTO	Chinese-Toishan
WUU	Chinese-Wu
CHO	Choctaw
CJK	Chokwe
CKT	Chukchi
CHV	Chuvash
SWB	Comorian
QEU	Continental Eurasian
COP	Coptic
COR	Cornish
CRE	Cree
CES	Czech
DAK	Dakota
DAN	Danish
DIQ	Dimli
DIN	Dinka
DIV	Divehi
QDS	Djerma-Songhai
DOI	Dogri-Kangri
DUA	Duala
NLD	Dutch (also Flemish)
DCR	Dutch-Creole
DZO	Dzongkha
EFI	Efik
ENG	English
JAM	English Caribbean Creole
QES	Eskimo

LANGUAGE IDENTIFICATION (Continued)

Code:	**Name/Explanation:**
EPO	Esperanto
EST	Estonian
EWE	Ewe
EWO	Ewondo
FNG	Fana
QFB	Fang
FAO	Faroese
FIJ	Fijian
FIN	Finnish
---	Flemish. See Dutch.
FON	Fon
QFO	Formosan
FRA	French
CPF	French Creole
FRY	Frisian
FUL	Fulani
FUD	Futnian
FUF	Fuuta Jalon
GAA	Ga
GLE	Gaelic (also Irish)
GLG	Galician
ORM	Oromo [Name/Explanation: effective April 1, 2010. Former Name/Explanation: Galla]
KAT	Georgian
DEU	German
BAR	German-Bavarian
GEM	Germanic
GSW	German-Swiss
GLK	Gilaki
GOG	Gogo
GON	Gondi
GOT	Gothic

LANGUAGE IDENTIFICATION (Continued)

Code:	**Name/Explanation:**
ELL	Greek
QGN	Greek (New Testament)
QGD	Greek Demotic
QGK	Greek Katharevousa
GRC	Greek-Ancient
CHA	Guamanian
GRN	Guarani
GUJ	Gujarati
GUZ	Gusii
HDY	Hadiyya
HAT	Haitian-Creole
HAU	Hausa
HAW	Hawaiian
HWC	Hawaiian Creole
HAY	Haya
HEB	Hebrew
HBO	Hebrew-Ancient
HER	Herero
HIL	Hiligaynon
HIN	Hindi
QHN	Hindustani
HMN	Hmong
HOC	Ho
HOP	Hopi
HUN	Hungarian
IBA	Iban
IBG	Ibanag
IBO	Ibo
ISL	Icelandic
IJO	Ijaw
ILB	Ila-Tonga

LANGUAGE IDENTIFICATION (Continued)

Code:	**Name/Explanation:**
ILO	Ilocano
INC	Indic
INE	Indo-European
IND	Indonesian
---	Irish. See Gaelic.
ITA	Italian
NAP	Italian-Neapolitan
SRD	Italian-Sardinian
SCN	Italian-Sicilian
JPN	Japanese
JRA	Jarai
JAV	Javanese
KBP	Kabre
KAB	Kabyle
KAC	Kachin
QDK	Kadazan-Dusun
KAM	Kamba
KTB	Kambatta
KAN	Kanarese
KAU	Kanuri
KPG	Kapingamarangi
KRC	Karachai-Balkhar
KAR	Karen
KAS	Kashmiri
CSB	Kashubian
KAZ	Kazakh
QKE	Keres
QSB	Kherwari
KON	Kikongo
KIK	Kikuyu
KMB	Kimbundu

LANGUAGE IDENTIFICATION (Continued)

Code:	**Name/Explanation:**
KIN	Kinyarwanda
KIR	Kirghiz
GIL	Kiribati
---	Kirundi. See Rundi.
QKS	Kissi
KTU	Kituba
KOK	Konkanis
KOR	Korean
KPE	Kpelle
KRI	Krio
LNS	Kumbo / Lamnso
KUR	Kurdish
KMR	Kurmanje
KRU	Kurukh
KOS	Kusaie
LAD	Ladino
LAH	Lahnda
LHU	Lahu
LKT	Lakota
LAM	Lamba
LJP	Lampung
NNO	Landsmal
NOD	Lanna
LAO	Lao
SMI	Lapp
LAT	Latin
QLE	Latin (Ecclesiastic)
LAV	Latvian
LIN	Lingala
LIS	Lisu
LIT	Lithuanian
QLO	Lolo

LANGUAGE IDENTIFICATION (Continued)

Code:	**Name/Explanation:**
LOM	Loma
LOL	Lomongo
NGL	Lomwe
LUA	Luba Kasai
LUB	Luba Katanga
LCF	Lubu
LUG	Luganda
LUN	Lunda
LUO	Luo
LDD	Luri
LUE	Luvale
LUY	Luyia
MKD	Macedonian
MAD	Madurese
MDH	Magindanaon
MAK	Makassar
VMW	Makua
MLG	Malagasy
MLY	Malay
MFA	Malay Pattani
MAL	Malayalam
MLT	Maltese
BAM	Mandingo-Bambara
DYU	Mandingo-Dioula
MLQ	Mandingo-Malinke
GLV	Manx
MRI	Maori
MRW	Maranao
MAR	Marathi
MAH	Marshalese
MAS	Masai

LANGUAGE IDENTIFICATION (Continued)

Code:	**Name/Explanation:**
MYN	Maya
MZN	Mazanderani
MNI	Meithei
MEN	Mende
MER	Meru
MIN	Minangkabau
MIQ	Miskito
MON	Mongolian
QMR	Mordvin
TSG	Moro
MRL	Mortlockese
MOS	Mossi
MYE	Mpongwe
MTQ	Muong
MUS	Muskogee
QME	N Africa/Mideast/Sw Asia
NAH	Nahuatl
NAU	Nauruan
NAV	Navajo
NDE	Ndebele
NEP	Nepalese
QNG	Ngbani
NIU	Niue
NAI	North American
NOB	Norwegian
NUB	Nubian
NUT	Nung
NUP	Nupe
NYA	Nyanja
NYN	Nyankole
NYO	Nyoro

LANGUAGE IDENTIFICATION (Continued)

Code:	**Name/Explanation:**
OJI	Ogibwa
ANG	Old English
FRO	Old French
GOH	Old High German
NON	Old Norse
CHU	Old Slavonic
ORI	Oriya
OSS	Ossetic
TLL	Otetela
QPI	Pacific Islands
QPA	Pahari
SOU	Paktai
PAU	Palauan
PLI	Pali
PAM	Pampangan
PAG	Pangasinan
OOD	Papago-Pima
PAP	Papiamento
HMO	Papuan
PDC	Pennsylvania Dutch
PRS	Persian-Afghan
PES	Persian-Iranian
TPI	Pidgin English
MSI	Pizar Malay
POL	Polish
PON	Ponapean
POR	Portuguese
QPB	Portuguese-Brazilian
QPE	Portuguese-European
PRV	Provencal
PUW	Pulap
PAN	Punjabi

LANGUAGE IDENTIFICATION (Continued)

Code:	**Name/Explanation:**
PUS	Pushtu
PBT	Pushtu-Afghan
PBU	Pushtu-Peshawari
QUE	Quechua
MWR	Rajasthani
REJ	Rejang
RAD	Rhade
ROH	Rhaeto-Romance
ROA	Romance
RON	Romanian
ROM	Romany
RAR	Rorotongan
RUN	Rundi (also Kirundi)
RUS	Russian
---	Ruthenian. See Ukrainian.
QRY	Ryukyuan
QSM	Sama
SMO	Samoan
SAG	Sango
SAN	Sanskrit
SAT	Santali
SRB	Sara
SAS	Sasak
GLA	Scotch-Gaelic
SED	Sedang
SEM	Semitic
SEH	Sena
HBS	Serbo-Croatian
SRR	Serer
SHN	Shan
SHI	Shluh

LANGUAGE IDENTIFICATION (Continued)

Code:	**Name/Explanation:**
SNA	Shona
SID	Sidamo
SND	Sindhi
SIN	Singhalese
SIT	Sino-Tibetan
SLA	Slavic
SLK	Slovak
SLV	Slovenian
XOG	Soga
SOM	Somali
SOP	Songe
SNK	Soninke
SDH	Sorani
QSO	Sotho
SAI	South American
QSH	South Asian
NAN	South Min (also Chinese-Amoy)
SPA	Spanish
QSA	Spanish-American
QCB	Spanish-Caribbean
QSE	Spanish-Castilian
QSC	Spanish-Creole
QSS	Sub Sahara African
QSN	Sukuma-Nyamwezi
SUX	Sumerian
SUN	Sundanese
SUS	Susu
SWA	Swahili
SSW	Swati
SWE	Swedish
SYL	Sylhetti

LANGUAGE IDENTIFICATION (Continued)

Code:	**Name/Explanation:**
SYC	Syriac
TGK	Tadjik (Tajik)
TGL	Tagalog
TAH	Tahitian
SRN	Taki-Taki
TMH	Tamachek
TZM	Tamazight
TAM	Tamil
QTH	Tapachula
RIF	Tarift
TAT	Tatar
TEL	Telugu
TEM	Temne
TET	Tetum
THA	Thai
TOU	Tho
BOD	Tibetan
TIG	Tigre
TIR	Tigrinya
TIV	Tiv
TKL	Tokelauan
TOI	Tonga
CHK	Trukese
TSO	Tsonga
TSC	Tswa
TSN	Tswana
TCY	Tulu
TUM	Tumbuka
ZHA	T-Ung
EVN	Tungusu
TUP	Tupi
TUR	Turkish

LANGUAGE IDENTIFICATION (Continued)

Code:	**Name/Explanation:**
TUK	Turkoman
TVL	Tuvulan
UIG	Uighur
UKR	Ukrainian (also Ruthenian)
ULI	Ulithi
UMB	Umbundu Or Mbundu
URD	Urdu
UZB	Uzbek
VAI	Vai
QNC	Vietnamese-Central
VIE	Vietnamese-Hanoi
QNS	Vietnamese-Saigon
QBS	Visayan Or Bisayan
VOL	Volapuk
WBM	Wa
WAL	Walamo
WLS	Wallisian
WAR	Waray-Waray
CYM	Welsh
WEN	Wendish
WES	Wescos
QEW	West European
WOE	Woleai
WOL	Wolof
XHO	Xhosa
YKA	Yakan
SAH	Yakut
QMI	Yao (China)
YAO	Yao (Malawi and Mozambique)
YAP	Yappese
YID	Yiddish

LANGUAGE IDENTIFICATION (Continued)

Code:	**Name/Explanation:**
YOR	Yoruba
ZNE	Zande
ZAP	Zapoteco
ZEN	Zenaga
JBN	Zerba
ZUL	Zulu
ZUN	Zuni

LEGAL AUTHORITY (1)

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

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

Format: TEXT_F(3)

Note:

Legal authority codes that are current appointment authority codes may only be established by OPM. Legal authority codes established by OPM may begin with an alphabetic character or the numeric characters 1, 2, 3, 4, or 5. Agencies may create their own legal authority codes, but not current appointment authority codes. These legal authority codes must begin with the numeric characters 6, 7, 8, or 9. Agency-created legal authority codes may be cited on actions that: (1) are not reported to the Enterprise Human Resources Integration (EHRI) or (2) are reported to the EHRI as the second legal authority code.

LEGAL AUTHORITY (1) (Continued)

Codes and Name/Explanations

Axx 239
Bxx 240
Cxx 241
Dxx 241
Fxx 241
Hxx 241
Jxx 242
Kxx 242
Lxx 243
Mxx 243
Nxx 245
Pxx 246
Qxx 247
Rxx 248
Sxx 249
Uxx 250
Vxx 251
Wxx 256
Xxx 256
Yxx 257
Zxx 258

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
	Axx
ABK	ACWA Outstanding Scholar Program.
ABL	Bicultural/Bilingual Selective Factors.
ABM	SF 59 approved (date).
ABP	President's Economic Stimulus Program
ABR	Reg 330.608. Agency Career Transition Program.
ABS	Reg 330.708. Interagency Career Transition Program.
ABT	Reg 330.707 CLG. Change to lower grade under the ICTAP.
ACA	CS Cert No _____ ACWA.
ACM	CS Cert No.
ADM	OPM Directive.
AGM	(MSPB Decision number and date).
ALM	MSPB Directive-US.
AQM	MSPB Directive-Inj.
ARM	EEOC Decision and date.
ASM	Court Decision and date.
ATM	5 U.S.C. 302. Delegation of personnel authority.
AUL	OPM Ltr, Auth No, and date.
AUM	OPM Letter.
AVM	OPM Standards.
AWM	OPM Form 1652 or OPM Ltr (date).
AXM	Labor Relations Decision and date.
AYM	Direct-Hire Authority (cite OPM authority and date).
AZM	OPM Office, Authority Number and date.
A2M	CS Cert No _____ WTO. Worker trainee program.
A3M	CS Rule V. Regs/investigations/enforcement.
A7M	CS Rule 3.2. "Rare bird" appointment.

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
	Bxx
BAB	GW001 (MED). Direct hire/Medical Occupations.
BAC	GW002 (IT). Direct hire/Info Tech Mgmt.
BAD	GW003 (Iraqi). Direct hire/Iraqi reconstr efforts.
BAE	GW004 (Acquisition). Direct hire/Acquisition Positions.
BAG	GW006 (VMO). Direct Hire Veterinarian
BBM	CS Rule 6.7--TVA Agr.
BDN	USDA Demo, (office issuing cert), Cert No (no). Code is for use by the Department of Agriculture only.
BKM	CS Rule 6.7--NRC Agr.
BLM	CS Rule 6.7--VA Agr.
BNK	CS Rule 6.7--FAA Agr.
BNM	CS Rule 6.7--DCIPS Agr.
BNN	CS Rule 6.7--DOD/NAF Agr.
BNR	CS Rule 6.7--IBWC Agr.
BNY	CS Rule 6.7--DHS/TSA Agr
BNZ	CS Rule 6.7. Corp for Nat'l and Community Svc Agr.
BPM	CS Rule 8.3. Appt. of non-US citizen overseas.
BWA	OPM Delegation Agr (no), (name of installation issuing certificate), Cert No ____
BWM	OPM Delegation Agr.
BYM	USDA Direct Hire Auth (cite case file number and date). Code is for use by the Department of Agriculture only.
BYO	OPM Approved Single Agy Auth. Direct hire.

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
	Cxx
CCM	5 U.S.C. 2108. Veterans Preference.
CGM	5 U.S.C. 552a(e)(5). Accuracy of personnel actions.
CUL	5 CFR Part 340. Other than Full-Time Career Employment.
C1M	Reg 351.201(b) or agy auth. RIF--placement in vacancy.
C7M	Reg 715.202 Abandonment. Abandonment of position.
	Dxx
DAK	Reg 630.101-Decl. LWOP--decl new job or location.
DAM	Reg 630.101. LWOP.
DBM	5 CFR part 715 or agy auth. Move to another agency.
DFM	5 CFR part 715 Prom or agy auth. Move to agy higher GLB.
DKM	5 CFR part 715 CLG or agy auth. Move to agy GLB.
DPM	5 U.S.C. chapter 87. Life Insurance.
	Fxx
FEM	Reg 532.405. FWS pay actions.
FGM	Reg 532.251. FWS pay actions.
FNM	Reg 532.415(c). FWS pay actions.
FTM	Reg 532.415(a). FWS pay actions.
F8M	Reg 532.253. FWS pay actions.
	Hxx
HAM	Reg 250.101. Action required by a decision.
HDM	Reg 230.402(c). Emergency appt--outside the register.
HGM	Reg 230.402(d)(1). Emergency appt-noncomp/standby basis.
HJM	Reg 230.402(d)(2). Emergency appt-noncomp/Def Exec Res.
HLM	Reg 230.402(d)(3). Emergency appt--reinstatement elig.
HNM	Reg 301.201. Appt of US citizens overseas.

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
HRM	Reg 301.202. US citizen recruited outside O/S area.
HWM	Reg 301.204 Mix. Termination--mixed reasons.
HXM	Reg 301.204 Preappt. Termination--preappt reasons.
HZM	Reg 301.204 Postappt. Termination--postappt reasons.
H2L	Reg 304.103. Experts and consultants.
H3M	Reg 301.203(c). Temp appt. overseas.
	Jxx
J8M	P.L. 107-288. Veterans Recruitment Appointment (VRA).
	Kxx
KLM	Reg 310.202. Emergency appt. of relative.
KMM	Reg 315.202. Conv to career tenure.
KQM	Reg 315.401 or agy auth. Reinst career or career-cond.
KTM	Reg 315.501 or agy auth. Transfer career or career-cond.
KVM	Reg 315.501 Prom or agy auth. Tran career or car-cond.
KXM	Reg 315.501 CLG or agy auth. Tran career or career-cond.
K1M	Reg 315.601. Appt based on svc in Panama.
K4M	Reg 315.602. Appt based on Pres, VP, or Wh House svc.
K7M	Reg 315.603(a)(1). In mil whn psn brought into comp svc.
K8M	Reg 315.603(a)(3). Comp inj when psn went to comp svc.
K9M	Reg 315.603(a)(2). Emp sep aftr psn brght into comp svc.

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
	Lxx
LAM	Reg. 315.612, Noncomp military spouse appt.
LBM	Reg 315.604. Appt of disabled vet from VA program.
LCM	Reg. 316.402(b)(3); MS. Noncomp mil spouse temp appt.
LDM	Reg. 316.302(b)(3); MS. Noncomp mil spouse term appt.
LEM	Reg 315.605. Appt of former ACTION volunteer.
LHM	Reg 315.606. Appt of Foreign Service Officer.
LJM	Reg 315.607. Appt of Peace Corps personnel.
LKM	Reg 315.609. Appt based on svc in US psns of PCC.
LKP	Reg 315.610. Appt based on Nat'l Guard Techn svc.
LLM	Reg 315.701. Psn brought into comp svc.
LPM	Reg 315.702. "Rare bird" appt.
LSM	Reg 315.703. Emp formerly reached on register.
LTM	Reg 315.704(c). Failure to qual for conversion--conduct.
LUM	Reg 315.704(c). Failure to meet conversion requirements.
LWM	Reg 315.704. Conv to career appt. from temp appt-PER.
LXM	Reg 315.804 Eq Mix. Unsat perf & conduct--agy sep auth.
LYM	Reg 315.705. Conv to career/career-cond from VRA.
LYP	Reg 315.7.12. Federal Career Intern Program.
LZM	Reg 315.707. Conv of 30% or more disabled vet.
L1M	Reg 315.709. Conv of retarded or handicapped emp.
L2K	Reg 315.711. Conv or readers/interpret/personal assts.
L2M	Reg 315.804. Sep--unsat perform or conduct--probationer.
L3M	Reg 315.708. Conv based on PMIP service.
L4M	Reg 315.804 Eq. Sep--unsat perf or conduct--agency auth.
L5M	Reg 315.804 Mix. Sep--unsat perf & conduct--probationer.
L6M	Reg 315.805. Sep--preappt conditions.
L8M	Reg 315.805 Eq. Sep--preappt conditions--agency auth.
L9K	Reg 351.806. Status during RIF notice period.
L9M	Reg 315.907 or agy auth. Fail to comp supv/mgr probat.
	Mxx

LEGAL AUTHORITY (1) (Continued)

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

LEGAL AUTHORITY (1) (Continued)

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

LEGAL AUTHORITY (1) (Continued)

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

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
	Qxx
QAK	Reg 353.207. Restoration after military service.
QBK	Reg 353.301. Restoration after recovery from injury.
QCK	Reg 353.301(d). Restoration after partial recovery.
QGM	Reg 432.101. Action based on performance.
QHM	Reg 432.101 Eq. Action based on perf--agency auth.
QHP	Reg 530.322(a). Special salary rates.
QJP	Reg 530.322(c). Special salary rates.
QKP	Reg 530.323. Existing rate equal.
QLM	5 CFR 530.323(c). Not entitled to pay retention.
QLP	Reg 530.323. Existing rate between two rates.
QMP	Reg 530.323. Existing rate higher.
[QRD]	5 U.S.C. 5538. Reservist Differential Provision. Effective March 28, 2010.
QTM	Reg 531.222(c). Use of spec salary rate on reas.
QUA	Reg. 531.241. Employee loses GM status.
QUB	Reg. 530.303(d). Special rate terminated because employee entitled to higher rate of basic pay.
QUM	Reg 531.242. Pay upon loss of PMRS status.
QWM	Reg 531.207. Pay conv at time of annual pay adj.
QZM	Reg 531.301. Special pay for LEO's.
Q3A	(Cite appropriate law, E.O., or regulation that authorizes the action.) Perf-based pay incr provided on a regular cycle.
Q3B	(Cite appropriate law, E.O., or regulation that authorizes the action.) Perf-based pay incr provided on an irregular basis.
Q3C	Reg. 534.404(b)(4). Pay increase not to exceed amount necessary to maintain SES member's relative position in the SES rate range.
Q3D	Other SES pay increase provided on an irregular basis which does not count toward the 12-month rule. (Cite law, E.O., or regulation that authorizes the action.)

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
Q3E	Cite appropriate law, E.O., or regulation that authorizes the action.
Q3F	Reg. 534.404(b)(6). SES rate reduction for performance or disciplinary reasons.
Q3K	5 CFR, Part 353. Restoration to duty.
Q5M	Reg 531.409. Denial of within grade increase.
Q7M	Reg 531.404. Within grade increase.
Q9K	Reg 531.414(a). Interim WGI.
Q9M	Reg 531.414(c). Termination of interim WGI.
	Rxx
RAH	Reg 752.401. Removal/susp/pay or grade reduction/furl.
RBM	Reg 531.501. Quality increase.
RJM	Reg 536.202(a). Grade retention--agency auth.
RJR	Reg 536.304(b)(1). Pay determination for pay retention.
RKM	5 CFR Part 536. Grade & pay retention.
RLM	Reg 536.207(b)(2). Loss of grade retention.
RMM	Reg 550.151. Premium pay.
RPM	Reg 715.202. Resignation.
RPR	Reg 715.202(A-76 Assignment). Resignation in lieu of new job under A76 procedures.
RQM	Reg 715.202 CAA. Resig in lieu of cvl svc adv actn proc.
RRM	Reg 715.202 EAA. Resig in lieu of adv action-equiv proc.
RSM	Reg 715.202 OAA. Resig in lieu of adv action-other proc.
RTM	Reg 715.202 RIF. Resig--RIF.
RTR	Reg 715.202 (A-76). Resig in lieu of contracting out.
RUM	Reg 715.202 Other. Resig--employee w/no appeal rights.
RWM	Reg 715.202 Reas. Resignation in lieu of reassignment.
RXM	Reg 715.202 Relo. Resignation in lieu of relocation.
RYM	Reg 731.201. Removal based on suitability.
R6M	Reg 715.202 Prob. Resig in lieu of psn chg/sep dur prob.

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
R7M	Reg 715.202 Perf. Resig in lieu of perf action--CS proc.
R8M	Reg 715.202 Eq Perf. Resig in lieu of perf act--eq proc.
R9M	Reg 715.202 (Recert). Resig aftr fail to get SES recert.
R9N	Reg 772.102(a). Interim relief appt in duty status.
R9P	Reg 772.102(b). Termination of interim relief action.
R9Q	Reg 772.102(b)(3). Termination of interim relief action.
R9R	5 CFR part 772. Interim relief appt in nonduty status.
	Sxx
SQM	5 U.S.C. 8336. Retirement under CSRS opt'l provisions.
SRM	Reg 831.501. Vol retire--CSRS (health reasons).
SUM	5 U.S.C. 8337. Disability retirement--CSRS.
SWM	5 U.S.C. 8335. Mandatory retirement--CSRS.
SZR	Reg 930.204(e). Promotion of Admin. Law Judge.
SZS	Reg 930.204(f). Reassignment of Admin. Law Judge.
SZT	Reg 930.204(h). Transfer of Admin. Law Judge.
SZW	Reg 930.204(g). Reinstatement of former Admin. Law Judge.
SZX	Reg 930.209. Temp. reemployment of senior Admin. Law Judge.

LEGAL AUTHORITY (1) (Continued)

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

LEGAL AUTHORITY (1) (Continued)

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

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
VGG	5 U.S.C. 4703(a)(1). Demo projects-qualifications.
VGJ	5 U.S.C. 4314(b)(4). Move from SES--performance.
VGK	5 U.S.C. 4703(a)(2). Classif & comp demo projects.
VGL	5 U.S.C. 4703. Demo projects.
VGM	5 U.S.C. 3343. Details to international organizations.
VGP	5 U.S.C. 5107. Classification-OPM standards.
VGR	5 U.S.C. 5304. Locality-based comparability.
VHJ	5 U.S.C. 75 Eq. Adverse action-equiv. procedures.
VJJ	5 U.S.C. 75 Relo. Adverse action-declined relocation.
VJM	5 U.S.C. 3325. Appt to sci/prof positions.
VKJ	5 U.S.C. 5362. Grade retention.
VKK	5 U.S.C. 5362 Decl Transfer. Grade ret term--decl trans.
VLJ	5 U.S.C. 5362(c). Grade retention entitlements.
VLK	5 U.S.C. 5362 Reclass. Grade retention--reclass.
VLM	5 U.S.C. 3341. Details.
VMJ	5 U.S.C. 5362(a). Conditions for grade retention.
VMK	5 U.S.C. 5362 RIF. Grade retention-RIF.
VMM	5 U.S.C. 3341 Exc-Other. Detail to exc service psn.
VNJ	5 U.S.C. 5362(d)(3). Grade retention term--decl psn.
VNM	5 U.S.C. 3341 Exc. Detail to excepted service psn.
VPA	Reg. 575.315, Retention Incentive
VPB	Reg. 575.315, (Higher Cap) Retention Incentive
VPC	Reg. 575.315(g), Retention Incentive Terminated
VPE	5 U.S.C. 3374. Assignment from state/local govt.
VPF	5 U.S.C. 5753. Recruitment & relocation bonuses.
VPG	5 U.S.C. 5754. Retention allowance.
VPH	5 U.S.C. 5755. Supervisory differential.
VPL	5 U.S.C. 5362(d)(4). Grade retention terminatd--emp req.
VPM	5 U.S.C. 3341 Reorg. Detail--reorganization.
VPN	5 U.S.C. 5754(d)(3)(A). Retention Incentive.
VPO	5 U.S.C. 5753(e). Recruit/Reloc Incentive (critical).

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
VPR	5 U.S.C. 5754(e). Retention Incentive.
VPS	5 U.S.C. 5754(f). Retention Incentive (critical).
VPT	Recruitment Incentive (cite Law, E.O., Reg)
VPW	Relocation Incentive (cite Law, E.O., Reg)
VPX	Reg. 575.311. Retention Incentive (no svc agr req).
VPY	Reg. 575.311. Retention Incentive (svc agr req).
VQJ	5 U.S.C. 5362(b). 2-year limit on grade retention.
VQM	5 U.S.C. 3341 Exc-Unclass. Detail-exc svc-unclassif psn.
VRJ	5 U.S.C. 5363. Pay retention.
VSJ	5 U.S.C. 5363(a). Conditions for pay retention.
VSM	5 U.S.C. 3341 Unclass. Detail to unclassified position.
VTJ	5 U.S.C. 5363(e)(2). Grade reten terminated--decl offer.
VUJ	5 U.S.C. 75 Reclass. Adverse action--reclass.
VUL	5 U.S.C. 5343(e)(2). WGI-prevailing rate employee.
VUM	5 U.S.C. 3393 Preappt. SES separatn--preappt conditions.
VVJ	5 U.S.C. 75 Reclass Eq. Adv action--reclass--agy proc.
VWJ	5 U.S.C. 7512. Adverse actions-coverage.
VWK	5 U.S.C. 5384. SES performance award.
VWL	5 U.S.C. 5596. Back pay.
VWM	5 U.S.C. 3341 Growth. Detail--psn w/ growth potential.
VWN	5 U.S.C. 9902(g). Separation incentive. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
VWP	5 U.S.C. 7513. Adverse actions-cause & procedures.
VWR	5 U.S.C. 7513-Eq. Adverse actions--agency procedures.
VXC	5 U.S.C. 5545a(i). Availability pay.
VXK	5 U.S.C. 5941. Cost of living allowances.
VXM	5 U.S.C. 6101. Work schedules.
VYM	5 U.S.C. 3393 Postappt. SES sep--postappt conditions.
VZL	5 U.S.C. 3341 Other. Detail to higher grade--no reorg.
VZM	5 U.S.C. 6303. Annual leave accrual.

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
V1J	5 U.S.C. 5365. Grade retention--OPM auth for regs.
V1M	5 U.S.C. 3341 Exc-Reorg. Detail to exc svc--reorg.
V1P	5 U.S.C. 5371. 38 U.S.C. Pay.
V2J	5 U.S.C. 75 Relo Eq. Adverse act--decl reloc--agy proc.
V2L	5 U.S.C. 7325. Hatch Act violation.
V2M	5 U.S.C. 3393. SES career appt.
V3A	Reg. 534.404(b)(6). Rating-based lump-sum payment in lieu of a pay adjustment due to range maximum or control point. (Cite law, E.O., or regulation that authorizes the action.)
V3B	Reg. 534.404(b)(6). Rating-based lump-sum payment in lieu of a pay adjustment – other reason. (Cite law, E.O., or regulation that authorizes the action.)
V3M	5 U.S.C. 3396(c)(1). SES sabbatical.
V3P	5 U.S.C. 8336(d)(2). "Early out" retirement.
V4J	5 U.S.C. 7532. Susp/removal--nat'l security.
V4L	5 U.S.C. 3394(a) Noncareer. SES noncareer appt.
V4M	5 U.S.C. 3394(a) Limited Term. SES ltd term appt.
V4P	5 U.S.C. 3394(a) Limited Emergency. SES ltd emerg appt.
V5J	5 U.S.C. 75 Preappt. Adverse actions--preappt cond.
V5M	5 U.S.C. 3395(a)(1)(A). Reassign--SES career.
V6J	5 U.S.C. 75 Postappt. Adverse action--postappt cond.
V6M	5 U.S.C. 3395(a)(1)(B). Transfer--SES career.
V7G	5 U.S.C. 4507(e)(1). Meritorious Executive SES.
V7J	5 U.S.C. 75 Preappt Eq. Adv act--preappt cond--agy proc.
V7M	5 U.S.C. 3395(b)(1). Reassign--SES Ltd Emergency.
V7R	5 U.S.C. 95. IRS pay flexibilities. Code is for use by the Internal Revenue Service (Department of the Treasury) only.
V8G	5 U.S.C. 4507(e)(2). Distinguished Executive-SES.
V8J	5 U.S.C. 75 Postappt Eq. Adv act-postappt cond-agy proc.

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
V8K	32 U.S.C. 709(b). Nat'l Guard technician. Code is only for use by the Air National Guard (Department of the Air Force) and Army National Guard (Department of the Army) technicians employed under title 32, U.S. Code.
V8L	39 U.S.C. 1006. Reemployment based on postal service.
V8M	5 U.S.C. 3395(b)(2). Reassig--SES Ltd. Term.
V8N	32 U.S.C. 709. National Guard tech--comp svc. Code is only for use by the Air National Guard (Department of the Air Force) and Army National Guard (Department of the Army) technicians employed in the competitive service under title 32, U.S. Code.
V8V	38 U.S.C. D/VA authority. Code is for use by the Department of Veterans Affairs only.
V9A	5 U.S.C. 75 Reas. Adverse action--declined reassignment.
V9B	5 U.S.C. 75 Reas-Eq. Agency adv action--declined reas.
V9M	5 U.S.C. 3395(d)(1). Reassign--SES noncareer.
V9N	5 U.S.C. 4507a(c). Meritorious Sr Professional - Career.
V9P	5 U.S.C. 4507a(c). Distinguished Sr Professional - Career.

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
	Wxx
WAM	Sch A, 213.3102(a). Chaplain/Chaplain assts.
WCM	Sch A, 213.3102(c). Pres appt w/o Senate confirm.
WDM	Sch A, 213.3102(d). Attorneys.
WEM	Sch A, 213.3102(e). Law clerk trainees.
WFM	Sch A, 213.3102(f). Interpreter--Chinese/Japanese/Hindu.
WJM	Sch A, 213.3102(j). Former Nat'l Guard technicians.
WKM	Sch A, 213.3102(k). Appt. without compensation.
WLM	Sch A, 213.3102(l). Consultants.
WNM	Sch A, 213.3102(n). Physicians, surgeons, dentists.
WTA	Reg 213.3102(u)-MD. Mental Retardation.
WTB	Reg 213.3102(u)-PD. Psychiatric Retardation.
WUM	Sch A, 213.3102(u). Severely physically handicapped.
WXM	Sch A, 213.3102(x). Work-release program.
WZM	Sch A, 213.3102(z). White House Fellows.
W6M	Sch A, 213.3102(o). Faculty mbr--sci/prof/anal psn.
W9N	Sch A, 213.3102(i)(1). Temp, not F/T-remote loc.
W9P	Sch A, 213.3102(i)(2). Temp, not F/T-crit hiring need.
W9R	Sch A, 213.3102(i)(3). Temp, not F/T-other pos.
W9S	Sch A, 213.3102(r). Internship or Fellowship Programs.
W9T	Sch A, 213.3102(s). Student assgned to medical facility.
	Xxx
XAM	Sch A, 213.3102(aa). GS 11+ sci/prof research assoc.
XBM	Sch A, 213.3102(bb). Alien employees.
XFM	Sch A, 213.3102(ff). Attorney General programs.
XXM	Sch A, 213.3102(ll). Reader/Interpreter/Pers asst.
XZM	Sch A, 213.31xx. Agency-unique Schedule A authority.
X7M	E.O. 13318. Presidential Mgmt Fellows Program.
X9M	Sch A, 213.3102(ii). Presidential Mgmt Fellows Program.

LEGAL AUTHORITY (1) (Continued)

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

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
	Zxx
ZAA	(Enter Agency Authority). Vol separations incentive.
ZBA	P.L. 106-117, Sec. 511. Vet Emp Opp Act - comp srvc.
ZEA	Pub. Law 111-5. American Reinvest & Recovery Act
ZEM	EO 10450. Security requirements for Government employees.
ZFM	EO 12107. Implementation of Reorganization Plan of 1978.
ZGM	EO 10826. Correction of an administrative error.
ZGY	EO 11203. Conversion of Secret Service Agent.
ZHK	EO 11955. Conversion of astronaut. Code is for use by the National Aeronautics and Space Administration only.
ZHM	EO 12008. Estab of Pres Mgt Intern Program.
ZJK	EO 12721. Family member noncomp appt.
ZJM	EO 12015. Conv of Student Career Exper Prog.
ZJP	EO 12364. Presidential Management Intern Program.
ZJR	Operation Desert Shield.
ZJS	Operation Restore Hope.
ZJT	Operation Uphold Democracy.
ZJU	Operation Joint Endeavor. Bosnia.
ZJV	Operation Allied Force.
ZJW	E.O. 13223 dated 9/14/2001.
ZKM	Law, E.O., or Reg that authorizes Pres Appt.
ZLJ	Other Citation (Law, E.O., or Reg which authorizes discharge because of misconduct).
ZLK	Other Citation (Law, E.O., or Reg which authorizes discharge because of performance).
ZLL	Other Citation (Law, E.O., or Reg which authorizes discharge because of both misconduct and performance).
ZLM	Other Citation (Law, E.O., Reg).

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
ZMM	EO 12230. Conversion of DEA criminal investigators.
ZNM	Law, E.O., or Reg that authorizes Presidential Appt with Advice and Consent of Senate.
ZPM	P.L. 96-8 (American Institute in Taiwan).
ZQM	31 U.S.C. 732(g). Based on svc with GAO.
ZRL	P.L. 105-119. FBI comp and perf demo. Code is for use by the Federal Bureau of Investigation (Department of Justice) only.
ZRM	Agency Restoration Authority.
ZSE	P.L. 105-61. Change to FERS Coverage.
ZSK	P.L. 99-145, as amended. Spouse pref--DOD.
ZSL	Pub. Law 106-265 (FERCCA), dated September 19, 2000.
ZSM	5 U.S.C. chapter 84. Election of FERS.
ZSP	P.L. 99-574, Sec. 10. NIST demo--appts. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
ZSR	P.L. 99-574, Sec. 10(b). NIST demo. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
ZST	P.L. 99-574, Sec. 10(b)(1). NIST demo--loss of supv dif. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
ZSV	P.L. 99-574, Sec. 10(b)(5). NIST demo. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
ZSW	P.L. 99-574, Sec. 10(b)(6). NIST demo--supv diff'l. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
ZSX	P.L. 99-574, Sec. 10(b)(10). NIST demo--pay adj. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
ZSY	P.L. 99-574, Sec. 10(b)(1), and 10. NIST demo. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
ZSZ	P.L. 99-574, Sec. 10(b)(10) - Temp. NIST demo--reas NTE. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
ZTM	P.L. 99-586. Appt of former Nat'l Guard Tech.
ZTP	P.L. 99-603. Immigration Act of 1986.
ZTR	P.L. 100-472, Sec. 203. Bur Ind Affairs & Ind Health Sv. Code is for use by the Bureau of Indian Affairs (Department of the Interior) and the Indian Health Service (Department of Health and Human Services) only.
ZTU	28 U.S.C. 602. Admin Ofc of U.S. Courts.
ZTW	P.L. 101-509, Sec. 403. LEO special rates.
ZTZ	P.L. 101-509. FEPCA.
ZVB	P.L. 104-50. FAA reform. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
ZVC	P.L. 107-71. Transportation Security Administration. Code is for use by the Transportation Security Administration (Department of Transportation) only.
ZVE	P.L 110-161. Section 535 Division E. Code is for use by the Department of Homeland Security only.
Z2M	P.L. 101-510. Def Nuclear Facilities Safty Bd. Code is for use by the Defense Nuclear Facilities Safety Board only.
Z2P	P.L. 103-89. PMRS termination.
Z2R	P.L. 103-226. Vol. separations incentive.
Z2S	5 U.S.C. 5545a. Availability pay.
Z2U	P.L. 103-337. Defense Lab Demo. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
Z2W	P.L. 104-106. Defense Acquisition Demo. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z4A	P.L. 108-201, Sec. 9804 (critical). Recruitment bonus. Code is for use by the National Aeronautics and Space Administration only.
Z4B	P.L. 108-201, Sec. 9804. Recruitment bonus. Code is for use by the National Aeronautics and Space Administration only.
Z4C	P.L. 108-201, Sec. 9804 (critical). Redesignation bonus. Code is for use by the National Aeronautics and Space Administration only.
Z4D	P.L. 108-201, Sec. 9804. Redesignation bonus. Code is for use by the National Aeronautics and Space Administration only.
Z4E	P.L. 108-201, Sec. 9804 (critical). Relocation bonus. Code is for use by the National Aeronautics and Space Administration only.
Z4F	P.L. 108-201, Sec. 9804. Relocation bonus. Code is for use by the National Aeronautics and Space Administration only.
Z4G	P.L. 108-201, Sec. 9805 (critical). Retention bonus. Code is for use by the National Aeronautics and Space Administration only.
Z4H	P.L. 108-201, Sec. 9805. Retention bonus. Code is for use by the National Aeronautics and Space Administration only.
Z4J	P.L. 108-201, Sec. 9806 (critical). Term Appt NTE. Code is for use by the National Aeronautics and Space Administration only.
Z4K	P.L. 108-201, Sec. 9806. Term Appt NTE. Code is for use by the National Aeronautics and Space Administration only.
Z4L	P.L. 108-201, Sec. 9806 (critical). Conv Career/CC Appt. Code is for use by the National Aeronautics and Space Administration only.

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
Z4M	P.L. 108-201, Sec. 9806. Conv Career/CC Appt. Code is for use by the National Aeronautics and Space Administration only.
Z4N	P.L. 108-201, Sec. 9810 (critical). Career-Cond Appt. Code is for use by the National Aeronautics and Space Administration only.
Z4P	P.L. 108-201, Sec. 9810. Career-Cond Appt. Code is for use by the National Aeronautics and Space Administration only.
Z4S	P.L. 108-201, Sec. 9806 (critical). Conv Career/CC (MP). Code is for use by the National Aeronautics and Space Administration only.
Z4T	P.L. 108-201, Sec. 9806. Conv Career/CC (MP). Code is for use by the National Aeronautics and Space Administration only.
Z4V	P.L. 108-201, Sec. 9813 (critical). SES Lmtd Term/Provis. Code is for use by the National Aeronautics and Space Administration only.
Z4W	P.L. 108-201, Sec. 9813. SES Lmtd Term/Provis. Code is for use by the National Aeronautics and Space Administration only.
Z4X	P.L. 108-201, Sec. 9814 (critical). Prom/Reas/Conv Appt/Trnf. Code is for use by the National Aeronautics and Space Administration only.
Z4Y	P.L. 108-201, Sec. 9814. Prom/Reas/Conv Appt/Trnf. Code is for use by the National Aeronautics and Space Administration only.
Z5A	Reg. 9901.231. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z5B	DoD Comp Exam (name of installation issuing certificate), Cert No. _____ . Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z5C	Direct-Hire Authority (cite DoD authority and date). Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
Z5D	Reg. 9901.511(d)(2) Temp. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z5E	Reg. 9901.511.(d)(2) Term. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z5F	Reg. 9901.511(d)(2) Eligible. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z5G	Reg. 9901.511(d)(1)(i)(A) Temp. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z5H	Reg. 9901.511(d)(1)(i)(A) NonComp. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z5J	Reg. 9901.511(d)(1)(ii)(B) Term. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z5L	Cite specific DoD authority and date; Comp. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z5M	Cite specific DoD authority and date; Exc. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z5R	Reg. 9901.516(e)(8)(i) ABP. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z5T	Reg. 9901.516(e)(8)(ii) ACP. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z5U	Reg. 9901.516(e)(8)(iii) EPP. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
Z5V	Reg. 9901.353(a)(1) Incr. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z5W	Reg. 9901.353(a)(1) Decr. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z5X	5 U.S.C. 75. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z5Y	Reg. 9901.343 Perf. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z6A	Reg. 9901.343 Conduct. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z6B	Reg. 9901.343 Perf and Conduct. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z6C	Reg. 9901.355(c). Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z6D	Reg. 9901.355(b). Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z6E	Reg. 9901.512(b)(2) Supvy. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z6G	5 U.S.C. 1204. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z6H	Reg. 9901.356(f)(1). Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z6J	Reg. 9901.514. Appt of non-citizen. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.

LEGAL AUTHORITY (1) (Continued)

Code:	**Name/Explanation:**
Z6K	Reg. 9901.323. Two-part general increase. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z6L	Reg. 9901.511(d)(1)(ii)(B) NonComp. Term Appt. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z6M	Reg. 9901.343 Conduct, Involuntary reduction in band. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
Z6N	Reg. 9901.343 Perf and Conduct. Invol reduct in band. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.

LEGAL AUTHORITY (2)

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

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

Format: TEXT_F(3)

Note:

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

Legal authority codes that are current appointment authority codes may only be established by OPM. Legal authority codes established by OPM may begin with an alphabetic character or the numeric characters 1, 2, 3, 4, or 5. Agencies may create their own legal authority codes, but not current appointment authority codes. These legal authority codes must begin with the numeric characters 6, 7, 8, or 9. Agency-created legal authority codes may be cited on actions that: (1) are not reported to the Enterprise Human Resources Integration (EHRI) or (2) are reported to the EHRI as the second legal authority code.

Uses LEGAL AUTHORITY (1) code set.

LISTENING PROFICIENCY

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

Responsible Organization: Department of Defense, Defense Language Institute.

Applicability: Voluntary.

Cross-Reference: None.

Format: NUMBER_F(2)

Note:

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

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

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

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

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

LISTENING PROFICIENCY (Continued)

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

LISTENING PROFICIENCY (Continued)

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

LISTENING PROFICIENCY (Continued)

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

LISTENING PROFICIENCY (Continued)

Code:	**Name/Explanation:**
	conjectural, and literary materials in subject matter areas directed to the general listener. (Has been abbreviated L-3+ in some nonautomated applications.)
40	Listening, Advanced Professional Proficiency. Able to understand all forms and styles of speech pertinent to professional needs. Able to understand fully all speech with extensive and precise vocabulary, subtleties and nuances in all standard dialects on any subject relevant to professional needs within the range of his/her experience, including social conversations; all intelligible broadcasts and telephone calls; and many kinds of technical discussions and discourse. Understands language specifically tailored (including persuasion, representation, counseling, and negotiating) to different audiences. Able to understand the essentials of speech in some nonstandard dialects. Has difficulty in understanding extreme dialect and slang, also in understanding speech in unfavorable conditions, for example through bad loudspeakers outdoors. Can discern relationships among sophisticated listening materials in the context of broad experience. Can follow unpredictable turns of thought readily in, for example, informal and formal speech covering editorial, conjectural, and literary materials in subject matter areas directed to the general listener. (Has been abbreviated L-4 in some nonautomated applications.)
46	Listening, Advanced Professional Proficiency, Plus. Increased ability to understand extremely difficult and abstract speech as well as ability to understand all forms and styles of speech pertinent to professional needs, including social conversations. Increased ability to comprehend native speakers using extreme nonstandard dialects and slang as well as to understand speech in unfavorable conditions. Strong sensitivity to sociolinguistic and cultural references. Accuracy is close to that of the well-educated native listener but still not equivalent. (Has been abbreviated L-4+ in some nonautomated applications.)
50	Listening, Functionally Native Proficiency. Comprehension equivalent to that of the well-educated native listener. Able to understand fully all forms and styles of speech intelligible to the well-educated native listener, including a number of regional and illiterate dialects, highly colloquial speech and conversations and discourse distorted by marked interference from other noise. Able to understand how natives think as they create discourse. Able to understand extremely difficult and abstract speech. (Has been abbreviated L-5 in some nonautomated nonautomated applications.)

LISTENING PROFICIENCY (Continued)

Code:	**Name/Explanation:**

LOCALITY ADJUSTMENT

Definition: ADJUSTED BASIC PAY minus BASIC PAY.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Personnel Actions Standard Form 50/52).

Format: NUMBER_F(5)

Note:

This difference represents the value of an employee's locality payment, special rate supplement, or equivalent payment. If an employee is not entitled to any such payment, leave blank. For example, an employee receiving a retained rate under the General Schedule pay system is not entitled to either a special rate supplement or a locality payment. The amount is right justified with leading zeros.

LOCALITY PAY AREA

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

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Voluntary.

Format: TEXT_F(2)

Note:

Locality pay areas are usually, but not necessarily, coextensive with COMBINED STATISTICAL AREA (CSA's) and CORE BASED STATISTICAL AREA (CBSA's).

Code set is used by PRIOR LOCALITY PAY AREA

LOCALITY PAY AREA (Continued)

Code:	**Name/Explanation:**
AK	Alaska.
AT	Atlanta. The area is the same as that of COMBINED STATISTICAL AREA code 122 (Atlanta-Sandy Springs-Gainesville, GA-AL).
BO	Boston. The area is the same as that of COMBINED STATISTICAL AREA code 148 (Boston-Worcester-Manchester, MA-RI-NH), **plus** Barnstable County, MA, and the towns of Berwick, Eliot, Kittery, South Berwick, and York in York County, ME.
BU	Buffalo. The area is the same as that of COMBINED STATISTICAL AREA code 160 (Buffalo-Niagara-Cattaraugus, NY).
CH	Chicago. The area is the same as that of COMBINED STATISTICAL AREA code 176 (Chicago-Naperville-Michigan City, IL-IN-WI).
CI	Cincinnati. The area is the same as that of COMBINED STATISTICAL AREA code 178 (Cincinnati-Middletown-Wilmington, OH-KY-IN).
CL	Cleveland. The area is the same as that of COMBINED STATISTICAL AREA code 184 (Cleveland-Akron-Elyria, OH).
CO	Columbus. The area is the same as that of COMBINED STATISTICAL AREA code 198 (Columbus-Marion-Chillicothe, OH).
DA	Dallas. The area is the same as that of COMBINED STATISTICAL AREA code 206 (Dallas-Fort Worth, TX).
DG	Dayton. The area is the same as that of COMBINED STATISTICAL AREA code 212 (Dayton-Springfield-Greenville, OH).

LOCALITY PAY AREA (Continued)

Code:	**Name/Explanation:**
DN	Denver. The area is the same as that of COMBINED STATISTICAL AREA code 216 (Denver-Aurora-Boulder, CO), **plus** CORE BASED STATISTICAL AREA code 22660 (Fort Collins-Loveland, CO).
DT	Detroit. The area is the same as that of COMBINED STATISTICAL AREA code 220 (Detroit-Warren-Flint, MI), **plus** Lenawee County, MI.
HA	Hartford. The area is the same as that of COMBINED STATISTICAL AREA code 278 (Hartford-West Hartford-Willimantic, CT), **plus** CORE BASED STATISTICAL AREA code 44140 (Springfield, MA) and New London County, CT.
HI	Hawaii.
HO	Houston. The area is the same as that of COMBINED STATISTICAL AREA code 288 (Houston-Baytown-Huntsville, TX).
HU	Huntsville. The area is the same as that of COMBINED STATISTICAL AREA code 290 (Huntsville-Decatur, AL).
IN	Indianapolis. The area is the same as that of COMBINED STATISTICAL AREA code 294 (Indianapolis-Anderson-Columbus, IN), **plus** Grant County, IN.
LA	Los Angeles. The area is the same as that of COMBINED STATISTICAL AREA code 348 (Los Angeles-Long Beach-Riverside, CA), **plus** CORE BASED STATISTICAL AREA code 42060 (Santa Barbara-Santa Maria-Goleta, CA) and all of Edwards Air Force Base, CA.
MI	Miami. The area is the same as that of CORE BASED STATISTICAL AREA code 33100 (Miami-Fort Lauderdale-Pompano Beach, FL), **plus** Monroe County, FL.
ML	Milwaukee. The area is the same as that of COMBINED STATISTICAL AREA code 376 (Milwaukee-Racine-Waukesha, WI).
MN	Minneapolis. The area is the same as that of COMBINED STATISTICAL AREA code 378 (Minneapolis-St. Paul-St. Cloud, MN-WI).

LOCALITY PAY AREA (Continued)

Code:	**Name/Explanation:**
NY	New York. The area is the same as that of COMBINED STATISTICAL AREA code 408 (New York-Newark-Bridgeport, NY-NJ-CT-PA), **plus** Monroe County, PA, and Warren County, NJ, and all of Joint Base McGuire-Dix-Lakehurst.
ON	The other nonforeign areas defined in 5 CFR 591.205 including American Samoa, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.
PH	Philadelphia. The area is the same as that of COMBINED STATISTICAL AREA code 428 (Philadelphia-Camden-Vineland, PA-NJ-DE-MD) excluding Joint Base McGuire-Dix-Lakehurst, **plus** Kent County, DE, Atlantic County, NJ, and Cape May County, NJ.
PI	Pittsburgh. The area is the same as that of COMBINED STATISTICAL AREA code 430 (Pittsburgh-New Castle, PA).
PO	Portland. The area is the same as that of CORE BASED STATISTICAL AREA code 38900 (Portland-Vancouver-Beaverton, OR-WA), **plus** Marion County, OR, and Polk County, OR.
PX	Phoenix. The area is the same as that of CORE BASED STATISTICAL AREA code 38060 (Phoenix-Mesa-Scottsdale, AZ).
RA	Raleigh. The area is the same as that of COMBINED STATISTICAL AREA code 450 (Raleigh-Durham-Cary, NC), **plus** CORE BASED STATISTICAL AREA code 22180 (Fayetteville, NC) **and** CORE BASED STATISTICAL AREA code 24140 (Goldsboro, NC) **and** the Butner Federal Correctional Complex (in Durham and Granville Counties, NC).
RI	Richmond. The area is the same as that of CORE BASED STATISTICAL AREA code 40060 (Richmond, VA).
SA	Sacramento. The area is the same as that of COMBINED STATISTICAL AREA code 472 (Sacramento--Arden-Arcade--Yuba City, CA-NV), **plus** Carson City, NV.

LOCALITY PAY AREA (Continued)

Code:	**Name/Explanation:**
SD	San Diego. The area is the same as that of CORE BASED STATISTICAL AREA code 41740 (San Diego-Carlsbad-San Marcos, CA).
SJ	San Jose. The area is the same as that of COMBINED STATISTICAL AREA code 488 (San Jose-San Francisco-Oakland, CA), **plus** CORE BASED STATISTICAL AREA code 41500 (Salinas, CA) and San Joaquin County, CA.
ST	Seattle. The area is the same as that of COMBINED STATISTICAL AREA code 500 (Seattle-Tacoma-Olympia, WA), **plus** Whatcom County, WA.
WA	Washington, DC. The area is the same as that of COMBINED STATISTICAL AREA code 548 (Washington-Baltimore-Northern Virginia, DC-MD-VA-WV) **and** COMBINED STATISTICAL AREA code 564 (York-Hanover-Gettysburg, PA), **plus** CORE BASED STATISTICAL AREA code 25180 (Hagerstown-Martinsburg, MD-WV), and King George County, VA.
ZX	Rest of the Contiguous United States. The area consists of those portions of the 48 contiguous states and the District of Columbia not located in another locality pay area.
ZZ	Not in a Locality Pay Area

NAME FAMILY

Definition:	Non-chosen/inherited/married name by which a person is known or designated on all official transactions.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	TEXT_V(35)

NAME GIVEN

Definition:	Given/chosen/often first name by which a person is known or designated on all official transactions.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	TEXT_V(35)

NAME MIDDLE

Definition:	Middle name, or initial, by which a person is known or designated on all official transactions.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	TEXT_V(35)

NAME SUFFIX

Definition:	Suffix to a full name on all official transactions.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	TEXT_V(4)

NATURE OF ACTION (1)

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

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Enterprise Human Resources Integration HR Dynamics data feed, Personnel Actions Standard Form 50/52).

Format: NUMBER_F(3)

Note:

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

NATURE OF ACTION (1) (Continued)

Codes and Name/Explanations

GENERAL (0xx) 285
APPOINTMENTS (1xx) 285
RETURNS TO DUTY FROM NONPAY STATUS (2xx) 286
SEPARATIONS FROM EMPLOYMENT (3xx) 286
PLACEMENTS IN NONPAY/NONDUTY (4xx) 287
CONVERSIONS TO APPOINTMENTS (5xx) 287
POSITION CHANGES, EXTENSIONS, AND OTHER CHANGES (6xx-7xx) 289
PAY, AWARDS, AND MISCELLANEOUS ACTIONS (8xx) 292
RESERVED FOR AGENCIES' INTERNAL USE (9xx) 294

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NATURE OF ACTION (1) (Continued)

Code:	**Name/Explanation:**
	GENERAL (0xx)
001	Cancellation. (Cancellation)
002	Correction. (Correction)
	APPOINTMENTS (1xx)
100	Career Appointment. (Career Appt)
101	Career-Conditional Appointment. (Career-Cond Appt)
107	Emergency Appointment. (Emergency Appt)
108	Term Appointment Not-to-exceed (date). (Term Appt NTE (date))
115	Appointment Not-to-exceed (date). (Appt NTE (date))
120	Overseas Limited Appointment. (O/S Ltd Appt)
122	Overseas Limited Appointment Not-to-exceed (date). (O/S Ltd Appt NTE (date))
124	Appointment-Status Quo. (Appt-Status Quo)
130	Transfer. (Transfer)
132	Mass Transfer. (Mass Transfer)
140	Reinstatement-Career. (Reins-Career)
141	Reinstatement-Career-Conditional. (Reins-Career-Cond)
142	Senior Executive Service Career Appointment. (SES Career Appt)
143	Reinstatement-Senior Executive Service Career. (Reins-SES Career)
145	Transfer-Senior Executive Service Career. (Transfer SES Career)
146	Senior Executive Service Noncareer Appointment. (SES Noncareer Appt)
147	Transfer-Senior Executive Service Noncareer. (Transfer SES Noncareer)
148	Senior Executive Service Limited Term Appointment Not-to-exceed (date). (SES Ltd Term Appt NTE (date))
149	Senior Executive Service Limited Emergency Appointment Not-to-exceed (date). (SES Ltd Emergency Appt NTE (date))
170	Excepted Appointment. (Exc Appt)
171	Excepted Appointment Not-to-exceed (date). (Exc Appt NTE (date))
190	Provisional Appointment Not-to-exceed (date). (Provisional Appt NTE (date))

NATURE OF ACTION (1) (Continued)

Code:	**Name/Explanation:**
198	Interim Appointment in Nonduty Status. (Interim Appt in Nonduty Status)
199	Interim Appointment. (Interim Appt)
	RETURNS TO DUTY FROM NONPAY STATUS (2xx)
280	Placement in Pay Status. (Placement in Pay Status)
292	Return to Duty. (RTD)
293	Return to Pay Status. (Return to Pay Status)
	SEPARATIONS FROM EMPLOYMENT (3xx)
300	Retirement-Mandatory. (Retirement-Mandatory)
301	Retirement-Disability. (Retirement-Disability)
302	Retirement-Voluntary. (Retirement-Voluntary)
303	Retirement-Special Option. (Retirement-Special Option)
304	Retirement-In Lieu of Involuntary Action. (Retirement-ILIA)
312	Resignation-In Lieu of Involuntary Action. (Resignation-ILIA)
317	Resignation. (Resignation)
330	Removal. (Removal)
350	Death. (Death)
351	Termination-Sponsor Relocating. (Termination-Sponsor Relocating)
352	Termination-Appointment in (agency). (Termination-Appt in (agency))
353	Separation-US. (Separation-US)
355	Termination-Expiration of Appointment. (Termination-Exp of Appt)
356	Separation-RIF. (Separation-RIF)
357	Termination. (Termination)
385	Termination during prob/trial period. (Termination during prob/trial period)
390	Separation-Appt In (name of entity). (Separation-Appt In (name of entity))

NATURE OF ACTION (1) (Continued)

Code:	**Name/Explanation:**
	PLACEMENTS IN NONPAY/NONDUTY (4xx)
430	Placement in Nonpay Status. (Placement in Nonpay Status)
450	Suspension Not-to-exceed (date). (Suspension NTE (date))
452	Suspension-Indefinite. (Suspension-Indefinite)
460	Leave Without Pay Not-to-exceed (date). (LWOP NTE (date))
471	Furlough. (Furlough)
472	Furlough Not-to-exceed (date). (Furlough NTE (date))
473	Absent – Uniformed Services [Name/Explanation: effective March 28, 2010. Former Name/Explanation: Leave Without Pay-US. (LWOP-US)]
480	Sabbatical Not-to-exceed (date). (Sabbatical NTE (date))
	CONVERSIONS TO APPOINTMENTS (5xx)
500	Conversion to Career Appointment. (Conv to Career Appt)
501	Conversion to Career-Conditional Appointment. (Conv to Career-Cond Appt)
507	Conversion to Emergency Appointment. (Conv to Emergency Appt)
508	Conversion to Term Appointment Not-to-exceed (date). (Conv to Term Appt NTE (date))
515	Conversion to Appointment Not-to-exceed (date). (Conv to Appt NTE (date))
520	Conversion to Overseas Limited Appointment. (Conv to O/S Ltd Appt)
522	Conversion to Overseas Limited Appointment Not-to-exceed (date). (Conv to O/S Ltd Appt NTE (date))
524	Conversion to Appointment-Status Quo. (Conv to Appt-Status Quo)
540	Conversion to Reinstatement-Career. (Conv to Reins-Career)
541	Conversion to Reinstatement-Career-Conditional. (Conv to Reins-Career-Cond)
542	Conversion to Senior Executive Service Career Appointment. (Conv to SES Career Appt)
543	Conversion to Reinstatement-Senior Executive Service Career. (Conv to Reins-SES Career)

NATURE OF ACTION (1) (Continued)

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

NATURE OF ACTION (1) (Continued)

Code:	**Name/Explanation:**
	POSITION CHANGES, EXTENSIONS, AND OTHER CHANGES (6xx-7xx)
600	Code is for use by the Federal Aviation Administration (Department of Transportation) only.
601	ATC Certification. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
602	ATC Transfer. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
603	ATC Transfer NTE. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
604	Termination of ATC Transfer NTE. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
605	Extension of ATC Transfer NTE. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
606	Code is for use by the Federal Aviation Administration (Department of Transportation) only.
607	Code is for use by the Federal Aviation Administration (Department of Transportation) only.
608	Reassignment Bonus. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
609	Code is for use by the Federal Aviation Administration (Department of Transportation) only.
610	Code is for use by the Federal Aviation Administration (Department of Transportation) only.

NATURE OF ACTION (1) (Continued)

Code:	**Name/Explanation:**
611	Reassignment NTE (date). Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
612	Ext of Reassignment NTE (date). Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
613	Term of Reassignment NTE (date). Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
702	Promotion. (Promotion)
703	Promotion Not-to-exceed (date). (Promotion NTE (date))
713	Change to Lower Grade, Level or Band.
721	Reassignment. (Reassignment)
730	Detail NTE (Date).
731	Ext Detail NTE (Date).
732	Term of Detail NTE (Date).
740	Position Change. (Psn Chg)
741	Position Change Not-to-exceed (date). (Psn Chg NTE (date))
750	Continuance Not-to-exceed (date). (Continuance NTE (date))
755	Exception to RIF Release. (Exception to RIF Release)
760	Extension of Appointment Not-to-exceed (date). (Ext of Appt NTE (date))
762	Extension of Senior Executive Service Limited Appointment Not-to-exceed (date). (Ext of SES Limited Appt NTE (date))
765	Extension of Term Appointment Not-to-exceed (date). (Ext of Term Appt NTE (date))
769	Extension of Promotion Not-to-exceed (date). (Ext of Promotion NTE (date))
770	Extension of Position Change Not-to-exceed (date). (Ext of Psn Chg NTE (date))
772	Extension of Furlough Not-to-exceed (date). (Ext of Furlough NTE (date))
773	Extension of Leave Without Pay Not-to-exceed (date). (Ext of LWOP NTE (date))
780	Name Change from (previous name). (Name Chg from (previous name))

NATURE OF ACTION (1) (Continued)

Code:	**Name/Explanation:**
781	Change in Work Schedule. (Chg in Work Schedule)
782	Change in Hours. (Chg in Hours)
790	Realignment. (Realignment)
792	Change in Duty Station. (Chg in Duty Station)

NATURE OF ACTION (1) (Continued)

Code:	**Name/Explanation:**
	PAY, AWARDS, AND MISCELLANEOUS ACTIONS (8xx)
800	Change in Data Element. (Chg in Data Element)
803	Change in Retirement Plan. (Chg in Retirement Plan)
805	Elected Full Living Benefits. (Elected Full Living Benefits)
806	Elected Partial Living Benefits. (Elected Partial Living Benefits)
810	Chg in Diff
815	Recruitment Incentive
816	Relocation Incentive
817	Student Loan Repayment
818	Administratively Uncontrollable Overtime. (AUO)
819	Availability Pay. (Availability Pay)
825	Separation Incentive. (Separation Incentive)
826	Redesignation Bonus. Code is for use by the National Aeronautics and Space Administration only.
827	Retention Incentive
840	Individual Cash Award Rating Based. (Individual Cash Award RB)
841	Group Award – 5 U.S.C. Ch 45. (Group Award – 5 U.S.C. Ch 45)
842	Individual Suggestion/Invention Award. (Individual Suggestion/Invention Award)
843	Group Suggestion/Invention Award. (Group Suggestion/Invention Award)
844	Foreign Language Award. (Foreign Language Award)
845	Travel Savings Incentives. (Travel Savings Incentives)
846	Individual Time-Off Award. (Individual Time-Off Award)
847	Group Time-Off Award. (Group Time-Off Award)
848	Referral Bonus.
849	Individual Cash Award Not Rating Based. (Individual Cash Award NRB)
850	MD/DDS Special Pay. (MD/DDS Special Pay)
855	Head Nurse Pay. (Head Nurse Pay)
866	Termination of Grade Retention. (Termination of Grade Retention)

NATURE OF ACTION (1) (Continued)

Code:	**Name/Explanation:**
867	Interim Within Grade Increase. (Interim WGI)
868	Termination of Interim Within Grade Increase. (Termination of Interim WGI)
871	Exemplary Performance Award (Exemplary Performance Award). Code is for use by the Civilian Intelligence Personnel Management System (CIPMS) (Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy) only.
878	Presidential Rank Award.
879	Senior Executive Service Performance Award. (SES Performance Award)
880	Change in Tenure Group. (Chg in Tenure Group)
881	Federal Employees Group Life Insurance Change. (FEGLI Chg)
882	Change in Service Computation Date. (Chg in SCD)
883	Change in Veteran Preference for reduction in force. (Chg in Vet Pref-RIF)
885	Lump Sum Performance Payment Rating Based – In Lieu of Pay Adjustment. (Lump Sum Performance Payment RB-ILPA)
886	Lump Sum Performance Payment Rating Based – Not in Lieu of Pay Adjustment. (Lump Sum Performance Payment RB-NILPA)
887	Lump Sum Performance Payment Not Rating Based. (Lump Sum Performance Payment NRB)
888	Denial of Within Grade Increase. (Denial of WGI)
889	Group Award – Other than 5 U.S.C. Ch 45. (Group Award – Other than 5 U.S.C. Ch 45)
890	Miscellaneous Pay Adjustment. (Misc Pay Adj)
891	Performance-based Pay Increase Provided on Regular Cycle. (Reg Perf Pay)
892	Performance-based Pay Increase Provided on Irregular Basis. (Irreg Perf Pay)
893	Within-range Increase Provided on Regular Cycle. (Reg WRI)
894	General Market or Structural Pay Adjustment. (Gen Adj)
896	Group-based Pay Increase. (Group Inc)
897	Within-range Reduction. (Pay Reduct)
899	Step Adjustment. (Step Adj)

NATURE OF ACTION (1) (Continued)

Code:	**Name/Explanation:**
	RESERVED FOR AGENCIES' INTERNAL USE (9xx)
	Codes 900-999 are reserved for agencies' internal use and are not valid for submission to the Central Personnel Data File (CPDF).

NATURE OF ACTION (2)

Definition:	The specific personnel action used to create or change a civilian personnel record.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).
Format:	NUMBER_F(3)

Note:

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

Uses NATURE OF ACTION (1) code set

NATURE OF ACTION BEING CORRECTED

Definition:	The NATURE OF ACTION, previously submitted to the Enterprise Human Resources Integration, that is being corrected.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	NUMBER_F(3)

Note:

Uses NATURE OF ACTION (1) code set

OCCUPATION

Definition: An employee's occupational series.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

Format: NUMBER_F(4)

Note:

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

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

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

OCCUPATION (Continued)

Codes and Name/Explanations

WHITE COLLAR (Occupational Series 0001 through 2299) 300
MISCELLANEOUS OCCUPATIONS (00xx) 300
SOCIAL SCIENCE, PSYCHOLOGY, AND WELFARE (01xx) 301
HUMAN RESOURCES MANAGEMENT (02xx) 302
GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES (03xx) 302
NATURAL RESOURCES MANAGEMENT AND BIOLOGICAL SCIENCES (04xx) 303
ACCOUNTING AND BUDGET (05xx) 305
MEDICAL, HOSPITAL, DENTAL, AND PUBLIC HEALTH (06xx) 306
VETERINARY MEDICAL SCIENCE (07xx) 308
ENGINEERING AND ARCHITECTURE (08xx) 308
LEGAL AND KINDRED (09xx) 310
INFORMATION AND ARTS (10xx) 311
BUSINESS AND INDUSTRY (11xx) 312
COPYRIGHT, PATENT, AND TRADEMARK (12xx) 313
PHYSICAL SCIENCES (13xx) 314
LIBRARY AND ARCHIVES (14xx) 315
MATHEMATICAL SCIENCES (15xx) 315
EQUIPMENT, FACILITIES, AND SERVICES (16xx) 316
EDUCATION (17xx) 316
INVESTIGATION (18xx) 317
QUALITY ASSURANCE, INSPECTION, AND GRADING (19xx) 318
SUPPLY (20xx) 318
TRANSPORTATION (21xx) 319
INFORMATION TECHNOLOGY (22xx) 319
BLUE COLLAR (Occupational Series 2501 through 9999, Occupational Category B) 320
WIRE COMMUNICATIONS EQUIPMENT INSTALLATION AND MAINTENANCE (25xx) 320
ELECTRONIC EQUIPMENT INSTALLATION AND MAINTENANCE (26xx) 320
ELECTRICAL INSTALLATION AND MAINTENANCE (28xx) 321
FABRIC AND LEATHER WORK (31xx) 321
INSTRUMENT WORK (33xx) 321
MACHINE TOOL WORK (34xx) 322
GENERAL SERVICES AND SUPPORT WORK (35xx) 322
STRUCTURAL AND FINISHING WORK (36xx) 322
METAL PROCESSING (37xx) 323
METAL WORK (38xx) 324

MOTION PICTURE, RADIO, TELEVISION, AND SOUND EQUIPMENT OPERATION (39xx) 324
LENS AND CRYSTAL WORK (40xx) 325
PAINTING AND PAPERHANGING (41xx) 325
PLUMBING AND PIPEFITTING (42xx) 325
PLIABLE MATERIALS WORK (43xx) 325
PRINTING (44xx) 326
WOOD WORK (46xx) 327
GENERAL MAINTENANCE AND OPERATIONS WORK (47xx) 327
GENERAL EQUIPMENT MAINTENANCE (48xx) 328
PLANT AND ANIMAL WORK (50xx) 328
MISCELLANEOUS OCCUPATIONS (52xx) 329
INDUSTRIAL EQUIPMENT MAINTENANCE (53xx) 329
INDUSTRIAL EQUIPMENT OPERATION (54xx) 330
TRANSPORTATION/MOBILE EQUIPMENT OPERATION (57xx) 331
TRANSPORTATION/MOBIL EQUIPMENT MAINTENANCE (58xx) 331
AMMUNITION, EXPLOSIVES, AND TOXIC MATERIALS WORK (65xx) 331
ARMAMENT WORK (66xx) 332
WAREHOUSING AND STOCK HANDLING (69xx) 332
PACKING PROCESSING (70xx) 332
LAUNDRY, DRY CLEANING, AND PRESSING (73xx) 333
FOOD PREPARATION AND SERVING (74xx) 333
PERSONAL SERVICES (76xx) 333
FLUID SYSTEMS MAINTENANCE (82xx) 333
ENGINE OVERHAUL (86xx) 334
AIRCRAFT OVERHAUL (88xx) 334
FILM PROCESSING (90xx) 334
VESSEL JOBS EXCLUDED FROM THE FEDERAL WAGE SYSTEM (99xx) (by section 5342 of title 5 of the United States Code) 335

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
			WHITE COLLAR (Occupational Series 0001 through 2299)
			MISCELLANEOUS OCCUPATIONS (00xx)
0006	A		Correctional Institution Administration
0007	O		Correctional Officer
0011	A		Bond Sales Promotion
0018	A		Safety and Occupational Health Management
0019	T		Safety Technician
0020	P	X	Community Planning
0021	T		Community Planning Technician
0023	A		Outdoor Recreation Planning
0025	8		Park Ranger
0028	A		Environmental Protection Specialist
0029	T		Environmental Protection Assistant
0030	A		Sports Specialist
0050	A		Funeral Directing
0060	P		Chaplain
0062	A		Clothing Design
0072	1		Fingerprint Identification
0080	A		Security Administration
0081	O		Fire Protection and Prevention
0082	O		United States Marshal
0083	O		Police
0084	O		Nuclear Materials Courier
0085	O		Security Guard
0086	C		Security Clerical and Assistance
0090	T		Guide
0095	P		Foreign Law Specialist
0099	O		General Student Trainee

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
			SOCIAL SCIENCE, PSYCHOLOGY, AND WELFARE (01xx)
0101	P	X	Social Science
0102	T		Social Science Aid and Technician
0105	A		Social Insurance Administration
0106	A		Unemployment Insurance
0107	A		Health Insurance Administration
0110	P	X	Economist
0119	T		Economics Assistant
0130	P		Foreign Affairs
0131	P		International Relations
0132	A		Intelligence
0134	C		Intelligence Aid and Clerk
0135	P		Foreign Agricultural Affairs
0136	A		International Cooperation
0140	P	X	Workforce Research and Analysis
0142	A		Workforce Development
0150	P	X	Geography
0160	A		Civil Rights Analysis
0170	P	X	History
0180	P	X	Psychology
0181	T		Psychology Aid and Technician
0184	P	X	Sociology
0185	P	X	Social Work
0186	T		Social Services Aid and Assistant
0187	A		Social Services
0188	A		Recreation Specialist
0189	T		Recreation Aid and Assistant
0190	P	X	General Anthropology
0193	P	X	Archeology
0199	O		Social Science Student Trainee

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
			HUMAN RESOURCES MANAGEMENT (02xx)
0201	A		Human Resources Management
0203	5		Human Resources Assistance
0241	A		Mediation
0243	A		Apprenticeship and Training
0244	A		Labor-Management Relations Examining
[0249]	A		Wage and Hour Compliance. Occupation cancelled as of April 2009.
0260	A		Equal Employment Opportunity
0299	O		Human Resources Management Student Trainee
			GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES (03xx)
0301	A		Miscellaneous Administration and Program
0302	C		Messenger
0303	5		Miscellaneous Clerk and Assistant
0304	C		Information Receptionist
0305	C		Mail and File
0309	C		Correspondence Clerk
[0312]	C		Clerk-Stenographer and Reporter. Occupation cancelled as of January 2009.
0313	C		Work Unit Supervising
0318	C		Secretary
0319	C		Closed Microphone Reporter
0322	C		Clerk-Typist
0326	7		Office Automation Clerical and Assistance
0332	T		Computer Operation
[0334]	A		Computer Specialist. Occupation cancelled as of May 2001.
0335	7		Computer Clerk and Assistant
0340	A		Program Management
0341	A		Administrative Officer
0342	A		Support Services Administration

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
0343	A		Management and Program Analysis
0344	5		Management and Program Clerical and Assistance
0346	A		Logistics Management
0347	A		GAO Evaluator. Code is for use by the General Accounting Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
0350	C		Equipment Operator
0356	C		Data Transcriber
0357	C		Coding
0360	A		Equal Opportunity Compliance
0361	T		Equal Opportunity Assistance
0382	C		Telephone Operating
0390	T		Telecommunications Processing
0391	A		Telecommunications
0392	T		General Telecommunications
0394	C		Communications Clerical
0399	O		Administration and Office Support Student Trainee
			NATURAL RESOURCES MANAGEMENT AND BIOLOGICAL SCIENCES (04xx)
0401	P	X	General Natural Resources Management and Biological Sciences
0403	P	X	Microbiology
0404	T		Biological Science Technician
0405	P	X	Pharmacology
0408	P	X	Ecology
0410	P	X	Zoology
0413	P	X	Physiology
0414	P	X	Entomology
0415	P	X	Toxicology
0421	T		Plant Protection Technician

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
0430	P	X	Botany
0434	P	X	Plant Pathology
0435	P	X	Plant Physiology
0437	P	X	Horticulture
0440	P	X	Genetics
0454	P	X	Rangeland Management
0455	T		Range Technician
0457	P	X	Soil Conservation
0458	T		Soil Conservation Technician
0459	T		Irrigation System Operation
0460	P	X	Forestry
0462	T		Forestry Technician
0470	P	X	Soil Science
0471	P	X	Agronomy
0480	P	X	Fish and Wildlife Administration
0482	P	X	Fish Biology
0485	P	X	Wildlife Refuge Management
0486	P	X	Wildlife Biology
0487	P	X	Animal Science
0499	O		Biological Science Student Trainee

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
			ACCOUNTING AND BUDGET (05xx)
0501	A		Financial Administration and Program
0503	5		Financial Clerical and Assistance
0505	A		Financial Management
0510	P		Accounting
0511	P		Auditing
0512	P		Internal Revenue Agent
0525	4		Accounting Technician
0526	A		Tax Specialist
0530	C		Cash Processing
0540	C		Voucher Examining
0544	7		Civilian Pay
0545	7		Military Pay
0560	A		Budget Analysis
0561	5		Budget Clerical and Assistance
0570	A		Financial Institution Examining. Code is for use by the Federal Deposit Insurance Corporation, Federal Reserve System, Office of the Comptroller of the Currency (Department of the Treasury), and Office of Thrift Supervision (Department of the Treasury) only.
0580	A		Credit Union Examiner. Code is for use by the National Credit Union Administration only.
0592	5		Tax Examining
0593	T		Insurance Accounts
0599	O		Financial Management Student Trainee

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
			MEDICAL, HOSPITAL, DENTAL, AND PUBLIC HEALTH (06xx)
0601	P	X	General Health Science
0602	P	X	Medical Officer
0603	A		Physician's Assistant
0605	P		Nurse Anesthetist (Title 38). Code is for use by the Department of Veterans Affairs only.
0610	P	X	Nurse
0620	T		Practical Nurse
0621	T		Nursing Assistant
0622	T		Medical Supply Aide and Technician
0625	T		Autopsy Assistant
0630	P	X	Dietitian and Nutritionist
0631	P	X	Occupational Therapist
0633	P	X	Physical Therapist
0635	P	X	Kinesiotherapy
0636	T		Rehabilitation Therapy Assistant
0637	P	X	Manual Arts Therapist
0638	P	X	Recreation/Creative Arts Therapist
0639	P	X	Educational Therapist
0640	T		Health Aid and Technician
0642	T		Nuclear Medicine Technician
0644	P	X	Medical Technologist
0645	T		Medical Technician
0646	T		Pathology Technician
0647	T		Diagnostic Radiologic Technologist
0648	T		Therapeutic Radiologic Technologist
0649	T		Medical Instrument Technician
0650	T		Medical Technical Assistant
0651	T		Respiratory Therapist
0660	P	X	Pharmacist
0661	T		Pharmacy Technician

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
0662	P	X	Optometrist
[0664]	T		Restoration Technician. Occupation cancelled as of January 2009.
0665	P	X	Speech Pathology and Audiology
0667	T		Orthotist and Prosthetist
0668	P	X	Podiatrist
0669	A		Medical Records Administration
0670	A		Health System Administration
0671	A		Health System Specialist
0672	T		Prosthetic Representative
0673	A		Hospital Housekeeping Management
0675	T		Medical Records Technician
0679	C		Medical Support Assistance
0680	P	X	Dental Officer
0681	T		Dental Assistant
0682	T		Dental Hygiene
0683	T		Dental Laboratory Aid and Technician
0685	A		Public Health Program Specialist
0688	A		Sanitarian
0690	P	X	Industrial Hygiene
0696	P	X	Consumer Safety
0698	T		Environmental Health Technician
0699	O		Medical and Health Student Trainee

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
			VETERINARY MEDICAL SCIENCE (07xx)
0701	P	X	Veterinary Medical Science
0704	T		Animal Health Technician
0799	O		Veterinary Student Trainee
			ENGINEERING AND ARCHITECTURE (08xx)
0801	P	X	General Engineering
0802	T		Engineering Technical
0803	P	X	Safety Engineering
0804	P	X	Fire Protection Engineering
0806	P	X	Materials Engineering
0807	P	X	Landscape Architecture
0808	P	X	Architecture
0809	T		Construction Control Technical
0810	P	X	Civil Engineering
0817	T		Survey Technical
[0818]	T		Engineering Drafting. Occupation cancelled as of May 2007.
0819	P	X	Environmental Engineering
0828	A		Construction Analyst
0830	P	X	Mechanical Engineering
0840	P	X	Nuclear Engineering
0850	P	X	Electrical Engineering
0854	P	X	Computer Engineering
0855	P	X	Electronics Engineering
0856	T		Electronics Technical
0858	P	X	Bioengineering and Biomedical Engineering
0861	P	X	Aerospace Engineering
0871	P	X	Naval Architecture
0873	T		Marine Survey Technical

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
0880	P	X	Mining Engineering
0881	P	X	Petroleum Engineering
0890	P	X	Agricultural Engineering
[0892]	P	X	Ceramic Engineering. Occupation cancelled as of December 2008.
0893	P	X	Chemical Engineering
[0894]	P	X	Welding Engineering. Occupation cancelled as of December 2008.
0895	T		Industrial Engineering Technical
0896	P	X	Industrial Engineering
0898	O		Engineering Trainee. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
0899	O		Engineering and Architecture Student Trainee

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
			LEGAL AND KINDRED (09xx)
0901	A		General Legal and Kindred Administration
0904	P		Law Clerk
0905	P		General Attorney
[0920]	A		Estate Tax Examining. Occupation cancelled as of January 2009.
0930	A		Hearings and Appeals
0935	P		Adminstrative Law Judge. Code is for use with PAY PLAN code AL (Administrative Law Judges) only.
[0945]	A		Clerk of Court. Occupation cancelled as of January 2009.
0950	A		Paralegal Specialist
0958	A		Employee Benefits Law
0962	T		Contact Representative
0963	T		Legal Instruments Examining
0965	A		Land Law Examining
0967	A		Passport and Visa Examining
0986	1		Legal Assistance
0987	A		Tax Law Specialist
0991	A		Worker's Compensation Claims Examining
0993	A		Railroad Retirement Claims Examining
0996	A		Veterans Claims Examining
0998	7		Claims Assistance and Examining
0999	O		Legal Occupations Student Trainee.

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
			INFORMATION AND ARTS (10xx)
1001	2		General Arts and Information
1008	A		Interior Design
1010	T		Exhibits Specialist
1015	P		Museum Curator
1016	T		Museum Specialist and Technician
1020	T		Illustrating
1021	C		Office Drafting
1035	A		Public Affairs
1040	A		Language Specialist
1046	C		Language Clerical
1051	A		Music Specialist
1054	A		Theater Specialist
1056	A		Art Specialist
1060	T		Photography
1071	A		Audiovisual Production
1082	A		Writing and Editing
1083	A		Technical Writing and Editing
1084	A		Visual Information
1087	5		Editorial Assistance
1099	O		Information and Arts Student Trainee

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
			BUSINESS AND INDUSTRY (11xx)
1101	6		General Business and Industry
1102	P		Contracting
1103	A		Industrial Property Management
1104	A		Property Disposal
1105	T		Purchasing
1106	5		Procurement Clerical and Technician
1107	5		Property Disposal Clerical and Technician
1130	A		Public Utilities Specialist
1140	A		Trade Specialist
1144	A		Commissary Management
1145	A		Agricultural Program Specialist
1146	A		Agricultural Marketing
1147	A		Agricultural Market Reporting
1150	A		Industrial Specialist
1152	T		Production Control
1160	A		Financial Analysis
1163	A		Insurance Examining
1165	A		Loan Specialist
1169	A		Internal Revenue Officer
1170	A		Realty
1171	A		Appraising
1173	A		Housing Management
1176	A		Building Management
1199	O		Business and Industry Student Trainee

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
			COPYRIGHT, PATENT, AND TRADEMARK (12xx)
1202	T		Patent Technician
1210	A		Copyright
1220	P	X	Patent Administration
1221	P	X	Patent Adviser
1222	P		Patent Attorney
1223	P	X	Patent Classifying
1224	P	X	Patent Examining
1226	P	X	Design Patent Examining
1299	O		Copyright and Patent Student Trainee

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
			PHYSICAL SCIENCES (13xx)
1301	P	X	General Physical Science
1306	P	X	Health Physics
1310	P	X	Physics
1311	T		Physical Science Technician
1313	P	X	Geophysics
1315	P	X	Hydrology
1316	T		Hydrologic Technician
1320	P	X	Chemistry
1321	P	X	Metallurgy
1330	P	X	Astronomy and Space Science
1340	P	X	Meteorology
1341	T		Meteorological Technician
1350	P	X	Geology
1360	P	X	Oceanography
1361	A		Navigational Information
1370	P	X	Cartography
1371	T		Cartographic Technician
1372	P	X	Geodesy
1373	P	X	Land Surveying
1374	T		Geodetic Technician
1380	P	X	Forest Products Technology
1382	P	X	Food Technology
1384	P	X	Textile Technology
1386	P	X	Photographic Technology
1397	A		Document Analysis
1398	O		Physical Science Trainee. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
1399	O		Physical Science Student Trainee

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
			LIBRARY AND ARCHIVES (14xx)
1410	P		Librarian
1411	T		Library Technician
1412	A		Technical Information Services
1420	P		Archivist
1421	1		Archives Technician
1499	O		Library and Archives Student Trainee
			MATHEMATICAL SCIENCES (15xx)
1501	P	X	General Mathematics and Statistics
1510	P	X	Actuarial Science
1515	P	X	Operations Research
1520	P	X	Mathematics
1521	T		Mathematics Technician
1529	P	X	Mathematical Statistics
1530	P	X	Statistics
1531	2		Statistical Assistant
1541	T		Cryptanalysis
1550	P	X	Computer Science
1598	O		Mathematics or Computer Science Trainee. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only.
1599	O		Mathematics and Statistics Student Trainee

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
			EQUIPMENT, FACILITIES, AND SERVICES (16xx)
1601	A		Equipment, Facilities, and Services
1603	C		Equipment, Facilities, and Services Assistance
1630	A		Cemetery Administration Services
1640	A		Facility Operations Services
1654	A		Printing Services
1658	A		Laundry Operations Services
1667	A		Food Services
1670	A		Equipment Services
1699	O		Equipment and Facilities Management Student Trainee
			EDUCATION (17xx)
1701	P		General Education and Training
1702	3		Education and Training Technician
1710	P		Education and Vocational Training
1712	A		Training Instruction
1715	A		Vocational Rehabilitation
1720	P		Education Program
1725	P		Public Health Educator
1730	P		Education Research
1740	P		Education Services
1750	P		Instructional Systems
1799	O		Education Student Trainee

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
			INVESTIGATION (18xx)
1801	A		General Inspection, Investigation, Enforcement, and Compliance Series
1802	5		Compliance Inspection and Support
1805	A		Investigative Analysis
1810	A		General Investigating
1811	A		Criminal Investigating
[1812]	A		Game Law Enforcement. Occupation cancelled as of April 2009.
1815	A		Air Safety Investigating
[1816]	A		Immigration Inspection. Occupation cancelled as of April 2009.
1822	A		Mine Safety and Health Inspection Series
1825	A		Aviation Safety
[1831]	A		Securities Compliance Examining. Occupation cancelled as of April 2009.
1849	A		Wage and Hour Investigation Series
1850	A		Agricultural Warehouse Inspection Series
[1854]	A		Alcohol, Tobacco, and Firearms Inspection. Occupation cancelled as of April 2009.
1860	A		Equal Opportunity Investigation
1862	T		Consumer Safety Inspection
1863	T		Food Inspection
[1864]	A		Public Health Quarantine Inspection. Occupation cancelled as of April 2009.
1881	A		Customs and Border Protection Interdiction
[1884]	O		Customs Patrol Officer. Occupation cancelled as of April 2009.
1889	A		Import Compliance Series
[1890]	A		Customs Inspection. Occupation cancelled as of April 2009.
1894	A		Customs Entry and Liquidating
1895	A		Customs and Border Protection
1896	O		Border Patrol Enforcement Series
[1897]	1		Customs Aid. Occupation cancelled as of January 2009.
1899	O		Investigation Student Trainee

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
			QUALITY ASSURANCE, INSPECTION, AND GRADING (19xx)
1910	A		Quality Assurance
1980	T		Agricultural Commodity Grading
1981	T		Agricultural Commodity Aid
1999	O		Quality Inspection Student Trainee
			SUPPLY (20xx)
2001	2		General Supply
2003	A		Supply Program Management
2005	7		Supply Clerical and Technician
2010	A		Inventory Management
2030	A		Distribution Facilities and Storage Management
2032	A		Packaging
[2050]	A		Supply Cataloging. Occupation cancelled as of January 2009.
2091	C		Sales Store Clerical
2099	O		Supply Student Trainee

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
			TRANSPORTATION (21xx)
2101	A		Transportation Specialist
2102	7		Transportation Clerk and Assistant
2110	A		Transportation Industry Analysis
2121	A		Railroad Safety
2123	A		Motor Carrier Safety
2125	A		Highway Safety
2130	A		Traffic Management
2131	1		Freight Rate
2135	T		Transportation Loss and Damage Claims Examining
2144	T		Cargo Scheduling
2150	A		Transportation Operations
2151	C		Dispatching
2152	A		Air Traffic Control
2154	T		Air Traffic Assistance
2161	A		Marine Cargo
2181	T		Aircraft Operation
2183	T		Air Navigation
2185	T		Aircrew Technician
2186	A		Technical Systems Program Manager. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
2199	O		Transportation Student Trainee
			INFORMATION TECHNOLOGY (22xx)
2210	A		Information Technology Management
2299	O		Information Technology Student Trainee

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
			BLUE COLLAR (Occupational Series 2501 through 9999, Occupational Category B)
			WIRE COMMUNICATIONS EQUIPMENT INSTALLATION AND MAINTENANCE (25xx)
2501			Miscellaneous Wire Communications Equipment Installation and Maintenance
2502			Telecommunications Mechanic
2504			Wire Communications Cable Splicing
2508			Communications Line Installing and Repairing
			ELECTRONIC EQUIPMENT INSTALLATION AND MAINTENANCE (26xx)
2601			Miscellaneous Electronic Equipment Installation and Maintenance
2602			Electronic Measurement Equipment Mechanic
2604			Electronics Mechanic
2606			Electronic Industrial Controls Mechanic
2608			Electronic Digital Computer Mechanic
2610			Electronic Integrated Systems Mechanic

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
			ELECTRICAL INSTALLATION AND MAINTENANCE (28xx)
2801			Miscellaneous Electrical Installation and Maintenance
2805			Electrician
2810			High Voltage Electrician
2854			Electrical Equipment Repairer
2892			Aircraft Electrician
			FABRIC AND LEATHER WORK (31xx)
3101			Miscellaneous Fabric and Leather Work
[3103]			Shoe Repairing. Occupation cancelled as of January 2009.
3105			Fabric Working
3106			Upholstering
3111			Sewing Machine Operating
3119			Broom and Brush Making
			INSTRUMENT WORK (33xx)
3301			Miscellaneous Instrument Work
3306			Optical Instrument Repairing
3314			Instrument Making
3359			Instrument Mechanic

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
			MACHINE TOOL WORK (34xx)
3401			Miscellaneous Machine Tool Work
3414			Machining
3416			Toolmaking
3417			Tool Grinding
3428			Die Sinking
			GENERAL SERVICES AND SUPPORT WORK (35xx)
3501			Miscellaneous General Services and Support Work
3502			Laboring
3511			Laboratory Working
3513			Coin/Currency Checking
3515			Laboratory Support Working
[3543]			Stevedoring. Occupation cancelled as of January 2009.
3546			Railroad Repairing
3566			Custodial Working
			STRUCTURAL AND FINISHING WORK (36xx)
3601			Miscellaneous Structural and Finishing Work
3602			Cement Finishing
3603			Masonry
3604			Tile Setting
3605			Plastering
3606			Roofing
[3609]			Floor Covering Installing. Occupation cancelled as of January 2009.
3610			Insulating
[3611]			Glazing. Occupation cancelled as of January 2009.
[3653]			Asphalt Working. Occupation cancelled as of January 2009.

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
			METAL PROCESSING (37xx)
3701			Miscellaneous Metal Processing
[3702]			Flame/Arc Cutting. Occupation cancelled as of January 2009.
3703			Welding
3705			Non-Destructive Testing
3707			Metalizing
3711			Electroplating
3712			Heat Treating
3716			Leadburning
3725			Battery Repairing
3727			Buffing and Polishing
3735			Metal Phototransferring
3736			Circuit Board Making
[3741]			Furnace Operating. Occupation cancelled as of January 2009.
3769			Shot Peening Machine Operating

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
			METAL WORK (38xx)
3801			Miscellaneous Metal Work
3802			Metal Forging
3806			Sheet Metal Mechanic
3807			Structural/Ornamental Iron Working
3808			Boilermaking
3809			Mobile Equipment Metal Mechanic
3816			Engraving
3819			Airframe Jig Fitting
3820			Shipfitting
[3833]			Transfer Engraving. Occupation cancelled as of January 2009.
3858			Metal Tank and Radiator Repairing
3869			Metal Forming Machine Operating
3872			Metal Tube Making, Installing, and Repairing
			MOTION PICTURE, RADIO, TELEVISION, AND SOUND EQUIPMENT OPERATION (39xx)
3901			Miscellaneous Motion Picture, Radio, Television, and Sound Equipment Operation
3910			Motion Picture Projection
3940			Broadcasting Equipment Operating

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
			LENS AND CRYSTAL WORK (40xx)
4001			Miscellaneous Lens and Crystal Work
4005			Optical Element Working
4010			Prescription Eyeglass Making
			PAINTING AND PAPERHANGING (41xx)
4101			Miscellaneous Painting and Paperhanging
4102			Painting
[4103]			Paperhanging. Occupation cancelled as of January 2009.
4104			Sign Painting
			PLUMBING AND PIPEFITTING (42xx)
4201			Miscellaneous Plumbing and Pipefitting
4204			Pipefitting
4206			Plumbing
4255			Fuel Distribution System Mechanic
			PLIABLE MATERIALS WORK (43xx)
4301			Miscellaneous Pliable Materials Work
[4351]			Plastic Molding Equipment Operating. Occupation cancelled as of January 2009.
4352			Composite/Plastic Fabricating
4360			Rubber Products Molding
4361			Rubber Equipment Repairing
[4370]			Glassblowing. Occupation cancelled as of January 2009.
4373			Molding

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
			PRINTING (44xx)
4401			Miscellaneous Printing and Reproduction
4402			Bindery Working
4403			Hand Composing
[4405]			Film Assembling-Stripping. Occupation cancelled as of January 2009.
4406			Letterpress Operating
4413			Negative Engraving
4414			Offset Photography
4416			Platemaking
4417			Offset Press Operating
4419			Silk Screen Making and Printing
4425			Photoengraving
4440			Stereotype Platemaking
4441			Bookbinding
[4445]			Bank Note Designing. Occupation cancelled as of January 2009.
4446			Bank Note Engraving
[4447]			Sculptural Engraving. Occupation cancelled as of January 2009.
[4448]			Siderographic Transferring. Occupation cancelled as of January 2009.
4449			Electrolytic Intaglio Platemaking
4450			Intaglio Die and Plate Finishing
4454			Intaglio Press Operating

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
			WOOD WORK (46xx)
4601			Miscellaneous Woodwork
4602			Blocking and Bracing
4604			Wood Working
4605			Wood Crafting
4607			Carpentry
4616			Patternmaking
4639			Timber Working
4654			Form Block Making
			GENERAL MAINTENANCE AND OPERATIONS WORK (47xx)
4701			Miscellaneous General Maintenance and Operations Work
4714			Model Making
4715			Exhibits Making/Modeling
4716			Railroad Car Repairing
4717			Boat Building and Repairing
4737			General Equipment Mechanic
4741			General Equipment Operating
4742			Utility Systems Repairing-Operating
4745			Research Laboratory Mechanic
4749			Maintenance Mechanic
4754			Cemetery Caretaking

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
			GENERAL EQUIPMENT MAINTENANCE (48xx)
4801			Miscellaneous General Equipment Maintenance
4804			Locksmithing
4805			Medical Equipment Repairing
4806			Office Appliance Repairing
4807			Chemical Equipment Repairing
4808			Custodial Equipment Servicing
4816			Protective and Safety Equipment Fabricating and Repairing
4818			Aircraft Survival Flight Equipment Repairer
4819			Bowling Equipment Repairing
4820			Vending Machine Repairing
4840			Tool and Equipment Repairing
[4845]			Orthopedic Appliance Repairing. Occupation cancelled as of January 2009.
4848			Mechanical Parts Repairing
4850			Bearing Reconditioning
4855			Domestic Appliance Repairing
			PLANT AND ANIMAL WORK (50xx)
5001			Miscellaneous Plant and Animal Work
5002			Farming
5003			Gardening
5026			Pest Controlling
5031			Insects Production Working
5034			Dairy Farming
5035			Livestock Ranching/Wrangling
5042			Tree Trimming and Removing
5048			Animal Caretaking

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
			MISCELLANEOUS OCCUPATIONS (52xx)
5201			Miscellaneous Occupations
5205			Gas and Radiation Detecting
5210			Rigging
5220			Shipwright
5221			Lofting
5235			Test Range Tracking
			INDUSTRIAL EQUIPMENT MAINTENANCE (53xx)
5301			Miscellaneous Industrial Equipment Maintenance
5306			Air Conditioning Equipment Mechanic
5309			Heating and Boiler Plant Equipment Mechanic
5310			Kitchen/Bakery Equipment Repairing
5313			Elevator Mechanic
5317			Laundry and Dry Cleaning Equipment Repairing
5318			Lock and Dam Repairing
5323			Oiling and Greasing
[5330]			Printing Equipment Repairing. Occupation cancelled as of January 2009.
5334			Marine Machinery Mechanic
[5335]			Wind Tunnel Mechanic. Occupation cancelled as of January 2009.
5341			Industrial Furnace Building and Repairing
5350			Production Machinery Mechanic
5352			Industrial Equipment Mechanic
5364			Door Systems Mechanic
5365			Physiological Trainer Mechanic
5378			Powered Support Systems Mechanic
5384			Gasdynamic Facility Installing and Repairing

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
			INDUSTRIAL EQUIPMENT OPERATION (54xx)
5401			Miscellaneous Industrial Equipment Operation
5402			Boiler Plant Operating
[5403]			Incinerator Operating. Occupation cancelled as of January 2009.
5406			Utility Systems Operating
5407			Electric Power Controlling
5408			Wastewater Treatment Plant Operating
5409			Water Treatment Plant Operating
5413			Fuel Distribution System Operating
5415			Air Conditioning Equipment Operating
5419			Stationary-Engine Operating
5423			Sandblasting
[5424]			Weighing Machine Operating. Occupation cancelled as of January 2009.
5426			Lock and Dam Operating
5427			Chemical Plant Operating
[5433]			Gas Generating Plant Operating. Occupation cancelled as of January 2009.
[5435]			Carton/Bagmaking Machine Operating. Occupation cancelled as of January 2009.
5438			Elevator Operating
5439			Testing Equipment Operating
5440			Packaging Machine Operating
5446			Textile Equipment Operating
[5455]			Paper Pulping Machine Operating. Occupation cancelled as of January 2009.
[5478]			Portable Equipment Operating. Occupation cancelled as of January 2009.
[5479]			Dredging Equipment Operating. Occupation cancelled as of January 2009.
[5484]			Counting Machine Operating. Occupation cancelled as of January 2009.
5485			Aircraft Weight and Balance Operating

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
			TRANSPORTATION/MOBILE EQUIPMENT OPERATION (57xx)
5701			Miscellaneous Transportation/Mobile Equipment Operation
5703			Motor Vehicle Operating
5704			Fork Lift Operating
5705			Tractor Operating
[5706]			Road Sweeper Operating. Occupation cancelled as of January 2009.
5716			Engineering Equipment Operating
5725			Crane Operating
5729			Drill Rig Operating
5736			Braking-Switching and Conducting
5737			Locomotive Engineering
5738			Railroad Maintenance Vehicle Operating
5767			Airfield Clearing Equipment Operating
5782			Ship Operating
5784			Riverboat Operating
5786			Small Craft Operating
5788			Deckhand
			TRANSPORTATION/MOBIL EQUIPMENT MAINTENANCE (58xx)
5801			Miscellaneous Transportation/Mobile Equipment Maintenance
5803			Heavy Mobile Equipment Mechanic
5806			Mobile Equipment Servicing
5823			Automotive Mechanic
5876			Electromotive Equipment Mechanic
			AMMUNITION, EXPLOSIVES, AND TOXIC MATERIALS WORK (65xx)
6501			Miscellaneous Ammunition, Explosives, and Toxic Materials Work
6502			Explosives Operating
6505			Munitions Destroying

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
6511			Missile/Toxic Materials Handling
6517			Explosives Test Operating
			ARMAMENT WORK (66xx)
6601			Miscellaneous Armament Work
6605			Artillery Repairing
6606			Artillery Testing
6610			Small Arms Repairing
6641			Ordnance Equipment Mechanic
6652			Aircraft Ordnance Systems Mechanic
6656			Special Weapons Systems Mechanic
			WAREHOUSING AND STOCK HANDLING (69xx)
6901			Miscellaneous Warehousing and Stock Handling
[6903]			Coal Handling. Occupation cancelled as of January 2009.
6904			Tools and Parts Attending
6907			Materials Handler
6910			Materials Expediting
6912			Materials Examining and Identifying
6913			Hazardous Waste Disposing
6914			Store Working
6941			Bulk Money Handling
6968			Aircraft Freight Loading
			PACKING PROCESSING (70xx)
7001			Miscellaneous Packing and Processing
7002			Packing
7006			Preservation Servicing

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
7009			Equipment Cleaning
[7010]			Parachute Packing. Occupation cancelled as of January 2009.
			LAUNDRY, DRY CLEANING, AND PRESSING (73xx)
7301			Miscellaneous Laundry, Dry Cleaning, and Pressing
7304			Laundry Working
7305			Laundry Machine Operating
[7306]			Pressing. Occupation cancelled as of January 2009.
			FOOD PREPARATION AND SERVING (74xx)
7401			Miscellaneous Food Preparation and Serving
7402			Baking
7404			Cooking
7405			Bartending
7407			Meatcutting
7408			Food Service Working
7420			Waiter
			PERSONAL SERVICES (76xx)
7601			Miscellaneous Personal Services
7603			Barbering
[7641]			Beautician. Occupation cancelled as of January 2009.
			FLUID SYSTEMS MAINTENANCE (82xx)
8201			Miscellaneous Fluid Systems Maintenance
8255			Pneudraulic Systems Mechanic
8268			Aircraft Pneudraulic Systems Mechanic

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
			ENGINE OVERHAUL (86xx)
8601			Miscellaneous Engine Overhaul
8602			Aircraft Engine Mechanic
8610			Small Engine Mechanic
8675			Liquid Fuel Rocket Engine Mechanic
			AIRCRAFT OVERHAUL (88xx)
8801			Miscellaneous Aircraft Overhaul
8810			Aircraft Propeller Mechanic
8840			Aircraft Mechanical Parts Repairing
8852			Aircraft Mechanic
8862			Aircraft Attending
8882			Airframe Test Operating
			FILM PROCESSING (90xx)
9001			Miscellaneous Film Processing
9003			Film Assembling and Repairing
9004			Motion Picture Developing/Printing Machine Operating

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
			VESSEL JOBS EXCLUDED FROM THE FEDERAL WAGE SYSTEM (99xx) (by section 5342 of title 5 of the United States Code)
9901			Miscellaneous Vessel Jobs
9902			Master
9903			Chief Officer Cable
9904			Ship Pilot
9905			First Officer
9906			Second Officer
9907			Third Officer
9908			Ship's Communication Officer
9909			Radio Officer
9910			First Assistant Radio Officer
9911			Radio Electronics Officer
9912			First Assistant Radio Electronics Officer
9913			Relief Deck Officer
9914			Damage Control Officer
9915			Assistant Damage Control Officer
9916			Master-Mate (Fishing Vessel)
9917			Deck Midshipman
9918			Damage Control Leader
9919			Damage Control Assistant Leader
9920			Boatswain
9921			Carpenter
9922			Carpenter-Maintenance
9923			Boatswain's Mate
9924			Able Seaman
9925			Able Seaman-Maintenance
9926			Quartermaster
9927			Seaman-Fisherman
9928			Ordinary Seaman

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
9929			Damage Controlman
9931			Chief Engineer
9932			First Assistant Engineer
9933			Second Assistant Engineer
9934			Third Assistant Engineer
9935			Relief Engineer
9936			Engine Midshipman
9939			Chief Electrician
9940			Electrician
9941			Electrician-Maintenance
9942			Second Electrician
9943			Third Electrician
9944			Electronics Technician
9945			Refrigeration Engineer
9946			Second Refrigeration Engineer
9947			Third Refrigeration Engineer
9948			Plumber
9949			Assistant Plumber
9950			Plumber-Machinist
9951			Deck Engineer
9952			Deck Engineer-Machinist
9953			Deck Engineer-Mechanic
9954			Unlicensed Junior Engineer
9955			Pumpman
9956			Engineman
9957			Engine Utilityman
9958			Evaporator-Utilityman
9959			Machinist
9960			Oiler
9961			Oiler Diesel

OCCUPATION (Continued)

Code:	O:	F:	Name/Explanation:
9962			Refrigeration Oiler
9963			Fireman
9964			Fireman-Watertender
9965			Wiper
9968			Chief Steward
9969			Third Steward
9971			Chief Cook
9972			Steward Cook
9973			Second Cook
9974			Third Cook
9975			Assistant Cook
9976			Cook-Baker
9977			Second Cook-Baker
9978			Night Cook and Baker
9979			Steward Baker
9980			Third Pantryman
9981			Galleyman
9982			Laundryman
9983			Assistant Laundryman
9984			Messman
9985			Steward Utilityman
9988			Purser
9989			Junior Purser
9990			Disbursing Officer
9991			Supply Officer
9992			Assistant Supply Officer
9993			Junior Supply Officer
9994			Assistant Storekeeper
9995			Chief Radio Electronics Technician
9996			Medical Services Officer
9997			First Radio Electronics Technician

OCCUPATION (Continued)

Code:	**O:**	**F:**	**Name/Explanation:**
9998			Yeoman-Storekeeper
9999			Second Radio Electronics Technician

OCCUPATIONAL CATEGORY

Definition: The category to which an occupational series belongs.

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Voluntary.

Format: TEXT_F(1)

Note:

Exception Codes. For some white collar occupational series, the occupational category is based on the GS (General Schedule) pay plan grade or the GS-related grade, as described below: See Table 4.

OCCUPATIONAL CATEGORY (Continued)

Note (continued):

Table 4: Occupational Category Exception Codes

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

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

OCCUPATIONAL CATEGORY (Continued)

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

OCCUPATIONAL CATEGORY (Continued)

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

ORGANIZATIONAL COMPONENT

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

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

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).

Format: TEXT_F(18)

Note:

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

ORGANIZATIONAL TITLE

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

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

Applicability: Mandatory (Central Personnel Data File).

Format: TEXT_V(179)

Note:

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

OTHER PAY

Definition:	The difference between TOTAL SALARY and ADJUSTED BASIC PAY. This is the amount of any administratively uncontrollable overtime (AUO) pay, availability pay, RETENTION ALLOWANCE, or SUPERVISORY DIFFERENTIAL that may be paid after applying all appropriate pay caps. (Note that, in the Central Personnel Data File (CPDF) system, Total Salary is a system generated data element that does not include administratively uncontrollable overtime (AUO) pay or availability pay.)
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Personnel Actions Standard Form 50/52).
Format:	NUMBER_F(6)

PART-TIME HOURS PER BIWEEKLY PAY PERIOD

Definition:	The number of hours a part-time employee is scheduled to work during a biweekly pay period.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed, Personnel Actions Standard Form 50/52.
Format:	NUMBER_F(2)

PAY BASIS

Definition:	The principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).
Format:	TEXT_F(2)

Code:	**Name/Explanation:**
BW	Biweekly.
FB	Fee basis.
PA	Per annum.
PD	Per diem.
PH	Per hour.
PM	Per month.
PW	Piece work.
ST	Student stipend paid under 5 U.S.C. 5352, 38 U.S.C. 7405(a)(1)(D), or similar authority.
SY	School year. Teachers/educators hired for less than a 12-month period.
WC	Without compensation.

PAY PLAN

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

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

Format: TEXT_F(2)

Note:

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

PAY PLAN (Continued)

Codes and Name/Explanations

Ax 350
Bx 351
Cx 352
Dx 354
Ex 356
Fx 359
Gx 362
Hx 363
Ix 365
Jx 366
Kx 367
Lx 369
Mx 369
Nx 370
Ox 372
Px 372
Qx 373
Rx 373
Sx 374
Tx 377
Vx 379
Wx 380
Xx 382
Yx 384
Zx 387

PAY PLAN (Continued)

Code:	**Name/Explanation:**
	Ax
AA	Administrative Appeals Judges
AC	General Accounting Office administrative positions. Code is for use by the General Accounting Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
AD	Administratively determined rates not elsewhere specified.
AF	American Family Members (Public Law 96-465, Section 311). Code is for use by the Agency for International Development, Broadcasting Board of Governors, Foreign Agricultural Service (Department of Agriculture), International Trade Administration (Department of Commerce), and Peace Corps only.
AG	Summer Program. Code is for use by the Federal Deposit Insurance Corporation only.
AI	Employees in the Supervisory Inspection Career Path, Public Health Human Resources System Demonstration Project. Code is for use by the U.S. Department of Agriculture, Food Safety and Inspection Service only.
AJ	Administrative Judges. Code is for use by the Nuclear Regulatory Commission only.
AL	Administrative Law Judges.
AO	Employees in the Management Support Career Path, Public Health Human Resources System Demonstration Project. Code is for use by the U.S. Department of Agriculture, Food Safety and Inspection Service only.
AP	Employees in the Administrative, Professional. and Scientific Career Path, Public Health Human Resources System Demonstration Project. Code is for use by the U.S. Department of Agriculture, Food Safety and Inspection Service only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
AS	Employees in the Scientific and Technical Support Career Path, Public Health Human Resources System Demonstration Project. Code is for use by the U.S. Department of Agriculture, Food Safety and Inspection Service only.
AT	Federal Aviation Administration Air Traffic Controller Compensation Plan. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
	Bx
BB	Nonsupervisory--negotiated pay employees.
BL	Leader--negotiated pay employees.
BP	Printing and Lithographic--negotiated pay employees.
BS	Supervisory--negotiated pay employees.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
	Cx
CA	Board of Contract Appeals.
CB	FDIC Wage Grade Non-Supervisory Pay Schedules Only. Code is for use by the Federal Deposit Insurance Corporation only.
CC	Commissioned Corps of the Public Health Service. Code is for use by the Environmental Protection Agency, Department of Commerce, and Department of Health and Human Services only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
CE	Contract Education--year long. Code is for use by Indian Affairs (Department of Interior) only.
CF	FDIC Wage Grade Supervisory Pay Schedules Only. Code is for use by the Federal Deposit Insurance Corporation only.
CG	Corporate Graded. Code is for use by the Federal Deposit Insurance Corporation only.
CH	FDIC Wage Grade Supervisory Special Schedule Printing Employees Only. Code is for use by the Federal Deposit Insurance Corporation only.
CI	FDIC Wage Grade Leader Special Schedule Printing Employees Only. Code is for use by the Federal Deposit Insurance Corporation only.
CJ	FDIC Wage Grade Non-Supervisory Special Schedule Printing Employees Only. Code is for use by the Federal Deposit Insurance Corporation only.
CL	FDIC Wage Grade Leader Pay Schedules Only. Code is for use by the Federal Deposit Insurance Corporation only.
CM	FDIC supervisory and managerial positions below the executive level only. Code is for use by the Federal Deposit Insurance Corporation only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
CO	Non-Federal county employees of the Farm Service Agency (Department of Agriculture) who serve on committees as authorized by 16 U.S.C. 590h(b) and 7 CFR 7. Code is for use by the Farm Service Agency only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
CP	U.S. Capitol Police. Code is for use by the U.S. Capitol Police only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
CR	U.S. Capitol Police. Code is for use by the U.S. Capitol Police only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
CS	Communications Analysts. Code is for use by the Government Accountability Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
CT	Commodity Futures Trading Commission positions previously defined under pay plan codes AD, ES, GM, and GS. Code is for use by the Commodity Futures Trading Commission only.
CU	Credit Union Employees. Code is for use by the National Credit Union Administration only.
CX	Senior expert positions in the Federal Deposit Insurance Corporation. Code is for use by the Federal Deposit Insurance Corporation only.
CY	Contract Education--school year. Code is for use by Indian Affairs (Department of the Interior) only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
	Dx
DA	Demonstration Administrative. Code is for use by the Department of the Navy only.
DB	Demonstration Engineers and Scientists. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only.
DE	Demonstration Engineers and Scientists Technicians. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only.
DG	Demonstration General. Code is for use by the Department of the Navy only.
DJ	Demonstration Administrative. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only.
DK	Demonstration General Support. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only.
DN	Defense Nuclear Facilities Safety Board Excepted Service Employees. Code is for use by the Defense Nuclear Facilities Safety Board only.
DO	Business Management and Professional Career Path, Air Force Research Laboratory. Code is for use by the Department of the Air Force only.
DP	Demonstration Professional. Code is for use by the Department of the Navy only.
DQ	Demonstration Artisan Leader. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only.
DR	Demonstration Air Force Scientist and Engineer. Code is for use by the Department of the Air Force only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
DS	Demonstration Specialist. Code is for use by the Department of the Navy only.
DT	Demonstration Technician. Code is for use by the Department of the Navy only.
DU	Mission Support Career Path, Air Force Research Laboratory. Code is for use by the Department of the Air Force only.
DV	Demonstration Artisan. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only.
DX	Technician Career Path, Air Force Research Laboratory. Code is for use by the Department of the Air Force only.
DZ	Demonstration Artisan Supervisor. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
	Ex
EA	Administrative Schedule (Excluded). Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
EB	Clerical Schedule (Excluded). Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
EC	Engineering and Computing Schedule (Excluded). Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
ED	Expert (5 U.S.C. 3109). Use when the individual is appointed under 5 U.S.C. 3109 as an expert. Do not use when the appointment as an expert is solely for services as an advisory committee member.
EE	Expert (Other). Use when the individual is appointed under authorities similar to 5 U.S.C. 3109 (i.e., exempt from civil service requirements for competitive examination, job classification, and General Schedule pay) as an expert. Do not use when the appointment as an expert is solely for service as an advisory committee member.
EF	Consultant (5 U.S.C. 3109). Use when the individual is appointed under 5 U.S.C. 3109 as consultant. Do not use when the appointment as a consultant is solely for service as an advisory committee member.
EG	Consultant (Other). Use when the individual is appointed under authorities similar to 5 U.S.C. 3109 (i.e., exempt from civil service requirements for competitive examination, job classification, and General Schedule pay) as a consultant. Do not use when the PAY appointment as a consultant is solely for service as an advisory committee member.
EH	Advisory Committee Member (5 U.S.C. 3109). Use when the individual is appointed under 5 U.S.C. 3109 to serve as a member of an advisory committee.

PAY PLAN (Continued)

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

PAY PLAN (Continued)

Code:	**Name/Explanation:**
EX	Executive pay (Subch. II, ch. 53, 5 U.S.C).
EZ	Professional Economist. Code is for use by the Securities and Exchange Commission only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
	Fx
FA	Foreign Service Chiefs of Mission (Public Law 96-465, Section 103(1)). Code is for use by the Agency for International Development only.
FB	Officers (similar to the Senior Executive Service). Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FC	Foreign compensation. For use only when employee is assigned to the Agency for International Development under a Participating Agency Service Agreement (PASA).
FD	Foreign defense. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Deparment of the Navy only.
FE	Senior Foreign Service (SFS) (Public Law 96-465, Section 103(3)). Code is for use by the Agency for International Development, Animal and Plant Health Inspection Service (Department of Agriculture and components at the Department of Homeland Security), Broadcasting Board of Governors, Foreign Agricultural Service (Department of Agriculture), International Trade Administration (Department of Commerce), and Peace Corps only.
FF	Nonsupervisory Production Facilitators (similar to the nonsupervisory production facilitating WD pay schedule under the Federal Wage System). Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FG	Similar to the General Schedule. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FH	Members of the Foreign Service employed by the Department of State previously reported under pay plans AF, FA, FE, FO, FP, and FZ. The code is for use by the Department of State only. The code is valid for reporting to the Enterprise Human Resources Integration (EHRI) Status file. The code is not valid for reporting to the Central Personnel Data File (CPDF).

PAY PLAN (Continued)

Code:	**Name/Explanation:**
FJ	Officials on Noncareer Appointments (similar to the Senior Executive Service). Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FL	Wage Leaders (similar to the leader pay schedule under the Federal Wage System). Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FM	Former Performance Management and Recognition Service Employees (similar to former PMRS employees in the GM pay plan). Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FN	Supervisory Production Facilitators (similar to the supervisory production facilitating WN pay schedule under the Federal Wage System). Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FO	Foreign Service Officers (Public Law 96-465, Section 103(4)). Code is for use by the Agency for International Development, Animal and Plant Health Inspection Service (Department of Agriculture and components at the Department of Homeland Security), Broadcasting Board of Governors, Foreign Agricultural Service (Department of Agriculture), International Trade Administration (Department of Commerce), and Peace Corps only.
FP	Foreign Service Personnel (Public Law 96-465, Section 103(5)). Code is for use by the Agency for International Development, Animal and Plant Health Inspection Service (Department of Agriculture and components at the Department of Homeland Security), Broadcasting Board of Governors, Foreign Agricultural Service (Department of Agriculture), International Trade Administration (Department of Commerce), and Peace Corps only.
FS	Wage Supervisors (similar to the supervisory pay schedule under the Federal Wage System). Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FT	Senior Technical and Senior Level (similar to the senior-level and scientific or professional positions paid under 5 U.S.C. 5376). Code is for use by the Federal Aviation Administration (Department of Transportation) only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
FV	Federal Aviation Administration Core Compensation Plan. Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FW	Wage Grade (similar to the nonsupervisory pay schedule under the Federal Wage System). Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FX	Executives (similar to the Senior Executive Service). Code is for use by the Federal Aviation Administration (Department of Transportation) only.
FZ	Consular Agent. Code is for use by the Department of State only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
	Gx
GE	U.S. Government Printing Office employees formerly under pay plan SL (Senior Level Positions). Code is for use by the Government Printing Office only.
GG	Grades similar to General Schedule.
GH	GG employees converted to the former Performance Management and Recognition System (PMRS).
GI	U.S. Government Printing Office criminal investigators. Code is for use by the Government Printing Office only.
GL	GS employees in grades 3 through 10 paid a law enforcement officer special base rate under Section 403 of the Federal Law Enforcement Pay Reform Act of 1990. Note that pay plan GL may start being reported as of the January 2006 Central Personnel Data File (CPDF) submissions, and should be reported as of the October 2006 CPDF submissions. If the employee is a law enforcement officer appropriately being paid a special rate under special pay table identifier (SPTI) 0491, the employee should no longer be paid a GS special rate, but should receive the regular rate for pay plan GL. The pay rate determinant (PRD) should no longer be code 5, 6, E or F, but the corresponding non-special rate PRD, and the SPTI should be blank. If the employee is a law enforcement officer being paid under a different, higher special rate than that of SPTI 0491, the employee's PRD should still reflect special pay (5, 6, E, or F) and the SPTI should reflect the table under which the employee is appropriately paid.
GM	Employees covered by the Performance Management and Recognition System (PMRS) termination provisions.
GN	Nursing at the Warren G. Magnuson Clinical Center. Code is for use by the National Institutes of Health (Department of Health and Human Services) only.
GP	GS physicians and dentists paid market pay under 38 U.S.C. 7431(c).
GR	GM physicians and dentists paid market pay under 38 U.S.C. 7431(c).
GS	General Schedule (Ch. 51, 5 U.S.C.).

PAY PLAN (Continued)

Code:	**Name/Explanation:**
	Hx
HA	Code is for use by the Department of Homeland Security only.
HB	Code is for use by the Department of Homeland Security only.
HC	Code is for use by the Department of Homeland Security only.
HD	Code is for use by the Department of Homeland Security only.
HE	Department of Homeland Security employees formerly covered by pay plan ES (Senior Executive Service). Code is for use by the Department of Homeland Security only.
HF	Code is for use by the Department of Homeland Security only.
HG	Code is for use by the Department of Homeland Security only.
HH	Department of Homeland Security employees formerly covered by pay plans GG and GH (Grades Similar to the General Schedule). Code is for use by the Department of Homeland Security only.
HI	Code is for use by the Department of Homeland Security only.
HJ	Code is for use by the Department of Homeland Security only.
HK	Code is for use by the Department of Homeland Security only.
HL	Department of Homeland Security employees formerly covered by pay plan SL (Senior Level Positions). Code is for use by the Department of Homeland Security only.
HM	Code is for use by the Department of Homeland Security only.
HN	Code is for use by the Department of Homeland Security only.
HO	Code is for use by the Department of Homeland Security only.
HP	Code is for use by the Department of Homeland Security only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
HQ	Code is for use by the Department of Homeland Security only.
HR	Code is for use by the Department of Homeland Security only.
HS	Department of Homeland Security employees formerly covered by pay plans GM and GS (General Schedule). Code is for use by the Department of Homeland Security only.
HT	Department of Homeland Security employees formerly covered by pay plan ST (Scientific and Professional Positions). Code is for use by the Department of Homeland Security only.
HU	Haskell Indian Nations University demonstration project. Code is for use by the Department of the Interior only.
HV	Code is for use by the Department of Homeland Security only.
HW	Department of Homeland Security employees formerly covered by pay plan WG (Nonsupervisory Pay Schedules—Federal Wage System). Code is for use by the Department of Homeland Security only.
HX	Code is for use by the Department of Homeland Security only.
HY	Code is for use by the Department of Homeland Security only.
HZ	Code is for use by the Department of Homeland Security only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
	Ix
ID	Indigent Defense. Code is for use by the Public Defender Service for the District of Columbia only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
IE	Senior Intelligence Executive Service (SIES) Program. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only.
IJ	Immigration Judge Schedule. Code is for use by the Department of Justice only.
IP	Senior Intelligence Professional (SIP) Program. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only.
IR	Internal Revenue Service Broadband Classification and Pay System Positions Only. Code is for use by the Internal Revenue Service (Department of the Treasury) only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
	Jx
JG	Graded Tradesmen and Craftsmen (excluding lithographers and printers). Code is for use by the Administrative Office of the United States Courts only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
JL	Leaders of Tradesmen and Craftsmen. Code is for use by the Administrative Office of the United States Courts only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
JP	Nonsupervisory Lithographers and Printers. Code is for use by the Administrative Office of the United States Courts only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
JQ	Lead Lithographers and Printers. Code is for use by the Administrative Office of the United States Courts only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
JR	Supervisory Lithographers and Printers. Code is for use by the Administrative Office of the United States Courts only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
JT	Supervisors of Tradesmen and Craftsmen. Code is for use by the Administrative Office of the United States Courts only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
	Kx
KA	Kiess Act. Code is for use by the Government Printing Office only.
KB	Government Printing Office negotiated rates for bookbinders. Code is for use by the Government Printing Office only.
KE	Government Printing Office negotiated rates for electricians. Code is for use by the Government Printing Office only.
KG	Non-Craft--nonsupervisory. Code is for use by the Bureau of Engraving and Printing (Department of the Treasury) only.
KI	Government Printing Office negotiated rates for compositors. Code is for use by the Government Printing Office only.
KJ	Government Printing Office negotiated rates for machinists. Code is for use by the Government Printing Office only.
KL	Non-Craft--leader. Code is for use by the Bureau of Engraving and Printing (Department of the Treasury) only.
KM	Government Printing Office negotiated rates for presspersons. Code is for use by the Government Printing Office only.
KN	Government Printing Office negotiated rates for offset strippers. Code is for use by the Government Printing Office only.
KO	Government Printing Office negotiated rates for offset platemaker strippers. Code is for use by the Government Printing Office only.
KP	Government Printing Office negotiated rates for engineering journeypersons. Code is for use by the Government Printing Office only.
KS	Non-Craft--supervisory. Code is for use by the Bureau of Engraving and Printing (Department of the Treasury) only.
KT	Government Printing Office negotiated rates for printing plant workers, 80%. Code is for use by the Government Printing Office only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
KU	Government Printing Office negotiated rates for printing plant workers, 85%. Code is for use by the Government Printing Office only.
KV	Government Printing Office negotiated rates for printing plant workers, 90%. Code is for use by the Government Printing Office only.
KW	Government Printing Office negotiated rates for printing plant workers, 95%. Code is for use by the Government Printing Office only.
KX	Government Printing Office negotiated rates for printing plant workers, 100%. Code is for use by the Government Printing Office only.
KY	Government Printing Office negotiated rates for printing plant workers, Equity Pay. Code is for use by the Government Printing Office only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
	Lx
LE	United States Secret Service Uniformed Division. Code is for use by the U.S. Secret Service (Department of the Homeland Security) only.
LG	Liquidation Graded. Code is for use by the Federal Deposit Insurance Corporation only.
LX	General Accounting Office senior-level excepted service position. Code is for use by the General Accounting Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
	Mx
MA	Milk Marketing. Code is for use by the Department of Agriculture only.
MC	Employees of the Millennium Challenge Corporation appointed under Public Law 108-199 only. Code is for use by the Millennium Challenge Corporation only.
MH	USPS Mail Handler. Code is for use by the U.S. Postal Service only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
MK	General Accounting Office managerial and supervisory positions. Code is for use by the General Accounting Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
ML	Supervisors and managers of the National Credit Union Administration. Code is for use by the National Credit Union Administration only.
MS	OMHAR Executive Compensation Plan. Code is for use by the Department of Housing and Urban Development only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
MX	OMHAR Executive Director Compensation Plan. Code is for use by the Department of Housing and Urban Development only.
	Nx
NA	Nonappropriated funds--nonsupervisory and nonleader--Federal Wage System.
NB	Office of the Comptroller of the Currency Only. Code is for use by the Office of the Comptroller of the Currency (Department of the Treasury) only.
NC	NRL Administrative Support. Code is for use by the Naval Research Laboratory (Department of the Navy) only.
ND	Demonstration Scientific and Engineering. Code is for use by the Department of the Navy only.
NG	Demonstration General Support. Code is for use by the Department of the Navy only.
NH	Business Management and Technical Management Professional. DOD Acquisition Workforce Demonstration Project. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
[NI]	National Geospatial-Intelligence Agency Pay Plan. Code is for use by the National Geospatial-Intelligence Agency only. Code is not valid for submission to CPDF, but may be used for other documentation purposes. Effective May 1, 2008.
NJ	Technical Management Support. DOD Acquisition Workforce Demonstration Project. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
NK	Administration Support. DOD Acquisition Workforce Demonstration Project. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
NL	Nonappropriated funds--leader--Federal Wage System.
NO	NRL Administrative Specialist/Professional. Code is for use by the Naval Research Laboratory (Department of the Navy) only.
NP	NRL Science and Engineering Professional. Code is for use by the Naval Research Laboratory (Department of the Navy) only.
NR	NRL Science and Engineering Technical. Code is for use by the Naval Research Laboratory (Department of the Navy) only.
NS	Nonappropriated funds--supervisory--Federal Wage System.
NT	Demonstration Administrative and Technical. Code is for use by the Department of the Navy only.
NX	Executive-level and managerial positions in the Corporation for National and Community Service (Public Law 103-82, Subtitle G, Section 195(b)). Code is for use by the Corporation for National and Community Service only.
NY	All other positions in the Corporation for National and Community Service (Public Law 103-82, Subtitle G, Section 195(b)). Code is for use by the Corporation for National and Community Service only.
NZ	National Zoological Park Police. Code is for use by the Smithsonian Institution only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
	Ox
OE	Executives of the Office of Federal Housing Enterprise Oversight. Code is for use by the Office of Federal Housing Enterprise Oversight (Department of Housing and Urban Development) only.
OF	Office of Federal Housing Enterprise Oversight. Code is for use by the Office of Federal Housing Enterprise Oversight (Department of Housing and Urban Development) only.
	Px
PA	Attorneys and Law Clerks. Code is for use by the General Accounting Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
PD	Treasury Demonstration Project Positions. Code is for use by the Alcohol and Tobacco Tax and Trade Bureau (Department of the Treasury), Bureau of Alcohol, Tobacco, Firearms, and Explosives (Department of Justice), Bureau of Customs and Border Protection (Department of Homeland Security), and the U.S. Secret Service (Department of Homeland Security) only.
PE	Evaluator and Evaluator Related. Code is for use by the General Accounting Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
PG	Printing Office Grades. Code is for use by the Government Printing Office only.
PJ	Government Printing Office, AFGE, 12% night rate. Code is for use by the Government Printing Office only.
PQ	Government Printing Office, Police, day rate. Code is for use by the Government Printing Office only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
PT	Professional and technical GAO employees. Code is for use by the Government Accountability Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
PU	Government Printing Office, White-collar, 10% night rate. Code is for use by the Government Printing Office only.
PY	General Accounting Office program and technical specialist positions. Code is for use by the General Accounting Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
PZ	Government Printing Office, Police, 10% night rate. Code is for use by the Government Printing Office only.
	Qx
QC	USPS City Carrier. Code is for use by the U.S. Postal Service only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
	Rx
RA	Department of Agriculture positions in the Senior Scientific Research Service. Code is for use by the Department of Agriculture only.
RE	Managerial positions within the Senior Leadership Demonstration Project (SLDP) Senior Federal Service. Code is for use by the Internal Revenue Service (Department of the Treasury) only.
RP	Technical positions within the Senior Leadership Demonstration Project (SLDP) Senior Federal Service. Code is for use by the Internal Revenue Service (Department of the Treasury) only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
RS	Senior Biomedical Research Service. Code is for use by the Public Health Service (Department of Health and Human Services) only.
	Sx
SA	Administrative Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
SB	Clerical Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
SC	Engineering and Computing Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
SD	Scientific and Programming Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
SE	Aide and Technician Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
SF	Custodial Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
SG	Public Safety Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
SH	Physicians Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File Code may be

PAY PLAN (Continued)

Code:	**Name/Explanation:**
	used for other documentation purposes.. Note that, within the Tennessee Valley Authority, code P is used.
SJ	Scientific and Programming Schedule (Excluded). Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. Note that, within the Tennessee Valley Authority, code ET is used.
SK	SEC employees formerly under the GS, GM, and EZ pay plans. Code is for use by the Securities and Exchange Commission only.
SL	Senior Level Positions.
SM	Management Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. Note that, within the Tennessee Valley Authority, code M is used.
SN	Senior Level System. Code is for use by the Nuclear Regulatory Commission only.
SO	SEC employees formerly under the ES pay plan. Code is for use by the Securities and Exchange Commission only.
SP	Park Police. Code is for use by the Department of the Interior only.
SQ	Physicians and dentists paid under the Scientific and Professional (ST) pay system who receive market pay under 38 U.S.C. 7431(c).
SR	Statutory rates not elsewhere specified.
SS	Senior Staff Positions. Code is for use by the National Credit Union Administration only.
ST	Scientific and professional (5 U.S.C. 3104).

PAY PLAN (Continued)

Code:	**Name/Explanation:**
SU	Code is for use by the Government Accountability Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
SV	Transportation Security Administration employees other than Executives. Code is for use by the Transportation Security Administration (Department of Homeland Security) only.
SW	Transportation Security Administration Executives. Code is for use by the Transportation Security Administration (Department of Homeland Security) only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
	Tx
TA	Construction Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
TB	Operating and Maintenance Schedule (Power Generating Facilities). Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
TC	Chemical Operators Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
TD	Plant Operators Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
TE	Operating and Maintenance Schedule (Nonpower Generating Facilities). Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
TF	Federal Housing Finance Board Executive Level. Code is for use by the Federal Housing Finance Board only.
TG	Office of Thrift Supervision Salary Schedule. Code is for use by the Office of Thrift Supervision (Department of the Treasury) only.
TM	Federal Housing Finance Board Merit Pay. Code is for use by the Federal Housing Finance Board only.
TP	Teaching Positions. Code is for use by the Department of Defense Education Activity only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
TR	Police Forces of the U.S. Mint and Bureau of Engraving and Printing. Code is for use by the police forces of the U.S. Mint (Department of the Treasury) and the Bureau of Engraving and Printing (Department of the Treasury) only.
TS	Federal Housing Finance Board Step System. Code is for use by the Federal Housing Finance Board only.

PAY PLAN (Continued)

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

PAY PLAN (Continued)

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

PAY PLAN (Continued)

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

PAY PLAN (Continued)

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

PAY PLAN (Continued)

Code:	**Name/Explanation:**
XN	Supervisory production facilitating special schedule printing employees--Federal Wage System.
XP	Nonsupervisory special schedule printing employees--Federal Wage System.
XS	Supervisory special schedule printing employees--Federal Wage System.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
	Yx
YA	Standard Career Group – Professional/Analytical Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YB	Standard Career Group – Technician/Support Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YC	Standard Career Group – Supervisor/Manager Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YD	Scientific and Engineering Career Group – Professional Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YE	Scientific and Engineering Career Group – Technician/Support Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YF	Scientific and Engineering Career Group – Supervisor/Manager Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YG	Medical Career Group – Physician/Dentist Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YH	Medical Career Group – Professional Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YI	Medical Career Group – Technician/Support Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YJ	Medical Career Group – Supervisor/Manager Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YK	Investigative and Protective Career Group – Investigative Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
YL	Investigative and Protective Career Group – Fire Protection Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YM	Investigative and Protective Career Group – Police/Security Guard Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YN	Investigative and Protective Career Group – Supervisor/Manager Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YO	Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YP	Standard Career Group – Student Educational Employment Program Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YQ	Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YR	Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YS	Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YT	Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YU	Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YV	Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.

PAY PLAN (Continued)

Code:	**Name/Explanation:**
YW	Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YX	Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YY	Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
YZ	Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.

PAY PLAN (Continued)

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

PAY RATE DETERMINANT

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

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

Format: TEXT_F(1)

Note:

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

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

PAY RATE DETERMINANT (Continued)

Code:	**Name/Explanation:**
0	Regular Rate. This code is used for all employees, regardless of pay system, who receive a scheduled rate and for whom none of the following codes apply.
2	Saved Rate--Indefinite. Employee is paid, without time limitation, at a pay rate above the maximum rate for the grade (or for purposes of paragraph (c), the SES rate range) when: (a) on or before June 30, 1984, the Foreign Service domestic employee was converted to the General Schedule in accordance with P.L. 96-465; (b) prior to January 11, 1979 (the effective date of section 801(a) of the Civil Service Reform Act (CSRA), P.L. 95-454, 92 Stat. 1111), the employee and his or her position had been converted from one pay plan to another under appropriate authority and the employee was not entitled to either grade or pay retention (codes A, B, J, K, U, or V below) on the effective date of the CSRA; or (c) after January 11, 2004, the SES member is paid above level III of the Executive Schedule and he or she may not suffer a reduction in pay under 5 CFR 534.404(h)(2) as a result of transferring from an agency with a maximum SES rate of basic pay equal to the rate for level II of the Executive Schedule to an agency with a maximum SES rate of basic pay equal to the rate for level III of the Executive Schedule or he or she may not suffer a reduction in pay under 5 CFR 534.403(b) because his or her agency's applicable SES performance appraisal system is suspended under 5 CFR 430.405(h).
3	Retained Pay--Special Rate Adjustment. Employee is receiving retained pay due to: (1) a downward adjustment of a special rate range that left the employee with a pay rate higher than the highest pay rate in the new special rate range; or (2) abolishment of a special rate range that left the employee with a pay rate in excess of the top rate of the grade. References: 5 U.S.C. 5363(a)(2) and 5 CFR 536.301(a)(3).
4	Saved Rate--Other. Employee is receiving saved rate pay at a pay rate above the regular rate and no other code is applicable.
5	Special and Superior Qualifications Rates. For use when PRD codes 6 and 7 below are both applicable. Note: Code 5 is used only on the action that appointed the employee at a superior qualifications rate within a special rate range; code 6 is used on subsequent actions while the employee continues to receive a special rate of pay.

PAY RATE DETERMINANT (Continued)

Code:	**Name/Explanation:**
6	Special Rate. Employee is paid a special rate or a special pay supplement, established under appropriate authority to recruit or retain well qualified individuals in selected agencies, occupations, work levels, and locations. (If employee is also entitled to a retained grade, use code E or F, as appropriate.) References: 5 U.S.C. 5305, 5 U.S.C. 5343(a)(1)(A)(ii), 5 U.S.C. 5343(a)(1)(B)(ii), and similar authorities under law and regulation.
7	Superior Qualifications Rate. Employee is hired at a pay rate above the minimum rate of the grade. Note: Code 7 is used only on the action that appointed the employee at a superior qualifications rate; code 0 or another appropriate code is used on actions subsequent to the appointment action. References: 5 U.S.C. 5333 and 5 CFR 531.212.
A	Retained Grade--Different Position. Employee retains grade for a 2-year period, but is occupying a different position than that held before the grade reduction. (If employee is also entitled to a special rate in the retained grade, use code E.) References: 5 U.S.C. 5362 and 5 CFR 536.201-203.
B	Retained Grade--Same Position. Employee retains grade for a 2-year period and continues to occupy the same position held before the grade reduction. (If employee is also entitled to a special rate in the retained grade, use code F.) References: 5 U.S.C. 5362 and 5 CFR 536.201-203.
C	Critical Position Pay. Employee is receiving pay greater than would otherwise be payable for the employee's position because the position has been designated critical by the Office of Personnel Management in consultation with the Office of Management and Budget under 5 U.S.C. 5377, or the position has been designated critical by the head of an agency under other similar, legal authority.
D	Inspector General in a designated Federal entity. Employee is an Inspector General in a designated Federal entity (as defined in section 8G of the Inspector General Act of 1978) and thus is covered by section 4(b) of the Inspector General Reform Act of 2008. (Section 4(b) provides authority to adjust the classification of such an Inspector General and establishes a pay rate floor.)

PAY RATE DETERMINANT (Continued)

Code:	**Name/Explanation:**
E	Retained Grade and Special Rate--Different Position. Employee retains grade for a 2-year period, is entitled to a special rate in the retained grade, but is occupying a different position than that held before the grade reduction.
F	Retained Grade and Special Rate--Same Position. Employee retains grade for a 2-year period, is entitled to a special rate in the retained grade, and is occupying the same position held before the grade reduction.
J	Retained Pay--Same Position. Employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3), 5 CFR 536.301 (except section 536.301(a)(8)), or 5 CFR 536.302, and continues to occupy the same position held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay. (Note: The employee's pay rate may have been reduced to 150 percent of the maximum rate of basic pay payable for the present grade of the position.)
K	Retained Pay--Different Position. Employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3), 5 CFR 536.301 (except section 536.301(a)(8)), or 5 CFR 536.302, but is currently occupying a different position than that held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay. (Note: The employee's pay rate may have been reduced to 150 percent of the maximum rate of basic pay payable for the grade of the position now occupied.)
P	Preserved IGA Pay. Employee is a Department of Veterans Affairs (VA) physician or dentist authorized under 38 U.S.C. 7401(1) and 7405(a)(1)(A) at VA facilities in the San Francisco-Oakland-San Jose, CA, Consolidated Metropolitan Statistical Area (CMSA) whose 8 percent interim geographic adjustment (IGA) was preserved when the San Francisco CMSA was removed as an IGA area in January 1995.
R	Retained Pay--SES Removal. A former career Senior Executive Service (SES) employee is receiving a retained rate of pay under 5 U.S.C. 3594 and 5 CFR 359.705 following removal from the SES.
S	Continued SES Basic Pay. A career Senior Executive Service (SES) employee appointed to a position outside of the SES for which the rate of basic pay is equal

PAY RATE DETERMINANT (Continued)

Code:	**Name/Explanation:**
	to or greater than the rate payable for level V of the Executive Schedule and the employee elected to continue to receive basic pay as if remaining in the SES in accordance with 5 U.S.C. 3392(c) and 5 CFR Part 317, Subpart H.
T	Below the Minimum Rate. Employee is paid, without time limitation, at a pay rate below the minimum rate for the grade or pay band.
U	Retained Grade and Pay--Same Position. The employee: (1) has a retained grade; (2) is receiving retained pay; and (3) continues to occupy the same position held immediately before the action that otherwise would have resulted in a reduction in basic pay; i.e., use this code only when code J would be appropriate if grade retention were not also applicable. References: 5 U.S.C. 5362, 5 U.S.C. 5363, and 5 CFR Part 536.
V	Retained Grade and Pay--Different Position. The employee: (1) has a retained grade, (2) is receiving pay retention, and (3) is currently occupying a different position than that held immediately before the action that otherwise would have resulted in a reduction in basic pay; i.e., use this code only when code K would be appropriate if grade retention were not also applicable. References: 5 U.S.C. 5362, 5 U.S.C. 5363, and 5 CFR Part 536.

PAY RATE DETERMINANT (Continued)

Code:	**Name/Explanation:**
Y	NSPS Retained Pay. Retained rate based on former pay rate under the National Security Personnel System (NSPS) and established when an employee is converted out of NSPS, consistent with section 1113(c)(1) of Public Law 111-84. Normally applicable pay retention codes do not apply because (1) the employee has a limited-time appointment at time of conversion out of NSPS; (2) the employee's retained rate exceeds 150 percent of the applicable step 10 rate of pay; or (3) the employee's retained rate exceeds the rate of pay for level IV of the Executive Schedule. Also, this NSPS retained pay code applies when an employee's recruitment, relocation, or retention incentive under 5 U.S.C. 5753-5754 is temporarily protected from reduction under the normal rules governing such incentives. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.
Z	Border Equalization Allowance. Employee is receiving a border equalization allowance in lieu of locality pay under section 3974 of title 22, United States Code. For use by the Department of State, the Agency for International Development, and the International Joint Commission of the United States and Canada for employees not in the Foreign Service stationed in Canada or Mexico but living in the United States.

PAY STATUS/USERRA STATUS

Definition: An employee's pay status in the Federal civilian workforce. Also, an employee's status under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status data feed).

Format TEXT_F(1)

Note:

Placement of an employee in furlough status on nonconsecutive work days using NOAC 471 does not change the employee's Pay Status/USERRA Status code. The employee will retain the default code P (Pay Status).

Code:	**Name/Explanation:**
[N]	Nonpay Status. Employee has been placed in nonpay status through the use of a nature of action in the 400 series (except NATURE OF ACTION (1) 471 or 480). Code terminated as of March 28, 2010.

PAY STATUS/USERRA STATUS (Continued)

Code:	**Name/Explanation:**
U	USERRA Status/Not Qualifying for Reservist Differential. Employee is absent from civilian position to perform service in the uniformed services and has reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA), but employee's service is not qualifying under the reservist differential provision in 5 U.S.C. 5538 or a similar reservist differential provision under another authority. Employee may be in nonpay status or pay status (through use of paid leave or other paid time off). Employee is placed in USERRA status through use of nature of action code 473 and legal authority code Q3K. Code U added as of March 28, 2010.
Q	USERRA Status/Qualifying for Reservist Differential. Employee has USERRA status, and the service is qualifying under the reservist differential provision in 5 U.S.C. 5538 or a similar reservist differential provision under another authority (whether or not employee is actually entitled to a reservist differential payment). Employee may be in nonpay status or pay status (through use of paid leave or other paid time off). Employee is placed in USERRA status through use of nature of action code 473 and legal authority codes Q3K and QRD (or, if QRD does not apply, an agency-specific legal authority code). Code Q added as of March 28, 2010.
G	Nonpay Status/Furlough NTE. Employee has been placed in nonpay status through the use of nature of action code 472/Furlough NTE (Date) and 772/Ext of Furlough NTE (Date). Code G added as of March 28, 2010.
T	Nonpay Status/Suspension-Indefinite. Employee has been placed in a nonpay status through the use of nature of action code 452/Supension-Indefinite. Code T added as of March 28, 2010.
S	Nonpay Status/Suspension NTE. Employee has been placed in a nonpay status through the use of nature of action code 450/Suspension NTE (Date). Code S added as of March 28, 2010.
L	Nonpay Status/LWOP NTE. Employee has been placed in a nonpay status through the use of nature of action code 460/LWOP NTE, i.e., would include military service not covered by USERRA. Code L added as of March 28, 2010.

PAY STATUS/USERRA STATUS (Continued)

Code:	**Name/Explanation:**
O	Nonpay Status/Seasonal. Employee has been placed in a nonpay status through the use of nature of action code 430/Placement in Nonpay Status (i.e., release of seasonal employee). Code O added as of March 28, 2010.
P	Pay Status. Employee is in pay status in the Federal civilian workforce, and the employee does not have USERRA status. Employee has a return to duty from a nonpay status/USERRA status (codes U, Q, G, T, S, or L) through the use of a 292 Nature of Action code or employee has a placement in pay status from a nonpay status (code O) through the use of a 280 Nature of Action code. P is the default code if employee is not in nonpay status or USERRA status.

PERSONNEL OFFICE IDENTIFIER

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

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

Format: NUMBER_F(4)

Note:

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

POSITION OCCUPIED

Definition:	An employee's position in the Competitive Service, Excepted Service, or the Senior Executive Service.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).
Format:	NUMBER_F(1)

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

POSITION ORGANIZATION

Definition:	The lowest subdivision of an organization to which an employee is assigned as indicated on his/her position description.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	TEXT_V(500)

POSITION SENSITIVITY

Definition:	The designation of the level of risk associated with a position.
Responsible Organization:	Office of Personnel Management, Division for Federal Investigative Services.
Applicability:	Voluntary.
Format:	NUMBER_F(1)

POSITION SENSITIVITY (Continued)

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

POSITION SENSITIVITY (Continued)

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

POSITION TITLE DESCRIPTION

Definition:	Official classification title description of the position of the employee.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).
Format:	TEXT_V(60)

PREVIOUS RETIREMENT COVERAGE

Definition:	The indicator of whether an employee has, at the time of most recent appointment to the Federal service, previously been covered by the Civil Service Retirement System or the Federal Employees' Retirement System.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions).
Format:	TEXT_F(1)

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

PRIOR ADJUSTED BASIC PAY

Definition:	An employee's prior ADJUSTED BASIC PAY.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed, Personnel Actions Standard Form 50/52).
Format:	DECIMAL(9,2)

PRIOR BASIC PAY

Definition:	An employee's prior BASIC PAY.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed, Personnel Actions Standard Form 50/52).
Format:	DECIMAL(9,2)

PRIOR DUTY STATION

Definition:	An employee's prior DUTY STATION.
Responsible Organization:	General Services Administration, Public Buildings Service.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	TEXT_F(9)

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

Definition:	An employee's prior GRADE, LEVEL, CLASS, RANK, OR PAY BAND.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed, Personnel Actions Standard Form 50/52).
Format:	TEXT_F(2)

Note:

Uses GRADE, LEVEL, CLASS, RANK, OR PAY BAND code set.

PRIOR LOCALITY ADJUSTMENT

Definition:	An employee's prior LOCALITY ADJUSTMENT.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Central Personnel Data File, Personnel Actions Standard Form 50/52).
Format:	NUMBER_F(5)

PRIOR LOCALITY PAY AREA

Definition: An employee's prior LOCALITY PAY AREA.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Voluntary.

Format: NUMBER_F(2)

Note:

Uses LOCALITY PAY AREA code set.

PRIOR OCCUPATION

Definition: An employee's prior OCCUPATION.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Dynamics data feed, Personnel Actions Standard Form 50/52).

Format: NUMBER_F(4)

Note:

Uses OCCUPATION code set.

PRIOR PAY BASIS

Definition: An employee's prior PAY BASIS.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Dynamics data feed, Personnel Actions Standard Form 50/52).

Format: TEXT_F(2)

Note:

Uses PAY BASIS code set.

PRIOR PAY PLAN

Definition: An employee's prior PAY PLAN.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Dynamics data feed, Personnel Actions Standard Form 50/52).

Format: TEXT_F(2)

Note:

Uses PAY PLAN code set.

PRIOR PAY RATE DETERMINANT

Definition: An employee's prior PAY RATE DETERMINANT.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).

Format: TEXT_F(1)

Note:

Uses PAY RATE DETERMINANT code set.

PRIOR POSITION NUMBER

Definition:	Alpha-numeric code associated with the employee's prior position title as shown on the employee's prior position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the position number of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	TEXT_V(35)

PRIOR POSITION ORGANIZATION

Definition:	The lowest subdivision of an organization to which an employee is assigned as indicated on his/her prior position description.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	TEXT_V(500)

PRIOR POSITION TITLE

Definition:	Title of the employee's prior position as it is reflected on his/her position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the title of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	TEXT_V(60)

PRIOR SPECIAL BASIC PAY SUPPLEMENT

Definition:	Amount of prior special basic pay supplement established for a defined subcategory of employees in a pay system or subsystem as a prior secondary supplement. The prior special basic pay supplement applies in lieu of any applicable prior standard basic pay supplement that is a lower amount. The supplement is a regular, fixed payment for nonovertime hours of work that is creditable as prior basic pay for retirement purposes, excluding any type of prior premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes prior GS special rate supplement or equivalent prior supplement. Express amount using same prior pay basis as used for prior basic pay rate.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	DECIMAL(9,2)

PRIOR STANDARD BASIC PAY SUPPLEMENT

Definition:	Amount of prior standard basic pay supplement that is designed to be the sole or primary prior basic pay supplement for employees within a pay system or subsystem. The supplement is a regular, fixed payment for nonovertime hours that is creditable as prior basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS prior locality pay, prior title 38 market pay, or similar prior supplements. Excludes prior GS special rate supplement and similar prior secondary supplements. Express amount using same prior pay basis as used for prior basic pay rate.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	DECIMAL(9,2)

PRIOR STEP OR RATE

Definition: An employee's prior STEP OR RATE.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Dynamics data feed, Personnel Actions Standard Form 50/52).

Format: TEXT_F(2)

Note:

Uses STEP OR RATE code set.

PRIOR TOTAL SALARY RATE

Definition:	Sum of all prior fixed pay amounts paid on a regular and recurring basis (i.e., each pay period), subject to applicable pay caps. This includes prior adjusted basic pay (sum of prior basic pay + any applicable prior basic pay supplement) and any prior fixed-amount allowances and differentials that are paid on a regular and recurring basis (e.g., post differentials and cost-of-living allowances). Also includes prior standby duty premium pay, prior administratively uncontrollable overtime pay, prior law enforcement availability pay, and prior regular overtime pay for firefighters paid under 5 U.S.C. 5545b. Express amount using same prior pay basis as used for prior basic pay rate. NOTE: Prior Total Salary Rate is not limited to retirement-creditable basic pay..
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	DECIMAL(9,2)

PRIOR WORK SCHEDULE

Definition: An employee's prior WORK SCHEDULE.

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).

Format: TEXT_F(1)

Note:

Uses WORK SCHEDULE code set.

RACE OR NATIONAL ORIGIN

Definition: An employee's race or national origin.

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).

Format: TEXT_F(1)

Note:

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

This data standard is only applicable to an employee whose accession occurs prior to July 1, 2006. See the ETHNICITY AND RACE IDENTIFICATION data standard for an employee whose accession occurs on or after January 1, 2006.

RACE OR NATIONAL ORIGIN (Continued)

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

RACE OR NATIONAL ORIGIN (Continued)

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

RATING OF RECORD (LEVEL)

Definition:	The summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period. Refer to 5 CFR 430.203 for the definition of rating of record and 5 CFR 430.303 for the definition of annual summary rating and to 5 CFR 430.208 and 5 CFR 430.304 for definitions of summary levels.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).
Format:	TEXT_F(1)

RATING OF RECORD (LEVEL) (Continued)

Code:	**Name/Explanation:**
1	Level 1. Unacceptable. Fail level under pass/fail program.
2	Level 2. Level between Fully Successful and Unacceptable.
3	Level 3. Fully Successful or equivalent. Pass level under pass/fail program.
4	Level 4. Level between Outstanding and Fully Successful.
5	Level 5. Outstanding or equivalent.
X	Not Rated. Code applies to General Schedule (GS/GM), Prevailing Rate, and other employees subject to the provisions of 5 CFR 430 (see coverage at 5 CFR 430.202 and 5 CFR 430.302) who have not yet received a rating of record under the agency performance appraisal system (e.g., someone newly hired).
Z	Exclusion. Code applies to those employees who are not covered by a performance appraisal system and generally do not have their performance appraised. [Code Z (Exclusion), formerly reported as a Rating of Record (Level), more accurately describes a Rating of Record (Pattern). Therefore, Rating of Record (Level) code Z (Exclusion) is being terminated as a Rating of Record (Level) code (effective October 1, 2008).]

RATING OF RECORD (PATTERN)

Definition: The specific summary levels which can be assigned to a rating of record under an appraisal program. The patterns of summary levels which shall be used are those defined in 5 CFR 430.208(d) and Z for employees not covered by an appraisal program.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).

Format: TEXT_F(1)

Note:

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

RATING OF RECORD (PATTERN) (Continued)

Code:	**Name/Explanation:**
A	Summary levels 1 and 3. Use for pass/fail programs.
B	Summary levels 1, 3, and 5.
C	Summary levels 1, 3, and 4.
D	Summary levels 1, 2, and 3.
E	Summary levels 1, 3, 4, and 5.
F	Summary levels 1, 2, 3, and 5.
G	Summary levels 1, 2, 3, and 4.
H	Summary levels 1, 2, 3, 4, and 5.
Z	Exclusion. Code applies to those employees who are not covered by a performance appraisal system and generally do not have their performance appraised.

RATING OF RECORD (PERIOD)

Definition:	The ending date of the appraisal period for which the RATING OF RECORD (LEVEL) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).
Format:	DATE

RATING OF RECORD PERIOD END DATE

Definition:	Ending date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	DATE

RATING OF RECORD PERIOD START DATE

Definition:	Start date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	DATE

READING PROFICIENCY

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

Responsible Organization: Department of Defense, Defense Language Institute.

Applicability: Voluntary.

Format: NUMBER_F(2)

Note:

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

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

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

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

READING PROFICIENCY (Continued)

Note (continued):

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

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

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

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

READING PROFICIENCY (Continued)

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

READING PROFICIENCY (Continued)

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

READING PROFICIENCY (Continued)

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

READING PROFICIENCY (Continued)

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

READING PROFICIENCY (Continued)

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

RECORD ACTION

Definition:	Indicates action to take with a data record.
Responsible Organization:	Office of Personnel Management, Office of Modernization & Human Resources Line of Business, Enterprise Human Resources Integration (EHRI).
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics, Payroll, Training, and Military Service Deposit data feeds).
Format:	TEXT(1)

Code:	**Name/Explanation:**
A	Add
D	Delete
C	Correct

REMARKS

Definition:	The remarks that explain the personnel action recorded on the Standard Form 50.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Personnel Actions Standard Form 50/52). Only the remarks are required, not the codes.
Format:	TEXT_F(3)

REMARKS (Continued)

Codes and Name/Explanations

APPOINTMENT LIMITATIONS (Axx) 443
BENEFITS AND LEAVE (Bxx) 445
CORRECTIONS AND CANCELLATIONS (Cxx) 448
EMPLOYMENT CONDITIONS (Exx) 451
SERVICE CREDIT (Gxx) 453
POSITION CHANGE ACTIONS (Kxx) 454
MISCELLANEOUS (Mxx) 456
PAY IN ADDITION TO, OR OUTSIDE OF, SALARY (Nxx) 461
PAY RATE (Pxx) 462
EMPLOYEE REASON FOR RESIGNATION, RETIREMENT, FAILURE TO RELOCATE OR TO ACCEPT REASSIGNMENT (Rxx) 465
AGENCY EXPLANATION OF EMPLOYEE'S SEPARATION (Sxx) 465
TENURE (Txx) 469
RETAINED GRADE AND RETAINED PAY (Xxx) 469
RESERVED FOR AGENCIES' INTERNAL USE (Yxx-Zxx) 471

REMARKS (Continued)

Code:	**Name/Explanation:**
	APPOINTMENT LIMITATIONS (Axx)
A01	Appointment is on a seasonal basis; the employee is subject to release to nonpay status and recall to duty to meet workload requirements as a condition of employment in accordance with the attached agreement.
A03	This appointment is intended to continue for 2 years. Upon satisfactory completion of 2-year trial period, you will be noncompetitively converted to career-conditional appointment. If performance is not satisfactory, or you fail to satisfactorily complete program, employment will be terminated.
A04	Appointment is not to exceed 2 years. Upon satisfactory completion of the program, you may be noncompetitively converted to a permanent appointment. If your performance is not satisfactory or if you fail to satisfactorily complete this program, employment will be terminated.
A07	Employment under this appointment must not exceed (number) hours a year.
A08	Employment under this and previous appointment must not exceed (number) hours a year.
A11	Employment under this appointment must not exceed (number) working days a year.
A12	Employment under this and previous appointment must not exceed (number) working days a year.
A15	Total compensation during service year may not exceed 40% of salary for GS-3/1; salary increase resulting from a within-grade increase will not count against this limitation.
A17	As a reemployed annuitant, you serve at the will of the appointing officer.
A21	Temporary employees serve under appointments limited to 1-year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be

REMARKS (Continued)

Code:	**Name/Explanation:**
	promoted or reassigned to other positions, or the ability to be noncompetitively converted to career-conditional appointment.
A22	This appointment cannot be renewed. Upon admission to the Bar, you will be eligible for appointment as attorney in accordance with (agency) appointment procedures.
A24	Employee informed in advance of the conditions of appointment under the Presidential Management Fellows Program.
A25	This action provides relief required by Public Law 101-12, pending final decision of the MSPB.
A30	This appointment does not confer eligibility to be noncompetitively converted to career-conditional or career appointment.
A31	This appointment is intended to continue through completion of education and study-related work requirements. An agency may noncompetitively appoint you to a career or career-conditional appointment within 120 days after satisfactory completion of your educational program and satisfactory completion of at least 640 hours of career-related work experience. The work experience must have been completed prior to or concurrently with the completion of the requirements of your educational program.
A32	This appointment is intended to continue for 2 years, unless extended up to 1 additional year. Upon satisfactory completion of the internship, you may be noncompetitively converted to a career or career-conditional appointment. If you fail to satisfactorily complete the internship, your employment will be terminated.
A33	This appointment is intended to continue for 2 years, unless extended up to 1 additional year. Upon satisfactory completion of the internship, you may be noncompetitively converted to a career or career-conditional appointment. If your performance is not satisfactory or if you fail to satisfactorily complete the internship, you will be returned to a position at no lower grade or pay than the position you left to enter the Federal Career Intern Program.

REMARKS (Continued)

Code:	**Name/Explanation:**
	BENEFITS AND LEAVE (Bxx)
B01	Cancelled health benefits.
B02	Elected not to enroll for health benefits.
B03	Ineligible for health benefits.
B04	Ineligible for leave.
B30	Changes SCD-Leave from (date) upon employee's retirement from the uniformed service.
B31	Changes SCD from (date) to reflect (number) hours worked under intermittent work schedule.
B32	Changes SCD from (date) to reflect excess time in nonpay status during calendar year (year).
B33	Changes SCD from (date) to reflect service which has been ruled creditable.
B34	Changes SCD from (date) to reflect previously unclaimed service.
B35	Changes SCD from (date) because (state reason).
B36	Changes SCD from (date) upon employee's receipt of discharge from uniformed service.
B37	Changes SCD-Leave from (date) upon employee's retirement from the uniformed service. Recovery of excess annual leave accrued in the past based on the erroneous SCD-Leave has been waived. If required by the corrected SCD-Leave, employee's current annual leave accrual rate will be corrected prospectively.

REMARKS (Continued)

Code:	**Name/Explanation:**
B41	Health benefits will continue as long as you participate in the work-study program if you pay the employee's share of costs. Contact your servicing Human Resources Office or see the FEHB Handbook at http://www.opm.gov/insure for detailed information.
B43	Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.
B44	Health benefits coverage continues.
B45	You may change your health benefits enrollment within 60 days after the effective date of this action.
B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this SF 50. However, Basic Life insurance coverage is always at least $10,000.
B52	Ineligible for health benefits until you complete one year of current continuous employment. Then you may elect health benefits for which you will be charged the full premium.
B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). You are also eligible for temporary continuation of your FEHB coverage for up to 18 months.
B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within six months of the effective date of this personnel action. SF 3109 provided to employee.

REMARKS (Continued)

Code:	**Name/Explanation:**
B61	You appear to be eligible for early deferred retirement benefits at age (enter eligibility age). If you have questions, contact your agency retirement counselor.
B62	You appear to be eligible for immediate MRA + 10 retirement annuity. If you have questions, contact your agency retirement counselor.
B63	Elected to retain coverage under a retirement system for NAF employees.
B66	An employee subject to the provisions of P.L. 108-375 is eligible for continued FEHB coverage up to 24 months when called to active duty and certain requirements (including serving in support of a contingency operation) are met. An employee subject to the provisions of P.L. 108-454 is eligible for FEHB coverage for 24 months when absent because of service in the uniformed service and certain requirements are met. Contact your servicing Human Resources Office or see the FEHB Handbook at http://www.opm.gov/insure for detailed information.
B67	Elected full Living Benefits on (enter date from FE-8C). Post-election Basic Insurance amount is $00.00.
B68	Elected partial Living Benefits on (enter date from FE-8C). Post-election Basic Insurance amount is (enter amount from FE-8C). Must elect "no reduction" at retirement.
B69	Employee has assigned ownership of life insurance coverage. Assignment terminates 31 days after separation date unless employee is entitled to continued coverage before that date.
B71	You must elect to either: (1) terminate your enrollment in FEHB, or (2) continue it for up to 365 days and agree to pay the premium or incur a debt. If you do not elect to terminate or continue your enrollment, it automatically terminates at the end of the last pay period in which you paid premiums. Contact your servicing Human Resources Office or see FEHB Handbook at http://www.opm.gov/insure for detailed information.

REMARKS (Continued)

Code:	**Name/Explanation:**
B72	FEGLI coverage continues until your time in nonpay status totals 12 months. Contact your servicing Human Resources Office or see the FEGLI Handbook at http://www.opm.gov/insure for detailed information.
B73	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit toward your SCD-Leave shown in Block 31 for the following period(s) of non-Federal service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.
B74	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit toward your SCD-Leave shown in Block 31 for the following period(s) of active duty military service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.
B75	Changes SCD-Leave from (date) because employee failed to complete 1 full year of continuous service with the appointing agency.
B76	FEGLI coverage continues at no cost to you until your time in nonpay status totals 12 months. If you are in active duty military status, you may elect to continue FEGLI coverage for an additional 12 months by paying both the employee and agency premiums (Basic coverage) and by paying the entire cost (Optional coverage). Per Section 1102 of Public Law 110-181, you must make the election before the end of your first 12 months in nonpay status. Contact your servicing Human Resources Office or see the FEGLI Handbook at http://www/opm.gov/insure/life for detailed information.
	CORRECTIONS AND CANCELLATIONS (Cxx)
C02	Employee found to be ineligible for (type) retirement.
C03	Retroactive restoration based on ( ).
C04	Retroactive change to intermediate grade, level or band based on ( ).

REMARKS (Continued)

Code:	**Name/Explanation:**
C06	Retroactive change to former grade, level, or band based on ( ).
C07	Retroactive change to lower grade, level, or band based on ( ).
C08	Also corrects same item(s) on personnel action (code and nature of action) dated (date).
C09	Also corrects (code and nature of action) effective (date), item (number), to add ( ).
C10	Corrects date of separation from (date) to avoid a break in service when employee was appointed by (agency).
C11	Corrects item (number) from ( ).
C12	Also corrects same item(s) on all previous actions from (date) to (date).
C13	Also corrects (code and nature of action) effective (date), item (number), from ( ).
C14	(Explain why the action is cancelled).
C15	This notification of personnel action replaces a previously executed one.
C16	This notification of personnel action prepared by (name of employing office).
C17	Completes item (number) which was omitted.
C18	Corrects item (number) to read:
C19	Corrects salary to give employee benefit of highest previous rate of basic pay.
C20	Action cancelled in accordance with OPM letter (or instructions) dated (date). This SF 50 and the SF 50 being cancelled must be retained permanently in the employee's Official Personnel Folder.

REMARKS (Continued)

Code:	**Name/Explanation:**
C21	Service from (date of appointment) to (date appointment was regularized or cancelled) may be credited for qualifications purposes, and for leave accrual and RIF retention purposes, and for (list other purposes).
C27	Entitled to back pay under 5 U.S.C. 5596.
C28	Active duty begins (date).
C30	Nature of action and code shown on original action are no longer in use.

REMARKS (Continued)

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

REMARKS (Continued)

Code:	**Name/Explanation:**
E44	Probationary period for supervisory (or managerial) position not required.
E45	Probationary period for supervisory (or managerial) position completed.
E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).
E51	Employee has guaranteed placement rights during probation.
E54	Employee elects to continue appropriate SES provisions under 5 U.S.C. 3392(c).
E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.
E58	Appointment is on a provisional basis. You are eligible for retirement coverage and for health benefits and life insurance. If your performance is satisfactory, and you meet all legal, qualifications, and other applicable requirements, you may be converted to a nontemporary appointment before this appointment expires.

REMARKS (Continued)

Code:	**Name/Explanation:**
	SERVICE CREDIT (Gxx)
G11	Employee paid under 5 U.S.C. chapter 81 from (date) through (date). The entire period shall be credited for all rights and benefits based on length of service.
G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
G33	Service credit for retirement, reduction-in-force, and leave accrual purposes continues for up to a maximum of 6 months in nonpay status per calendar year.

REMARKS (Continued)

Code:	**Name/Explanation:**
	POSITION CHANGE ACTIONS (Kxx)
K01	Qualification requirements modified because of general OPM amendment.
K02	Qualification waived per Reg 351.703.
K12	Selected from (cite the number of the agency's merit promotion certificate or list of eligibles), dated (date).
K13	Removes temporary limitation placed on the last action.
K16	From promotion NTE (date).
K17	Repromotion to grade, level, or band not above that from which downgraded without personal cause and not at employee's request.
K18	Position is at the full performance level or band.
K19	Successor position--employee retained in competitive service.
K20	Full Performance level of employee’s position is (enter pay plan and grade, level, or band).
K23	Result of change in classification standards.
K26	Result of additional duties and responsibilities.
K27	Result of position review.
K38	Promoted (or reassigned) from (former position and grade, level, or band) effective (date).
K43	Result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
K46	Detailed to (enter name of State or local government or educational institution) under the Intergovernmental Personnel Act (IPA).

REMARKS (Continued)

Code:	**Name/Explanation:**
K50	From position change NTE (date).
K55	Based on OPM CEG letter of 9/29/92. (Remark is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.)
K60	Action is in lieu of RIF separation of employee retained under temporary exception.

REMARKS (Continued)

Code:	**Name/Explanation:**
	MISCELLANEOUS (Mxx)
M01	Appointment affidavit executed (date).
M02	You have reemployment rights for two years in (former agency) granted under Reg 352.204 and OPM letter of (date).
M04	Under Public Law 96-8, is entitled to continue FEGLI and health benefits. Has reemployment rights in (agency from which separated) or successor agency upon separation from the Institute, subject to such time period and other conditions as the President may prescribe.
M06	Reason for temporary appointment (state reason).
M10	OPF maintained by (name and address of office).
M20	Action at employee's request.
M23	Continues promotion NTE (date).
M24	Continues position change NTE (date).
M26	Employee was advised of opportunity to file grievance and elected to do so.
M27	Employee was advised of opportunity to file grievance and elected not to do so.
M33	On nonpay status in (agency).
M34	On part-time (or intermittent) appointment in (agency).
M36	Concurrent employment (identify position or agency unit where concurrently employed).
M37	Employee failed to make an election, coverage is FERS by default on (insert determination date) due to Pub. Law 106-265 (FERCCA).
M38	Frozen service: (enter yrs. and mos., e.g., "20 yrs., 5 mos.").

REMARKS (Continued)

Code:	**Name/Explanation:**
M39	Creditable military service: (enter yrs. and mos., e.g., "6 yrs, 7 mos.").
M40	Previous retirement coverage: (enter "never covered" or "previously covered" or "previously covered--refund eligible").
M41	Employee failed to make an election, coverage is CSRS Offset by default on (insert determination date) due to Pub. Law 106-265 (FERCCA).
M42	Approved by (OPM office or agency official) on (date).
M43	Erroneous CSRS, should have been FERS – Employee elected CSRS Offset on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M44	Employee elected coverage under FERS.
M45	Employee is automatically covered under FERS.
M46	Employee is covered by FERS because of previous election.
M47	Erroneous CSRS, should have been FERS – Employee elected FERS on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M48	Erroneous CSRS Offset, should have been FERS – Employee elected to remain in CSRS Offset on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M49	Erroneous CSRS Offset, should have been FERS – Employee elected FERS on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M50	Erroneous CSRS, should have been Social Security Only – Employee elected CSRS Offset on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M51	Erroneous CSRS, should have been Social Security Only – Employee elected Social Security Only on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).

REMARKS (Continued)

Code:	**Name/Explanation:**
M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.
M53	Employee to suffer no loss of, or reduction in, pay, leave, credit for time or service, or performance or efficiency rating.
M54	Erroneous CSRS Offset, should have been Social Security Only – Employee elected to remain in CSRS Offset on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M55	Erroneous CSRS Offset, should have been Social Security Only – Employee elected Social Security Only on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M56	Erroneous FERS, should have been CSRS – Employee elected to remain in FERS on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M57	Erroneous FERS, should have been CSRS – Employee elected CSRS on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M58	No SES reinstatement rights.
M59	Erroneous FERS, should have been CSRS Offset – Employee elected to remain in FERS on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M60	Information on possible 5 U.S.C. chapter 83, subchapter II, case may be obtained from (enter name and address).
M61	Possible 5 U.S.C. chapter 83, subch. II, case.
M62	You have reemployment rights in (agency) under 5 U.S.C. 3582 provided separation is no later than (enter period) after the date of entry on duty in (name of international organization) and you apply to this agency within 90 days from date of your separation.

REMARKS (Continued)

Code:	**Name/Explanation:**
M63	Erroneous FERS, should have been CSRS Offset – Employee elected CSRS Offset on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M64	You have employment rights in (agency) for (how long) under (authority).
M65	Erroneous FERS, should have been Social Security Only – Employee elected to remain in FERS on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M66	Erroneous FERS, should have been Social Security Only – Employee elected Social Security Only on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M67	Forwarding address:
M68	Correction is the result of correction made under Pub. Law 106-265 (FERCCA).
M71	Reason for placement in nonpay status:
M72	Reason for furlough: (state reason).
M73	To be furloughed on (list dates) for total of (number) hours.
M74	Changes data element(s) in block(s) (list SF 50 block number(s)).
M76	Requested, in lieu of annual leave, after declining offer of (position title, series, grade, level, or band, and location).
M80	Variation under CS Rule 5 approved by OPM on (date).
M81	Code S in block 32 indicates a part-time employee who is job sharing.
M82	Code T in block 32 indicates a seasonal employee, with a part-time work schedule, who is job sharing.

REMARKS (Continued)

Code:	**Name/Explanation:**
M83	The 3-year limit on eligibility for reinstatement is extended by the period you serve on excepted, SES, term, or temporary appointment.
M85	You are scheduled to work a minimum of (number) hours per week; additional hours may be scheduled when needed to complete assignments. (Remark is for use by the Bureau of Census (Department of Commerce) only.)
M90	Employee retained, on accrued annual leave NTE (date), past RIF separation date of (date) to establish eligibility for (enter: retirement; health benefits coverage; or retirement and health benefits coverage.)
M91	Employee retained on sick leave past RIF separation date of (date) until (new separation date).
M92	Employee retained past RIF effective date of (date) until (new separation date) to (enter reason).
M93	Employee retained under authority of liquidation provisions prior to completion of liquidation on RIF separation date of (date).
M94	Employee elected deemed FERS coverage under 5 CFR 846.204(b)(2)(i) on (insert date employee made the election).
M95	Employee given deemed FERS election notice on (insert date of notice), and did not respond. Employee is deemed to have elected FERS coverage under 5 CFR 846.204(b)(2)(i).
M96	Employee declined FERS coverage under 5 CFR 846.204(b)(2)(ii) on (insert date employee made the election).
M97	SES member subject to post-employment restrictions under 18 U.S.C. 207(c).

REMARKS (Continued)

Code:	**Name/Explanation:**
	PAY IN ADDITION TO, OR OUTSIDE OF, SALARY (Nxx)
N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
N11	Employee is entitled to 45 calendar days of continuation of regular pay under 5 U.S.C., Chapter 81, section 8118.
N12	Expected to be paid under 5 U.S.C. chapter 81 following 45 calendar days COP period.
N20	Severance pay to be resumed by (agency responsible for the severance pay fund).
N21	Severance pay to be recomputed by (agency responsible for the severance pay fund).
N22	Entitled to ($) severance pay fund to be paid at the rate of ($) per week over (number) weeks beginning (date).
N23	Not entitled to severance pay.
N24	Severance pay suspended by (agency paying the severance pay) until termination of this appointment.
N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.
N26	Lump-sum payment to cover (number) hours ending (date and hour.)
N27	Lump-sum payment to be made for any unused annual leave.
N59	OPF retained by (name and address of office).
N61	Per Reg 531.223(f), the rate received solely during period of Interim WGI may not be used to establish highest previous rate.

REMARKS (Continued)

Code:	**Name/Explanation:**
	PAY RATE (Pxx)
P01	Previously employed at (pay plan, grade, level, band, rate).
P02	Pay rate fixed to include rate increase due on same date.
P03	Pay rate is subject to upward retroactive adjustment upon verification of prior service.
P04	Pay set using the superior qualifications and special needs pay-setting authority under 5 CFR 531.212.
P05	Special rate under 5 U.S.C. 5305.
P06	Pay rate includes rate changes (e.g., within-grade increases) to which employee would have been entitled had he or she remained continuously in Federal service.
P07	Special rate table ____.
P08	Annual salary to be reduced by the amount of your retirement annuity and by future cost of living increases.
P09	Pay or step adjusted (date) by (authority).
P10	Annuity at present is $ _____ pa.
P11	Basic pay in block 20A is law enforcement officer special base rate, which is higher than normal GS rate.
P12	Eligibility date for within-grade increase adjusted to reflect excess time in nonpay status. New estimated eligibility date is (date).
P13	Effective date adjusted due to excess time in nonpay status of (number) hours.
P14	Work performance is at an acceptable level of competence.

REMARKS (Continued)

Code:	**Name/Explanation:**
P15	Within-grade increase to step (number) denied because your work is not at an acceptable level of competence. You remain at GS (number), step (number).
P16	Met all requirements for WGI to (grade and step) (date); due on (date).
P17	Entitled to retained pay until (date); otherwise, pay would be (pay plan, grade, level or band and step if applicable).
P18	Retained rate period expires (date). Effective (date) pay will be ($_____).
P19	Salary includes WGI for which employee became eligible on (date).
P20	Position and pay reflect the following actions effective during employee's absence: (list actions).
P30	Eligibility date for WGI has been adjusted to reflect credit for service on intermittent work schedule. Estimated eligibility date is (date).
P48	Salary may not be reduced below salary earned immediately prior to SES conversion with any future involuntary action while continuously employed.
P54	Superior qualifications appointment made under 35 CFR 251.42.
P55	Special rate under 35 CFR 251.42.
P72	Salary in block 20 includes supervisory differential of $_____.
P73	Block 20 shows the percent of your rate of adjusted basic pay which is paid to you for the substantial, irregular overtime work you perform which cannot be controlled administratively.
P80	Salary in block 12 includes supervisory differential of $_____.
P81	Salary in block 20 includes AUO of $_____.
P82	Salary in block 12 includes AUO of $_____.

REMARKS (Continued)

Code:	**Name/Explanation:**
P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate.
P91	Within-grade increase denied because your work is not at an acceptable level of competence. Your salary does not change.
P92	Salary includes a locality-based payment of __% (in block 20B).
P93	Special rate exceeds the locality rate of pay; employee receives higher special rate supplement (in block 20B instead of locality payment).
P98	Salary in block 12 includes availability pay of $___.
P99	Salary in block 20 includes availability pay of $___.

REMARKS (Continued)

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

REMARKS (Continued)

Code:	**Name/Explanation:**
S31	Agency finding: Resigned after receiving written notice on (date) of proposal to separate for (reasons).
S32	Agency finding: Resigned after receiving written notice on (date) of proposal to demote for (reasons).
S33	Agency finding: Resigned after receiving written notice on (date) of proposal to suspend for (reasons).
S34	Agency finding: Retired after receiving written notice on (date) of decision to separate for (reasons).
S35	Agency finding: Retired after receiving written notice on (date) of decision to demote for (reasons).
S36	Agency finding: Retired after receiving written notice on (date) of decision to suspend for (reasons).
S37	Agency finding: Retired after receiving written notice on (date) of proposal to separate for (reasons).
S38	Agency finding: Retired after receiving written notice on (date) of proposal to demote for (reasons).
S39	Agency finding: Retired after receiving written notice on (date) of proposal to suspend for (reasons).
S40	Agency finding: Terminated after receiving written notice on (date) of proposal to suspend for (reasons).
S41	Agency finding: Terminated after receiving written notice on (date) of proposal to demote for (reasons).
S42	Agency finding: Terminated after receiving written notice on (date) of proposal to separate for (reasons).

REMARKS (Continued)

Code:	**Name/Explanation:**
S43	Agency finding: Terminated after receiving written notice on (date) of decision to suspend for (reasons).
S44	Agency finding: Terminated after receiving written notice (date) of decision to demote for (reasons).
S45	Agency finding: Terminated after receiving written notice on (date) of decision to separate for (reasons).
S46	Separated by order of OPM dated (date) for violation of CS (enter proper rule or regulation).
S47	Reason(s) for removal: (State reason(s).)
S48	Reason(s) for termination: (State reason(s).)
S49	Reason for suspension: (State reason).
S51	RIF notice dated: (date).
S54	Offered job(s) of (position title, grade, salary, and geographical location).
S56	No reason given by employee for refusing job offer.
S57	Refused extension of appointment.
S58	No other work available.
S65	Resigned during initial appointment probationary period.
S66	Resigned during trial period.
S68	Employee gave no reason for resignation.
S69	Employee gave no reason for retiring.

REMARKS (Continued)

Code:	**Name/Explanation:**
S73	Separation by order of Merit Systems Protection Board dated (date) for (enter briefly, but specifically, the reasons given by MSPB).
S74	Agency finding: Resigned after receiving notice of proposed position change as result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
S75	Agency finding: Resigned after receiving notice of decision on position change as result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
S77	Suspension to be imposed on (list days of the week or specific dates on which suspension will be imposed).
S78	Employee is accompanying a U.S. Government sponsor overseas.
S80	Resigned after receiving notice that within-grade increase would be denied.
S81	Agency Finding: Retired after receiving written notice on (date) of decision to remove from the SES for (reasons).
S82	Agency Finding: Resigned after receiving written notice on (date) of proposed placement out of the SES for (reasons).
S83	There is no annuity reduction based on age per 5 U.S.C. 8339(h).
S84	Eligible for an annuity supplement per 5 U.S.C. 8421(a)(2).

REMARKS (Continued)

Code:	**Name/Explanation:**
	TENURE (Txx)
T05	Date for conversion to career tenure has been adjusted to reflect credit for service on intermittent work schedule. Estimated conversion date is (date).
T06	Date for conversion to career tenure has been adjusted to reflect excess time in nonpay status. New conversion date is (date).
T07	Completed service requirement for career tenure from (date) to (date).
T08	Service counting towards permanent tenure from (date) to (date).
T09	Service counting towards permanent tenure from (date).
T10	Service counting toward career tenure from (date).
T11	Completed one year of current continuous service.
T29	(Briefly state reason for change in tenure group).
T30	Reason for retroactive action:
T55	Tenure as used for 5 U.S.C. 3502 is not applicable to the Senior Executive Service.
	RETAINED GRADE AND RETAINED PAY (Xxx)
X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
X37	Employee is entitled to retain grade of (pay plan and grade) through (date).
X38	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.
X39	Employee elected to terminate grade retention entitlement.

REMARKS (Continued)

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

REMARKS (Continued)

Code:	**Name/Explanation:**
X67	Employee receiving retained rate in excess of maximum adjusted rate of basic pay for employee's grade; not entitled to locality payment or special rate supplement.

RESERVED FOR AGENCIES' INTERNAL USE (Yxx-Zxx)

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

RETAINED GRADE

Definition: The grade an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision as described in 5 CFR 536.103(b).

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status data feed, Personnel Actions Standard Form 50/52).

Format: TEXT_F(2)

Note:

Uses GRADE, LEVEL, CLASS, RANK, OR PAY BAND code set.

RETAINED PAY PLAN

Definition: The pay plan an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision described in 5 CFR 536.103(b).

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status data feed, Personnel Actions Standard Form 50/52).

Format: TEXT_F(2)

Note:

Uses PAY PLAN code set.

RETAINED STEP

Definition: The pay rate step an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision as described in 5 CFR 536.301(b).

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status data feed, Personnel Actions Standard Form 50/52).

Format: TEXT_F(2)

Note:

Uses STEP OR RATE code set.

RETENTION ALLOWANCE

Definition:	The annual total dollar amount (up to 25 percent of basic pay) paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid. Note that, under Section 301 (effective May 1, 2005) of the Federal Workforce Flexibility Act of 2004 (Public Law 108-411, dated October 30, 2004), retention allowance (used with nature of action code 810) has been replaced by retention incentive (used with nature of action code 827). An employee receiving an allowance under the former retention payment program is entitled to continue receiving the allowance until the allowance is terminated, but not later than April 30, 2006. Retention allowance should only be used for such an employee.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).
Format:	DECIMAL(9,2)

RETIREMENT PREVIOUS COVERAGE INDICATOR

Definition: Indicates if an employee has, at the time of most recent appointment to the Federal service, previously been covered by the Civil Service Retirement System or the Federal Employees' Retirement System.

Responsible Organization: To Be Detemined.

Applicability: Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).

Format: TEXT_F(1)

Note:

Valid values differ from CPDF requirements.

Code:	Name/Explanation:
Y	Yes
N	No

RETIREMENT PLAN

Definition:	The civilian retirement system(s) to which deductions from an employee's pay are credited.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).
Format:	TEXT_F(1)

RETIREMENT PLAN (Continued)

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

RETIREMENT PLAN (Continued)

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

RETIREMENT PLAN (Continued)

Code:	**Name/Explanation:**
E	FICA and CSRS--Special (Partial). For law enforcement officers and firefighters.
G	FICA and FSRDS (Partial)
J	FICA and Other Retirement System (Partial)
K	Federal Employees' Retirement System (FERS) and FICA
L	FERS and FICA--Air Traffic Controllers
M	FERS and FICA--Special
N	FERS and FICA--Reserve Technicians
O	FERS and FICA-- Customs and Border Protection Officers
P	Foreign Service Pension System (FSPS) and FICA
Q	Customs and Border Protection (Enhanced CSRS Offset)
U	Bankruptcy Judges (Full FICA/Partial CSRS). Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.
	COMBINATIONS OF FICA AND FULL DEDUCTIONS
	Full deductions are withheld for FICA, and full deductions are withheld for another system.
R	FICA and CSRS (Full)
T	FICA and CSRS--Special (Full). For law enforcement officers and firefighters.
W	FICA and FSRDS (Full)

RETIREMENT PLAN (Continued)

Code:	**Name/Explanation:**
X	FICA and Other Retirement System (Full)
Y	Bankruptcy Judges (Full FICA/Full CSRS). Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes.

SECURITY CLEARANCE LEVEL

Definition:	The degree of access to information and materials.
Responsible Organization:	Office of Personnel Management, Division for Federal Investigative Services.
Applicability:	Voluntary.
Format:	NUMBER_F(1)

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

SERVICE COMPUTATION DATE (LEAVE)

Definition:	An employee's service computation date for leave accrual purposes.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).
Format:	DATE

SERVICE COMPUTATION DATE (REDUCTION IN FORCE)

Definition:	An employee's service computation date for reduction-in-force purposes.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).
Format:	DATE

SERVICE COMPUTATION DATE (RETIREMENT)

Definition:	An employee's service computation date for retirement purposes.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).
Format:	DATE

SERVICE OBLIGATION END DATE 1

Definition:	End date on which employee's service obligation expires.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	DATE

SERVICE OBLIGATION END DATE 2

Definition:	End date on which employee's service obligation expires.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	DATE

SERVICE OBLIGATION END DATE 3

Definition:	End date on which employee's service obligation expires.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	DATE

SERVICE OBLIGATION END DATE 4

Definition:	End date on which employee's service obligation expires.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	DATE

SERVICE OBLIGATION TYPE CODE 1

Definition:	Reason for employee's service obligation.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	NUMBER_F(2)

Code:	**Name/Explanation:**
01	Training received.
02	Student loan repayment.
03	Paid move.
04	Relocation incentive.
05	Recruitment incentive.
06	Retention incentive.

SERVICE OBLIGATION TYPE CODE 2

Definition:	Reason for employee's service obligation.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	NUMBER_F(2)

Code:	**Name/Explanation:**
01	Training received.
02	Student loan repayment.
03	Paid move.
04	Relocation incentive.
05	Recruitment incentive.
06	Retention incentive.

SERVICE OBLIGATION TYPE CODE 3

Definition:	Reason for employee's service obligation.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	NUMBER_F(2)

Code:	**Name/Explanation:**
01	Training received.
02	Student loan repayment.
03	Paid move.
04	Relocation incentive.
05	Recruitment incentive.
06	Retention incentive.

SERVICE OBLIGATION TYPE CODE 4

Definition:	Reason for employee's service obligation.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed).
Format:	NUMBER_F(2)

Code:	**Name/Explanation:**
01	Training received.
02	Student loan repayment.
03	Paid move.
04	Relocation incentive.
05	Recruitment incentive.
06	Retention incentive.

SES SERVICE COMPUTATION DATE

Definition:	Senior Executive Service (SES) Service computation date (SCD) of an employee.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).
Format:	DATE

SEX

Definition:	An employee's sex.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).
Format:	TEXT_F(1)

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

SOCIAL SECURITY NUMBER

Definition:	The number assigned to an employee's social security account.
Responsible Organization:	Social Security Administration.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics, Payroll, Training, and Military Service Deposit data feeds; Personnel Actions Standard Form 50/52).
Format:	NUMBER(9)

SOCIAL SECURITY NUMBER BEING CORRECTED

Definition:	The SOCIAL SECURITY NUMBER, previously submitted to the Enterprise Human Resources Integration (EHRI), that is being corrected.
Responsible Organization:	Social Security Administration.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	NUMBER(9)

SPEAKING PROFICIENCY

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

Responsible Organization: Department of Defense, Defense Language Institute.

Applicability: Voluntary.

Format: NUMBER_F(2)

Note:

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

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

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

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

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

SPEAKING PROFICIENCY (Continued)

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

SPEAKING PROFICIENCY (Continued)

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

SPEAKING PROFICIENCY (Continued)

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

SPEAKING PROFICIENCY (Continued)

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

SPEAKING PROFICIENCY (Continued)

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

SPEAKING PROFICIENCY (Continued)

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

SPEAKING PROFICIENCY (Continued)

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

SPEAKING PROFICIENCY (Continued)

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

SPEAKING PROFICIENCY (Continued)

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

SPECIAL BASIC PAY SUPPLEMENT

Definition:	Amount of special basic pay supplement established for a defined subcategory of employees in a pay system or subsystem as a secondary supplement. The special basic pay supplement applies in lieu of any applicable standard basic pay supplement that is a lower amount. The supplement is a regular, fixed payment for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS special rate supplement or equivalent supplement. Express amount using same pay basis as used for basic pay rate.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).
Format:	DECIMAL(9,2)

SPECIAL PAY TABLE IDENTIFIER

Definition: The identification of a special pay table.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status data feed).

Format: TEXT_F(4)

Note:

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

SPECIAL POPULATION CODE

Definition:	Code that describes a position an employee holds which has special retirement calculation rules.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	TEXT_V(3)

Code:	**Name/Explanation:**
00	None
01	Law Enforcement - Primary / Rigorous Position
01S	Law Enforcement - Secondary Supervisory Position
01A	Law Enforcement - Secondary Administrative Position
02	Firefighter - Primary / Rigorous Position
02S	Firefighter - Secondary Supervisory Position
02A	Firefighter - Secondary Administrative Position
03	Nuclear Materials Courier - Primary Position
03S	Nuclear Materials Courier - Secondary Supervisory Position
03A	Nuclear Materials Courier - Secondary Administrative Position
04	Capitol Police
06	Congressional Employee
07	Members of Congress
08	Military Reserve Technician
09	Bankruptcy Judge
10	US Court of Military Appeals Judge
11	US Magistrates / Hybrid Magistrates
12	Supreme Court Judge
13	Air Traffic Controller Tower Time - 5 USC 2109(1)(A)(i)

SPECIAL POPULATION CODE (Continued)

Code:	**Name/Explanation:**
13S	Air Traffic Controller Other - 5 USC 2109(1)(A)(ii) 5 USC 2109(1)(B)
13A	Air Traffic Controller - Second Level Supervisors 5 USC 8331(29)(B) and 8401(35)(B)
15	VA Nurse
16	Veterans Administration Department of Medicine and Surgery (DM&S) Employee - Title 38
17	Customs Officer
18	Foreign National Employees - International
19	House Child Care Center Employee
20	MWAA / Metro Police
22	Supreme Court Police
23	Tax Court Judge
24	Overseas Service
25	Physician Comparability Allowance (PCA) for Government Physicians
27	Cooperative Employee (Part Federal/Part State)
28	Certain Overseas Broadcasting Organizations
29	Senior Official
30	Court of Federal Claims Judge
33	Unit Chairman
34	Campaign and Congressional Committees
37	Senate Child Care Center Employee
38	Transferred to International Organization and Mansfield Fellows
39	Reciprocal Judge
42	National Guard Technician
43	Indian Tribal Organization

STANDARD BASIC PAY SUPPLEMENT

Definition:	Amount of standard basic pay supplement that is designed to be the sole or primary basic pay supplement for employees within a pay system or subsystem. The supplement is a regular, fixed payment for nonovertime hours that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS locality pay, title 38 market pay, or similar supplements. Excludes GS special rate supplement and similar secondary supplements. Express amount using same pay basis as used for basic pay rate.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).
Format:	DECIMAL(9,2)

STEP OR RATE

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

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

Format: TEXT_F(2) or NUMBER_F(2)

Note:

Except for code 00 (not applicable), the step/rate name for a numeric code is the same as that of the code. Thus, step/rate 1 has a code of 01, step/rate 2 has a code of 02, and so forth. Although most step/rate codes are numeric, some are alphabetic. The step/rate name for an alphabetic code is dependent on the PAY PLAN to which it belongs. Along with code 00, following is a list of the alphabetic codes and the PAY PLAN to which these alphabetic codes belong. The codes are left justified, with any unused positions blank.

STEP OR RATE (Continued)

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

SUPERVISORY DIFFERENTIAL

Definition:	The annual total dollar amount paid, over and above BASIC PAY, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).
Format:	DECIMAL(9,2)

SUPERVISORY STATUS

Definition:	The nature of managerial, supervisory, or non-supervisory responsibility assigned to an employee's position.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).
Format:	NUMBER_F(1)

SUPERVISORY STATUS (Continued)

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

TENURE

Definition:	For purposes of reduction in force, the retention group in which an employee is placed based on the employee's type of appointment.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).
Format:	NUMBER_F(1)

TENURE (Continued)

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

TOTAL SALARY

Definition:	The sum of ADJUSTED BASIC PAY plus any administratively uncontrollable overtime (AUO) pay, availability pay, RETENTION ALLOWANCE, or SUPERVISORY DIFFERENTIAL after taking into account all pay caps that may be applicable. (Note that, in the Central Personnel Data File (CPDF) system, Total Salary is a system generated data element that does not include administratively uncontrollable overtime (AUO) pay or availability pay.)
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Personnel Actions Standard Form 50/52).
Format:	NUMBER_F(6)

TOTAL SALARY RATE

Definition:	Sum of all fixed pay amounts paid on a regular and recurring basis (i.e., each pay period), subject to applicable pay caps. This includes adjusted basic pay (sum of basic pay + any applicable basic pay supplement) and any fixed-amount allowances and differentials that are paid on a regular and recurring basis (e.g., post differentials and cost-of-living allowances). Also includes standby duty premium pay, administratively uncontrollable overtime pay, law enforcement availability pay, and regular overtime pay for firefighters paid under 5 U.S.C. 5545b. Express amount using same pay basis as used for basic pay rate. NOTE: Total Salary Rate is not limited to retirement-creditable basic pay.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).
Format:	DECIMAL(9,2)

TYPE OF APPOINTMENT

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

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Voluntary (Enterprise Human Resources Integration HR Status data feed).

Format: NUMBER_F(2)

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

U.S. CITIZENSHIP

Definition:	The indicator of whether an employee is a U.S. citizen.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status data feed, Personnel Actions Standard Form 50/52).
Format:	NUMBER_F(1)

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

VETERANS PREFERENCE

Definition:	An employee's category of entitlement to preference at time of appointment in the Federal service based on active military service that terminated honorably.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).
Format:	NUMBER_F(1)

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

VETERANS PREFERENCE FOR RIF INDICATOR

Definition:	Indicates whether employee has preference for reduction in force purpose.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).
Format:	TEXT_V(2)

Code:	**Name/Explanation:**
Y	Yes.
N	No.
NA	Non Applicable.

VETERANS STATUS (ACTIVE MILITARY SERVICE)

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

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

Format: TEXT_F(1)

Note:

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

VETERANS STATUS (ACTIVE MILITARY SERVICE) (Continued)

Code:	**Name/Explanation:**
N	Not a Vietnam-era veteran. Employee may or may not be a veteran, but is not a veteran of the Vietnam era (i.e., employee did not serve during the period August 5, 1964, through May 7, 1975). Use only for an employee whose accession to the agency's rolls was prior to October 1, 1991, and whose veteran's status has not been reevaluated since October 1, 1991 (when the Vietnam Era Veteran data standard was changed to the Veterans Status (Active Military Service) data standard).
V	Vietnam-era veteran. A veteran who served any time during the Vietnam era (i.e., from August 5, 1964, through May 7, 1975).
B	Pre-Vietnam-era veteran. A veteran whose service ended before the Vietnam era (i.e., before August 5, 1964).
P	Post-Vietnam-era veteran. A veteran whose service began after the Vietnam era (i.e., after May 7, 1975).
X	Not a veteran.

WORK SCHEDULE

Definition:	The time basis on which an employee is scheduled to work.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).
Format:	TEXT_F(1)

WORK SCHEDULE (Continued)

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

WRITING PROFICIENCY

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

Responsible Organization: Department of Defense, Defense Language Institute.

Applicability: Voluntary.

Format: NUMBER_F(2)

Note:

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

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

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

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

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

WRITING PROFICIENCY (Continued)

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

WRITING PROFICIENCY (Continued)

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

WRITING PROFICIENCY (Continued)

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

WRITING PROFICIENCY (Continued)

Code:	**Name/Explanation:**
36	Writing, General Professional Proficiency, Plus. Able to write the language in a few prose styles pertinent to professional/educational needs. Not always able to tailor language to suit audience. Weaknesses may lie in poor control of low frequency complex structures, vocabulary or the ability to express subtleties and nuances. May be able to write on some topics pertinent to professional/educational needs. Organization may suffer due to lack of variety in organizational patterns or in variety of cohesive devices. (Has been abbreviated W-3+ in some nonautomated applications.)
40	Writing, Advanced Professional Proficiency. Able to write the language precisely and accurately in a variety of prose styles pertinent to professional/educational needs. Errors of grammar are rare including those in low frequency complex structures. Consistently able to tailor language to suit audience and able to express subtleties and nuances. Expository prose is clearly, consistently and explicitly organized. The writer employs a variety of organizational patterns, uses a wide variety of cohesive devices such as ellipses and parallelisms, and subordinates in a variety of ways. Able to write on all topics normally pertinent to professional/educational needs and on social issues of a general nature. Writing adequate to express all his/her experiences. (Has been abbreviated W-4 in some nonautomated applications.)
46	Writing, Advanced Professional Proficiency, Plus. Able to write the language precisely and accurately in a wide variety of prose styles pertinent to professional/educational needs. May have some ability to edit, but not in the full range of styles. Has some flexibility within a style and shows some evidence of a use of stylistic devices. (Has been abbreviated W-4+ in some nonautomated applications.)

WRITING PROFICIENCY (Continued)

Code:	**Name/Explanation:**
50	Writing, Functionally Native Proficiency. Has writing proficiency equal to that of a well-educated native. Without non-native errors of structure, spelling, style or vocabulary, can write and edit both formal and informal correspondence, official reports and documents, and professional/educational articles including writing for special purposes which might include legal, technical, educational, literary and colloquial writing. In addition, to being clear, explicit and informative, the writing and the ideas are also imaginative. The writer employs a very wide range of stylistic devices. (Has been abbreviated W-5 in some nonautomated applications.)

YEAR DEGREE OR CERTIFICATE ATTAINED

Definition: The calendar year during which the employee received the degree or certificate shown for EDUCATION LEVEL.

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions Standard Form 50/52).

Format: NUMBER_F(4) (Central Personnel Data File)
NUMBER_F(2) (Personnel Actions)

Note:

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

APPENDIX

INCORPORATED CHANGES 538
UNINCORPORATED CHANGES 543

INCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymmdd)	EXPLANATION
AGENCY/SUBELEMENT			
Changes			
			DEPARTMENT OF AGRICULTURE
			Research, Education, and Economics
02/-	From: AG22		Cooperative State Research, Education, and Extension Service
	To: AG22	20091001	National Institute of Food and Agriculture
Terminations			
			DEPARTMENT OF ARMY
			U.S. Army Materiel Command (AMC)
02/-	ARAC	20100101	U. S. Army Contracting Agency

INCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymmdd)	EXPLANATION
LEGAL AUTHORITY			
Changes			
			Zxx
02/-	From: Z5L		Reg. 9901.502(e) Comp. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
	To: Z5L	20091201	Cite specific DoD authority and date; Comp. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
02/-	From: Z5M		Reg. 9901.511(e) Exc. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.
	To: Z5M	20091201	Cite specific DoD authority and date; Exc. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.

INCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymmdd)	EXPLANATION
LOCALITY PAY AREA			
Additions			
02/-	AK	20100101	Alaska
02/-	HI	20100101	Hawaii
02/-	ON	20100101	The other nonforeign areas defined in 5 CFR 591.205 including American Samoa, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.
Changes			
02/-	From:		
	NY		New York. The area is the same as that of COMBINED STATISTICAL AREA code 408 (New York-Newark-Bridgeport, NY-NJ-CT-PA), plus Monroe County, PA, and Warren County, NJ.
	To:		
	NY	20090928	New York. The area is the same as that of COMBINED STATISTICAL AREA code 408 (New York-Newark-Bridgeport, NY-NJ-CT-PA), plus Monroe County, PA, and Warren County, NJ, and all of Joint Base McGuire-Dix-Lakehurst.

INCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymmdd)	EXPLANATION
02/-	From:		
	PH		Philadelphia. The area is the same as that of COMBINED STATISTICAL AREA code 428 (Philadelphia-Camden-Vineland, PA-NJ-DE-MD), plus Kent County, DE, Atlantic County, NJ, and Cape May County, NJ.
	To:		
	PH	20090928	Philadelphia. The area is the same as that of COMBINED STATISTICAL AREA code 428 (Philadelphia-Camden-Vineland, PA-NJ-DE-MD) excluding Joint Base McGuire-Dix-Lakehurst, plus Kent County, DE, Atlantic County, NJ, and Cape May County, NJ.

PAY PLAN

Additions

02/-	ML	20091101	Supervisors and managers of the National Credit Union Administration. Code is for use by the National Credit Union Administration only.

INCORPORATED CHANGES

CHANGE NO.	CODE	DATE (yyyymmdd)	EXPLANATION
PAY RATE DETERMINENT			
Additions			
02/-	Y	20091201	NSPS Retained Pay. Retained rate based on former pay rate under the National Security Personnel System (NSPS) and established when an employee is converted out of NSPS, consistent with section 1113(c)(1) of Public Law 111-84. Normally applicable pay retention codes do not apply because (1) the employee has a limited-time appointment at time of conversion out of NSPS; (2) the employee's retained rate exceeds 150 percent of the applicable step 10 rate of pay; or (3) the employee's retained rate exceeds the rate of pay for level IV of the Executive Schedule. Also, this NSPS retained pay code applies when an employee's recruitment, relocation,, or retention incentive under % U.S.C. 5753-5754 is temporarily protected from reduction under the normal rules governing such incentives. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only.

UNINCORPORATED CHANGES

(Changes for the next Update to the Guide.)

CHANGE NO.	CODE	DATE (yyyymmdd)	EXPLANATION

AGENCY/SUBELEMENT

Additions

			DEPARTMENT OF AGRICULTURE
			Staff Offices
02/	AGAO	20100301	Office of Advocacy and Outreach

LANGUAGE IDENTIFICATION

Changes

02/-	From:		
	ORM		Galla
	To:		
	ORM	20100401	Oromo

LEGAL AUTHORITY (1)

Additions

			Qxx
02/-	QRD	20100301	5 U.S.C. 5538. Reservist Differential Provision.

UNINCORPORATED CHANGES

(Changes for the next Update to the Guide.)

CHANGE NO.	CODE	DATE (yyyymmdd)	EXPLANATION

NATURE OF ACTION (1)

Changes

02/-	From:		
	473		Leave Without Pay-US. (LWOP-US)
	To:		
	473	20100328	Absent – Uniformed Services.

OCCUPATION

Terminations

02/-	0249	20090401	Wage and Hour Compliance
02/-	0312	20090101	Clerk-Stenographer and Reporter Series
02/-	0334	(pending)	Computer Specialist
02/-	0664	20090101	Restoration Technician Series
02/-	0818	20080601	Engineering Drafting
02/-	0892	20091201	Ceramic Engineering Series.
02/-	0894	20091201	Welding Engineering Series.
02/-	0920	20090101	Estate Tax Examining Series
02/-	0945	20090101	Clerk of Court Series

UNINCORPORATED CHANGES

(Changes for the next Update to the Guide.)

CHANGE NO.	CODE	DATE (yyyymmdd)	EXPLANATION
02/-	1812	200904	Game Law Enforcement
02/-	1816	200904	Immigration Inspection
02/-	1831	200904	Securities Compliance Examining
02/-	1854	200904	Alcohol, Tobacco, and Firearms Inspection
02/-	1864	200904	Public Health Quarantine Inspection Series
02/-	1884	200904	Customs Patrol Officer
02/-	1890	200904	Customs Inspection
02/-	1897	20090101	Customs Aid Series
02/-	2050	20090101	Supply Cataloging Series
02/-	3103	20090101	Shoe Repairing
02/-	3543	20090101	Stevedoring
02/-	3609	20090101	Floor Covering Installing
02/-	3611	20090101	Glazing
02/-	3653	20090101	Asphalt Working
02/-	3702	20090101	Flame/Arc Cutting
02/-	3741	20090101	Furnace Operating
02/-	3833	20090101	Transfer Engraving

UNINCORPORATED CHANGES

(Changes for the next Update to the Guide.)

CHANGE NO.	CODE	DATE (yyyymmdd)	EXPLANATION
02/-	4103	20090101	Paperhanging
02/-	4351	20090101	Plastic Molding EquipmentOperating
02/-	4370	20090101	Glassblowing
02/-	4405	20090101	Film Assembling-Stripping
02/-	4445	20090101	Bank Note Designing
02/-	4447	20090101	Sculptural Engraving
02/-	4448	20090101	Siderographic Transferring
02/-	4845	20090101	Orthopedic Appliance Repairing
02/-	5330	20090101	Printing Equipment Repairing
02/-	5335	20090101	Wind Tunnel Mechanic
02/-	5403	20090101	Incinerator Operating
02/-	5424	20090101	Weighing MachineOperating
02/-	5433	20090101	Gas Generating Plant Operating
02/-	5435	20090101	Carton/Bagmaking Machine Operating
02/-	5455	20090101	Paper Pulping Machine Operating
02/-	5478	20090101	Portable Equipment Operating
02/-	5479	20090101	Dredging EquipmentOperating

UNINCORPORATED CHANGES

(Changes for the next Update to the Guide.)

CHANGE NO.	CODE	DATE (yyyymmdd)	EXPLANATION
02/-	5484	20090101	Counting Machine Operating
02/-	5706	20090101	Road Sweeper Operating
02/-	6903	20090101	Coal Handling
02/-	7010	20090101	Parachute Packing
02/-	7306	20090101	Pressing
02/-	7641	20090101	Beautician

PAY PLAN

Additions

02/-	NI	20080501	National Geospatial-Intelligence Agency Pay Plan. Code is for use by the National Geospatial-Intelligence Agency only. Code is not valid for submission to CPDF, but may be used for other documentation purposes.

UNINCORPORATED CHANGES

(Changes for the next Update to the Guide.)

CHANGE NO.	CODE	DATE (yyyymmdd)	EXPLANATION

PAY STATUS/USERRA STATUS

Definition: An employee's pay status in the Federal civilian workforce. Also, an employee's status under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Additions

02/-	U	20100328	USERRA Status/Not Qualifying for Reservist Differential. Employee is absent from civilian position to perform service in the uniformed services and has reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA), but employee's service is not qualifying under the reservist differential provision in 5 U.S.C. 5538 or a similar reservist differential provision under another authority. Employee may be in nonpay status or pay status (through use of paid leave or other paid time off). Employee is placed in USERRA status through use of nature of action code 473 and legal authority code Q3K. Code U added as of March 28, 2010.

UNINCORPORATED CHANGES

(Changes for the next Update to the Guide.)

CHANGE NO.	CODE	DATE (yyyymmdd)	EXPLANATION
02/-	Q	20100328	USERRA Status/Qualifying for Reservist Differential. Employee has USERRA status, and the service is qualifying under the reservist differential provision in 5 U.S.C. 5538 or a similar reservist differential provision under another authority (whether or not employee is actually entitled to a reservist differential payment). Employee may be in nonpay status or pay status (through use of paid leave or other paid time off). Employee is placed in USERRA status through use of nature of action code 473 and legal authority codes Q3K and QRD (or, if QRD does not apply, an agency-specific legal authority code). Code Q added as of March 28, 2010.
02/-	G	20100328	Nonpay Status/Furlough NTE. Employee has been placed in nonpay status through the use of nature of action code 472/Furlough NTE (Date) and 772/Ext of Furlough NTE (Date). Code G added as of March 28, 2010.
02/-	T	20100328	Nonpay Status/Suspension-Indefinite. Employee has been placed in a nonpay status through the use of nature of action code 452/Supension-Indefinite. Code T added as of March 28, 2010.

UNINCORPORATED CHANGES

(Changes for the next Update to the Guide.)

CHANGE NO.	CODE	DATE (yyyymmdd)	EXPLANATION
02/-	S	20100328	Nonpay Status/Suspension NTE. Employee has been placed in a nonpay status through the use of nature of action code 450/Suspension NTE (Date). Code S added as of March 28, 2010.
02/-	L	20100328	Nonpay Status/LWOP NTE. Employee has been placed in a nonpay status through the use of nature of action code 460/LWOP NTE, i.e., would include military service not covered by USERRA. Code L added as of March 28, 2010.
02/-	O	20100328	Nonpay Status/Seasonal. Employee has been placed in a nonpay status through the use of nature of action code 430/Placement in Nonpay Status (i.e., release of seasonal employee). Code O added as of March 28, 2010.

UNINCORPORATED CHANGES

(Changes for the next Update to the Guide.)

CHANGE NO.	CODE	DATE (yyyymmdd)	EXPLANATION
02/-	P	20100328	Pay Status. Employee is in pay status in the Federal civilian workforce, and the employee does not have USERRA status. Employee has a return to duty from a nonpay status/USERRA status (codes U, Q, G, T, S, or L) through the use of a 292 Nature of Action code or employee has a placement in pay status from a nonpay status (code O) through the use of a 280 Nature of Action code. P is the default code if employee is not in nonpay status or USERRA status.

Note: Placement of an employee in furlough status on nonconsecutive work days using NOAC 471 does not change the employee's Pay Status/USERRA Status code. The employee will retain the default code P (Pay Status).

Terminations

02/-	N	20100328	Nonpay Status. Employee has been placed in nonpay status through the use of a nature of action in the 400 series (except NATURE OF ACTION (1) 471 or 480). Code terminated as of March 28, 2010.